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| **P&C Minutes** | **Oakhill Drive Public School** | | | |
| Date: Monday 11th March, 2024 | | Next meeting: Monday 8th April, 2024 | | |
| Type of meeting | P&C Monthly Meeting – Lib Lab | | | |
| Facilitator | John Richards - President | | | |
| Minute taker | Jyotsna Pai (Jo Cope) - Secretary | | | |
| Attendees | Nick Rogenchamp (NR), John Richards (JR), Betty Ploeg (BP), Katie McAndrew (KM), Joelene Cheney (JC), Dawn Tan (DT), Amanda Black (AB), Faizz Fattah (FF), Katrina Hall (KH), Jess Ling (JL), Jyotsna Pai (JP), Faran Daneshgari (FD), Helen Cheung (HC), Tuyet Fellows (TF), Elisa Tan (ET) | | | |
| Apologies | Anna Myasnikova (AM), Debbie Ma (DM) | | | |
| Acceptance of previous minutes/financials | Accepted: | HC | Seconded: | JC |
| Report on Health and Safety Issues |  | NA | | |

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| **Outstanding Actions Review** | **Time:** | | **Speaker:** | |
| Action Items / Progress | Responsible | Original | | Expected/  Outcome |
| Update re: cleaning of Music HQ | BP and AM |  | | In band report |
| Budget planning for the band? |  |  | | In band report |
| Motion to discuss that: 1. We move the date of fun day forward to September 2024  2.Decide if we should pay a convener to organise the event. | KH to discuss. Outline of current quote attached |  | | We need to clarify our needs before we can get a finalised quote.  We need a coordinator and committee. ? Put this on sentral. KH to draft and distribute through sentral/electronic sign.  Betty to call other schools to see if they have used this approach. |

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| **Presidents Report** | **Time: 5 min** | **Speaker: JR** |

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| * Acknowledgement of Country |

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| **Principal’s Report** | **Time: 10 min** | **Speaker: BP and NR** |
| 1. Review Behaviour Support and Management Plan: shared 2024 plan, Seek feedback, questions, provide clarity. 2024 version includes parent responsibility, communication with parents of the victim and steps to support the wellbeing of the victim. 2. Reporting to Parents 2024: Student reports redesigned to align with new Maths and English curriculum. New layout shared with P&C. Seek feedback and comments. “Understanding My Child’s Report” parent workshop coming early T2. 3. Competitions: Band/Sport/Dance: What’s our goal? Trust in the selection process. Trust in the judgement and expertise of the coaches/conductors/Choreographers. We have proven success in these events. 4. Lower playground improvements: Met with asset rep to review possible tender. Works will be offered to successful tender soon. Works are to begin by June. 5. Swimming Carnival: Purpose: provide students with an opportunity  * to compete among peers, * to compete against other schools, zone, area, etc * to promote house/ school spirit, points for their house   We take approx. 400 students to the event. Approx. 80 competitors from yr 2-6. This is a significant reduction to past years.  Parents are asked to confirm their child can swim the length of a 50 metre pool nonstop, depth in parts of 1.7m. Many students (whose parents indicated they can swim the length) required to be rescued by the lifeguard. The school pays for a lifeguard to attend all day. We may need a second one next year.  Risk Assessment is developed according to the information provided by parents. Staffing requirements met according to this information. We are unable to accommodate, change of mind e.g. My child has changed their mind and would prefer to swim in the novelty events. Staffing requirements are calculated weeks in advance.   1. Music rooms now on the DoE asset register. Will begin discussions with the cleaning contractors to add these buildings to their cleaning schedule. 2. Grateful to parent organisers of Welcome BBQ. Great afternoon, catering was perfect. Sincere thanks. 3. Resilient Parents Raise Resilient Children workshop: Approx 200 attended. Very pleasing to see interest. Many important parenting questions asked of Lyn Worsley (clinical psychologist) Luke McAdam (school counsellor). Feedback from parents showed further interest. Next parent workshop is scheduled for 29 May at 8:30 am. Topic: Raising Children to be Proud Of. 4. All classes have a parent coordinator: P&C and School plan to invite them to meet, greet and thank them ahead of the April P&C meeting.   NR - Review of school reporting | | |

