

ANNANDALE NORTH PUBLIC SCHOOL PARENTS AND CITIZENS ASSOCIATION

Wednesday 3rd December 2014 meeting 7:45pm - 9:10pm

1. Welcome

1. **Attendance:** Emily Blyth, Johanna Burnett, Tracey Blow, Julie Charlton, Louisa Dobbin, Ali Donaldson, Natasha Dimitropolous, Marco Forstner, Nick Holmes, Heidi Lee, Ruth Lyons, Wendy Routledge, Kate Rutledge, Sarah Taylor-Holmes, Naomi Toy, Lisa Trevisan, Melissa Waller, Samantha Thomson, Sally Webb, Kristen McKendry, Annabel McGilvray, Jacqui Owen, Pen Bye, Lisa Chambers, Ian Cranwell, Jo Colliver, Andrew Pattinson, Mel Murphy

2. **Apologies:** Annette Walker, Julie Jorstad

2. Confirmation of minutes of previous meeting:

RESOLVED that the minutes of the November 2014 meeting confirmed as true and correct. Naomi Toy: Seconded Wendy Routledge. carried

3. Business arising from previous minutes:

1. **Update on scripture & ethics teaching time:** The time has changed to 09:55 (from 9:30)-11:00 and some classes have been amalgamated. Teachers will be making use of the earlier timeslot for "other key learning", and PAL and multiliteracy programs. See attached report by Natasha Dimitropoulos (ethics coordinator). As the rescheduling results in more ethics and scripture classes at the same time additional teachers are needed for ethics. A call will be made for volunteers.
2. **Update from the Band Committee on 2015 room hire charge:** Most tutors will increase fees from 2015 as a result of the school commencing to charge for room hire. The School will invoice tutors term by term under a lease agreement per room. Sheila Bollard said teachers would still have access to their classrooms during music lessons for marking etc. Lisa Chambers highlighted room changes have occurred in the past at short notice and that this information was not communicated to parents or students making it hard for children going directly from class to a lesson. It was suggested the school office (Vicki) should liaise with tutors in advance of a room change so that any changes can be communicated. It was also suggested that Tutors put a sign on the classroom door that a lesson is in progress to help prevent interruptions.

4. Reports:

1. **Principal's report:** (see attached) and in addition:
 - On current enrolments: there will be 17 classes in 2015 with many composite classes. Likely to include one cross-stage composite. Enrolments equate to 16.46 teachers (which is rounded up to 17). It would thus take about 12 more students to exceed threshold for 18 teachers.
 - Currently 60 kindergarten children enrolled.
 - Reduction from 18 to 17 classes means only one (not two) teacher vacancy will be filled. Unlikely to be advertised before end of term.
 - The Principal needs more P&C representatives to sit on recruitment panels in 2015 (in particular males). The recruitment process generally involves at least

two separate days (time depending on number of applicants). Anyone interested in being trained please approach the Principal for further information. ANPS currently has only 1 male and 2 female trained recruitment and selection volunteers.

- NAPLAN not addressed in the Principal's report. Instead suggested parents should refer to the "My School's" website to review ANPS' performance. The Principal would rather focus on NAPLAN in the context of education planning for 2015-2017 but did note there was an improvement in spelling, grammar and punctuation and the school performed well overall as always. The Principal proposes forums for parents on the 2015-2017 school education plan and will arrange a school planning meeting in the new year. This will include NAPLAN data.
- In relation to the \$10,000 agreed at the November P&C meeting to be donated towards the library refurbishment, the Principal asked that the P&C transfer said donation immediately after voting to assist with school's accounting. She stated she inferred a lack of trust in the school by members of the P&C executive, as the \$10,000 had not yet been transferred. She also stated that there appeared to be an ulterior motive in withholding the funds and did not accept it was related to P&C audit issues. She stated invoices were provided to the Executive but funds had not yet been received. Wendy Routledge responded that compliance with audit requirements typically required the P&C to make payment to the school upon the production of invoices. As previously discussed with the Principal at a P&C executive meeting, donated payments would be (and had previously been) provided prior to purchase to facilitate ease of accounting within the school's accounting system and to enable the school to make purchases without delay, as had been the case with the \$20,000 provided in the previous week for laptop purchase. Ian Cranwell advised that discussions with the school had been to await further details on the library refurbishment to include scope of works and the amount to be contributed by the school. *[Sec. note: After the meeting, President discussed requirements with auditor Marco Forstner for future payments and agreed upon an action plan with the School. No receipts/invoices received by P&C prior to this meeting, only quotes. Payment for library made subsequent to this meeting. No payments now outstanding. \$20,000 for laptops paid previously following a request from the Principal]*. The Principal suggested the P&C Executive stop micro managing fund transfers and also how and when promised money was spent. The principal apologised for the inappropriate approach by the office to the P&C treasurer. The Principal said she sought advice from the P&C Federation which informed her that the P&C should transfer money ASAP. She provided an invoice for \$10,000. The President suggested a motion was required to resolve the issue for future donations:

RESOLVED that expenditure agreed upon in P&C meetings be transferred to the school as soon as practicable for the purposes for which they were agreed upon, with the school to report on that expenditure as soon as possible. Moved: Emily Blyth and seconded: Ali Donaldson: CARRIED.

2. **Treasurer's report:** See report to AGM attached.

