|  |  |
| --- | --- |
| **P&C Meeting** | **Oakhill Drive Public School** |
| Date:  Monday 13th March 2023 | Next meeting: 8th May 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), Susie Croker (SC), Katie McAndrew (KM), Anna Myasnikova (AM), Dawn Tan (DT), John Richards (JR), Tuyet Fellows (TF), Katrina Hall (KT), Joanna Wang (JW), Jane McMullen, Natalie O’Brien (NO), Huong Cheung (HC), Jo Cope, Qi Lang, Renhua Song, Leilei Si (LS), Elisa Tan, Debbie Ma |
| Apologies | Mechan Rapp |
| Acceptance of previous minutes/financials | Accepted:  | KH | Seconded: | JR |
| Report on Health and Safety Issues |  | Nil to report |

|  |  |  |
| --- | --- | --- |
| **Outstanding Actions Review** | **Time: 5 min** | **Speaker: JL/TF** |
| Action Items / Progress | Responsible | Original | Expected/Outcome |
| Budget for 2023 | Treasurer | Feb 2023 | To be discussed at the next meeting once accounts for 2022 have been finalised |
| Auditors Report | Treasurer | Feb 2023 | To be finalised and presented at the next P&C meeting |
| Role of P&C President | Vice President | Feb 2023 | Finalised. Details below |
| Merit selection panel | Vice President | Feb 2023 | Finalised. Details below |

|  |  |  |
| --- | --- | --- |
| **Presidents Report** | **Time: 20 mins** | **Speaker: JL/KM** |

|  |
| --- |
| Acknowledgement of country.Our P&C is governed by the minister approved constitution. Understanding and implementing good governance ensures the smooth running of the P&C, provides transparency to members, and guides and protects the office bearers of the P&C Association. Tonight, we have the motion to adopt the proposed and shared By-laws and Sub-Committee rules.  **P&C By Laws and Sub Committee Rules:** The By-laws are a set of rules that add to the P&C Association's constitution by being more specific about the way in which your P&C Association operates. The sub-committee rules for the Band and Canteen are specific about the way the P&C maintains responsibility and delegates the operation of those services to the sub-committees. Typically, by-laws include meeting procedures, membership, voting etc. In effect, by-laws unpack the constitution by providing more detail and clarity around constitutional requirements. By-laws CANNOT contradict or overrule the Constitution. These guidance documents have been based on those developed by the P&C Federation. While we haven’t included entire model guidance, we believe we have a pragmatic and transparent set of operating rules.The ODPS Incorporated P&C Association By Laws, Band Subcommittee Rules, and Canteen Sub Committee Rules, which were tabled to members with the meeting agenda, were moved and the documents accepted by members. Each document was signed by the P&C Vice President and Secretary.**Role of P&C President:** One nomination for the position of P&C President was received. John Richards self-nominated. There were no further nominations from those in attendance. The nomination from John was seconded by both AM and DT. All members in attendance endorsed John’s nomination. Congratulations and thank you to John. The Vice President called for any new members, and three new members were confirmed.**Merit Selection Panel:** Three nominations were received by the Secretary – Timothy Chung, John Richards, and Nigel Fellows. BP provided details of the commitment required. All nominations were accepted. Thank you to Timothy, John, and Nigel. Thanks to the executive team, who have had to get our heads around a lot in a short space of time, especially to our Treasurer who has just been amazing. We really have been achieving things behind the scenes. We still have some admin challenges to sort out this year but will keep on forging forward!Presentation from OSHC Coordinator:**Robbery update:** Charges were being made as the offenders were linked to another string of break ins 3 weeks later at the local shops. Police were able to match fingerprints and ID the perpetrators from CTV footage, helping us to close this and move forward. Also good for families and community to know that it was not a data breach of any kind.**Enrolments:** Our 7 pages long wait list is down to 2, meaning families who need the care are finally getting the care they need for their children. We have hired one new staff member, and another is in the works to start by April, ready for term 2.**New Educator:** Unnimaya (Maya). Priscilla has left after 2.5 years at Oakhill Drive Y. We thank her for her hard work and dedication to the children and families. She was much loved.  **Vacation Care Autumn:** Excursions booked out within 10mins of opening and most days are full. Excursions have 32 children with a ratio of 1:8, and onsite numbers are 45 children with a ratio of 1:15. We can increase the numbers if the need is there, but currently these numbers cater for the school community’s needs. Dural Bunnings is coming out to help us with our garden and do some volunteer work, great community partnership. Mexi’s is helping us with our projects as well, collecting their bottle caps.**Parent participation:**Thanking families for showing an interest in this side of their child’s care. Through donations, collecting items for our programs and generally responding to the newsletter. The Y is always seeking donations of puzzles, books, dress up costumes etc, which are in good condition. **Program Highlights:**Diversity travel wall, Braille version of the acknowledgment of country, and step up by the children to clean up around the school grounds for clean-up Australia Day.  |

