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| **P&C Meeting** | **Oakhill Drive Public School** | | | |
| Date:  Monday 8th May 2023 | | Next meeting: 19th June 2023 | | |
| Type of meeting | P&C Monthly Meeting – school lib lab | | | |
| Facilitator | John Richards – President | | | |
| Minute taker | Dina Hayes – Secretary | | | |
| Attendees | John Richards (JR), Janice Love (JL), Dina Hayes, Susie Croker (SC), Katie McAndrew (KM), Anna Myasnikova (AM), Dawn Tan, Tuyet Fellows (TF), Katrina Hall (KT), Joanna Wang, Natalie O’Brien, Jo Cope, Jessica Ling, Emma Xu, Bettina Wilson (BW), Renhua Song, Angela Black (AB), Faizz Fattah, Chris Wang, Kelly Si, Bonnie Lau, Joelene Cheney, Stacey Wang | | | |
| Apologies | Betty Ploeg, Helene Inwood, Helen Cheung, Debbie Ma | | | |
| Acceptance of previous minutes/financials | Accepted: | JL | Seconded: | AB |
| 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 | | June 2023 |
| Auditors Report | Treasurer | Feb 2023 | | June 2023 |
| Volunteering video | Principal | March 2023 | | TBC |
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| **Presidents Report** | **Time: 20 mins** | **Speaker: JR/KM** |

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| Acknowledgement of country.  **P&C Levy** - a motion was proposed by the P&C executive to members to increase the P&C levy. The current levy is $55 per student with a maximum charge of $110 per family. The President outlined the reason for the increase, including the development of a 5-year project plan in conjunction with the Principal that the P&C could financially support, and the desire to reduce the number of fundraising activities that families would be asked to assist with. Following discussion, it was proposed that the levy be set at $75 per student with a maximum charge of $125 per family. All members supported the motion.  Presentation from OSHC Coordinator:   * Vacation Care Autumn – last vacation care program was successful with 3 excursions held off site. * Gardens – are looking good. Thanks to the team, including children and Bunnings. There is now a vegetable garden, herb garden, magical garden, succulent garden, and a wishing well garden. * Winter Vacation Care - is already organised and locked in. Will try to be a bit smoother with comms being sent out. * Y repair works - DoE painted room, fixed roof, re-carpeted office, re-did ceiling. * Mural artwork - has been approved by Principal to go ahead. Katie has met with the artist to finalise details. Rough plans outlining the work was shared with those in attendance. * The Y Biggest Afternoon Tea – Cancer Council fundraiser is being held on Friday 12th May. Ticket entry $10. Raffle tickets $10, $5, $2. Guessing Competition gold coin. Handmade photo booth. Lots of food and prizes from local community businesses. Cash only event. Posters placed around the school grounds. * Katie requested financial support from the P&C for the Cancer Council fundraiser. A motion was put forward to contribute $200 from the P&C to the Y which was supported by all members in attendance. |