5. **2014 Working Group Updates:**

1. **Enrolment:** Nothing to report.
2. **Grounds/facilities:** The Executive suggested the committee be renamed to Facilities to broaden the scope and consider other types of initiatives involving the playground: such as vertical gardens, planting trees and other greenery. Ali Donaldson asked if a working bee was needed as previous bees had been successful but the Principal doesn't feel a working bee is required at this stage however may be required next year if new ideas spring forth with 2015-2017 education planning. Principal to inform P&C if a Christmas/New year bee is required.
3. **Supporting Quality Learning:** The Principal and Sarah Taylor-Holmes are going to send thank you cards to those who contributed to 21st Century learning night. Sarah is stepping down from the role and is happy to handover information if someone is interested in taking over the committee.
4. **Grants:** No update. Ian Cranwell stepped down from the role in 2013 - vacant this year. He is happy to handover information on the Grant portfolio. Those interested can email the P&C via the school's website or speak to the Executive.
5. **Band and Strings Program Committee:**
 - The Band program has been renamed "Band and strings program" to distinguish bands and strings from other music at ANPS (recorder, guitar, choir, etc).
 - The recruitment night was held and the Music night is set for Friday 5th Dec performances from 6:30. Offers for 2015 will be going out later in the term.
 - Auditions for orchestra and senior band will be occurring from the 8th Dec.
 - Jenny MacQueen (nee Compton) is leaving for Newcastle at the end of this year. The Band committee would like to thank Jenny for her 8 year contribution and commitment to the children and music program and also greatly appreciates the instruments she donated.
 - in the process of hiring a new conductor
 - Band and strings practice for 2015 will resume week 3 of term 1.
 - anyone interested in joining the music committee in 2015 please contact Johanna at anpsmusic@live.com
 - Senior strings with play for the K-5 presentation assembly
 - Orchestra to play for year 6 presentation assembly
6. **Fundraising:** The Village Fete was a wonderful success. Financial report is attached.
 - The Kindy welcome day/night will be early in term 1 of 2015. Discussion of broadening to an event for whole school.
 - The State election is on March 28th and is a good opportunity to fundraise. Ideas such as a "mini fete" were raised with a cake stall, sausage sizzle and the option of a jumping castle but a co-ordinator is required to manage the event. Pen Bye suggested the "fete" be kept to a minimum as people generally don't linger when voting and stick to cakes, sausages & drinks. Reported that Cobden and Hayson may run sausage sizzle for election day.
 - Discussion of allocating events to class years and requesting them to run the event.
 - Discussion of using on-line volunteering for future fetes, etc, to replace sheets posted around school. Naomi Toy to further investigate.

- Lisa Chambers is stepping down from co-ordinating the Disco and we thank her for her commitment over the many years she organized it.
- The Executive will review what activities are usually supported by the school community with a view to provide more structure for the year and possibly allocate events to Year groups. Mother's and Father's Day stalls are traditionally coordinated by Kindy and Year 1. Cobden & Hayson have offered to continue to provide support at school events in 2015.

6. General business:

1. **Parking signs** -school drop off signs in place but parents still park in the designated drop off zones for long periods. Clip-on bus signs remain a possibility, which would allow reduction in bus stop time.
2. **RESOLVED** that the P&C contributes \$1000 towards the fundraiser Aidan's Quest for student Aidan Brown. Moved Naomi Toy, seconded Ali Donaldson: carried unanimously.

3. Note: Motion on notice withdrawn by mover and seconder prior to the meeting after discussions and agreement with the Band Committee and following an agreement between majority of executive and Band Committee.

~~6.3 Moved that the P&C approve expenditure by the Music Subcommittee of funds currently in the P&C Band Account up to \$1900 for catering at the music night on 5th December, noting each family will be asked to pay \$10 each towards catering. Moved: Ian Cranwell, seconded: Wendy Routledge~~

4. Note: Motion on notice withdrawn by mover and seconder prior to the meeting after discussions and agreement with the Band Committee and following an agreement between majority of executive and Band Committee.

~~6.4 Moved that the P&C approve expenditure by the Music Subcommittee of funds currently in the P&C Band Account up to \$800 for year 6 music program awards and the customary thank you gifts for key people involved in the music program in 2014. Moved: Ian Cranwell, seconded: Wendy Routledge~~

5. ANOOSCHA compliance audit issues:

The ANOOSCHA Committee addressed the P&C on the recent compliance audit on 2nd September by the DEC Early Childhood and Care Directorate, consequent on the roll out of the National Quality Framework . There are three areas to work on. A process to ensure use of the hall and other school facilities while ensuring ANOOSCHA meets its obligations is being developed by the school in consultation. A detailed report is attached. The president offered to support the ANOOSCHA committee in addressing compliance issues with DEC.

6. **RESOLVED** that the P&C contributes \$500 towards the expenses incurred by the family of student Lucia Bruce-Gilchrist in sending her to Tasmania to become the

first student to represent ANPS at the Australian Primary Schools Track and Field Championships.

Moved: Mel Murphy, seconded: Naomi Toy: carried unanimously

7. Thank you present for teachers and staff:

RESOLVED that the P&C gives the teachers and staff \$600 towards their end of year function. Moved: Naomi Toy, seconded Nick Holmes, carried unanimously

8. Thank you to 2014 P&C executives, committee chairs and all 2014 P&C members for their efforts during the year.

9. Problems with air-conditioning in the school raised. To be discussed at next meeting.

7. Correspondence:

Date of next meeting – 4th February 2015, 7:30pm