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| **P&C Meeting** | **Oakhill Drive Public School** | | | |
| Date:  Monday 11th September 2023 | | Next meeting: 9th October 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), Janice Love, Dawn Tan, Tuyet Fellows (TF), Joanna Wang, Debbie Ma, Katrina Hall (KH), Faran Daneshgari, Helen Cheung, Faizz Fatah, Fiona Margiotta, Sophie Meng, Renhua Song | | | |
| Apologies | Ana Do Vale, Anna Myasnikova, Katie McAndrew, Natalie O’Brien | | | |
| Acceptance of previous minutes/financials | Accepted: | DT | Seconded: | KH |
| Report on Health and Safety Issues |  | Nil to report | | |

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| **Outstanding Actions Review** | **Time:** | **Speaker:** | | |
| Action Items / Progress | Responsible | | Original | Expected/Outcome |
| Volunteering video | Principal | | March 2023 | Work in progress |
| Transfer Band HQ asset to the Department | Principal/  Treasurer | | August 2023 |  |

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| **Presidents Report** | **Time: 5 mins** | **Speaker: JR/DH** |

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| Acknowledgement of country.  OSHC:  **School disco:** apologies from Katie who could not attend tonight’s meeting, but she wanted it noted that she has been liaising with Katrina in regard to the upcoming school disco, and that any children from the Y who have bought tickets must be signed out of care by their parents/family before going to the disco OR have written permission for the Y staff to sign them out.  **Nonslip mats:** two nonslip mats have been purchased for the top of the hall steps, as a staff member slipped after the rain in term 2. They have been placed on the top entrance to the hall from the Y side, to give anyone walking in and out a chance to wipe their feet before entering the hall. |

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| **Principal’s Report** | **Time: 45 mins** | **Speaker: BP/SC** |
| BP:  Acknowledgement of Country  **Oval Rectification:** DoE has increased the scope of works to occur on the oval to rectify where the grass meets the concrete under the new COLA. The intention is to concrete up to the upright poles and encompass the drains on the top oval and on the flagpole grass.  **Lower oval Improvements:** Meeting with the DoE to share with them our goals for the lower oval. This includes long jump pit and runway, and a mini soccer field (synthetic surface) = $150K. P&C may wish to redirect the $30K that was to be spent on top oval to this initiative.  **Student Transitions:**   1. Transition from P to ES1: Meet with each family, meet student, establish needs of each child, organise additional transition for some students, parent meeting, school expectations. 2. Transition from Y6 to Y7: Meet with the respective HS, discuss student needs. Organise additional transition for some students, 3. Student handover to new teacher from year to year. Share relevant social, emotional, and academic needs, plan for additional transition for some students.   **Respectful Communication with Your School:** Resources recently shared with community.   1. Community Charter 2. Communicating with Your School 3. Respectful Relationships (School TV)   Listen and seek to understand (not reply)  Ask clarifying questions  Show empathy  Look for a solutions  Acknowledge when an error has occurred.  **Merit selection:** The panel were unable to recommend anyone for shortlisting and the position will be readvertising again on 4 September. I thank the panel for their ongoing commitment to find a suitable candidate.  **P&C Contribution to Year 6 Farewell:** Historically, the P&C has supported Year 6 with costs associated with this event. The cost towards cake, decorations, gift bags, DJ, photographer is now at $2,000. The school will contribute $1,000. Can the P&C contribute $1,000. Each student covers the cost for their own meal and room hire. This year the cost per student is $55.  It was confirmed that the P&C has already committed $2,000 towards the Year 6 farewell. With the $1,000 contribution from the school, there is $3,000 in total available for the Year 6 farewell.  **P&C Contribution Home Readers:** These texts have been purchased and added to the collection. Students have access now.  SC:  **Parent Teacher Interviews:** We will host parent teacher interviews throughout Week 2 of Term 4. Bookings will open next week and close on the Friday of Week 1. All teachers will have one day to run 10min interviews from 8:30am - 4pm. Teachers of our Year 6 classes (and 5/6S) will run interviews over one and a half days and give parents the option of a 15min 3-way interview with their child present.  **Interesting Learning and Support Statistics:** This year close to 70 students have received Learning and Support across the school. This is about 8% of our student cohort. Most of these students are part of our MacLit Program. This program runs 4 times a week with 7 groups of students.    * 40 students (Yrs. 3-5) began MacLit in October 2022. * About half of our students have graduated. Some completed all MacLit levels and others completed most MacLit levels with a few additional focus areas for further class work with their teacher. * 12 students (Years 2 and 3) have started MacLit in Term 3, Week 2, 2023. 5 Year 1 students have commenced MiniLit in Term 3, Week 8, 2023. * Robyn Kayes continues to offer support teaching to MacLit groups, and conducting early intervention with a Kindy group of 7 students and a Year 1 focus group of 3 students.   **C-Pen:** During our last meeting there was some discussion about C-Pens. We do have a pen in the school but have not found that it is as effective as we first thought. The pen can be slow to read, teachers report it is often faster for peers or teachers to read the work for students. The pen can be very robotic in pronunciation. Dyslexia groups report that it would be more beneficial for students to explore assistive technology through software such as immersive reader. | | |

