

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: 29/09/2019

Meeting opened: 7:35pm

1. Attendees

1.1. P&C Executive Committee - Cassandra Scott, Justine Catto, Sophie Lumb, Kaye Stewart, Natalie Blacker, Nicole Marshall, Kate Murdoch

GBPS Staff – Hendrika Green, Lauren Hall, Helen Reece

1.2. P&C Members - As per attendance sheet kept with the assistant secretary

1.3. Apologies – Peter Eaton, Kim Guy, Kristie Coramond, Kelly-Anne Derwert, Kerry Jarvis, Belinda Hope, Rachel McDougall

3. Minutes of previous meeting

Moved – Justine Catto

Seconded – Nicole Marshall

4. Business arising from previous meeting

4.1. Sunglasses trial

Survey of the parent body has established support for a trial of the sunglasses. Decision made to run the period for the sunglasses in Term 1 2020. Moved by Kaye Stewart/Catherine Frazer. Sunglasses will be made available in the Uniform Shop.

4.2. Provision of free sunscreen

Decision was made to provide free sunscreen to school students.

4.3. School hall

Communication with Mark Speakman has revealed there is appetite and potentially some funding available to support the building of a new school hall. The building and maintenance consultative committee has been tasked with developing a scope of work and some options with budget information to put forward to the P&C and potential funding sources (e.g. government, community, tax deductible contributions from parents).

4.4. Co-ordinators for consultative committees

Thank you to the numerous people who have volunteered for the various consultative committees and proven to be active members. Coordinators have been identified for most of

the committees, except alumni, history and geography, music and creative arts and high school transition).

The P&C will provide the contact details of consultative committee co-ordinators on an A4 laminated document which will be posted in the staff room.

4.5. School communication improvement initiatives

The school administration is negotiating a contract with School Bites. The service will commence in Term 1 2020.

School administration did not provide details on whether there will be a transition of the School Bites transition program in Term 4 2019.

P&C commented that they feel communications from school administration still require improvement. P&C will (in the interim) continue to communicate school news (relevant to the majority of the school) via the Facebook page. News relevant to specific years will only be communicated on Year specific Facebook pages and is not the responsibility of the P&C.

4.6. Communication with Mark Speakman and RMS

Response to P&C correspondence was received on 10th October from Mark Speakman. Correspondence was directed to the Minister of Education office.

Request to circulate the response to GBOOSH was accepted.

Hendrika has contacted RMS to clarify sick leave arrangements for the “lollypop lady”. RMS can provide a replacement however they need to have someone who would like to fill the position. Please contact Hendrika for possible nominations for the role.

4.7. New digital sign

School administration comparing the detail of quotes provided for the install of the new sign. Sign will be installed before the end of the year. (Supplier unable to install until after holiday commences.)

P&C fundraising sub-committee will liaise directly with the school administration to nominate individuals/companies to thank for their contribution to the school community.

4.8. Colour printer for K-2

Item postponed to next meeting.

4.9. Provision of ethics classes

Thank you to Rachel McDougall who has progressed this project. Decision made to advertise for volunteers to teach the ethics classes. There will be an interview and application process required for interested volunteers. Volunteers will need to be prepared to teach for an entire year. P&C will also gain expression of interest from the parent body as to families interested in sending their children to ethics classes.

There are a number of steps required before the ethics classes can be offered.

4.10. GBOOSH Update

GBOOSH available for some positions next year – final number of available spaces TBD. Some days have more availability than others.

Enrolments for Kindergarten children open on Wednesday 30th October and close on 20th November.

GBOOSH has applied for an additional 30 positions per day. The application has been submitted to the AMU. Unclear whether the 30 positions will be approved prior to Term 1 2020.

If application for additional positions remain unresolved, decision to consider a meeting with P&C executives, the school principal and GBOOSH committee at the next GBOOSH management meeting on Wednesday 13th November at 6:30pm to explore how to escalate

4.11. 2020 Kindergarten Orientation.

Thank you to all of the volunteers who are helping on the 3 transition days. At this stage there are 106 children enrolled to join the school next year.

5. President's report

5.1. Grants

Safer Communities Grant Round 4 was unsuccessful

The P&C has submitted a NSW community building partnership grant (\$300 K) per electorate. Scope of the grant included the major oval will be repaired and landscaped. New fitness play equipment will be purchased and installed. New audio equipment will be purchased and installed. Total amount requested \$242,885.

P&C will update once we receive any further information.

5.2. P&C Levy/Building Fund

Proposal made to set a P&C Levy or building fund to support specific projects (e.g. school hall) as is customary at many of the local high schools. Payment would be independent from the school (i.e. notice not in the statement of accounts). Decision to consider this proposal however additional information is required. Need to establish an automated system for the tax deductible donation. Need to communicate what projects have been funded this year and what projects are planned for 2020 and their anticipated costs.

5.3. Annual General Meeting (AGM)

The AGM for the P&C will be held on Tuesday 3rd December at 7:30pm. All positions on the P&C will be become vacant. Anyone interested in joining the P&C is encouraged to attend. Job descriptions for each position will be circulated prior to the meeting. Any questions please email the P&C gymeabaypandc@gmail.com or contact Cass.

