



## Castle Hill Public School P&C Association Minutes

**Meeting Date:** 14 October 2020      **Meeting Commenced:** 7:05pm  
**Chairperson:** Katherine Mullen      **Minutes:** Erica Miller

<b>Attendance this meeting</b>	Craig Oliver (Principal)	Katherine Mullen (P)	Mamoud Payam (VP)	Liga Hegner (VP)	Conrad van Dort (T)
	Erica Miller (S)	Alex Kohary (Deputy Principal)	Mel T	Kylee Meyer	Mandy LaFaber
	Marta Mesa	Alison Smith	Nasreen Moonim	Rajesh Valluri	Nick Brogden
	Lili Guo				

<b>1. Apologies</b>	Sharyn Haggar, Andrew Olennick, Sonya P
<b>2. President's welcome</b>	Welcome all to the meeting
<i>2.1 Previous Minutes</i>	<b>MOTION: Approval of September minutes</b> Moved: Katherine Mullen Seconded: Mamoud Payam, Liga Hegner
<b>3. Business Arising from Previous Meeting</b>	<ul style="list-style-type: none"> <li>• Library resources proposal (<i>Presenter: Mrs S Georgiades</i>)            Mrs Georgiades presented her proposal for a STEM maker space- the idea for this area is that it extends children's learning in the library- books will always be a part of the library but this new space will allow children to be creative, tinker, experiment and take an idea they've learned in a book and build it; it will be a area where everything is ok and mistakes are welcome as they facilitate learning             Question: great idea and it benefits all the children from younger to older; how long to put whole thing together? Estimate is within 6 months as kits are readily available for purchase, would have to keep topping up supplies for building as they run out             Question: is there any maintenance involved? Not really except for tidying up- items would stay out so kids could come back and revisit or other children could build on the idea, she has thought about how to manage replacing broken         </li> </ul>



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things, kits will be leant out to classrooms like books – items would be added to the existing rostering system they have for technology so teachers could program with these materials; not all children have access to these types of building toys at home so this gives all children access

Question: how have teachers reacted? No formal response yet, if P&C approves this spending, she will consult with teaching staff for their input on what is purchased.

Agreement that the need to buy everything all at once very valuable so access isn't an issue, will be useful in presenting to teachers; Mrs Georgiades is happy for project branding by P&C ; children benefit from seeing are working in partnerships with the teachers at school; she would like to see the space evolve and grow over time; she would look to journal its growth as other schools may want to see what we are doing

If there are any further ideas, Mrs Georgiades is happy to be contacted

P&C might consider top ups to materials as time goes on

**Motion: Approval of \$5000 budget for STEM maker space and library resources proposal**

Moved: Erica Miller, Seconded: Katherine Mullen, Mel T  
Accepted by general meeting majority

- World Teachers Day gifts update – 67 bags to assemble, all items have been ordered, looking at Thursday 29<sup>th</sup> for packing, Katherine, Mel happy to help; paid for on canteen credit card and Kylee will invoice P&C
- Office of Responsible Gaming Community Infrastructure Grant – Update- not going to pursue during this grant round as cream fencing was assessed by council and deemed currently compliant at class level 2 which is good, still has life left for now; will look at in the future if fence deteriorates



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	<ul style="list-style-type: none"> <li>Back gate Update – Craig sent a letter to council; council hasn't responded yet; local traffic committee investigating situation – committee is RMS, police, mayor local state MP and other stakeholders- we are on the radar and are waiting for word on progress; Craig thanked Mel for drafting letter that he sent</li> </ul>
<b>4. Correspondence</b>	nil
<b>5. P&amp;C Reports</b>	
<i>5.1 Treasurer (CVD)</i>	<ul style="list-style-type: none"> <li>YTD September Review - attached Report presented - Jobkeeper now done; looked into investment options for short, medium and long term- waiting for word back on what is available from the CBA investment specialist; September quiet- canteen revenue ok, uniform a bit slow, some may be holding back from summer purchasing; costs are good          Profit of 100K this year- mostly due to COVID cash boost and Jobkeeper received and parent contributions; uniforms and canteen are breaking even          P&amp;C have committed 45k to school for IT last month, no costs against that commitment yet          Now committed 5k for library; have another 10k to play with from parent contributions this year          Have cash at the moment- which is why we are looking at investment options to get better return           Question: are we parking money for a reason? Can't really do that as we need to offload in the financial year unless we are stockpiling for a large building project</li> <li>Banking signatories updated – Erica was added, added new bookkeeper Adele, removed Steve Crawhall, will have to remove Liga next year          Need to provide signed copies of AGM minutes to CBA every year.          Note that CBA can be inefficient in terms of recording information; perhaps need to have a formalized meeting with CBA to speak about how this is handled- investigate having an account manager</li> </ul>



