

P&C Meeting		Oakhill Drive Public School		
Date: Monday 14 th February 2022		Next meeting: 14 th March 2022		
Type of meeting	P&C Monthly Meeting – via zoom			
Facilitator	Olivia Wilson – President			
Minute taker	Dina Hayes - Secretary			
Attendees	Olivia Wilson (OW), Dina Hayes (DH), Julie Torney (JT), Betty Ploeg (BP), Drew Bianchetto (DB), Julie Wallace, Angela Black (AB), Jason Yoo, Irene Asadi, Jeremy Lo, Jeremy Su, Darshini Jairaj, Mechan Rapp, Janice Love (JL), Jo Cope (JC), Yue, Ara Ko, Robyn Madigan, Helene Inwood, Selina, Lisa Miks, Alannah Lai, Kelly Tesoriero (KT), Jane McMullan, Tuyet Fellows, Susie Croker (SC), Raymond & Jackson, Jack Zhang, Suzanne Haskins (SH), Joelene, Cecilia Harvie, Yasmin Fabbro, Joy Lin, Marjan, Sophie Lander, Tracey Cooper, Yuehi, Lida Roozbehan, Aaron Kavazos, Jeremy Liang, Ramin Saysan, Vivian Zhou, Alina Zhang, Leila Ghazi (LG), Yumei Cai			
Apologies	Katie McAndrew, Michelle Vaughan			
Acceptance of previous minutes/financials	Accepted:	AB	Seconded:	KT
Report on Health and Safety Issues	Nil to report			

Outstanding Actions Review	Time: 5 min	Speaker: OW	
Action Items / Progress	Responsible	Original	Expected/Outcome
N/A			

Welcome Back

Welcome back to everyone for another year. We would also like to welcome new families to ODPS, and we look forward to getting to know you as your children enjoy their time at ODPS.

We would like to welcome Ms. Susie Croker as Deputy Principal of Oakhill Drive and look forward to working with her and the entire Executive committee. We also welcome new teachers to Oakhill Drive.

2022 Committee

At the end of last year, we held our AGM, and I would like to introduce you to our P & C Committee and Office Bearers/Employees.

Role	Name
President	Olivia Wilson
Vice President	Janice Love
Vice President	Jo Cope
Secretary	Dina Hayes
Treasurer/s	Jack Zhang and Kelly Tesoriero
Bookkeeper	Gillian Huo
Band Coordinator	Suzanne Haskins
Uniform Shop	Georgina Brown
Canteen	Helen Williams/Liz Young/ Karica
Community Events	Leila Ghaziasker
Entertainment Book Coordinator	Natalie O'Brien
Fun Day Coordinator	Drew Bianchetto

Meetings

This year we again work within the COVID restrictions. At this stage we will be holding P & C meetings online.

Below is the proposed schedule for P & C Meetings for 2022. Please make a tentative note of these in your calendar. All meetings will commence at 7:30pm.

14th February

14th March
9th May
13th June
8th August
12th September
10th October (1st day back term 4) TBC
14th November
5th December -AGM and final meeting for the year

Fun Day and Raffle

At this stage with the restrictions, we are unable to hold an event, however, we will monitor this and will set up a meeting for fundraising to look at online opportunities and other ways that the school can raise funds. Should you have any suggestions, please feel free to contact us.

Volunteers

For the last 2 years, COVID has thrown challenges and we haven't had the face to face contact we would usually have in the playground to get to know many of the new parents at the school. We have also had a number of volunteers leave the school due to their children heading off to high school.

However, we URGENTLY need volunteers. Without these volunteers, we are unable to run the programs that the P&C manage. In particular, we need volunteers for the **Canteen** and the **Band Committee**.

We are flexible with times for **canteen** and appreciate any help you can provide. We have times from 9:00am-1:30pm or 11:00am to 1:30pm. If you are able to volunteer, if its once a month or once a term, we would be grateful. Please contact the canteen via email odpscanteen@gmail.com if you are able to volunteer or contact myself.

Our Band Committee meets at least once a term (currently online) and assists the band coordinator with different facets of the band program and the running of awards etc.

Each parent involved in band is required to assist on a band morning as rostered, however, we are requiring at least another 4-6 people (perhaps 2 volunteers per band) who can be part of this committee to make decisions for the next 12 months and beyond. If you are interested in assisting, please email the band coordinator: odps.band@gmail.com

We would love for 2022 to be another amazing year for ODPS and together we can all make that happen.

Principal's Report

Time: 30 min

Speaker: BP/JT/SC

BP:

Welcome: to the 2022 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 includes myself, and our two deputy principals; Julie Torney and Susie Croker. We welcome Susie to our school.

Thanks to Julie Torney who relieved as Principal, at the end of term 4 in my absence. Julie was supported by Hollie Brito and Kat Marsaus as DP. It was reassuring to know, that I could take the time away from work and know the school was in capable hands.

