

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: 03/12/2019

Meeting opened: 7:31pm

1. Attendees

1.1. P&C Executive Committee - Cassandra Scott, Sophie Lumb, Kate Murdoch, Kaye Stewart, Natalie Blacker, Nicole Marshall, Belinda Hope, Kim Guy

GBPS Staff – Hendrika Green, Helen Reece, Robyn Beck, Sue Stolk

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

1.3. Apologies – Peter Eaton, Catherine Fraser, Justine Catto, Kerry Jarvis

3. Minutes of previous meeting

Moved – Kim Guy

Seconded – Kate Murdoch

4. Business arising from previous meeting

4.1. Coordinators for consultative committees

The consultative committees will be amalgamated into 7 proposed subcommittees; activities, fundraising, literature, infrastructure, support, wellbeing and uniform. There will be at least 2 leaders for each subcommittee. The revised by-laws are under active consideration by the P&C Executive until 14 December 2019 and will be released as a draft for consideration in time for the next AGM.

4.2. Provision of ethics classes

Rachel McDougall has sent around the invitation for volunteers and also an indication of the number of students who would like to enrol in ethics classes. So far there are 5 volunteer ethics teachers and 40 students. Deadline for expressions of interest is Wednesday 11th December, 2019. Thank you Rachel for co-ordinating this effort.

4.3. School communication improvement initiatives

School administration have been working hard to ensure that the new software system School Bytes is available in Term 1 2020.

4.4. Communication with Mark Speakman

Mark Speakman has raised the concerns regarding air-conditioning with the Education Minister (yet to receive a reply). A face-to-face meeting has been arranged for Friday 6 December 2019 to discuss various outstanding matters and the proposed multi-purpose

school hall project.

P&C will continue to advocate for the school and escalate relevant matters to ensure progress for ongoing projects.

4.5. New digital sign – coordination of companies to thank

Once formed, the new sub-committees will report back to the school companies/individuals to thank using the new digital sign. Hendrika confirmed that there will be 3 individuals to include in communications with the school – a technology staff member, an administrative staff member and an executive staff member.

4.6. Colour printer

Current contract expires in 2021. The school is still negotiating the new contract. As soon as negotiations have been finalised this will be communicated with the P&C committee.

4.7. Outstanding BAS statements

The outstanding BAS statements have been rectified and the PAYG withholding registration has been cancelled. A big thank you to Penny for organising this.

4.8. Engagement with AMU/solar panels install/LED light install

The school has received the electricity report. The report will be provided to the P&C. In brief the amount of energy supply from the street to the school is inadequate to support the proposed solar panel system. The school is waiting for a quote for (possibly) a substation or amount of amps allocated to the school. The school will may be required to negotiate with the council on the supply of energy. Hendrika is in regular communication with the AMU and Spotless to progress the review and upgrade of school infrastructure to support the solar panels.

Motion: Communicate with Mark Speakman to articulate the frustration of the parent body with the extremely slow progress of this project. Agreed that the P&C will escalate the issue and address the commercial media. A photo was taken to support the news story.

Motion carried.

4.9. Appointment of school chaplain

The position (2 days per week) for a school chaplain was made available 5 Dec 2019. The school is currently taking expressions of interest. Once collected there will be an interview of potential candidates. The P&C President will be invited to sit on the interview panel. Concern from a P&C member that chaplains are not to attempt to convert students. Reassurance was provided that as a condition of employment chaplains are do not allowed to attempt to convert students.

4.10. Encouragement of sustainable practices with school canteen

No update from Chevy regarding the letter to the school canteen to improve sustainability practices. Item postponed to next meeting.