|  |  |  |
| --- | --- | --- |
| **Principal’s Report** | **Time: 70 mins** | **Speaker: BP/JT/SC** |
| Acknowledgment of country.**Behaviour Support and Management Plan:** The schools plan was presented by the Principal. Questions and comments were taken from those in attendance. The P&C agreed the information described our beliefs and procedures. The Plan will be shared with the school community, and the opportunity for presentation of the material from the Principal will also be provided. **Wish List of P&C funds:** The P&C currently provides approximately $13,000 annually to the school to support playground maintenance, teacher resources, the Year 6 First Aid course, Year 6 leadership day, Years 3-6 Sponsorship, and sporting equipment. The Principal has placed a request for $20,000 towards Learning and Support, $5,000 for Home Readers, and a contribution towards Technology Infrastructure. It was agreed that the items would be considered once the accounts for 2022 were finalised and our financial position confirmed. **Sentral Parent Portal:** Many thanks to parents for your engagement in using the Sentral Parent Portal; we hope that this is saving you time and assisting you to stay informed. We are working closely with Sentral to make improvements; any feedback or suggestions from parents/carers are welcome.**K-2 Phonics**: We are excited about our parent workshop for K-2 parents on Phonics. This will be in the hall on Wed 22 March 9-9:40am. Please invite your K-2 parent friends. **Out of Area Panel:** We need an elected community representative on our Out of Area panel. We meet several times a term for about 20mins each meeting to discuss the out of area panel applications. The P&C members endorsed the nomination of DT for the role. Thank you Dawn for your willingness to be a community representative on this panel. |

|  |  |  |
| --- | --- | --- |
| **Treasurer’s Report** | **Time: 5 min** | **Speaker: TF** |
| **Annual accounts for 2021 and 2022:** The Treasurer confirmed that the 2021 accounts have been finalised and lodged with the ACNC. The 2022 accounts will be submitted for review and will be presented to members at the next meeting of the P&C. It was agreed that an extraordinary meeting to table the accounts would not be held and members supported the recommendation to receive them at the next meeting.Finalisation of the Feb 2023 financial reports are subject to the finalisation of the 2022 annual financial statements which are still in the process of being reviewed.**Proposed budget items for 2023:** Approved annual contributions (ongoing) include playground maintenance, Teachers Resources (professional development resources), Year 6 First Aid Course, Year 6 Leadership Day, Year 3-6 Sponsor Policy, Sporting Equipment – Total $12,800.Items requested for 2023 include Band HQ space and new equipment, Learning support program (Years 3-6), English curriculum (decodable readers), update of technology infrastructure (with costs spread over a number of years to be confirmed). The canteen requires painting of the ceiling and new flooring. These are to be funded by the school through the department. The Band has requested additional music stands and members voted on their purchase at a cost of $400.The canteen has requested a new pie oven and members voted to approve the request at a cost of $1,500. |

|  |  |  |
| --- | --- | --- |
| **Band Report** | **Time: 10 min** | **Speaker: AM** |
| **Student Numbers:** 181 students across all music groups. Concert band – 47, Senior band – 50, Junior Band – 66, Strings Ensemble – 19, Percussion – 8, Woodwind – 7, Brass – 11.**Program:** New Gemstone awards coordinator appointed, first batch of awards printed and delivered to students. Term 1 concert at school: Wednesday 29th March 5.30pm-6.30pm (Concert band, Senior Band & Strings ensemble). Sydney Eisteddfod - bands and ensembles participation to be discussed at the Band subcommittee meeting by the end of the term.**Finances:** Unpaid invoice from 2023 has been paid. Election Day BBQ fundraising (March 25): Purchase of goods - approved by the Finance & P&C team, Electronic payments to be organized by the Finance team, Request for volunteers and Cake stall donations sent to all band families, sign up in process, Inviting Stage 3 students to help on the day and earn their community hours, currently among band students, opening up to the rest of school next week. |

|  |  |  |
| --- | --- | --- |
| **Canteen Report** | **Time: 2 min** | **Speaker: JL** |
| Canteen has introduced a new menu item Hokkein Noodles to replace Lasagne. There were too many pasta dishes on the menu and the new noodles have been quite popular.  We will still offer Gluten Free Lasagna.We have been excited to meet a few more volunteers and kindy parents. Special thanks to a Kindy Dad who has been amazing helping whenever he can. JL sought assistance from the school with the development of a video to encourage volunteering at the school, with a focus on the canteen. The services of a teacher were offered by BP for the task.  |

|  |  |  |
| --- | --- | --- |
| **Community Events** | **Time: 5 min** | **Speaker: JL** |
| **Welcome Afternoon Tea**: a different format was implemented this year. Feedback on the success of the new format was sought. It was suggested that the event could start earlier to allow parents and carers to move between classrooms if they have more than one child at the school, that designated locations could be set up around the school grounds to allow student groups to come together, that parking availability needed to be taken into consideration. **Term 2:** plans are underway for a trivia night, or similar, event.**Term 3:** K-2 Disco, 3-6 Disco. Timing and date between winter and summer sports to minimize disruptions.**Community Events:** Cookie dough sales, or something similar to card purchases last year, as an additional community event.**Mother’s Day stall:** assistance required. KH can assist with the purchase and organization of stock but requires assistance to coordinate the stalls. Thank you to NO, HC, JW, LS for volunteering to assist.  |

|  |  |  |
| --- | --- | --- |
| **Uniform Shop** | **Time: 2 min** | **Speaker: JL** |
| **Sales**: the shop continues to be busy with new students arriving at the school each week. Flexischools and second-hand sales are very popular.**Stocktake:** winter stock is starting to come in and the stocktake and change over from summer uniform sales to winter uniform sales will take place on 14 March with winter stock being sold from 15 March. Some winter stock items will not arrive at the shop until the beginning of term 2 when the main uniform shipment is due to arrive from overseas. |

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

Meeting opened: 7:33pm Closed: 9:40pm