

P&C Meeting		Oakhill Drive Public School		
Date: Monday 14 <sup>th</sup> November 2022		Next meeting: 6 <sup>th</sup> December 2022		
Type of meeting	P&C Monthly Meeting – school lib lab			
Facilitator	Olivia Wilson – President			
Minute taker	Dina Hayes – Secretary			
Attendees	Olivia Wilson (OW), Dina Hayes, Betty Ploeg (BP), Julie Torney (JT), Susie Croker (SC), Katie McAndrew (KM), Jo Cope (JC), Janice Love, Anna Myasnikova (AM), Kelly Tesoriero (KT), Katrina Hall (KH), Natalie O’Brien, Dawn Tan, John Richards, Joelene Cheney			
Apologies	Yumei Cai, Jane McMullan, Mechan Rapp			
Acceptance of previous minutes/financials	Accepted:	KT	Seconded:	AM
Report on Health and Safety Issues	Nil to report			

Outstanding Actions Review	Time: 0 min	Speaker: N/A	
Action Items / Progress	Responsible	Original	Expected/Outcome

Presidents Report	Time: 20 mins	Speaker: KM/OW
<p>Presentation from Katie Mc Andrew – YMCA Coordinator. Refer to Katies Principal P&amp;C Report which is attached to the minutes.</p> <ul style="list-style-type: none"> <li>• Can we request that we coordinate with the school for tours of the Ys rooms following kindy orientation in 2023? BP agreed to liaise with the Katie moving forward, and also confirmed that the OSHC building is included as a part of the school’s tour by parents.</li> <li>• What funds were raised from the YMCA face paint stall at the recent school movie night? OW advised that funds are still being calculated.</li> </ul>		

Suggestion that we have the face painters for longer next time, and to have additional face painters, as the stall was so popular.

- Not all children are showing respect to the educators. We are having issues with children of all ages being rude and not listening. KM will be sending an email but will need to speak to families individually. BP advised that the issue is not exclusive to the Y. The school will be revisiting known wellbeing lessons in the next few weeks.
- Are we able to have a message placed on the school's digital sign and a notice in the school newsletter about staff recruitment? BP confirmed that this can be supported.

OW:

Thank you to everyone who joined us at the Movie night event on Saturday 5th November. This was a fantastic evening that brought the community together and it was so wonderful to see so many people connect again, and everyone have fun.

The performances were fantastic from all the children and was fantastic to see these all displayed under the new COLA.

We know that there were a few hiccoughs with people not reading communication and limiting numbers for the event. Now the first one has been run, we have a better idea of what numbers we can accommodate in the future. We will be arranging an event debrief shortly.

There are a number of people (not exhaustive) who need to be thanked and in no particular order: Natalie O'Brien, Jo Pai, Katrina Hall, Kelly Tesoriero, Vanessa Mepham, Mei Cai, Janice Love, Helene Inwood, Yasmin Fabbro, Sarah Irwin, Michelle Vaughan, Belinda Holland, Suzanne Haskins, David and Mechan Rapp, Tore Margiotta, Julie Wallace, Caroline Jarocki, Katie McAndrew, Spencer Wallace, Betty Ploeg, Susie Croker, Trevor Bleakley and the entire office team and staff.

Events such as these require a group of people to run it and these people were key leading up to, behind the scenes and on the day.

Thank you to the many volunteers that we had on the day as well to help. Every little bit helps.

The CTHS Volunteers were also great, and I have passed feedback to their organizing teacher.

To Pam, Annie, Kim, Sarah, Jan, and the office team, thank you for all the printing, laminating and all the Sentral messages that were needing to be posted.

Thank you to the staff for all their hard work in creating the beautiful class art works for the silent auction.

Taking the raffle online was new for us this year and not having the physical books sent home to all students did have an effect on our raffle sales. However, from a logistic and legislative way it was easier and more convenient for online. Something we can look at in the future.

The final figure from the evening is still coming together (at time of this report) but looks around \$30K.

Special thanks to our Gold sponsors Shine Community Chinese School, Louis Carr and Century 21.

Our general sponsors also will receive thanks as well via communication.

### **Canteen**

Currently there is an ad out for a canteen assistant replacing one of our staff. The ads close on Friday 18<sup>th</sup> November as per the newsletter.

### **AGM**

We sent a physical note home on Tuesday 8<sup>th</sup> November for those who may wish to nominate themselves for a position for next year. The AGM will be held on **Tuesday 6<sup>th</sup> December** after our last meeting for the year. Please encourage your friends to be involved, and the committee would be happy to answer any questions that you may have.

