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| **P&C Minutes** | **Oakhill Drive Public School** | | | |
| Date: Monday 12th February, 2024 | | Next meeting: Monday 11th March, 2024 | | |
| Type of meeting | P&C Monthly Meeting – Lib Lab | | | |
| Facilitator | John Richards - President | | | |
| Minute taker | Jyotsna Pai (Jo Cope) - Secretary | | | |
| Attendees | John Richards (JR), Tuyet Fellows (TF), Faiz Fattah (FF), Jen Lam (JL), Dawn Tan (DT), Julie Wallace (JW), Jyotsna Pai/Jo Cope (JC), Joelene Cheney (JC), Betty Ploeg (BP), Susie Croker (SC), Nic Rogencamp (NC), Anna Myasnikova (AM), Angela Black (AB), Katie McAndrew (KM), Fariba Joneidy (FB), Faran Daneshjari (FD), Alex Chen (AC), Selina Mao (SM), Vivian He (VH), Helen (Huong) Cheung (HC), Debbie Ma (DM), Elisa Tan (ET) | | | |
| Apologies | Katrina Hall (KH) Georgina Brown (GB) | | | |
| Acceptance of previous minutes/financials | Accepted: | AB | Seconded: | AM |
| Report on Health and Safety Issues |  | Nil | | |

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| **Outstanding Actions Review** | **Time:** | | **Speaker:** | |
| Action Items / Progress | Responsible | Original | | Expected/  Outcome |
| Collect 50c from attendees wishing to be financial members | Treasurer |  | | Collected from attendees wishing to become members |
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| **Presidents Report** | **Time: 5 min** | **Speaker: JR** |

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| * Acknowledgement of Country * Introduction to meeting exec team |

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| **Principal’s Report** | **Time: 10 min** | **Speaker: BP, NR and SC** |
| Welcome: to the 2024 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 makes 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, include myself, and our two deputy principals; Susie Croker and Nic Rogencamp.  I welcome the new P&C exec lead by John Richards as President,  Faizz Fattah VP, Dawn Tan VP,  Jyotsna Pai (aka Jo Cope) and Jolene Cheney secretary,  Tuyet Fellows Treasurer.  Other roles include: Katrina Hall and Helen Cheung; Community Events coordinators  These names are available to the community through our website along with some emails  As a community, we have worked together now for 10 years in sync to achieve outstanding results for our students. This has been achieved because we have been able to work harmoniously together, with no hidden agendas and united in our goals. We make decisions that are in the best interest of 762 students. These decisions are based on DoE policy and research. Resources are shared equitably. We operate with integrity and respect. Together we have built a strong and thriving school for our children.  Enrolment Numbers: Total 762 students, (72 kindergarten) in 29 classes. I hope to be able to confirm with the community the certainty of classes this week.  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. Our staff range from beginning teachers to expert teachers. We support teachers to transfer their theoretical knowledge into efficient daily practice by buddying them up with a mentor teacher. Mentors and mentees are teaching in connecting rooms, providing opportunities for teachers to co teach, observe best practice, hear feedback, practise the skill and respond to feedback. I thank the mentor teachers.  Absences: I hope that we have a better attendance rate this year compared to the last three. However, I remind parents and staff that if you are sick please stay away until symptoms have past. We continue to prepare our students for the possibility of having a different teacher in the classroom unexpectedly and the possibility of being split.  Assistant Principal vacancy: This position has been left vacant by the movement of Natalie Mesiti. Natalie is studying to become a school counsellor. Currently Ashleigh Mepstead and Philippa Jones are filling the role. I hope to advertise the position in semester 2.  Parent and Community Representation of Merit selection panels: John Richards, Nigel Fellows, Dan Bowen, Dawn Tan and Yumei Cai. are trained P&C representatives. I invite the P&C to endorse these parents to represent them on merit selection panels in 2024.  Campus Improvements:  New sinks, cabinets and lino in 6 classrooms  Lower playground improvements: Contractors have been invited by DoE to visit the site and submit a plan towards completing this work. A meeting to decide on the contractor will occur. Works will start in 2024. Works will be completed during school term.  NAPLAN Yr 3 and Yr 5: Brought forward from May to March.  New Syllabus: K-6 English & Mathematic Syllabus are currently implemented in all K-6 classes. Our teachers are guided by the Assistants Principals to use student achievement data to determine the next steps for their students. In addition to the time the school is providing our teachers to master the new curriculum, they are spending many hours of their own time to study these and prepare their lessons.  Meet the Teacher/Welcome afternoon tea: (Susie)  8:15-8:45, Tuesday 13 Feb, S3 (years 5&6)  8:15-8:45, Wednesday 14 Feb, S2 (years 3&4)  8:15-8:45, Thursday 15 Feb, S1 (years 1&2)  5:00-5:15 Friday 16 Feb New kindy parents meet and welcomed by P&C President & VP & Principal  5:15-6:00 Friday 16 Feb, new kindy parents meet the teacher  6:00-7:00 Friday 16 Feb, welcome BBQ (kindy families)  7:00-8:30 Friday 16 Feb, parent seminar; Happy parents raise happy kids (all parents invited) - child minding will be provided.  External Validation: 16 May 2024:(Susie) Our school has been invited to participate in this process. This occurs every 5 years. The school will self assess according to the excellence framework, submit evidence that supports our claim and a peer review panel will affirm or not our self assessment. The submission is due in wk1T2. We have this term to prepare for it.  Reporting to Parents 2024: (Nic) Our reports will be adjusted to align with the new curriculum  New microphones, new mixers - as per gift from 2023 Year 6 gift.  DoE School Behaviour Policy: (Nic) We will make time in the March meeting to consult with the community, share our thinking and present a draft doc.  Scripture: (Nic) Lessons begin in wk 5 Friday 1 March 2024  Question from Jen Lam - please give outline of changes to syllabus  Less outcomes in syllabus - they have combined outcomes. Less convoluted.  Greater focus on teaching concepts that relate together. Eg - teach multiplication and division together.  Literacy - greater emphasis on phonics. Greater focus on grammar and this is integrated. | | |