Thanks to the community for your support in protecting us all, by being vigilant and taking personal responsibility for keeping safe as we continue to learn to live with covid.

I congratulate the new P&C leadership team under Olivia's guidance and look forward to working with you all for another productive year at ODPS.

Enrolment Numbers: Total 760 students, (90 kindergarten) in 29 classes.

Our numbers have been unstable over the last two weeks. OC offers were made to families in late January and families accepted/rejected the offer as late as last week. 12 students were successful in gaining a position. We congratulate these students, and we are proud of their

achievements. Many new enrolments were received as late as 22 January. With the last two years of disruption to school routine, our office team worked very long hours to process these enrolments to ensure these students were with their peers in a classroom in front of a teacher ASAP. I can now confirm that our students are in their actual classes for the 2022 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 door, 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.

Relieving DP Kings Langley PS 2022: **Natalie Mesiti, (S3 Assistant Principal)**: Relieving in her position is Blane Steel (2days/wk) and Jaimee Hutchison (AP from Ermington West PS 3d/wk).

We have many casuals working with us in the school to support our cohort model and we are experiencing several absences from staff. We have tried to prepare our students for the possibility of having a new teacher in the classroom unexpectedly and the possibility of being split across the stage. Last week, both the DPs were on class filling gaps. Our teachers have also shown students how to access the online learning modules on the DoE website, in case they have to isolate. Please support us by encouraging your children to show resilience.

Additional Assistant Principal Role: Assistant Principal Curriculum Instruction (APCI) (for all DoE schools). This is a non-classroom-based leadership role. The role is designed to support teachers transfer new curriculum and pedagogy into classroom practice. Working shoulder to shoulder with teachers in classrooms. In 2021, EOIs were called from our teachers. Hollie Brito was the successful candidate. Therefore, creating a vacancy in her substantive AP position. Amy Pullinger was the successful candidate through an EOI process to gain the position in a relieving capacity for 2022. Amy will supervise ES1. Assistant Principal S2: Kathryn Marsaus(T-F) and Sarah Driscoll(M).

Metro Renewal Project: Covered Outdoor Learning Area (COLA):

Fencing is anticipated this week. Work will begin with footings. Fencing will obstruct normal access to top oval. We will need to strategize with regards to movement around school. Unnecessary fencing will come down while we wait for structure to arrive. Works due for completion in June.

Lollypop Lady on Oakhill Drive Crossing: Lyn... has served this community for many years and has recently retired from her position. I was unaware that she would be retiring. I think the decent thing to do is to thank her on behalf of the community. Would the P&C consider sending a bunch of flowers and a card?

OW: Reported that she was made aware of Lyn's retirement at the end of last year and arranged with JC for the purchase of flowers for Lyn on behalf of the P&C.

Stage 3 Camp (Narrabeen): The DoE has strongly recommended we do not conduct an overnight camp in term 1 2022. Therefore, we have negotiated with Sport & Rec to keep the dates but change to a single day event, on the 30 and 31 March 2022. We are disappointed. If the recommendations change, we will ensure to look for excursions and incursions which supports curriculum and wellbeing for our students.

AB: Reported that there had been comments from parents at the school gate as to not knowing who their child's class teacher is, and asking why parents aren't able to wait on school ground to pick up their children?

BP: Agreed to remind the community via newsletters about why the restrictions are in place and will ask the teachers to prepare a letter of introduction with a photo included, prior to meet the teacher in a few weeks.

JT:

- Parent Portal – thank you to all our parents who have registered for the parent portal; reminders are being emailed and letters printed to ensure all parents register and use their access code so that they are linked to the information about their children. We currently have over 500 parents correctly signed up and endeavour to have 100% in the next couple of weeks. We plan to use the portal as our prime

communication tool, including absence notifications, access to student reports (reports prior to 2022 will need to be downloaded and saved from the old parent portal; we are unable to help with any access issues with the old portal) ; parents can contact me with any problems or issues Julie.torney@det.nsw.edu.au

- Seesaw will continue to be used as a learning journal for students, enabling parents to stay in the loop for learning. Class teachers may share messages about class activities with parents using this app.
- Thank you to P&C for financial contribution for our student leaders (captains, vice captains and prefects) to attend a leadership workshop next month (\$399 total cost).
- A reminder that our student support policies (student recognition, behaviour support, anti-bullying) are readily available on our school website: Go to 'About our school/ rules & policies'. Each of these documents have been prepared in consultation with our whole school community. We will update the anti-bullying policy this term. Parent feedback and suggestions are welcome. We are planning a parent workshop for later this term on the ways that we support students throughout the school. This will be an opportunity for parents to delve more deeply into our policies.

SC:

Thank you for the warm welcome to ODPS! I have come from Cherrybrook PS and have always heard wonderful things about ODPS. I look forward to getting to know you all.