Principal's Report

Time: 45 min

Speaker: BP/JT/SC

BP:

**Thanks to Olivia Wilson** and the committee of volunteers for their work to achieve the Movie/raffle/Firecracker Night. Thanks to the community for their support.

Feedback in relation to bathroom hygiene: we recommend cleaners by hired to clean and restock bathrooms throughout the day. DoE cleaners cleaned bathrooms on the Sunday, however servicing will be required throughout the day in addition.

Expenditure of funds: Welcome input from the community. Some ideas include:

- Improve look of concrete steps and increase seating at basketball courts
- Soft surface e.g., Softfall or synthetic grass on shaded area under COLA (seeking quote for this work)

**Planned DoE maintenance to school site 2023:**

- Upgrade Basketball court
- Upgrade all bathrooms (walls, floors, lights, urinals, basins, toilets)
- Roof replacement to portable classrooms

**Student/ Staff illness:** Experienced increased number of student and staff illness from 7 November 2022, (tummy upsets and cold symptoms). DoE have been advised of our absences. Deep bathroom clean will occur tomorrow Tuesday 15 Nov of all bathrooms.

**Projected student numbers 2023:** Forecasting 754 to start the school year in 29 classes. This includes composites in Years 1/2, 3/4, 5/6.

**Staffing Implications:**

- Merit Selection Panel for Assistant Principal Position
- 2 Teaching Positions to be filled by HR hopefully before February in 2023. If not, this will be filled with a temp teacher to start the year and those classes will have a change of teacher. HR are likely to appoint new graduates.

**Inductions Programs Staff:** All new temporary and newly appointed teachers undertake an induction program to our school covering 'Learning' and 'Wellbeing' procedures and school wide expectations. Beginning Teachers are supported through a DoE funded support program. This gives each new teacher additional time off class to plan lessons, assess students and provide feedback

to students with their supervisor. In addition, each beginning teacher has a mentor to work with. Short term temps do not receive funding from DoE, however at ODPS we fund this initiative to ensure consistency for our students.

**Tell Them from Me (TTFM)** Partners in Learning Survey closes 18 November 2022: This term our school is sharing the Partners in Learning parent survey, which is part of the Tell Them from Me (TTFM) suite of surveys on student engagement and wellbeing. The parent survey helps to clarify and strengthen the important relationship between parent and school. The Department of Education expects all schools in NSW to invite their communities to participate in the parent survey, and it will take 15 minutes to complete. There is one questionnaire per family. We look forward to hearing your input and plan to use the data to assist with our planning for 2023.

**Reporting to Parents:** At the end of this term, we will be providing a written report to parents documenting student progress in semester 2. This will be our normal report. Teachers are currently finalising reports. Since our return from remote learning our teachers have been targeting essential learning and closely monitoring progress. This term we introduced an additional parent teacher interview, to discuss progress and wellbeing. As always, I encourage all parents who wish to speak with the teacher, in addition or when questions arise to make contact with us.

**End of Year Events:**

- Presentation Day Ceremony 12 December 2022
- Sports Assembly 13 December 2022
- Year 6 Farewell 5 December 2022
- Talent Quest 15 December 2022
- Combined Scripture Service 2 December 2022

JT:

**Learning Support**

Since our last meeting, to support students who may not have the foundational literacy skills, particularly given disruption to learning due to Covid, we have purchased MacqLit resources which are an intervention phonics-based program. All students from Years 3-5 who received a 'D' in English in Semester 1, 2022 or whose Check In and/or NAPLAN results were low, were tested. Groups were formed with students at the same level; 37 students are being supported. Groups run 4 times each week. Trained a teacher and 3 SLSOs to

take the groups. This learning is supported by the class teacher's literacy program and also some resources for home use. This intervention will vary for individual students but is expected to be for about 20 weeks (2 terms). Students will be tested throughout the process to ensure they are on track and evaluate the program.

We continue to assess students in K-2 for their phonics skills and use this information to adjust class programs. For students who may need further support, intervention may include sending home additional resources for home practice, and small group or 1:1 instruction at school.

### **Executive Director School Performance Recognition Program**

We successfully nominated our school support team which includes all our administration staff, GA (Trevor) and our School Learning Support Officers for recognition in Metropolitan North. They were successful in being acknowledged for their significant contribution to our school community and we are very proud of the way they uphold the Department's values of service, integrity, trust, accountability, equity and excellence.

### **Reconciliation Action Plan**

A team led by Beth O'Donnell has formed to commit to taking action to strengthen relationships, respect and opportunities in the classroom and community to have deeper understanding of Aboriginal and Torres Strait Islander cultures and to demonstrate respect for Aboriginal and Torres Strait peoples. We have started our learning about the acknowledgement of country. This is a way of expressing our understanding that we all have a connection with land and acknowledge that Aboriginal and Torres Strait Islander peoples have had a deep connection with the land that we are on for thousands of years. As we as a staff learn, we will be able to integrate this learning with our students.