5. Correspondence (Secretary's report)

5.1. Working with children checks

5.2. Audit of staff room requirements

5.3. Learning support programs

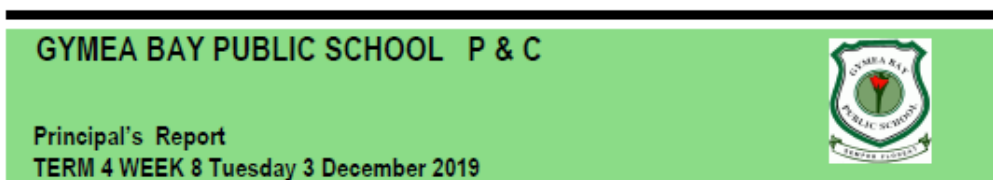
5.4. Teacher appreciation events/gifts

5.5. Audit preparation/identification of auditor

- 5.6. P&C Federation Bulletin; update of member register
- 5.7. Sunglasses have been ordered and delivered
- 5.8. Mark Speakman invitation for Q&A session
- 5.9. GBPS hall redevelopment proposal/meeting

6. Principal's report

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



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. (Some additional funds may be rolled over due to the timing of service provision of suppliers)

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. Hold up due to changing requirements with internet and security (NO CHANGE)
- ◆ Signage : To be installed prior to 2020 School Year. Supplier organising timing.
- ◆ Electrical Audit complete, but awaiting costs – 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.

Staffing Matters

- ◆ Position available for recruitment – Awaiting advice as to manner to be filled. Student numbers impacting and placed on hold for 2019, and may be conducted in 2020.
- ◆ Seek to request \$25 K from P & C to support one day of music for year – Music a highly valued program in the school.

Student Matters

- ◆ Kindergarten enrolments for 2020 total 110 students.
- ◆ Meeting re Class Placements for Year 5 and 6, 2020, December 3.
- ◆ Huge push in learning and resourcing for Mathematics is a key focus for 2020.

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.
- ◆ Chaplain has been approved. The departmental processes continue after 6 December. The Chaplain is sourced through approved Church providers. Once allocated a provider, recruitment commences.

Business

- ◆ Student and teacher consideration is being given to the sporting house names for the future. VOTING both students and families voted in favour of the name changes – move to Australian Native animals, and sporting colours to be worn to match sports houses.
- ◆ Seek to request \$25 K from P & C to support one day of music for year – Music a highly valued program in the school.
- ◆ Seek to request \$1K from P & C for support for Year 6 Farewell function for 2019.

Motion: Request for funds (\$25,000 p.a.) to support a music teacher for 2020. This financial contribution has historically been supported by the P&C committee.

Motioned carried.

P&C member asked for the school administration to provide the committee with some guidance on the resources which would most benefit the school. A learner support aid costs \$60,000 p.a. A learner support teacher costs \$120,000 pa. P&C to consider supporting the school in this manner.

Action: School administration will provide a summary and prioritisation of the ideal teaching infrastructure for the next meeting Term 1 Week 3.

Motion: Request for funds (\$1,000) to support the Year 6 farewell to organise some extra treats/decorations/cupcake for each child and a large cake as per previous years

Motion carried.

7. Reports from office bearers

7.1. President's report

The 2019 Annual report will be circulated to the P&C executive staff by 13 December 2019.

7.2. Treasurer's report

Income and Expenditure Statement YTD 27 November 2019

Opening Balance		154,411.86
Income		
Uniform Shop	56,160.45	
Lily Festival	43,000.25	
Mothers Day	5,955.10	
Interest	1,486.53	
Election BBQ	4,239.10	
Fathers Day	5,253.95	
Disco	2,519.03	
Other	972.25	
	Sub total	119,586.66
Less Expenses		
Bank fees	981.42	
Lily Festival	15,835.02	
Uniform Shop	35,182.90	
Sports Uniforms	6,084.65	
Mothers Day	3,078.50	
Fathers Day	2,035.05	
School Contribution	57,000.00	
Election BBQ	3,791.32	
Disco	485.00	
Other	2,237.77	
	Sub total	126,711.63
Donations for Lola		7,390.20
Closing Balance		154,677.09
Less:		
	Outstanding payments	14,170.71
	Transfer of donation	7,390.20
	Commitments	55,250.00
	Buffer	10,000.00
Net Expendable		67,866.18
Closing bank balances		
CBA		79,884.90
Esaver - IMB		73,935.79
Business Account - IMB		856.40
Total		154,677.09
Variance		-

The payments outstanding are for PSW (school bags) and Claudines.

