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| **P&C Meeting** | **Oakhill Drive Public School** |
| Date:  Monday 19th June 2023 | Next meeting: 14th August 2023 |
| Type of meeting | P&C Monthly Meeting – school lib lab |
| Facilitator | John Richards – President |
| Minute taker | Dina Hayes – Secretary |
| Attendees | John Richards (JR), Dina Hayes (DH), Betty Ploeg (BP), Susie Croker (SC), Anna Myasnikova (AM), Dawn Tan, Tuyet Fellows (TF), Brooke Bailey (BB), Imogen Falzon, Joanna Wang, Jo Pai, Bettina Wilson (BW), Renhua Song, Faizz Fattah, Chris Wang, Joelene Cheney, Stacey Wang |
| Apologies | Janice Love, Katrina Hall, Debbie Ma, Katie McAndrew |
| Acceptance of previous minutes/financials | Accepted:  |  | Seconded: |  |
| Report on Health and Safety Issues |  | Nil to report |

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| **Outstanding Actions Review** | **Time: 5 min** | **Speaker: TF/SC** |
| Action Items / Progress | Responsible | Original | Expected/Outcome |
| Budget for 2023 | Treasurer | Feb 2023 | Finalized June 2023 |
| Auditors Report | Treasurer | Feb 2023 | Finalized June 2023 |
| Volunteering video | Principal | March 2023 | Work in progerss |
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| **Presidents Report** | **Time: 10 mins** | **Speaker: JR** |

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| Acknowledgement of country.* P&C Levy – new rate applied and invoiced to families
* The Y Biggest afternoon tea – thank you for the support of the P&C
* P&C financials - the executive team has been working hard behind the scenes to review the P&C financials and bank accounts. Thank you to the treasurer for her hard work

Presentation from Acting OSHC Coordinator (BB):* Mural and secret garden – completed. Looks fantastic and has received a positive response. Photos circulated for members to view
* Vacation Care – coming up in two weeks. Program finalised and to include many activities and excursions. Permission slip to be distributed to families in the coming days
* Biggest morning tea fundraiser – thank you for the support of the community. The team was thrilled with funds raised and donated to the Cancer Council and for awareness raising of this important cause
* Building works – roof repairs and painting completed

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| **Principal’s Report** | **Time: 45 mins** | **Speaker: BP/SC/BW** |
| BP:* Acknowledge and pay respect to the traditional owners of this land the Dharag people.
* Thank you to Susie Croker, Bettina Wilson, Hollie Brito for their leadership of our school in my absence. They were able to maintain our strategic plans, including parent workshop, Parent Teacher meetings, Student report preparation, policy and compliance monitoring, Teacher professional learning.
* Recognise and acknowledge our teachers who remain focused on their work, planning and teaching lessons, assessing progress, reinforcing student relationships, counselling students through crisis & supporting casual teachers in our school.
* Congratulations to Katie at YMCA for the successful fundraising for The Biggest Morning Tea.
* Staff Illness/absence: high. Known casual staff are not always available and we have had to get strangers to our school. We have had to split some classes. In this situation, students are split to the same class (on their stage, where possible). If that is the case, students participate in the learning undertaken in that class. If split away from the stage, the teacher has pre prepared tasks that revise and reinforce past learning.
* Teacher Professional Learning: Focus on Mathematics (Strategic Direction 2) Number Talks: Building capacity of all students to solve mathematical problems, through efficient mental computations and communicate their reasoning. Our teachers have been exposed to initial PL about this including a 3hr session last Wed evening, by the Maths Ass of NSW (MANSW). Since then, they have been trialling these strategies with their classes. This week all teachers are meeting with their colleagues to reflect on what they have tried & design an assessment task that will be an initial benchmark to compare against in a term.
* Modernising the Workforce: Our school is a pilot school trialling the use of additional admin staff to complete admin tasks for teachers. The DoE has extended this initiative for the whole of this year rather than 6 months. This is working successfully for our teachers. Some examples of tasks allocate to admin team include preparation of notes for activities and excursions, organisation of buses, chasing notes and payments, coordinating school photos, P&C events e.g., Mother’s/Father’s Day stalls, YMCA, book club, hall displays etc.
* 30 parents recently attended seminar: Anxiety.
* Seesaw: In the past teachers have used the tool to share information about class activities with parents. Now we are training teachers to use it to share student learning and encourage students to talk to their parents about the learning intention, the feedback given to them by the teachers and their next steps.
* Payment invoices: In the past we invoiced parents for in/excursions, activities, sport events etc once per term. However, moving forward with the use of SENTRAL (one stop shop), parents will be required to pay for the activity online immediately after giving permission for the child to participate. We are a pilot school for SENTRAL now, however we will move to this for all activities as soon as the SENTRAL pilot concludes.
* We look forward to seeing parents and carers, join us at the K-2 X Country carnival tomorrow afternoon as well as the 2-6 Athletics carnival next week.