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| **Principal’s Report** | **Time: 30 mins** | **Speaker: SC/BW** |
| Acknowledgment of country.  SC:  I am pleased to relieve as Principal while Betty is on long service leave over the next five weeks. Mrs Bettina Wilson will continue to relieve in Julie’s position for the term. Mrs Hollie Britto will relieve in my place over weeks 3-5 and 7. Mrs Kat Marsus will relieve in Week 6 when Mrs Britto will be taking leave. Mrs Wilson will look after our K-2 infant’s students and Mrs Britto and Mrs Marsus will look after our 3-6 students.  **New Deputy Principal**  During the school holidays our school was informed by HR that a Deputy Principal has been appointed to our school, through the incentive transfer process. Nicholas Rogencamp has been appointed from Epping West Public School, where he has been a Deputy Principal for several years. Nicholas will start with us in Term 3. We look forward to meeting him and learning with and from him.  **Staff Development Day Term 2 - Aboriginal Education**  On Monday 24 April, all NSW public schools participated in a day focused on Aboriginal Education. The purpose of the day was to equip all students and staff to progress reconciliation and improve their understanding of Aboriginal and/or Torres Strait Islander histories and cultures.  Schools play a central role in the day-to-day educational experiences of Aboriginal and/or Torres Strait Islander students. The commitment of teachers and school leaders to sustained positive change is a critical factor in ensuring Aboriginal and/or Torres Strait Islander students have access to high-quality learning environments.  We currently do not have any students at our school who identify as Aboriginal and/or Torres Strait Islander. We used the day to learn, unlearn and relearn. At its heart, reconciliation is about strengthening relationships between Aboriginal and Torres Strait Islander peoples and non-Indigenous peoples, for the benefit of all Australians.  Throughout the day we participated in a variety of learning activities:   * Mrs Simone-Sherrie Holt (a past ODPS parent) shared with staff her family history and experiences as a First Nations woman * Watching and reflecting on this clip <https://www.youtube.com/watch?v=YukTIDM6-qs> * Staff reflection of their own personal learning journey through the scaffold ‘I used to think, now I know, I commit to’ * Staff participation in a ‘privilege walk’ to deepen understanding of privilege, power, and discrimination * Reflecting on the Acknowledgement of Country statements written by each K-6 class * In groups, creating a suggested Acknowledgement of Country that represents the ODPS community and local area * Investigating rich literature that could be used in our classrooms to support this learning and looked in depth at the powerful impact of the book ‘We are Australians’ written by Duncan Smith and Nicole Godwin. * Analysis of curriculum documents in relation to Aboriginal education. In syllabus documents students are provided with opportunities to:   + Understand that contemporary Aboriginal and Torres Strait Islander Peoples and communities are strong, resilient, rich, and diverse.   + Explore a range of experiences and achievements of Aboriginal and Torres Strait Islander Peoples and the links between identity, cultural expression, language, and spirituality.   + Understand the relationships Aboriginal and Torres Strait Islander Peoples have with places and their interconnectedness with the environments in which they live   + Deepen their knowledge and understanding of the importance of contributing to the ongoing development of a just and equitable society.   + Learn about the continued roles played by Aboriginal and Torres Strait Islander Peoples locally, regionally, nationally, and internationally.   We are excited to share some of our learning with the community on 31 June as part of our reconciliation week (Week 6). This is an opportunity for all Australians to learn about First Nations cultures and histories and participate in celebrations of the oldest, continuous living cultures on earth. Our students will participate in a special assembly and performance, focus on lessons that have been created by our staff Reconciliation Action Plan (RAP) team and have homework and seesaw tasks aimed at sharing this learning with their family. We warmly welcome our parent community to attend our special assembly on 31 June.  **End of year SDD – Twilight Sessions**  Last year in October an additional staff development day was announced by the Department of Education for the end of the 2023 school year. This provides teachers with two staff development days at the end of the year. Students finish the school year on Friday 15 December and two staff development days are scheduled for Monday 18 December and Tuesday 19 December. As a school we have decided to replace the last staff development day to occur as two twilight sessions to take place this term. We have considered the needs of our students and staff to determine that the professional learning would add most value in Term 2, rather than waiting until the last day of the year. These twilight sessions will be run by Fiona Fowley from the Mathematical Association of NSW (MANSW). Over many years we have had a strong school focus on developing professional learning in the area of reading. Our data indicates the need to now switch our teacher learning focus to mathematics (while maintaining our learning in reading). We feel that the sessions with this expert will be dynamic in launching our school learning journey in Mathematics. We kindly ask parents to plan alternative arrangements for their children on Monday 18 December and Tuesday 19 December.  **General Assistant**  As you know our GA Trevor Bleakley has accepted a two-year position with the Department of Education assets team. We continue to look for a full-time General Assistant for our school. We would like to thank Nick Cope who has increased his two days to at least three days to support the school during Term 2. We will place an advertisement in Seek in an attempt to fill this position for Term 3.  **Semester One Reports**  Semester One reports will be available via the Sentral Parent Portal at the end of this term. Our K-2 report will look slightly different and reflect the areas of the new curriculum. Stage 1 Students will be assessed against a five-point scale in **each area** of the Maths and English NSW syllabus. Our Kindergarten students will be assessed against a three-point scale in **each area** of the Early Stage One Maths and English curriculum. The five-point performance standards will continue to be as follows - Outstanding, High, Sound, Basic and Limited. The three-point performance standards will continue to be as follows - Working Towards, Working At and Working Beyond.    The fundamental purpose of assessment and reporting is to improve student learning. Our teacher judgements about student achievement are based on quality evidence from a wide body of work. The evidence used by teachers to make judgements can include results from formative and summative assessments as well as teacher observations. Judgements are not based on a single test from a single day.  **Parent Teacher Interviews**  Today we started our parent teacher interview sessions. I would like to acknowledge the hours of work teachers have put into preparing for these sessions and the sacrifices parents have made to attend a session. These valuable meetings allow for the building of stronger partnerships to help foster engagement and positive learning and wellbeing outcomes.  Parents and carers provide support, values, and life-long lessons to their children. At the same time, children benefit from the expertise of teaching professionals and a structured learning environment. ​Research shows that engaging parents and carers in their child’s education at school leads to better educational and wellbeing outcomes. ​  Strong partnerships are created when parents, carers, educators, and staff work together with mutual respect and a shared understanding of what is in the best interests of the learners they support.  **Parent Phonics Workshop – Reading Volunteers**  We had a fabulous response to our parent reading workshop for K-2 parents at the end of last term. We are now keen to have parents and community members volunteering to read with our K-2 students in the morning. Teachers will contact parents to start this shortly.  BW:  **Student Representative Council**  This morning, our 2023 members of the Student Representative Council (SRC) were presented with their badges at our morning assembly, to formally recognise their commitment to student leadership. These students have been selected by their peers to represent the school body in school decision-making and organise ways for students to participate in school life. They have been selected because their peers recognise their commitment to our school values and their dedication to serving our school community.  This is an authentic opportunity for students to build valuable life skills, including working as a member of a team, building positive relationships, valuing the perspective and opinions of others, and making fair decisions.  The Oakhill Drive SRC aims to:  · Provide a forum to express their ideas and opinions  · Develop leadership  · Promote improvement in the school  · Promote school spirit  · Encourage ideas of commitment, community service peer leadership by example.  Role Expectations: In nominating and voting for an SRC representative, students should be guided to select peers who:  · Demonstrate high levels of respect, responsibility, and resilience  · Are approachable and capable of listening to others  · Demonstrate the ability to communicate clearly  · Are committed to serving their school community  Last Tuesday, the students completed their SRC Training Day, organised by Mrs Ranaweera and Mrs Tondini. Students engaged in a range of teamwork/cooperative activities and practised making ethical decisions.  Some comments made by our school leaders included: Me and my fellow leaders got the opportunity to lead many of the activities that were planned for the day. I really enjoyed the whole experience of leading this day as there were so many new people that I had never met before and so many different activities that I joined in with…. (Vice Captain).  The SRC training day was an eye-opening experience to the world of leadership. There were many fun activities that the wonderful coordinators organised for us, which we all enjoyed. Whether it was playing charades, or passing a ball, everyone learnt something. Teamwork makes the Dreamwork. Leadership is not a solo act… (School Captain)  The SRC training day was an amazing experience for the young leaders. As the day went on, they built up their leadership skills by learning what it means to be an actual leader and not just someone that wears a fancy badge on their shirt. (Vice-Captain)  **Walk Safely to School Day**  Walk Safely to School Day is on Friday, May 19. Research shows that many children and young people like to walk or ride to school. They enjoy this time for being social, independent, and outdoors.  We will be using this event as an opportunity to reinforce the health aspects of walking, as well as safe pedestrian behaviours-concepts that link to our PDHPE Curriculum. We hope to support understanding amongst our community of the following key messages:  There are many health and social benefits of walking to and from school and walking together is a great way to:  · Be physically active  · Talk and spend time with your child  · Reduce traffic congestion  · Reduce your carbon footprint.  · Until they are at least 8 years old always hold your child's hand when walking on the footpath, in the car park and when crossing the road.  · When your children are between 8 and 10 years old, supervise them very closely when they are near traffic and crossing the road.  · For all children, including older ones (age 11 and above) regularly remind them to be safe and responsible pedestrians by:  · Sharing the footpath and walking on the left  · Looking out for vehicles entering or leaving driveways  · Putting mobile phones and earphones away, so you or your children are not distracted by music, texting, emailing, or searching the internet when walking  · Using safe places to cross such as pedestrian crossings, traffic lights or a school crossing, if available.  · Showing respect to other pedestrians | | |