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### 5.2 Canteen (KM)

- IOUs sit around \$220; reminder notes went home Monday; payments should start to come in soon
- Robin Franks coming back Monday; will be good to see her after so long
- Given ok to return to full service; Kylee following up with volunteers, hopefully they all come back; announcement went into the newsletter today and will do Skoolbag and Facebook parents page announcement
- Looking into Halloween event item – can't do big days anymore because school is too big and lines at the window get too long, have been looking for pre-packed lolly bags but not having luck, will probably have to pack ourselves, packing might be a fun night for parents; worried about health and hygiene – timing could be an evening or a weekend during the day, Kylee will think more about it; Craig- have to consider how many parents will be helping as 1.4 sq mtr rule will apply- have to follow the current guidelines

There is a view that potentially we shouldn't do this, could be a lot of work for little return; maybe consider something later in the year to coincide with gala day ; most think Halloween is doable if Kylee can find the right thing, there are lots of places to get big bags of lollies cheaply- Katherine has a contact for pre-made lolly bags that could work – she will send link to Kylee could do a bag with a sticker on it- Mandy will send through a link for stickers- this could be like a welcome back to canteen present –possibly can decorate the canteen so kids know it is open again

Kylee will contact Mel about a reopening signage



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<p>5.3 Uniform Shop (SH)</p>	<p>Presented by Marta Mesa</p> <ul style="list-style-type: none"><li>• Has been very slow- they were surprised that there were only 10 online orders and three appts on Monday, tomorrow 30 orders and 2 appts.</li><li>• Summer deliveries have been delayed should be arriving in the next two weeks; everything is in stock though; and all winter stock has been ordered to avoid delays in the future; half of the stock comes from china</li><li>• waiting to see about orientation – logistics of showing the uniforms to the parents? Craig will talk to them tomorrow to see what can be done</li><li>• Liga presented an idea about the potential for year 6s who are moving to the high school to get measured and try on high school uniforms in our uniform shop - Craig willing to consider having a talk with Vicky (CHHS principal) and Liga to discuss</li></ul> <p>Question: can we put our uniform measurements online for kindy parents? Possible, should be on the suppliers to provide the measurements.</p> <p><b>ACTION: look into potential size guide for uniform shop</b></p>
<p>6. Principals Report</p>	<ul style="list-style-type: none"><li>• Restrictions still in place- some easing but not all</li><li>• No parents onsite- except for occasional meetings, no drop off and pick up</li><li>• Can have canteen volunteers now</li><li>• Extracurricular activities- chess and mandarin are back as of this week; Band will start next week; dept doesn't want students mixing across stage groups as much as possible</li><li>• Kindy orientation- we can have new students on site but parents can only be onsite for 10 minutes so not really worth it for parents to stay- will stagger the</li></ul>



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orientation days to accommodate everyone- dept says can't start before 1<sup>st</sup> Nov – days will be week 4, 5 and 7 on Mon, Thurs and Fri; each day will have two groups; 125 enrolled so it will be 6 classes maybe 7- only 21 students will be there at any one time and parents will have to leave the children at the gate- school knows it will be difficult for those children that have trouble separating; Parents will be sent a letter detailing this information; Still doing zoom for parent kindy orientation; Craig has ideas about how to offer uniforms – perhaps using a display in kiss and drop, will discuss with Sharyn

