|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **P&C Meeting** | **Oakhill Drive Public School** | | | |
| Date:  Monday 13th February 2023 | | Next meeting: 13th March 2023 | | |
| Type of meeting | P&C Monthly Meeting – school lib lab | | | |
| Facilitator | Janice Love – Vice President | | | |
| Minute taker | Dina Hayes – Secretary | | | |
| Attendees | Janice Love (JL), Dina Hayes, Betty Ploeg (BP), Julie Torney (JT), Katie McAndrew (KM), Anna Myasnikova (AM), Dawn Tan, John Richards, Tuyet Fellows (TF), Katrina Hall (KT), Angela Black (AB), Kelly Tesoriero, Joanna Wang, Alisa Cheng, Naz Radmand, Anjuli Rangar, Tanushree Ray, Brooke Bailey, Jen Lam, Huong Cheung, Stacey Wang, Renhua Song, Kelly Si, Elisa Tan, Joelene Cheney, Henry Fok, Julie Wallace, Caroline Jarocki, Jingjing Li, Vanessa Liu, Nikita Phoghat, Yumei Cai, Debbie Ma | | | |
| Apologies | Mechan Rapp, Natalie O’Brien, Susie Crocker, Jo Cope | | | |
| Acceptance of previous minutes/financials | Accepted: | AB | Seconded: | KH |
| Report on Health and Safety Issues |  | Nil to report | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Outstanding Actions Review** | **Time: 0 min** | | **Speaker: N/A** | |
| Action Items / Progress | Responsible | Original | | Expected/Outcome |
| Auditors Report | Treasurer |  | | To be finalized and presented at the next meeting of the P&C |

|  |  |  |
| --- | --- | --- |
| **Presidents Report** | **Time: 25 mins** | **Speaker: JL/KM** |

|  |
| --- |
| Acknowledgement of country.  Firstly, on behalf of the current executive, I would like to acknowledge the tireless work of the office bearers of the executive of the P&C over the past couple of years, and thank them for their support in the handover to the new team and for handing us a fantastic, strong, and smooth operating P&C.    The ODPS P&C began in 1992 and became incorporated in 2005. As a member organization of the NSW P&C Federation we operate under the prescribed constitution as endorsed by the minister of education.    We are a registered “medium size” not-for-profit Organization, and our objectives are:   * To promote the interests of the school by bringing parents, citizens, students, and teaching staff into close cooperation and * to assist in providing facilities and equipment for the school * and in promoting the recreation and welfare of the students at the school.     Our P&C Association is a valued part of the school and is vital to providing key services - the P&C operate our school canteen, our school uniform shop and Band program.  We employ 3 canteen managers, a bookkeeper, a band coordinator as well as engaging a uniform shop coordinator, the band conductors, and tutors. These operations run as predominantly service operations with a small profit coming from the uniform shop. Otherwise, the P&C raises money from our P&C contribution/levy, our traditionally biannual big fun day/movie night, and some other small fundraising activities during the year.    Membership of the P&C Association is open to all parents and guardians of pupils attending the school and to all citizens whose primary residence is in the enrolment area of the school. As a member, you pay an annual subscription which is 50c, and as a financial member you agree to follow the constitution of the P&C and are eligible to participate in the decision-making processes. That means if you join the P&C tonight, you can vote in the very democratic process of voting on motions and amendments at the next meeting.  Not all issues raised here are within the remit of the P&C, but because of our great working relationship with the school exec, there may be an opportunity to provide parental input/opinion into the matters that are the decisions of the school.  If you are more comfortable to just join us as a guest at our meetings, they are of course open meetings and we always value getting to know you.  You do not have to be a P&C member to be involved in volunteering in the activities at school. I really encourage you to become as involved as you can, as your children really value the interest that you take in their school and education.  **Executive Update:** the executive of the P&C has been really busy over the past couple of weeks orientating ourselves and learning as much as we can about our legal responsibilities! Understanding and implementing good governance will help ensure the smooth running of the P&C Association, and we have set ourselves a few priorities.  ·        Bank authority/administration  ·        Maintaining our ACNC registration – reporting  ·        ABR registered names/ATO entity type  ·        Document storage and archiving  ·        Overdue audit/financial review  ·        Rules/By-laws update    As you heard, we received the resignation of the President. I therefore declare that the President role is now a casual vacancy, and therefore open for nominations. If you would like to nominate yourself, or someone who accepts the nomination, please do so by emailing the Secretary. Once we have nominations, we will hold a ballot at the next general meeting.  Finally, we usually start the year out by asking the school to identify brainstorm/ create a wish list of where they would value our support- either facility, resources, projects, etc. We also welcome the community submitting any suggestions for discussion with the school exec, and the exec usually engages the SRC to see if there is anything that the children themselves identify that would benefit their education or recreation.  We look forward to a successful year ahead.  Presentation from OSHC Coordinator:  **Summer Vacation Care:** successful excursions, public transport - so proud of the Oakhill drive children, incursions, feedback from providers/and public about our organisation and comments on how amazing, curious, and interested our children were + how well behaved they were, staff & families  **Waitlist:** going down, numbers rising. Tue - 135, Mon, Wed and Thur 120 and Fri 105. We are trying our absolute best to get everyone off waitlist and into care who need it.  **Welcome**: of kindies and new families 2023. Smooth transition!  **Secret garden:** plans for starting upgrade in secret garden.  **Break in-robbery:** at the Y. Early Monday morning 6.2.23. |

