

GYMEA BAY PUBLIC SCHOOL P&C

Minutes of Ordinary Meeting

The Gymea Bay Public School Parents & Citizens Association is an incorporated voluntary organisation that operates pursuant to relevant legislation and its constitution. The P&C meets on week 3 and week 8 of every term in the staffroom at 7:30pm. Membership to the P&C is open to all parents. It's a great way to find out about and support Gymea Bay Public School. General business or topics of discussion can be submitted prior to the meeting via the P&C email account at gymeabaypandc@gmail.com.

Date of meeting: 18/06/2019

Meeting opened: 7:30pm

1. Attendees

- 1.1 **P&C Executive Committee** - Cassandra Scott, Justine Catto, Kelly-Anne Derwent, Kaye Stewart, Belinda Hope, Kate Murdoch, Kerry Jarvis, Kim Guy, and Natalie Blacker
 - 1.2 **GBPS Staff** – Hendrika Green, Sue Stolk, Sue Hyrce and Julie Blyth
 - 1.3 **P&C Members** - As per attendance sheet kept with the assistant secretary
 - 1.4 **Apologies** – Peter Eaton and Kelly Merchant
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2. Minutes of previous meeting

Moved - Justine Catto
Seconded - Kate Murdoch

3. Business arising from previous meeting

3.1. Formal letter to School Administration re Survey requests

3.1.1. Draft circulated on P&C FB Page

To be forwarded onto the school to consider and come back with a response at the next P&C meeting Term 3 Week 3.

Regarding school communication Flexi Schools which is app that the canteen uses for lunch orders has contacted Cassandra and discussed the other features that the app has the ability to do such as uniform shop, events, permission slips, school fees and payments. Keeps record of transaction. Charges 3% of transition.

Question was raised regarding privacy (transaction data).

Cassandra will look into privacy and explore the use of flexischools possibly option for P&C to use.

School administration also looking into the capacity of the new school system, Sentral, being used for reports to have the same features. Looking at the same system that is used at Kirrawee High School. Hendrika to report back on this system and what it has to offer as school has already purchased the system so no additional charge.

3.2. Report to Speakman and Morrison

3.2.1. Report sent and circulated on P&C FB Page

3.2.2. Response received and circulated on P&C FB Page

Very senior staff member from the Asset Management Unit (AMU) of the Department of Education visited school after receiving 40+ page submission referral from Mr Speakman MP and some items were actioned immediately. Gas fitter, plumber and window fitter have already been into the school. The senior member along with Robyn Beck and Sue Stolk looked through what has been put into the asset system and items that have been sitting have now been pushed through by senior management. Things are moving. He wishes to return to the school to meet with Hendrika and wishes to dedicate 5 hrs to property review. Timeframe will be within term 3. \$500,000 has been spent in last 12mths on roofing and plumbing.

3.3. Steering Committee establishment

Steering changed to consultative – actioned and approved

Proposed Purpose: Harness community talents, identify resource gaps, source and implement solutions with the school and ensure teacher needs are met

3.3.1. Governance proposal circulated on P&C FB Page

Governed by P&C Associations Constitution Bi Laws

Fully accountable to P&C

Table a written report to each General Meeting

All monies raised belong to Gynea Bay P&C

All expenditure is approved by a resolution of the P&C

All correspondence needs the approval of the P&C President

Example – School Transition Port Hacking High School

Primary school to high school – why important?

Familiarity with new routine, access to broader range to KLAs, navigating new experiences such as catching buses, high school can be daunting experience.

Port Hacking high school transition plan

A taste of high school for all students in Year 5. Tuesday 6/8/19 (bus, BBQ)

Sports gala day for all students in Year 4. Wednesday 25/9/19 (bus, BBQ)

Term 3 2 day Year 5 targeted writers workshop (around 8 from GPBS)

Term 4 enrichment program for 8 high potential Year 5 students from GBPS continued Term 3 all Year 6 students to complete writing workshop/sports day 31/7/19 Year 6 transition program (enrolled students only) Thursday afternoons 24/10, 31/10, 7/11, 14/11 Term 4 visit to GBPS by Nat Blacker and the Year 7 2020 Year advisor to work with all of Year 6 on study skills, research, assessment tasks, tips on starting high school.

A joint funding application has been applied for to work between year 6 and year 7

3.3.2. Consultative Committee Groups

P&C to use Facebook pages to form Groups for people to sign up through the pages, talents can be entered through those pages. Committees to be posted shortly.