Payments since the last report have been to Claudines, a late payment for the Lily Festival, Father's Day and the 12 month renewal of the internet service for the Uniform Shop.

Income has primarily been from the Uniform shop and the Disco.

Monies are held for the donations received from Lola. These funds have not been shown in the income and expenses as they will be transferred shortly.

Commitments currently outstanding:

- Solar, LED lighting proposal - \$39,250; and
- School signage - \$16,000

A big thanks to Justine Catto for all of her work helping me this year.

7.3. Sub-Committee reports

7.3.1. Fundraising

The disco raised \$2518.70. Infant disco was well run. Constructive feedback was provided by the organising team to the event organiser to improve the program for primary students. The online ticketing system (Trybooking.com) worked well.

Thank you to all the parent and teacher volunteers who helped make the event such a success.

7.3.2. Book club

The last order for the year has been completed. Issue 7 order \$1918.50 (YTD \$12008). Rewards dollars used for the year \$4350 and we still have \$552 available to spend. This year we have sold 13336 books. There has been great support from all of the parents.

Thank you to everyone who has been involved.

7.3.3. Uniform shop

The Kindy orientation was very successful (revenue \$10,000) more successful than 2018 – order forms were sent to local daycare and pre-school, advertising on the Facebook page. The sunglasses have arrived and will be trialled in Term 1 2020.

Thank you to everyone who has volunteered to help with the uniform shop this year.

7.3.4. Extra-curricular activities (inter-relate)

There was a good turnout on the night 48 families attended with 28 families attending one session and 20 families attending both sessions. The cashless system worked well and this system will be considered again next year.

7.3.5. School banking

The school banking program has raised \$1500 this year. School banking will resume in Week 3 of Term 1, 2020.

Thank you to all the people who have helped with school banking this year.

8. Business with notice

8.1. Appointment of auditor

Tanya Bishara has agreed to audit the P&C accounts from 2017, 2018 and 2019.

Moved: Natalie Blacker

Seconded: Belinda Shoebridge

8.2. Signatories of bank account

That current office bearers including the P&C President Cassandra Scott and Secretary Sophie Lumb are added as signatories of the bank account.

Moved: Nicole Marshall

Seconded: Kaye Stewart

8.3. Amendment to by-laws

The by-laws are currently being amended. The draft revised document will be circulated to the executive team for review prior to 13 December 2019.

8.4. Staffroom coffee machine, mugs and lunch

Motion that we spend \$718 to provide essential infrastructure to the teaching staff including toasters, kettle.

Motion carried

Item	Quantity	Price	Total	Location		Details/Comments
				Staffroom	Admin Room	
Microwave	3	\$85	\$255	2	1	25L Microwave, 12 month warranty
Kettle	3	\$39	\$117	2	1	1.7L Kettle, 12 month warranty
Sandwich press	3	\$19	\$57	2	1	2 x slice sandwich press, 12 month warranty
Toaster	1	\$45	\$45	1	0	4 x slice toaster, 12 month warranty
Food storage	10	\$5	\$50	1	0	Varies storage containers
Drying rack	2	\$16	\$32	1	1	2 x tier rack
Kitchen trolley	2	\$30	\$60	1	1	3 x tier kitchen trolley
Bin	1	\$22	\$22	1	0	40L touch top bin
Powerboards	4	\$20	\$80	3	1	
Total			\$718			

Motion: That we provide each of the teachers with a "Thank you" mug at \$6 per mug for 73 teachers at \$438.

Motion lost

Motion to provide tea, coffee, biscuits for the teachers at a total cost of \$238.

Motion lost

Motion to support a "thank you" end of year lunch at a total cost of \$300 of catering. Parent volunteers will serve the food and clean up.

Motion carried.

8.5. Volunteer thank you

There have been at least 200 individual volunteers who have contributed to number events held throughout the year.

Motion that we publicly name and thank all of the volunteers that have contributed to the various events throughout the year. Each volunteer would be provided with a “thank you” mug at \$6 per mug.

Motion lost.

Motion that we publicly name each of the volunteers on a “volunteer appreciation board”.

Motion lost.