|  |  |  |
| --- | --- | --- |
| **Principal’s Report** | **Time: 55 min** | **Speaker: BP/JT** |
| **Welcome:** to the 2023 school year. If you are a new parent to our school, we extend a very warm welcome. We value partnerships between the school and home because we know that this positively impacts student well-being and learning. When children see their parents working collaboratively with the school, they feel supported and safe. At all times, the leadership team make school wide decisions with the best interest of our students in mind, based on DoE policies and guidelines. Decisions are made that apply to all students, some students, and few students, balanced in the interest of the whole school. The senior leadership team, include me, and our two deputy principals: Julie Torney and Susie Croker. Susie extends her apologies tonight.  I understand that Jo Cope has relinquished the presidency. I thank Janice Love the V.P who has stepped into the President’s role in the interim. Janice will outline steps tonight about moving forward to fill the President’s position. As a community, we have worked together now for 8 years in sync to achieve outstanding results for our students. This has been achieved because we have been able to work harmoniously together, with no hidden agendas and united in our goals. We make decisions that are in the best interest of 777 students. These decisions are based on DoE policy and research. Resources are shared equitably. We operate with integrity and respect. Together we have built a strong and thriving school for our children.  **Enrolment Numbers:** Total 777 students, (91 kindergarten) in 30 classes.  Our numbers have been unstable over the last two weeks. Many families have travelled overseas and had not informed us. New families submitted enrolment applications throughout the summer break, requiring a quick response from us to enable their child to attend. However, we must complete due diligence and comply with the DoE enrolment procedures to ensure only students who live in our catchment area attend our school. I can now confirm that our students are in their actual classes for the 2023 school year.  **Staffing**: We pride ourselves, in building capacity in every teacher, to make a positive impact on all students. We dedicate funding to ensure all our teachers have access to research driven best practice and they are supported by expert teachers to transfer pedagogy into classroom practice. We encourage teachers to not only care about the students in their class, but those next doors, across the stage and in our community of schools. The moral imperative is to make a difference to all students and close the gap. We encourage teachers to share best practice and support their colleagues, through promotion opportunities. We have several beginning teachers starting their career with us this year. We support them to transfer their studies into the classroom by buddying them up with a mentor teacher. Mentors and mentees are teaching in connecting rooms, providing opportunities for teachers to co teach, observe best practice, hear feedback, practice the skill, and respond to feedback. I thank the mentor teachers.  **Absences:** I hope that we have a better attendance rate this year compared to the last three. However, I remind parents and staff that if you are sick, please stay away until symptoms have passed. We continue to prepare our students for the possibility of having a different teacher in the classroom unexpectedly and the possibility of being split.  **Assistant Principal vacancy:** This position will be readvertised in semester 2. Until then Christopher Chapman will relieve in the role.  **Parent and Community Representation of Merit selection panels:** Dan Bowen, Dawn Tan and Yumei Cai are trained P&C representatives. I invite the P&C to endorse these parents to represent them in 2023 and look towards nominating others, who can be trained by the DoE.  **Campus Improvements:**   1. Basketball court (DoE funded) 2. Basketball steps: Synthetic grass and additional seating to be added (school funded)   **NAPLAN Yr. 3 and Yr. 5:** Bought forward from May to March.  **Inter School Sport:** The association has been advised that buses will not be available to transport students to sporting venues until after 11am. This impacts summer sport. Summer sport has been reduced to 4 weeks in term 1, due to NAPLAN being brought forward. Term 1 ISS will begin from 11am.  **New Syllabus:** K-2 English & Mathematic Syllabus are currently being implemented in all K-2 classes, while all 3-6 teachers are becoming familiar with the new 3-6 English and Mathematics curriculum.  **Meet the Teacher/Welcome afternoon tea: Friday 24 February 2023:**  2:30 S1 and S3  2:45 ES1 and S2  3:00 Welcome Afternoon Tea on the oval (Thank you to Katrina Hall for her organization)  Parents always remain responsible for their children and must be aware of where they are. Our teachers are not on duty at that time. | | |