5.4. Volunteers

All volunteers to the P&C will be formally named and thanked. Request that the names of volunteers be communicated to Cass directly prior to the AGM (3 Dec 2019).

6. Principal's report

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

GYMEA BAY PUBLIC SCHOOL P & C

Principal's Report
TERM 4 WEEK 3 Tuesday 29 October 2019



Finance Matters

- ◆ School is on track to have expenditure at around 90% of the budget, with sufficient rollover to enable ongoing development of the school, and ongoing maintenance matters.

Property Matters

- ◆ Fencing commenced – awaiting quote for security access – Quote between \$55 and 56 K – following up with AMU to determine how much can be covered by the department before being covered by the school.
- ◆ Signage – the physical labelling signs have been completed, including the Uniform Shop and the digital sign is being ordered for delivery and installation. The old sign will be removed and open up the visual view even more. Mascots which are as a result of Year 6 2018's input are on display and the students of Year 6 are working on draft areas of respect, responsibility, collaboration and learning which will guide whole school behavioural expectations. These will be tabled before both staff and the community prior to further progressing with implementation.
- ◆ Electrical Audit still outstanding – awaiting results for further decisions about infrastructure for school
- ◆ The school has been advised to proceed with a grant application for further reduction of rubbish with the installation of metal frames around the wheelie bins. This has been lodged for consideration.
- ◆ Painting occurring – currently in J Block working on the last of the classes. The uplift to the rooms has been exciting for staff and students alike.
- ◆ Lighting Count conducted – re LED light replacements. Can not proceed until the electrical audit is returned. This is with Spotless, not the school. Despite follow up – still outstanding since March.

Staffing Matters

- ◆ Dance performance on Wednesday Years 1,2,3,5. Kindergarten and Year 6 will be presenting at PAN and Year 4 will perform in Week 5 at the assembly on Wednesday at 2:10 pm
- ◆ Position available for recruitment – Awaiting advice as to manner to be filled.
- ◆ Mrs Brand has been engaged in study in the area of Vision Support and will move from the classroom to take on a role in Vision at a yet unknown location in 2020.

Student Matters

- ◆ Kindergarten enrolments for 2020 total 103 students.
- ◆ Additional family requests for other grades are also occurring – however, at this point we are losing 126 Year students, so there is the possibility of one less class in 2020. This is following the pattern of other schools in the area, whose numbers are also declining.
- ◆ Congratulations to Gymea Bay Public School who were the Champion School at Sydney East Athletics carnival. Well done to all students, Mrs Wever and supporting staff and families.

General Matters

- ◆ GBOOSH – formal paperwork with AMU for approval of additional spaces.
- ◆ GBOOSH - forward planning in place to ensure staffing levels appropriate for additional places.
- ◆ School Validation to be held in 2020 – review of the student learning, Teacher development and leadership of the school. School assessment based on practices, forums to be held for parental and student perspectives and validated through an appointed Principal, School Leadership and a peer principal.

Business

- ◆ Student and teacher consideration is being given to the sporting house names for the future. Houses are based on birds as a result of the history of the school being involved in bird calling competitions. The names were believed to have been Dharawal in nature, however are unable to be authenticated. Votes are being collected and consideration given to retaining the colours, however having Australian Native animals with authentic Dharawal names as an alternative. Votes will also be collated from parents. At this time we will also put forward the idea of house coloured t-shirts for sporting events and look into a realignment of letters applicable to houses to make them more equitable in number.

7. Treasurer's report

Income and Expenditure Statement YTD 27 October 2019

Opening Balance		154,412.06
Income		
Uniform Shop	40,339.45	
Lily Festival	43,000.25	
Mother's Day	5,955.10	
Interest	1,395.06	
Election BBQ	4,239.10	
Father's Day	5,253.95	
Disco	515.33	
Other	587.25	
	Sub total	101,285.49
Less Expenses*		
Bank fees	868.67	
Lily Festival	15,485.02	
Uniform Shop	26,338.29	
Sports Uniforms	6,084.65	
Mother's Day	3,078.50	
Father's Day	1,827.36	
School Contribution	57,000.00	
Election BBQ	3,791.32	
Disco	485.00	
Other	1,840.99	
	Sub total	116,799.80
Closing Balance		138,897.75
Less:	Outstanding payments	8,714.00
	Buffer	10,000.00
Net Expendable		120,183.75

The P&C currently has \$138,897.75 in the bank.

There have been no major payments since the last report. A payment to Claudine's is due and will be made this week.

Income has primarily been from the Uniform shop, with a small amount received for the Disco.

It was noted at the meeting that this Treasurer's Report needs to detail funds committed to:

- The LED light/solar panel initiative (circa \$30k, awaiting cost details from DoE/INSW)
- Colour printer for K-2 teachers (cost TBA)
- Digital sign (circa \$18k)

8. Secretary's Report

8.1. Environmental activities

Correspondence regarding concern of the environmental awareness of the school. For example, bottled water was sold with the sausage sizzle despite most children bringing a re-useable water bottle to school. Request that the P&C be aware and cautious to limit waste and promote the use of sustainable products for fundraising events etc. P&C to write a letter to the canteen (Mel's Tasty Bites) to encourage the use of sustainable products and limit waste. Letter will be drafted by Chevy.