- Special Religious Education (SRE) /Special Education in Ethics (SEE) will start Friday Week 5. Our school COVID cohort model means that we cannot mix stage groups as we have in the past (e.g., A student in Year 3 cannot be in a mixed 3-6 scripture group.... they must be with students from only Stage 2 or Year 3 and Year 4). This will make it difficult for some of our providers to secure enough teachers for stage groups. We are working with providers to make classes happen where possible.

- 'Meet the Teacher' sessions will be held in Week 6. Teachers are currently preparing for these sessions and at this stage they will be held online. Dates will be advertised shortly.

Treasurer's Report **Time: 2 min** **Speaker: JZ**

P&C Treasury on 14/Feb/2022 reported the following on P&C cash position, the estimated commitments for outgoings in the calendar year, and the available balances as it stands below:

Bank Balance	\$ 67,845.00
Estimated Commitments	\$ 46,700.00
Available balance of	\$ 20,884.00

Due to capacity constraints the detailed Profit and Loss Statement and the Balance Sheet Statement was not made available to the P&C meeting. The Treasury team will work with the incoming co-Treasurer to resolve this and provide ongoing reporting of the P&C financials.

Other updates:

- Available funds of \$21k is sufficient to cover the proposed year 6 Leadership course of \$300, which was agreed to be paid by the P&C in the P&C meeting.
- Treasury is reviewing the Insurance invoices unpaid, as due to change of Insurance Broker systems, multiple invoices were sent to the P&C instead of prior year approach, where one invoice was sent previously for all Insurance requested.

Band Report **Time: 5 min** **Speaker: SH**

- The year started with many changes to the band participants, I have been working tirelessly on updating the changes on the master list, tutoring lists and instrument hire.
- Unfortunately, due to current restrictions and parents not being allowed on site the Junior Band information hand out night didn't take place.

- Current numbers are Junior Band 40 students, Senior Band 65 students and Concert Band 39 totalling 144 students.
- We have 3 parent volunteers as band coordinators, Jo Cope, Anna Myasnikova and Flo Bosch. I would like to thank them all for the work they have done and for volunteering their time.
- All 3 band rehearsals started this week, turnout was good, and students arrived punctually and ready to learn.
- Instruments were distributed, any discrepancies rectified, and additional items ordered with Dural music.
- Instrument hire invoices have been sent and band fee invoices will be sent in week 6 as per previous years.
- Tutors have either commenced lessons this week or start in week 4. We would like to welcome Heather Skinner and Samuel Dong as the new saxophone tutors.
- Mon-Thurs there will be 3 tutors on site. An additional room is required on top of Music HQ and the Drum Room. It has been agreed that Monday and Tuesday the YMCA room is used and Wednesday and Thursday the MPR, multipurpose room on top oval.
- Ensembles are due to start in week 6, no information has been sent out as yet. Betty and I are in discussions whether to delay the start as due to cohort restrictions the hall is used for lunchtime in wet weather. Information will be sent as soon as a decision is made.
- Currently a replacement conductor hasn't been found for the string's ensemble. A decision will be made as to whether this ensemble happens in 2022.
- Tracey Cooper has volunteered as Awards Coordinator; the conducting team have made a few changes to enhance the awards program. Details will be sent out mid-term.
- A flyer will be sent to all year 3-6 classes in week 4 as there are many new families who have joined the school and maybe interested in the band program. A few families have made contact already.

Canteen Report

Time: 2 min

Speaker: OW

- The canteen menu has been approved by NSW Healthy School Canteen until 8/2023 which means a few items have been deleted or changed on our menu.
- Snaps and Gingerbread have been removed as they did not qualify but we now have Sour Cream Grain Waves and Plain Chips available for snacks. Party pies and Sausage Rolls have been changed to a healthier brand.
- Only Plain Breadsticks are now available and Flavoured Rice Cakes have been removed and replaced by Corn Thins.
- We are still currently working on our volunteer roster. We have 16 volunteers so far which has been a good response to our request, but we still require more help especially on Wed/Thurs/Fri.

SH: Is there a reason why we don't have over the counter sales at the canteen?

OW: The issue is due to the supervision of the canteen area with different cohorts having different lunch times.

Community Events

Time: 2 min

Speaker: OW

- A meeting is scheduled to be held to begin the process of starting discussions on community event opportunities for 2022.
- If you have any ideas, please forward them to the P&C committee via the P&C president Olivia - odps.p.and.c.president@gmail.com

Uniform Shop

Time: 2 min

Speaker: GB

- All orders continue to be run through flexischools.
- Where parents need to attend the uniform shop there are a few appointments (one on one) made available through the online booking system each Wednesday morning.
- Reminder to all parents that secondhand items are now all recorded on flexischools under the secondhand items section on the website.

General / New Business/Correspondence In

Items	Responsible	
Nil		