8.6. Sunscreen distribution

Sunscreen is now available to students thanks to a generous local business, Cincotta Chemist in Gynea Bay. A big thank to Cat Fraser for distributing the bottles and a letter to all classrooms.

8.7. Banking 2020

Next year there will be an initiative to canvas other school banking programs to explore other options.

8.8. School hall proposal

Mark Bennett has drafted a 63 page draft document outlining a proposal to build a new multi-purpose building. The document was circulated on the P&C Facebook page. Mr Bennett is an architect with extensive experience in designing school buildings. The capacity, condition of the building and required maintenance means that refurbishment of the existing school hall is not a viable option. Proposal success rate increased if the building is able to be used/hired by community groups external to the school.

The proposal has been discussed in workshops with GBOOSH and the school administration. The costing plans included in the draft document are based on data obtained from 3 NSW schools.

The optimal site option is Site 2.



Jodie Levitski, self-identified as the wife of the GBOOSH President raised concerns regarding the accuracy of some of the details in the draft document.

Mark Bennett responded that the information had been cut and paste from GBOOSH newsletters.

Jodie Levitski, David Levitski and Anne Olival raised their concerns about the lack of consultation prior to communication of the document on the Facebook page. They expressed apprehension with GBOOSH being named as a stakeholder.

Robust discussion ensued.

Mark Bennett and the Principal met with the President of GBOOSH on 13 November 2019 to discuss the draft proposal.

All parents including GBOOSH parents received the draft proposal via Facebook on 25 November 2019.

It was reiterated several times that these plans reflected a dream, a pitch for resources to build a much-needed new facility for our school. The details regarding location, size and materials would only be ascertained if and when funding commitments were forthcoming from the NSW Government.

David Levitski undertook to provide Mark Bennett with confirmation of using the term GBOOSH vs OOSH by Wednesday 4 Dec 12 noon prior to circulation of the document to Mark Speakman MP.

David was made aware of an existing P&C Collaboration Committee on GBPS Building, Maintenance and Construction that he was welcome to join like all other parents to discuss matters such as the proposal.

Motion communicate the draft proposal in person with Mark Speakman on Friday 6 December 2019.

Motion carried.

8.9. Electricity audit update

The electricity audit has been received.

Action: The school administration will circulate the electricity audit to the P&C committee.

8.10. GBOOSH license numbers

ACECQA coming in for an inspection of the facilities this week. Even if the additional 30 places are awarded for Term 1 2020 there will be a shortfall of approx. 30 places on some days (Tuesday and Wednesday).

8.11. Learning Support Numeracy Programs

Correspondence received regarding additional numeracy resources for school, deferral until next meeting to quantify cost, lead time and any other factors

9. Business without notice

Enquiry from a P&C member regarding the enforceability of the Gift purchasing policy. The school administration confirmed that the policy is enforced by the Code of Conduct and teachers will be required to declare gifts which violate the policy. Compliance with the policy is strongly encouraged as the Department of Education is enforcing the Code of Conduct

10. AGM

The AGM has been postponed to Term 1 Week 3 Tuesday 18th February 2020

Meeting Close: 9:03pm

Action	Person /. People responsible	Due date
Communicate scope of work for a new school hall to Mark Speakman	Mark Bennett, Cassandra Scott	6 th December, 2019
Draft of revised by-laws to be circulated to P&C executive	Cassandra Scott	Before 13 th 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 will continue gain expression of interest as to families interested in sending their children to ethics classes.	Rachel McDougall	18 th February, 2020
GBOOSH to provide an update on increase in number of positions, position vacancies for 2020	Anne Olival/David Levistski	18 th February, 2020
Preparation of material and relevant communications for the P&C AGM	Sophie Lumb, Cassandra Scott	18 th February, 2020
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	18 th February, 2020
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	18 th February, 2020
Solar panels and LED lights – engage with Department	Hendrika Green	Ongoing
Update on progress of appointing the school chaplain	Hendrika Green	18 th February, 2020

School administration to communicate the quote of the colour printer for K-2 teachers to the P&C	Hendrika Green	18 th February, 2020
School administration to communicate the electricity audit	Hendrika Green	18 th February, 2020