Governed by department – we need to meet their requirements. This is about building partnerships between the talents of the community and the school. Getting likeminded people together. Getting people together to brainstorm ideas and then getting together with the staff at the school. Volunteers to help assist admin, additional needs. Interest in help within the classroom.

- a) administration
- b) alumni
- c) building maintenance and construction
- d) energy and climate control
- e) health and wellness
- f) history and geography
- g) gardening and landscaping
- h) high potential and additional needs
- i) grants sponsorship and community relations
- j) information communication technology
- k) music and creative arts
- l) school transition
- m) social events
- n) uniform

3.4. Carpet cleaning

3.4.1. Current frequency

Departments organises yearly due August

Negotiated with cleaners for stronger vacuum

Commercial cleaning has happened in the classroom of concern and this is the same classroom that a child with severe allergies is.

3.4.2. Cost

Still trying to get costing as it falls under department cleaning funds

Looking into the level of cleanliness provided by the current cleaners

Wait and see what department provides. Check in after term 2

Inform parent once the date for cleaning happening

3.5. Sustainability Proposal – Solar panels and LED lights

3.5.1. Proposal circulated on P&C FB Page

Proposal brief

Replace existing lights with LED lights estimated \$12,500 for P&C

Install a 100kW solar system estimated cost \$26,250

Purchase energy app to educate students about energy consumption \$500

Proposal is whether P&C willing to pay 25% of cost

Motion – for P&C to cover cost \$39,250 - carried

LED lighting Proposal: Replace all of the existing lighting with LED lights

50% subsidy on top of the rebate (Energy Saving Scheme)

Immediate return on investment (2 –year payback)

Benefits: Energy bill savings, Free up power capacity for other sources (e.g. cooling)

Support from AMU to address non-compliant lighting

Solar Panels Proposal: Install a 100 kW solar system

2 year payback “schools will get to keep the full savings at least until the next energy budget reset which we believe is currently still a few years away”

Carbon footprint –reduced by 35 to 76 ton CO₂ (Year 1)

Principal to engage with Department to proceed.

3.6. Uniform shop - fit-out + sport shirt

3.6.1. Minutes of uniform sub-committee circulated on P&C FB Page

Low on pre loved winter clothes. Bring any preloved clothing to the uniform shop but only if in decent condition. Please do not dump stained, ripped or damaged clothing. Lost property – use

Lost property - if items are not labelled and not collected by the end of the term they will be donated to the uniform shop. Suzanne Robinson volunteered to wash items before selling them in the uniform shop.

Big clean out, new boxes for storage and mirror. Photos posted on Facebook page, looks fantastic. New signage after the area and surrounds are painted to make it easily found.

New sports shirt needs to follow departmental guidelines, processes that need to be followed

No decisions yet until guidelines looked at.

Where do we stand on beanies? Not part of uniform but understanding that some children feel the cold. Whilst not part of the uniform Hendrika has approved black beanies if they are worn under their bucket hat.

3.7. Letter from ARPANSA re mobile phone towers

Circulated via school email & P&C FB Page

At least 50 levels lower than recommended levels, no concerns.

3.8. Outdoor furniture

Outdoor seating being installed near the pencils for parents. Heritage rainbow serpent to create a community area.

4. President's report

4.1. Democracy sausage

How we can support teachers – chairs and colour printer

Chairs are coming from Port Hacking High School as they have had a recent refurb at no cost

Hendrika getting quotes for new colour printing in K-2 has to go through school contract

This means that teachers not printing at home

4.2. Before and After School Care

4.2.1. Fact sheet and survey – circulated on P&C FB page

4.2.2. Survey results - circulated on P&C FB page

4.2.3. Next steps

Discussion on survey results - GBOOSH has vacancies but school parents don't know. Supply of places for next year remains a problem as school will lose funding without families having certainty. Anne from GBOOSH raised school contacting families that were lost to the school. This needs to be done earlier to determine need and availabilities

Kindy interviews are commencing and they are being asked what their needs for care are.

Funding of the new building needs resolution to give families certainty for next year.

Extensive discussion about the problem of losing families and funding.

GBOOSH asked for notification to school re vacancies.

5. Principal's report

5.1. Report and attachment circulated via school email and P&C FB Page

5.2. Request for funding - educational resources

Funding request - \$10,000 motion carried to fund synthetic phonics roll out for yr2.

