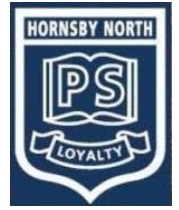


# HORNSBY NORTH PUBLIC SCHOOL

## P & C ASSOCIATION

### GENERAL MEETING



#### Minutes of the Hornsby North Public School P&C Meeting

Held on Monday 12<sup>th</sup> February 2018 in the Staff Room (7:30pm)

**Attendance:** As per attendance book  
**Chair:** Janelle McIntosh  
**Minutes:** Nicole Nicholls, June Song

#### 1. Welcome and Apologies

##### a. Welcome by Chair, Janelle McIntosh and School Principal Maree Sumpton

Attendance: As per attendance book  
Apologies: Nil

##### b. 2018 Calendar

The 2018 calendar will be updated with key dates (e.g., uniform shop days) and will be available on Facebook.

Issue	Action	Status
Update 2018 calendar with key dates	Janelle McIntosh	All committees will provide key dates to P&C Chair.

#### 2. Overview of how P & C operates and how decisions are made

##### a. How often?

Two meetings per term.

##### b. Who can join the meeting?

All parents are welcome to join the meeting. P&C meeting is a place for parents to understand and/or raise questions about school activities, such as fund expenses decisions, infrastructure development plan and fundraising plans etc.

##### c. Main activities

P&C association is a very active and social group dedicated to support our children and school.

- P&C is NOT about the running of the school this is the remit of Maree Sumpton and the school executive
- We focus on volunteering and fundraising to support our school.
- We make decisions to spend P&C funds, such as band equipment and playground equipment.
- All decisions are made in a close collaboration with the School

##### d. Feedbacks and/or complaints about P&C decisions

Complaints regarding P&C fund allocation decisions can be raised on Facebook or email to the P&C Executive Team directly.

All feedback regarding price increases and fund expenditure will be considered and responded by P&C in an appropriate time frame.

**e. Upcoming events**

i. Working Bee – Grounds Work (11<sup>th</sup> March)

ii. Autumn Fair (17<sup>th</sup> March)

This is the biggest fundraising event which runs every year. Last year, we raised over \$36,000

iii. Canteen Survey (to be provided to whole school community soon)

The survey aims to find out parents' expectation for the canteen.

\* Grant application to canteen upgrade has been approved by the department: \$8000.

iv. Canteen volunteers (on-going)

Canteen runs by the volunteers. Free lunch is provided for the volunteer parents and their children.

**3. Confirmation of Previous Minutes (December 2017)**

Previous Minutes was circulated last year. It has been a while ago. The discussion on the last minutes is postponed to the next P&C meeting.

Issue	Action	Status
Confirmation of the Minutes of December 2017	Nicole Nicholls/June Song	To be included in the Next Agenda

**4. Reports and Updates**

**a. President**

This is the 1<sup>st</sup> meeting in 2018. Welcome new faces especially the kindy parents. There was a pre-meeting held at Chair's home a week prior to avoid overwhelming discussion on reports in the 1<sup>st</sup> general meeting.

**b. Principal**

i. Feedback on composite classes are positive and any concerns by parents should be raised to Maree Sumpton

Kids love composite classes and love their teachers. It works very well. The school make it sure that kids are mixed with their peers.

**c. Treasurer's Report – No Report**

i. Volunteers required for the autumn fair, i.e. cashier and counters

**d. Band Coordinator's Report – Received [Catherine Pedersen]**

i. Key Highlights

- *What has happened since the last meeting?*
- *What are the key achievements?*
- Finished a very busy but successful 2017 with our Band Party at the end of last term. Our CD recording has proven successful with many families purchasing a copy....something to keep as a memento.
- Out of the 60 applicants for Junior Band this year, we have 53 (so far). Intermediate 57 and Senior Band 60. Total numbers for band 2017 is 170 students. At the end of last year we estimated we would have 180 in band but we had 8 from junior band decide not to continue and 7 from intermediate that have gone to OC in Waitara.
- We are using our Online Portal and the Committee members are finding it quite easy to use. I still have to get used to things and have made a few mistakes along the way. I think it will prove very helpful and hopefully make things a lot easier with band communication and notes.

ii. Looking Ahead

- *What are the key activities / projects for the next few months?*
- Finalising music tutorials making sure all students have a 30 minute private lesson each week.
- Band rehearsals and private tutorials will start in Week 3 i.e. Monday 12<sup>th</sup> February.
- We are looking to some of our senior band students to become mentors to our junior band members with helping them put together their instruments and being there for support.
- Band Workshop Day is on Sunday 4<sup>th</sup> March at school – a very intensive day of band rehearsals and small group tutorials. Preparations are well underway.
- Looking at the possibility of holding our band festival over 2 days as it is a very long day for Adjudicators and volunteers. We intend to get a survey monkey out in week 2 to gauge interest from participating schools.

e. **Canteen Coordinator's Report - No Report**

- Canteen refurbishment will be commence soon.
- Survey about feedbacks on the menu will commence soon
- Canteen relies on volunteers to prepare food, pack the food and serve during the lunch time. Both child and parent receive a free lunch on the day of volunteering
- Volunteers are needed. Training will be provided.

i. **Motion**

- A motion was raised by Vicki Stubbings to increase the price of Slushie from \$1.80 to \$2.00. The motion was accepted by Emma Gluskie and seconded by Alison Cornish. All P&C attendees accepted. Motion carried.

f. **Uniform Shop Coordinator's Report** – Received [Tanya Manwaring]

- Volunteers are needed due to the increasing demands and decreasing supply.
- An on-line system is requested either a stand-alone system or integrated with other paying systems. Janelle McIntosh suggested balancing the choice of best supplier for the on-line systems and the opportunities to integrate with school's other on-line payment systems.