- Year six farewell- still have the booking at the Castle Hill RSL – size of the room is too small for the distancing required- bigger room available in November which wouldn't be a farewell- looking at other options- could run at the school as in years past- will ask year 6s so they have a say- current guidelines won't allow the parents on site- no photos and no sharing the final dance; will make decisions shortly and communicate to parents
- Big assemblies- limited to 15 minutes so with our size we don't do them
- Will be a graduation on last day for year 6- no parents will be allowed- looking at streaming or recording options
- Presentation day assemblies will go ahead with no parents- looking at streaming options

Question: What about the year 6 clap out? Craig hasn't thought about it yet, he will advise

- External Validation process - date quickly coming- almost done with our submission- due 27<sup>th</sup> Oct, Panel date 11<sup>th</sup> Nov; next P&C meeting will be just after panel date - Craig happy to share findings then



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<p><b>7. Deputy Principal's Report</b></p>	<p>Presented by Mrs Kohary</p> <ul style="list-style-type: none"><li>• Next wed evening zoom session for parents and carers of year 5 about intention to apply for selective high school placement - note that went home today</li><li>• Tell them from me parent survey- in newsletter today, reminder will be going out on Skoolbag and class parent network- accessible from today until next Friday 23<sup>rd</sup> - can't send out papers with QR codes on them so will be doing all the electronic reminders</li><li>• Week three- will hold postponed platinum lunch for term 3 recipients, Wed 28<sup>th</sup> Oct- no parents but are working on a way to digitally share, also adhering to food guidelines</li></ul> <p>Question: PBL day tomorrow- is all of it going ahead? With some limitations, yes</p> <p>Question: rumor that there are no mini merits anymore- is that true? No, mini merits are still being given, some kids stockpile and rules are relaxed in year 6 for stockpilers; general rule is that only one award will be processed at a time as it becomes difficult for office to manage</p>
<p><b>8. General Business</b></p>	<ul style="list-style-type: none"><li>• Potential Upgrade of gate in parking lot- would group consider a project of installing an automated front gate for the school parking lot? If so, Mel and Erica will get quotes to present to group; Originally gate would have been included in grant request for replacing the full fence which would have run approx. 200K gate itself is around 20k; this is tangible improvement that P&amp;C could do within our budget for projects maybe next year</li></ul> <p>Question: Could this ever be covered by school infrastructure funding? Craig suspects not</p> <p>Question from Craig- do we have control over whether or not the gate will open? Thinking of times where the school needs the gate to stay closed even to deliveries and such- Yes you can program it any way you want</p>



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The pedestrian crossing is still the school property- we would need approval from asset management and school infrastructure but other schools have them so could possibly do it

Question: is there proper signage that tells people about timing of closed gate? Yes, signs are there, Craig says they are concerned about having too much signage- potentially thinking of replacing school sign at parking lot entrance with an electronic sign

Perhaps P&C could do the sign; his quotes were for approx. 20k two years ago; concern that people who access the back gate of the school won't get the same messages unless we do two signs; electricity situation is not great- power outages happen in the canteen and a sign would add significantly to the load

Would be good to develop a list of projects to choose from so we can decide on things after parent contributions come in every year

**ACTION: assemble a list of potential projects around the school, Erica and Mel will start with front gate and electronic sign**

- Update of P&C Perpetual plaque – used to have a board that listed the office bearers of the P&C as well as staff at the school – board had to be taken down because a teacher passed away; looking to potentially have a new P&C only board made for ongoing recognition of P&C volunteers; Need to have consistency between boards at the school- Craig likes the old style ones as they represent the long history and the tradition of the school, doesn't like the white one in the school foyer; general agreement that this is good way to acknowledge the time spent and preserve our history

**Motion: Approval of \$1000 to purchase perpetual board and approx \$170 per year ongoing to update the five office bearer names**

Moved: Erica Miller, Seconded: Conrad van Dort

Accepted by meeting majority





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**Meeting Closed: 8:47pm**

**Next Meeting:** Wednesday, 11<sup>th</sup> November 2020 via Zoom

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Signed and Dated:

Katherine Mullen (President):

Signed and Dated:

Conrad van Dort (Treasurer):

Signed and Dated:

Executive (Optional):