SC:* Teacher Professional Learning: Focus on Mathematics (Strategic Direction 2) Number Talks: Building capacity of all students to solve mathematical problems, through efficient mental computations and communicate their reasoning. Our teachers have been exposed to initial PL about this including a 3hr session last Wed evening, by the Maths Association of NSW (MANSW). Since the we have been trialling these strategies with their classes. This week all teachers are meeting with their colleagues to reflect on what they have tried and design an assessment task that will an initial benchmark to compare against in a term.
* Anxiety workshop: last Tuesday it was wonderful to host Monique Brunello from The Way Ahead Foundation to talk about building resilience in children. Monique shared some wonderful advice on how to recognise anxiety, how this manifests in children and the small steps parents/carers can take to build resilience. They emphasised that it is important to have realistic discussions with children and provide them with strategies they can use when faced with stressful situations. Monique highlighted the importance of seeking professional advice from a psychologist and working together with a psychologist and school to help manage anxiety in children. Thank you to all the parents who were able to attend this special session.

BW:* As part of our School Improvement Plan- Strategic Direction 3: High quality collaborative culture, staff engaged in professional learning to enhance our strategies for effective learning partnerships. Parent engagement in learning is known to lead to improved outcomes for students of all ages. Schools and teachers can support parent engagement by building partnerships to connect learning at home and school. This aligns with our school beliefs and values- relationships are central, a collaborative, respectful and supportive environment and our Essential Agreement- a positive, connected class climate.The Department’s commitment is to strengthen engagement with parents/carers through guiding principles: access, open communication, partnership, understanding, guidance. In addition to our parent-teacher meetings, our school reports, parent workshops and daily interactions, Seesaw is a valuable tool for sustaining relationships. Staff delved into the differences between Involvement vs Engagement- both have value, but engagement in learning has the greatest impact on achievement and wellbeing outcomes. ​Our 2022 Tell them From Me Survey data reveals that ODPS is above the NSW Gov’t norm for ‘parents supporting at home’, and ‘parents encourage their child to do well.’ However, lower for discussing what their child is learning about and their progress. Collectively, we identified that our teachers ultimately use Seesaw to celebrate achievements, describe learning activities (increasingly with learning intentions). More to do- striving for a more consistent approach K-6- especially in our older grades; supporting parents to engage in meaningful dialogue. Encouraging our students to take on the role of teacher, teachers sharing questioning prompts. We have been sharing ideas for meaningful talk in our newsletters and our signboard.
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| **Treasurer’s Report** | **Time: 30 min** | **Speaker: TF** |
| * 2022 Financial Report and Auditors report – was distributed to P&C members along with the meeting agenda. A review of the 2022 finance report was completed and signed off by auditor and submitted to ACNC in May 2023. Net loss for the year ended 30 September 2022 was $96,704 largely due to a $155k contribution by P&C for the construction of the COLA. There were no questions from members. The report has been adopted by the P&C.
* Current financial position - cash on hand at the end of last financial year was $245k and has increased to $270k as at end of May 2023 mainly due to Fun Day and other fundraising, as well as profits from sub-committees. Taking into account funds already committed and forecasts of operational expenses, the total unallocated funds is approximately $200k.
* Proposed budget items for 2023 & Unallocated funds - list of school projects requiring funding provided by BP was discussed. One item, concreting and extension of handball courts up to a total of $30k was discussed and approved by the members of the P&C. All other items are to be reviewed with updated quotes to be sourced. JR and TF to meet with BP to finalise list as well as review current allocated budget. Current annual contributions with allocated budget such as playground maintenance may no longer be required.
* Other - $4k approved for re-purposing of kitchen for instrument storage, $11.5k approved for purchase of 4 different percussion instruments required for the band. Newcombe ball poles and some sporting equipment will continue to share the storage room with band instruments as there is no other space to store them.
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| **Band Report** | **Time: 20 min** | **Speaker: AM** |
| * Term 2 Events & Performances:
	+ Festival of Music, May 20-21: very successful event. The tutoring team commented on our students’ skills and knowledge. Amazing support from band parents. Excellent feedback from parents and students
	+ Sydney Eisteddfod: Percussion ensemble: 1st place. Junior Band: 3rd place. Senior Band