**i. Key Highlights**

*• What has happened since the last meeting*

- Ragtagd is going well. I have asked for a reminder about registering/naming/labelling in next week's newsletter. I have reminded Ragtagd to send me the individual packets so that parents can attach them to other items of their choice.
- Price increases are now on the website and I posted the update to the Facebook Page during the holidays. This electronic advice works well. Only had a few parents using the old price list.
- Week one of trade was CHAOS. Despite opening for 5 mornings in a row, I was (and still am) swamped with new parents, existing parents, parents queuing multiple times to buy one item, parents who enrolled last year and decided not to buy at orientation and left it until the 11<sup>th</sup> hour. Parents queuing for Winter stock on a 40 degree day.....etc. The Uniform Shop has been at tipping point for some time but 2018 will need to be the year it goes online.
- Despite the sales, the storage area is still very tight. The computer room stock is now with the main supply but I anticipate a bit of a consolidation once Winter 2018 stock starts to move. I'm only ordering what I absolutely need while keeping the bulk of the stock with the suppliers right up until when it's required by the school.

**ii. Looking Ahead**

*• What are the key activities / projects for the next few months?*

- GOING ONLINE ASAP IN 2018
- ONE SUPPLIER INSTEAD OF 11 (this is almost complete)
- NEW PHOTOS OF THE UNIFORM. New parents don't know what they are looking at when they order so updated photos of the Winter and Summer uniform would be helpful.
- IF WE CAN'T/WON'T move to an external shop then we need to press on with finding a space in the school for storage (Chris Gates has suggested a shed behind the Learning Support building). This may need to be assessed for drainage as it looks a bit boggy to me.
- Ideally storage would be parallel to the serving area to prevent running all over the school but it also needs to be accessible for parents with prams who are the majority of customers.
- Deliveries to classrooms. SUGGESTION: packages go in the trays with the notes on Wednesdays. I don't like disrupting learning to enter a classroom and drop off an order.....so I can only imagine how a teacher feels when this happens on a regular basis.

**g. School Banking -**

- It is an opportunity for the kids to learn how to manage money.
- Parents teach their children to save money without too much effort. The process is
  - Kids bring money in banking book and give to their teacher;
  - Teachers bring banking books to school volunteers;

- Volunteers count the money, update banking books and take the money to the bank.
- Volunteer parents can start after morning bell and usually finish the banking process around 10.30am.
- School banking day: Very Wednesday morning. Parents with younger children (non school age) are very welcome

## **5. Schedule for 2018**

### **a. Report schedule for the year**

- A week before P&C meeting to receive the reports
- Reports will be circulated during the P&C meeting.

## **6. Autumn Fair Coordinator's Report – No Report (Updated by Alexi Boyd)**

### **a. Current update**

- Saturday 17 March and is the biggest fundraising event in the year.
- On the day, there will be over 500 volunteers to help organizing the event.
- 45 market stalls are booked and paid.
- External Sponsorships are locked in (approx \$7500), including HSBC sponsoring \$2,000.
- A few new rides this year.
- Ride bands will be able to purchase soon
- Volunteers required for the band stall at the beginning of the fair
- Raffle tickets will be sent to home soon. A range of prizes will be provided including 10 adult movie tickets and an opportunity for kids to act as principal – meeting with teachers etc.

### **b. What's needed**

- Information/message will be sent via Facebook, Newsletters, and Yellow hand-out paper.
- Volunteer via Doodle – Filling in the class stall schedule for 1 hour time slot.
  - Morning set up
  - Sand stall
  - Show bags
  - Face painting
  - Chocolate wheel, etc.
  - Afternoon pack up
- Make something to sell to contribute.
- Ask family and friends to come along to the fair.
- Flyers for neighbours around the streets.
- Last year, Chinese food market raised \$6,600 and Asian food \$15,000 in total. But this year, we are keen to introduce new cultural community.
- **Lock 17<sup>th</sup> March in the calendar Opening Hours: 10am - 3pm**

## **7. Ground Committee Coordinator's Report – No Report (Updated by Helen Curry)**

- **Working Bee day this term: Sunday 11<sup>th</sup> March**
- No skill is necessary. Days before the event a letter will be sent out about the equipment to bring in during the day.

- Consultant from Hornsby council has met with Committee Lead about the water path - Northern border: potential benefits 1) slow down the flow, 2) fertilize the playground, 3) usable space for the kids and 4) pleasant expression for the parents when entering from that gate.
- Path between Rofe and Cawthorne has been resolved with Council
- Improvement of drainage around K-2

#### **8. Hornsby North Community Care Association – Updated by Emma Gluskie**

- Non-profit organization
- Next committee meeting on 26 February 2018
- It's connected with P&C.
- The Before/After school care currently is heavily booked. (Vacant : Tue, Friday)
- Accreditation starting next week
- We are one of sponsors for the autumn fair for sand stall.

#### **9. Fundraising events throughout the year**

- Autumn Fair
- Father's day
- Mother's day (new - calling all dads for this one)
- Education week
- Ground work

They will be included in the new calendar.

#### **10. General Business / open discussion**

- Potential supplier for canteen: Asquith Bakery (delivery for free)
  - Additional option for school menu – order a day before (e.g., wholemeal buns)
  - Potential option for school events like Autumn Fair
- Bunnings "Buddy Bench" offer to schools
  - Bunnings donates bench (Buddy Bench) for juniors (painting)
  - No fundraising is needed

Meeting closed at 9.10pm  
Janelle McIntosh - Chair for the meeting

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Signed by: Janelle McIntosh (President)  
as a true and correct record of the meeting.

#### **Next Meeting**

Monday, 19th March 2018 General Meeting starting at 7.30pm.