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| **Treasurer’s Report** | **Time: 10 min** | **Speaker: TF** |
| **Current financial position:** Current cash on hand is close to $300k, although some of this is already committed to replacement of old musical instruments.  **Current budgeted items:** Consideration to be given to additional items for budget allocation. Schools original list of items to be reviewed. TF to send BP an email of items. TF questioned timing for upgrade of bathrooms. BP to follow up with the Department.  **Annual account preparation:** Preparation for annual financial accounts to be completed by the end of October, and audit review in November. Planning for signed-off accounts to be ready for the AGM in December.  **New accounting system:** Work still underway on the new accounting system. TF is working with bookkeeper. Plan is to switch over after 2023 accounts are signed off in November/December. May need to keep the old system running in parallel until we have everything up and running. | | |

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| **Band Report** | **Time: 10 min** | **Speaker: FF** |
| **Comp season 2023:** all our groups have shown excellent level of skills and knowledge while performing on various stages of Sydney region. Our Percussion Ensemble under the baton of Mr Lachlan Skinner won the 1st place at Sydney Eisteddfod festival in Chatswood, while Junior Band with Ms Jessica Ling came 3rd at the same event. Woodwind and Brass ensembles under the direction of Ms Briony Geekie and Mr David Sismey finished the Ryde Eisteddfod with "Highly commended" awards. And just a couple of weeks later both groups came first in their respective categories in the Hawkesbury Eisteddfod event. Finally, Ms Ling and Mr Skinner took our Concert and Senior bands to NSW State Band Championships in Penrith, where both groups came second in their divisions.  **School Performances / Doughnut week:** we will be celebrating the success of our students in Week 9 with a series of morning and lunchtime concerts throughout the week. If you would like to start your day on a positive note, come and enjoy the live music, we will be very happy to see you! The schedule of performances is as follows:   * + Monday 11/09: Woodwind Ensemble at 1.30pm   + Tuesday 12/09: Senior Band at 8.30am, String Ensemble at 8.40am, Percussion Ensemble & Brass Ensemble combined performance at 1.30pm   + Wednesday 13/09: Junior Band at 8.30am   + Thursday 14/09: Concert Band together with CTHS Band at 8.30am   **Instruments:** budget: 12k (11.5k spending approved by the P&C and additional $450 as a gift voucher for winning the Sydney Eisteddfod). Instruments to be purchased: Stand for temple blocks, Concert bass drum, Small portable drum kit, small Marimba, Tam Tam, Good Triangle, Additional Timpani. Timeline for purchase: as soon as the storage area is renovated. Mr Skinner is in touch with Optimum percussion regarding purchase of new instruments. It was agreed that the remaining funds from the renovation ($650) be put towards the cost of the new instruments.  **Instruments storage renovation project**: completed. New floors and shelving units for the ex-kitchenette, large and spacial storage area. Band storeroom inside the hall: doors removed, shelves remodeled, instruments reorganized. Plenty of room for the new instruments. New netball/basketball hoops to be purchase, coordinated by Miss Lord. Total cost of the project: $3,876 (out of budgeted $4,500). | | |