	+ Term 2 school concert (June 21): Junior Band & Ensembles
* Term 3 Events & Performances confirmed:
	+ Ryde & Hawkesbury Eisteddfods: Woodwind (July) & Brass Ensembles (August)
	+ NSW Band competition: Senior Band & Concert Band (August)
	+ Doughnut party & Workshop with CTHS
* Midyear instruments’ service:
	+ All school instruments will be collected by the service providers on Mon/Tue of Week 10, to be returned to school by the beginning of the term 3. Week 10 tutorials will be built around aural skills and general knowledge.
* Projects:
	+ Instruments storage: members approved a maximum of $4,000 be allocated from P&C funds for the renovation of the kitchenette into an instrument storage area
	+ Purchase of new percussion instruments: members approved the allocation of $11,500 for the purchase of new percussion instruments
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| **Canteen Report** | **Time: 2 min** | **Speaker: DH** |
| * The canteen is going well with weekly orders consistently over a 1000 each week. Wednesday and Fridays are our busiest days with orders well over 200 on these days.
* We received our new oven/pie warmer this month and it has been a great help on our super busy days with heating the food.
* We have discontinued the Hokkein Noodles as they were not very popular and last week, we introduced Butter Chicken with Rice for something different on the menu. Hot Chocolates have also been popular at recess and lunch on the really cold days.
* The new Canteen WhatsApp group has been working well to get help when we require it. We have a great bunch of parents and grandparents who are great at helping us.
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| **Community Events** | **Time: 2 min** | **Speaker: DH** |
| * Mother’s Day stall: The Mother’s Day stall was successful. Takings were over $7000. While we have some stock left over, all will keep for next year’s stall and gave us enough stock on the day without selling out of items too early. The objective was to avoid having the last classes come through and missing out on items that had sold out. We had a great turn out of volunteers which helped us run to time and help the students move through the stall in a somewhat orderly fashion. Thank you to the staff for bringing their classes to the stall on time. A HUGE thank you to Natalie O’Brien who helped for the entire day to ensure the day ran smoothly. Her help is very much appreciated. Feedback was good from staff and students on the day, and we received some positive feedback post event. If anyone has any additional feedback, please feel free to email me and let me know.
* Trivia night: As mentioned at the last meeting, the Trivia Night has been postponed due to the Oakhill Drive Netball Club booking a trivia night at the school the weekend prior. A new date to be discussed.
* Disco – K-2 and 3-6 discos have been booked for Friday September 15, 2023, with Bop Til You Drop hosting this event at school.
* Father’s Day – Father’s Day stock is being organised. We will place this order in the coming weeks to ensure we secure stock. A date for Father’s Day stall TBA.
* Items for Purchase: The Community Events team is seeking the purchase of a trolley for moving stock. A folding hand trolley the same as the band trolley was requested. The Band Coordinator offered the use of their trolleys as and when requested.
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| **Uniform Shop** | **Time: 2 min** | **Speaker: DH** |
| * Sales: the uniform shop is finally starting to slow down from all the winter uniform orders.  Most children should now have their full uniforms sorted. With the NSW Back to School Vouchers being in place this year it has added pressure to supplies with many parents ordering more uniforms than usual.  As a result, the stocks have often been depleted earlier than usual. It will also result in the figures being distorted for ordering next year.  If the Vouchers are not available next year (and this appears likely to be the case through media reports) then this will need to take this into account when ordering stock for next year.
* New uniform item: a sample of a warm winter jacket that was proposed for introduction to the school uniform for next winter was circulated to those in attendance. The item will not be compulsory but is a response to parents asking if we have warmer clothing for their children in the winter as the bomber jacket is not super warm. Whilst all classrooms are heated, a warmer jacket will help with travel to and from school. A similar jacket was introduced a few years back, but it did not sell well due to not having the school logo on it, so people did not see it as a school uniform item, and it was overpriced. This jacket has been priced through the supplier (including our school logo), and we should be able to retail it in the shop for around $50.  Members voted to accept the proposal to introduce the jacket, and the suggestion that we order a small supply initially - mainly smaller sizes for the junior part of the school and a very limited supply in the larger sizes.

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| **General / New Business/Correspondence In** |  |
| Items  | Responsible  |  |
| Individual payment of school activities/events | BP | Refer to BP report above |
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Meeting opened: 7:35pm Closed: 9:20pm