6. Treasurer's report

Income and Expenditure Statement YTD 2019 – 17/06/2019

Opening Balance		154,412.06
Income		
Uniform Shop	27,952.50	
Lily Festival	43,000.25	
Mothers Day	5,895.10	
Interest	914.41	
Election BBQ	4,239.10	
Other	345.25	
	Sub total	82,346.61
Less Expenses		
Bank fees	593.64	
Lily Festival	14,638.75	
Uniform Shop	12,973.15	
Mothers Day	3,078.50	
School Contribution	57,000.00	
Election BBQ	3,791.32	
Other	673.04	
	Sub total	92,748.40
Closing Balance		144,010.27

Less:	Outstanding payments	12,529.60
	Buffer	10,000.00
Net Expendable		121,480.67

The P&C currently has \$144,010.27 in the bank. The has been boosted by sales through the Uniform Shop. Outstanding payments relate to Claudines of \$12.5k.

During May, contributions were paid to the school for \$33k as a contribution for the library refurbishment and \$24k to support the music program.

Suspect transactions

In April and May, a number of suspect transactions were processed through the P&C CBA account. I am pleased to advise that all monies have been received back into our account following action with the CBA.

ATO letter

The P&C has received a letter from ATO advising that there are a number Activity Statements outstanding. Previously, the P&C operated the canteen and had a paid employee, it was required to lodge a quarterly Activity Statement. This ceased with the privatisation of the canteen. This will need to be resolved with the ATO by the authorised contact. I will liaise with the previous Treasurer and report back at the next meeting.

7. Sub-Committee reports

Fundraising – Fathers Day Stall will be on 28th August

Discussion of whether we hold another Fathers Breakfast BBQ Fathering Project

Extra-Curricular – Chinese students, only 1 family so far

Belinda Shoebridge shared her positive experience from last year, low maintenance, children happy to use trampoline and simply experience daily life in the Shire.

18 Students – preference Year 4,5,6 but will consider lower levels

Bookclub – Issue 4 huge order \$3180

\$1912 in rewards

Mr Craddick would appreciate some help laminating books if you can help out. You can talk them home and do in your own time at home if you cannot give time during school hours.

Banking – need for more volunteers, it will be sent out for interest in term 3. Total bankers 165 students.

8. Secretary vacancy

Kelly Derwent stepping down from secretary role.

Sophie Lumb was nominated, no other nominees. Sophie accepted the position.

9. General business

Choir dates and clashes with other events is there any way of this not happening?

Relying on department for dates. They do have a FB page which may help with dates.

School disco and whether this is something that could start happening again as the children really enjoy it. Hendrika to speak staff about their position on it and whether it is something that can go ahead.

Next meeting 6th August 2019

End of Meeting 9:15pm

Action	Person /. People responsible	Due date
Flexischools – privacy and capabilities for P&C and canteen use	Cassandra	6 th August 2019
Explore new system Sentral, capabilities it has in relation to communication and e-permission	Hendrika	6th August 2019
AMU property review	Hendrika	Term 3 2019
Consultative Committees posted on Facebook pages for parents and community to join	Cassandra	ASAP
Cleaning review – whether changes to cleaning has made a difference in particular classrooms with children with allergies	Hendrika	6 th August 2019

Solar panels and LED lights – engage with Department	Hendrika	ASAP
Communicate need for preloved winter clothing need within uniform shop	P&C Exec	ASAP
Unlabeled clothing left at the end of term will be donated to the uniform shop	School Staff	End of term 5 th July 2019
Clothing going to be donated from lost property needs to be washed	Suzanne Robinson	End of term 5 th July 2019
Communicate that black beanies allowed to be worn under hats in winter	P&C Exec	ASAP
Collect chairs from Port Hacking High	P&C Exec	ASAP
Quotes for colour printer for K-2 teachers to be funded by democracy sausage sizzle	Hendrika	ASAP
\$10,000 request for synthetic phonics roll out in yr2	Hendrika to invoice P&C	ASAP
Follow up with previous treasurer regarding ATO statements	Peter Eaton	ASAP
Fathering project breakfast - Democracy sausage inventory to be used?	P&C Exec	ASAP
Notify families that the library needs assistance to cover new books	P&C Exec	ASAP
School Disco-discussion with teachers to see if it can happen	Hendrika	Next Staff Meeting
Sports shirt change – look into Department	Kaye Stewart & Belinda Hope	6 th August 2019

guidelines at the process of uniform change		
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