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| **Treasurer’s Report** | **Time: 10 min** | **Speaker: TF** |
| 1. Update on sub-committee financials.  - Of concern is the canteen which has been recording a loss in the last couple of months and 3 out of the last 5 months. Cost of items and expenses are being reviewed and may need to increase prices. Next canteen sub-committee meeting is Friday 15th March. YTD over $5K loss.  Gillian and Georgina are working hard to ensure all past transactions not recorded in Xero are accounted for correctly. This is taking time as they are working on one transaction at a time to ensure amounts are reconciling in Xero and Square, made more difficult when there have been refunds. Hopefully we will have all transactions recorded and reconciled in Xero for the next meeting.  2. There are amounts owing by staff and students to the canteen since December which I have requested more details and may need assistance to recover if possible. We are talking about $55.80 and $163.75 respectively so not big numbers but hoping we can clear these outstanding amounts.  3. Request by Gillian (bookkeeper) and Georgina (uniform shop coordinator) for new computers. Current ones in use are around 10 years or older and very slow and have crashed before. Can look into quotes and present to the committee at the next meeting.  4. Review of ongoing budget items v other contributions to the school. Do we need to revise or re-allocate the ongoing budget? Do we need to reconsider continuing contributions for learning support?  5. Update on Xero accounting system. We are going to continue using this system as no system we have looked at will enable a fully integrated inventory management system with our point of sale system (SQUARE). We will continue to have some manual workarounds in place going forward to make sure the required details of uniform sales are recorded in Xero. Most of this manual work will be completed by Georgina unfortunately but will help when she completes the stocktake. | | |

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| **Band Report** | **Time: 10 min** | **Speaker: FF on behalf of AM** |
| **Band numbers: 179 students**   * JB - 46 * SB - 56 * CB - 59 * Strings - 18 * Ensembles:   + Brass: 14   + Percussion: 9   + Woodwind: 9   **Budget 2024:**   * Meeting with Tuyet, Gillian and Faizz * The largest expense - buses (if the band was to subsidise 50% of the cost as per BAU); alternative:   + Parents to organise their own transport (will not work on the school days);   + Parents to pay full price   **Events & Performances**   * School concerts in Term 1:   + Wednesday 10th April     - 8.30am: JB Open doors rehearsal for parents     - 6pm: SB & CB   + Strings and percussion ensembles to perform at the school assemblies, exact dates TBC * Performances & competitions throughout the year:   + Several new events:     - Greater Western Sydney Music Festival at Rouse Hill Anglican College (new event for us, JB, SB & CB to participate)     - Northern Sydney Symphonic Wind Ensemble Spring Festival at Chatswood Concourse (new one)     - Hornsby North Band Festival at Hornsby North Public School   + Sydney Eisteddfod   + Hawkesbury Eisteddfod / Ryde Eisteddfod   + NSW State Bands Festival   + Music Mornings + Donuts party, guests/workshops TBC   + Gala Night   **Follow up on:**   * Cleaners for Music HQ (2 rooms, 10 m2 each) - regular dusting and vacuuming required * Band coordinator role to be advertised; available a.s.a.p. for the right candidate (learning on the job, full support & shadowing provided). Would be good to hire someone before the Festival of music weekend (25-26 May) as it is the biggest event with full exposure to all the elements of the role. * Jess Ling - addition that the band captains were upset that they weren’t included in the leadership days/morning teas. BP to organise another morning tea. * Band meeting next Monday - zoom. | | |

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| **Canteen Report** | **Time: 5 min** | **Speaker: JC** |
| Canteen is running smoothly . We’ve had an amazing response to Dawn's recruitment for volunteers over 20 new people added to our WhatsApp group which has been unbelievably helpful.  Canteen will be selling orange jelly cups on Harmony Day 21/3 for a special treat .....50c | | |

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| **Community Events** | **Time: 5 min** | **Speaker: KH** |
| KH will send an email to BP to organise a date for Mother’s Day Stall.  KH given a flyer re: design a brick pavers  KH to draft an email to find a parent in the community to assist with FunDay. Liaison between school and potential organiser | | |