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| **Treasurer’s Report** | **Time: 10 min** | **Speaker: TF** |
| We were using unsupported MYOB and we are now migrating to XERO accounting system. Gillian Huo has been working hard to integrate. Discovered that square (point of sale) - won’t integrate with XERO. This is an issue with the uniform shop as square is the payment point of sale. We are also looking at supported MYOB at the moment. Current financial position - $150-160K - which we need to keep in mind when we decide on what we spend our money on.  We have updated all signatories at the bank. | | |

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| **Band Report** | **Time: 10 min** | **Speaker: AM** |
| **November 2023:**  **Band numbers: 181 students**  Now: 178 students   * JB - 45 * SB - 57 * CB - 58 * Strings - 18   **Ensembles:**  Registrations will open next week with rehearsals commencing in Week 4. **Instruments:**   * Purchased several second-hand instruments (4 trombones & 1 euphonium, total cost $3,400) * Borrowed 2 tubas from Hills Music Academy * Found two DOE providers with reasonable prices   **Concerts and Events in Term 1**   * Wednesday 10th April   + 8.30am: JB Open doors rehearsal for parents   + 6pm: SB & CB   Music HQ is currently not part of the school assets, so as a result, not part of cleaners role. Conductors and tutors have been cleaning. The rooms are extremely dusty, which is concerning. Discussion: Music HQ will be moved to become an asset of the school, so after this DoE will look after the cleaning. However, the time frame is unclear at this stage. Update at next meeting. Anna and Betty will discuss a short term solution. They will report back at the next meeting. A meeting will also be set up between Anna and the P&C executive for budget planning for the band for 2024.  Succession planning for Band Coordinator also needs to be planned. | | |