School to encourage the SRC to educate children on environmentally sustainable practices.

8.2. ATO letter

The P&C has received a final warning letter from the ATO (dated 15 August 2019) advising that there are a number Activity Statements outstanding (1 Jan 2016 to 31 March 2019). Justine (assistant treasurer) will follow up with Peter (treasurer) to confirm the progress on this matter. Resolution of the issue is required prior to the AGM.

8.3. Safety of IT equipment

Concerns raised that not all years have a safe place to store their bags before school starts. This increases the risk of damage to any breakable items stored in school bags (e.g. IT equipment). School administration clarified that all students are requested to put their bag in a safe area which is a "no-play" area, but some students don't comply with these instructions. The school is planning to place hooks through G and H block to enable kids to store bags more safely.

9. Sub-Committee report

9.1. Fundraising

Final preparations for the Disco. Confirmation of details required for the number of volunteer teachers and opening/closing times of the various school gates for security purposes. The school administration will provide the P&C with a risk management document. Volunteers are to wear high-viz jackets. GBOOSH has made the school hall available as requested and will accompany children to the event.

9.2. Extra-Curricular activities

Interrelate will be held on 6 Nov 2019 for years 3-4 and then years 5-6. School administration and P&C will continue to communicate that only pre-paid tickets will be accepted.

9.3. Bookclub

Issue 6 order total- \$1713
YTD total - \$10,090

Issue 7 in progress

Have no rewards dollars as we have just used what we had for more books for the library.

Thanks to all the volunteers who have taken books home to contact and come to the school to contact them.

Huge thanks to all my helpers with bookclub

9.4. Uniform shop

Year to date revenue: \$36270. Gross Profit Year to date \$6759

Winter sale – only sold small number of winter items

Problem with modem - so no itemised receipts given out – now fixed.

Low on stock of Summer Tunics size 8 - on back order with Claudine's, due Wk4.

Purchased large amount of stock for Kindy Orientation

Uniform Shop will be open each orientation day 10.30-11.30am – volunteers organised.

Order forms already distributed to local preschools.

Thank you to school for new official sign above shop door.

10. General business

Concern that there was some miscommunication regarding the time that PAN tickets were on sale (6:00am instead of 6:30am). School administration stated that discrepancy in the start time resulted from a miscommunication between the school administration and Entertainment Centre. This has been rectified for future PAN. Although PAN will not be at the Entertainment Centre in 2020. The venue for next year PAN is to be confirmed.

Significant concerns raised by P&C and school administration that parents are parking in the no standing/stopping zone. This is endangering the safety of the children as they arrive and depart the school. Decision made that the P&C will communication with the council to have parking inspectors present until the behaviour changes.

Next meeting Tuesday 3rd December 2019. This will be the AGM.

End of Meeting 9:14 pm

Action	Person /. People responsible	Due date
Order sunglasses to be available for Term 1 2020	Kaye Stewert/Belinda Hope	ASAP
Develop a scope of work and some options with budget information for a new school hall and suggest to the P&C potential funding sources	Building and maintenance consultative committee (Nina van der Grinten and Dan Zietsch)	3 rd December, 2019
P&C will provide the contact details of consultative committee co-ordinators on an A4 laminated document which will be posted in the staff room.	Cassandra Scott	3 rd December, 2019
P&C will continue to communicate school news (relevant to the majority of the school) via the Facebook page.	Sophie Lumb	Ongoing
P&C continue to lobby Mark Speakman regarding engagement with AMU	Cassandra Scott	Ongoing
P&C fundraising sub-committee will liaise directly with the school administration to nominate individuals/companies to thank for their contribution to the school community on the new sign.	Kate/Kerry	Ongoing
P&C will gain expression of interest as to families interested in sending their children to ethics classes.	Rachel McDougall	3 rd December, 2019
GBOOSH to provide an update on increase in number of positions, position vacancies	Anne Klemm	3 rd December, 2019
Preparation of material and relevant communications for the P&C AGM	Sophie Lumb, Cassandra Scott	3 rd December, 2019
P&C to write a letter to the canteen (Mel's Tasty Bites) to encourage the use of sustainable products and limit waste	Chevy van Dorssen	3 rd December, 2019
P&C to communicate with the council to have parking inspectors present	Cassandra Scott	ASAP
Continue to liaise with previous treasurer regarding ATO statements	Peter Eaton	ASAP

School administration continue to improve on communication to parent body.	Hendrika Green	Ongoing
School administration to continue to roll-out the provision of hooks to store school bags safely	Hendrika Green	Ongoing
AMU property review	Hendrika Green	3 rd December, 2019
Solar panels and LED lights – engage with Department	Hendrika Green	ASAP
Update on progress of appointing the school chaplain	Hendrika Green	3 rd December, 2019
School administration to communicate the quote of the colour printer for K-2 teachers to the P&C	Hendrika Green	3 rd December, 2019