|  |  |  |
| --- | --- | --- |
| **Treasurer’s Report** | **Time: 5 min** | **Speaker: TF** |
| **Audited financial report:** to be completed and tabled at next P&C meeting. One of the P&C parent members has agreed to complete the review/audit of last year's financial report.  **Budget for 2023:** Treasurer to meet with school Principal to discuss budget items. Proposed budget to be tabled at next P&C meeting.  **Band report:** last year ended with a deficit balanced with reserve funds. Funds will be needed to purchase new equipment. This year plan to break even with some fund-raising activities. $800 of band fees outstanding by 1 member family. | | |

|  |  |  |
| --- | --- | --- |
| **Band Report** | **Time: 10 min** | **Speaker: AM** |
| **Band numbers for 2023:** Confirmed 185 students (Concert band - 48; Senior band - 55; Junior Band - 65; Strings Ensemble - 17). Woodwind, Brass & Percussion Ensemble: Open classes in Weeks 4&5 (30-40 students). Tutoring Team: 10 tutors.  **Space:** willliaise with the school and P&C executive to review instrument storage racks, kitchenette, and currently available classrooms for tutoring. Teaching space: 2023 tutoring timetable prioritized students’ academic needs. All junior band students allocated to have their lessons between 12-3pm.  **Finances:** an issue with the nonpayment of a student’s invoice in 2022. P&C executive to assist with next steps to retrieve fees owed.  **Instruments:** Newservice schedule for December & July. 10K worth of new instruments. | | |

|  |  |  |
| --- | --- | --- |
| **Canteen Report** | **Time: 2 min** | **Speaker: JL** |
| Canteen is up and running for another year.  **Volunteers**: are still an issue. We have 8 existing volunteers from last year and 4 new volunteers. Tuesdays and Thursdays are our trouble days where we struggle to get help, so we have been using an additional canteen manager when we have no help. The canteen cannot run with only 1 person.  **Sushi**: prices have been increased by our supplier however we have not passed the increase on.  **Straws:** canteen is now using only paper straws for slushies and drinks. Straws are only issued to kindy's and upon request. | | |

|  |  |  |
| --- | --- | --- |
| **Community Events** | **Time: 5 min** | **Speaker: KH** |
| **Welcome BBQ**: reframed to a K-Y6 Welcome Afternoon Team/Meet the Teacher. Friday 24 February 2023. Details to be provided via Sentral and newsletter.  **Election day stall:** to be held on Sat 25th March, with funds raised to support the school band. | | |

|  |  |  |
| --- | --- | --- |
| **Uniform Shop** | **Time: 2 min** | **Speaker: JL** |
| **Year 6 shirts:**  were distributed on the first day of school.  Hopefully, the children are happy with them.  I have a small supply of extras ordered for new students entering the school throughout the year.  **Girls summer shirt and skort or dress shorts:** are becoming very popular.  The skort option is the most popular. I can see that next year I will need to increase the orders from the supplier to cover demand.  **Sales:** the year has started off particularly busy with total sales over the last two weeks adding up to just shy of $15,000. Of that just over $4,000 were with NSW Vouchers.  We have also had a lot of new student appointments throughout both weeks. As a result, we are churning through stock supplies at a faster rate than normal with some items being sold out entirely.  **Back to school vouchers:** at this stage, the vouchers can only be used in person as the vouchers need to be scanned onto my phone. | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **General / New Business/Correspondence In** | |  | |
| Items | Responsible | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |

Meeting opened: 7:33pm Closed: 9:15pm