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| **Canteen Report** | **Time: 5 min** | **Speaker: BP/JC** |
| Water dispensers and water bottle fillers - Individual water bottles are not sold at the canteen to reduce plastic waste. Every classroom has a sink and water taps, which children are encouraged to use throughout the day to refill their bottles. Water dispensers and water refillers have been looked into. These must be installed by DoE. We were looking at 2 units. One for each top and bottom oval (Each unit contains 1 water bubbler and 1 bottle filler) - approx $10000 each (we already have plumbing). In addition to replace current wall hanging bubblers with new bubblers and water filling capacity ($15000 each). So $50000 altogether. These prices are for unchilled/no sparkling. ? if P & C would consider funding.  No drinks available at the canteen this week as the fridge is not working. Please encourage your child to bring their own drink. This will hopefully be fixed this week. | | |

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| **Community Events** | **Time: 5 min** | **Speaker: KH** |
| Quote gained from an event organiser for the Fun Day. She has been provided with an event outline based on 2021 Fun Day with rides, some food stalls etc. Her quote sits between $7500-$10000 to organise the event, book all vendors, and coordinate them. She would also attend the day to ensure it runs smoothly. She would not staff the day and we would be required to provide volunteers from the community on the day. I told her that we typically don’t struggle with volunteers on the day. I believe we won’t have issues with this. My feeling is that this is the best option to get a profitable day organised. To put together an event like this will require a team of volunteers - which I’m just not confident we would get.  I’d also like to suggest once more that the timing of this event be re-evaluated for future years. End of year, people have lots of other commitments and events, people are tired and there is also a group of people who will commit to organise the year 6 farewell who may otherwise have more time to a fun day event if they weren’t so close together.  Motion: to be on the agenda for the next meeting:  We move the date of fun day forward to September 2024 - look at calendars of the community. This will be voted on.  We vote to decide if we should pay a convener to organise the event. This needs to be a formal document which will outline what will be provided and what is required by us. We also need to find out if she will organise the raffle. | | |

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| **Uniform Shop** | **Time: 5 min** | **Speaker: JP** |
| The uniform shop will continue to open every second Monday from 8.30am until approximately 9.30am with flexischool orders being completed each week.  A further opportunity has been given to all year 6 students to place further orders for year 6 shirts as many of the students have either incorrectly ordered their size or have failed to place an order last year.  We do need more volunteers in the uniform shop as many of the parents that used to volunteer have left the school. Volunteering in the shop only involves once or twice in a term for a couple of hours on a Monday morning. If you or someone you know might be interested in volunteering please put them in touch with me at odpsuniforms@gmail.com | | |

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| **YMCA Report** | **Time: 5 min** | **Speaker: KM** |
| Summer Vacation Care Report - 2 excursions x 2 during the holidays. Rock climbing, movies and i-play, paint and “sip”, Coogee to Clovelly walk. Lots of incursions. Good feedback. Autumn program is being planned and prepared according to feedback provided.  Staffing arrangements and number of children attending  Training:   * Resilient teachers build resilient children * Louisa Laird running training for staff on 13th February * KU inclusion support - great start to kindy.   Shade Sail update - is happening. It is in the system, but we just have to wait.  Waitlist 1 page. | | |

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| **General / New Business/Correspondence In** | | |  |
| Items | Responsible |  | |
| Water dispensers and water bottle filters (please see more info re: this in canteen report) | BP |  | |
| P & C classroom reps - last year Janice prepared a role description. Teachers will share this before meet the teacher and seek interested people to do the job at that time | BP |  | |
| Cards that count | JP | Tuyet Fellows will take this on. | |
| Angela Black brought up an incident at the crossing down near Oakhill Shops which happened on Friday 9/2. Crossing supervisor was abused by a member of the public. A police report has been filed and transport has been advised. | AB | Betty will contact the police to follow up.  We will find out the correct contact at council and we need to get the parent community involved.  Betty will communicate with parents re: road safety in different languages. | |

Meeting closed: 9:03pm

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| Next Meeting: Monday March 11th 7:30pm | | |