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| **Uniform Shop** | **Time: 5 min** | **Speaker: JP** |
| The uniform shop will be completing a stocktake on Friday 22 March. From that date the winter uniform will be available to be purchased.  I have set up a limited amount of appointments (QR code is in the newsletter) for new parents and kindy parents to make an appointment if they wish to get an idea of sizes for their children. Most appointments will be available on Friday 5 and 12 April (after Easter). However, generally the sizes will be the same for the winter uniform (except for boys trousers which run through sizes 4, 5, 6, 7 and 8 before reverting over to even sizes in the larger trousers).  Generally the school transfers over to winter uniform in term 2 with a two week grace period where students can choose to wear either the summer or winter uniform. Betty will be able to confirm whether this is the case this year. A note will be sent out shortly to all parents via Sentral.  Thank you to the P&C for organising a number of helpful volunteers. The uniform shop has never had so many willing volunteers! This year must be the best year in many, for parents who are willing to help out. | | |

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| **YMCA Report** | **Time: 5 min** | **Speaker: KM** |
| **The Biggest Afternoon Tea**  **The Y Oakhill Drive Presents a fundraiser event for Cancer Council**  Held: Oakhill Drive Public School (School Hall and Cola)  1-5 Oakhill Drive, Castle Hill, 2154  Time 2.30pm-5pm- Advised to start from 2.30pm for school Parents waiting to pick up their children and also capture the Staff as well. (Came from a meeting with children service manager and Betty.)  Date: Friday 24th MAY  RSVP by: Friday 10th of May  Via email [katie.mcandrew@ymcansw.org.au](mailto:katie.mcandrew@ymcansw.org.au) or 0418 412 586  The aim of the annual event to help our children grow in leadership skills, learn about volunteering and allowing them the chance to see a wonderful strong community of people come together to support, uplift and strengthen each other while raising much needed funds for the Cancer Council.  2023 was our first year at the Y hosting and organising this event and the feedback was, “I can’t wait for next year!”  So hear we are 2024- bigger and stronger community ready for action.  There will be many jobs to be done before, during and after the event- please reach out if you are willing to help with set up, pack down, cooking delicious food, helping sell raffle tickets, to be on the door to meet and greet and more.  Ticket entry and prices for prizes to come..  This is just a little taster!  **Oakhill Drive Public School- We need your help**  Ok, so we all know Cancer doesn’t pick or choose and its sucks. We are all affected one way or another either fighting ourselves or for our loved ones who are suffering.  Before we get the finer details, we would like to ask the school, P&C community and class parents how they can help make this fundraising event bigger and better.   1. Getting word out to all (Newsletters, electronic board, posters, class parents, teachers, office staff?) 2. This is a whole school and community event-for our families, children and teachers 3. Students needing time signed off can volunteer and get a job (set up, pack down, selling drinks, helping on the door..) 4. I will need some volunteers (remember the Y staff still have a job of supervising the children) 5. What will the school look at donating this year?   Ideas: Flowers, some form of entertainment (photo booth? Music/band? Prizes for raffles?)   1. Have some people from the P&C or school at the event (even if for a short while) 2. If you can’t come DONATE   We are so lucky to be in the community of Oakhill Drive and Surrounds. Yes, the Y and the DoE are separate enterprises but our common is the families and children. We both want to teach them how to be good, connected humans to their community and world and help set them up for life by leading by example. By joining forces with the Y team, we can produce something really special each year.  From meeting:   1. Mufti Day - gold coin donation - wear pink on this day 2. Can P & C contribute $200 to the event 3. We need to communicate with Janelle Lord re: The Silver Acorn and perhaps class coordinators 4. Katrina/Pam/Katie to talk re: putting this event on Fleixschools so people can donate via this. | | |

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| **General / New Business/Correspondence In** | | |  |
| Items | Responsible |  | |
| Class parents - meet and greet  A contact list has been set up | BP | JP will send an invite to class coordinators to attend a meet and greet at 6:30pm on April 8th before next meeting. | |
| AB asking if school hat can be placed on a spot inside the classroom to limit the amount of hats that are going missing from bags outside. |  | BP to look into this. | |
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| Next Meeting: Monday April 8th, 2024 | | |

Meeting closed 9:30pm