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| **Treasurer’s Report** | **Time: 5 min** | **Speaker: TF** |
| * Current financial position - the P&C cash position is currently just under $150,000. There is just under $13,000 in committed funds, leaving approx. $118,000 in unallocated funds. * Proposed budget items for 2023 – were discussed with the school Principal. A list of items was scoped across a 5-year plan. Those items have been prioritised. Once finalised, they will be presented to members. * 2022 Financial Report audit – is nearing completion and will be tabled at the next meeting. Thank you to the ODPS parent who has volunteered to assist with this task. | | |

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| **Band Report** | **Time: 10 min** | **Speaker: AM** |
| * Program administration:   + Numbers - 181 students across all bands and ensembles   + New Strings Director – Mr Brett Mullins starting tomorrow   + Band Subcommittee – meeting week 3 of each term * Events and Performances:   + Term 1 – school concert held for senior band, concert band and strings ensemble   + Festival of Music – to be held on 20th and 21st May on school grounds in place of band camp   + Eisteddfod Festivals – junior band, senior band, and percussion ensemble to perform at Sydney Eisteddfod in June. Woodwind and brass ensembles to perform at the Ryde and Hawkesbury Eisteddfods in August   + NSW Bands Championship – Senior band and Concert band to attend in August   + Term 2 School Concert – for Junior band and Ensembles   + Strings participation in Festivals – awaiting feedback from new strings director * Finances:   + Election Day BBQ fundraiser – amazing community effort. Profit of over $2,100. Leftover drinks available for other events * Projects:   + Instruments Storage – consider temporary solutions whilst long term decisions made. Commitment from the P&C executive to work with the principal to consider additional storage space including a re-fit of the hall kitchen, and reorganising the instrument storage space   + Music HQ2 – consideration of a project working group and financial contribution from the P&C. Request has been discussed with the principal and the band coordinator. Further discussion to occur at the band subcommittee meeting so that the needs of all parties can be considered | | |

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| **Canteen Report** | **Time: 5 min** | **Speaker: JL** |
| * Repairs and maintenance: request for follow up from Principal in regard to painting of the canteen ceiling and replacement of the flooring. Concern is in regard to health inspection, which can occur at any time and without notice. Wishing to rectify these works before then. * New equipment: pie warmer was approved at the last meeting and has been ordered. Fridge that occasionally trips itself off has been inspected and no issues found. Team knows to be conscious and careful when closing door, but when outside people use canteen (e.g., election BBQ) it seems to trip because of closing of door. No large quantities stocked in it, so only minor wastage. * Menu - team doing great job to maintain selection on menu, new items (Katsu Sushi, hokkein noodles) are well received and popular. * Volunteers - resourcing working well. Great to have a number of new volunteers. Difficulty is getting advance commitment to scheduling regular slots. Many prefer to be approached directly when required. Some add to master calendar. Will continue to request/encourage volunteers to contact canteen through P&C. What’s App group recently established which is also assisting to fill roster gaps. * Finances – the team will monitor cost prices of items and will make adjustments if required to ensure no product is selling without slight margin. Annual overall price review to be scheduled for Term 4. | | |

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| **Community Events** | **Time: 5 min** | **Speaker: KH** |
| * Mother's Day Stall – supplies have been purchased, with items also donated and stock leftover from previous years. Response for volunteers has been good. The team is ready to go * Trivia Night – a hold has been placed on the suggested date due to a clash with another school event. New date to be discussed with Principal * Disco – secured for Friday 15th Sept, with a time for K-2 and Years 3-6. It will not be a fundraising event, with the entry fee set to cover cost | | |

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| **Uniform Shop** | **Time: 5 min** | **Speaker: JL** |
| * Winter stock – delivery was delayed due to hold up with customs over the public holiday periods of Easter and Anzac Day. Stock was received last week, and all orders placed have now been filled. * Sales – busy time in the shop with the changeover to winter. Sales should now slow down. The EFTPOS machine has been problematic and has recently been replaced. The team is also looking to replace MYOB, with another point-of-sale option. Suggestions are welcome from the school community. | | |

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| **General / New Business/Correspondence In** | |  | |
| Items | Responsible | |  |
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Meeting opened: 7:40pm Closed: 9:00pm