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| **Canteen Report** | **Time: 5 min** | **Speaker: DH** |
| **Lunch orders:** continue along nicely. Over the counter sales at lunch time have begun to get a bit busier with the warmer weather. Butter Chicken is our most popular item with approx. 30 orders each day. Our new menu item Chicken and Cheese roll is very popular too with 10-15 ordered each day.    **Price increases:** a few items have increased in price from our supplier so we will be looking at maybe a few increases in prices to cover costs next term.  **Repairs and maintenance:** new door, removal of 2 old air conditioners, new flooring, and repairs to ceiling. BP confirmed that these have been earmarked to be completed by the DoE. | | |

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| **Community Events** | **Time: 15 min** | **Speaker: KH/DH/JL** |
| **Father's Day Stall:** we took approx. $5.5K. We nearly sold out of items and cleared out a lot of the older stock that was in the container. We had a good number of volunteers to assist with the event.  **Disco:** we have sold over 500 tickets to the disco. Again, volunteer numbers look good. We will be handing out all the leftover light up/glow merchandise from last year's Movie Night. We have purchased a small number of extra items to cover the number of children attending.  **Trivia Night:** October 21 at The Epping Club. Tickets available now to purchase. $15 per head. The school takes $10, and the Club takes $5 from each ticket sold. Max number of tickets is 150. We can run a raffle and other table games as extra fundraisers on the evening. This will be facilitated by the trivia host. We will require Oakhill Drive Volunteers to assist with raffle ticket sales etc on the night. I am putting a call out to the group to assist with the collection of raffle prizes. We have agreed to keep the raffle small and manageable.  **Storage container:** the P&C storage container has been slowly filling up. The executive team will be carrying out a review of some of the items currently in storage, including past financial documents, with a view to remove and destroy as much as possible so as to expand the room currently available in the container. KH has noted that a section of the floor is splintered and raised and could be a trip hazard. This will be investigated, and repairs carried out as needed.  **Cards that Count fundraiser:** 280 cards have been sold with $1,400 raised. The purchased cards will be delivered in the second half of November. There was less staff engagement in the project this year, and it was agreed that a staff member would be nominated to be the liaison for the project next year. | | |

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| **Uniform Shop** | **Time: 5 min** | **Speaker: DH** |
| **Point of Sale system**: Square is now installed at the Uniform Shop. It seems to be working well. We are keeping both systems working for now until we get used to Square and its various uses, and until the new bookkeeping system goes online. The system also has a free online appointment booking system which is being trialed for orientation this year, and the office is also using it for school enrolment bookings. It is a work in progress as we get used to the software system. Next steps will be to start working on an online ordering system with Square, so that we can eventually move away from Flexischools.  **Stock take:** has been completed and all the winter stock stored away in the storage container. Some of the summer stock has been received, and the balance will arrive over the holidays.  **Year 6 shirts:** are currently being sorted for the 2024 year 6 students. Designs are being organized now and once finalized a selection will be sent through to the year 5 classes for the students to vote on their preferred design.  **Sunglasses:** there are a number of ODPS sunglasses which remain unsold. It was agreed that they would be made available to distribute to students at no charge, as deemed appropriate by the school. | | |

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| **General / New Business/Correspondence In** | |  | |
| Items | Responsible | |  |
| Awareness of P&C meetings | Principal | | Place meeting dates on Sentral calendar.  Ensure school website is up to date with meeting agendas and minutes. |
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Meeting opened: 7:35pm Closed: 9:20pm