SC:

### **Kindy Transition**

I have been visiting Pre-schools (with our Learning and Support teacher and Relieving Kindy AP) to look at transition needs of students who have individual learning needs. This will continue over the next few weeks. If you have family/friends who are in area and have not yet enrolled for 2023 please have them contact the school office ASAP.

### **Movie Night**

It was so wonderful to be part of this amazing event! Thank you for your fabulous work to make the event so successful!

### Treasurer's Report

Time: 10 min

Speaker: KT

Our current bank balances sit at:

P&C account - \$53,968.60

Cash Reserve account - \$72,507.27

Fun Day account - \$26,003.70

Fun Day account still fluid currently with income/expenses being finalised.

Expenses so far at \$17,660.

Income currently \$36,247.

With anticipated flexischools ticket sales, return of security bonds, and contribution from food trucks etc we will reach a profit of \$30K.

There are still two square/eftpos transfers pending which will take us past the \$30K mark.

Expenses for September and October

- Bookkeeping \$4,800
- Year 6 Formal \$2,000
- Insurance \$2,500

There are still allocated funds to be utilised:

- Teacher's resources \$3,400
- First aid course \$900
- Sponsor policy \$2,000
- Playground maintenance \$2,500

John Brown has commenced the audit however is having difficulty in obtaining relevant information/documents. Bookkeeper and former treasurer Jack Zhang have been contacted to assist ASAP.

Audit commenced and to be completed before the AGM on the 6<sup>th</sup> Dec.

## Band Report

Time: 15 min

Speaker: AM

- Movie Night - all bands and ensembles
- Band Gala night:
  - November 16, 6:00 pm at CTHS
  - Planning is on the way, look forward to a great night celebrating our students

### 2023 Program

- New approach for Junior Band recruitment: blow test and tutors' assessment to ensure optimal instrument selection and students' success in their learning.
  - All Year 2 classes participated: students had a great time enjoying music making and getting to know different instruments and how they sound.
  - Results: 62 students accepted positions in Jnr band 2023, balanced band, students capable of playing their instruments of choice.
- Concert band 2023 auditions - to be held in late November
- Changes to Rental instruments service: students will keep their instruments during the summer holidays to promote an opportunity to practice. 2 services per year:
  - End of December professional cleaning and service: instruments of those who leave the band program (year 6) & the instruments in need of a service (tutors to assess and advise).
  - Bulk instrument service to be held during the winter holidays period.
- Change to the band fees:
  - Facing a \$20K deficit at the end of 2022, will be covered from the funds accumulated over the past years.
  - Current fees are at the level of 2017 and do not reflect actual costs. Current ODPS band rates are less than 50% of what other schools with similar programs charge their students.



- New fees reflect current costs and updates to the program. The figures have been discussed, supported, and approved by the Band Committee and P&C representatives (Olivia & Jo). Changes will be communicated to the families later this week.
- New costs to families:
  - \$320 per year for the ensembles (instead of \$220)
  - \$400 per year for the Junior, Senior and Strings bands (instead of \$300)
  - \$480 per year for the Concert band (instead of \$330)

**Canteen Report**

**Time: 2 min**

**Speaker: OW**

Canteen issued a call out for help last week for every Tuesday and Thursday until the end of term, from 12 till 1.40pm. We still need help as we have received minimal response.

Apart from that the canteen is running smoothly. We will be running down the stock as we head into the end of term.

Last day for canteen is the 15th of Dec. 16th will be for full clean and stocktake.

**Community Events**

**Time: 2 min**

**Speaker: OW**

**Uniform Shop**

**Time: 2 min**

**Speaker: OW**

Winter stock for next year has been ordered.

**General / New Business/Correspondence In**

Items

Responsible

The Year 6 farewell committee would like to request an additional \$500

JP

OW put a vote to financial members to increase the allocation of budgeted

		funds from \$2,000 to \$2,500. The vote was successful. The outcome was noted by the Treasurer.
Allocation of P&C funds for 2023	KT	Agreed to allocate the item to the agenda at the Dec P&C meeting, including how accumulated funds can be spent now that the basketball court will be updated by the DoE.
Cards that Count	JL	The fundraising initiative has now been completed with cards that were ordered sent home. The cards were noted as being of a high quality. Thank you to the school's administration staff for their assistance with the project. The initiative has raised \$2,000 for the school.

Meeting opened: 7:31pm

Closed: 8:58pm