



## Castle Hill Public School P&C Association Minutes

**Meeting Date:** 11 November 2020    **Meeting Scheduled:** 7:03pm

**Chairperson:** Katherine Mullen    **Minutes:** Erica Miller

<b>Attendance this meeting</b>	Alex Kohary (Deputy Principal)	Katherine Mullen (P)	Mamoud Payam (VP)	Liga Hegner (VP)	Conrad van Dort (T)
	Erica Miller (S)	Daneille Machuca	Mel T	Sonya P	Mandy LaFaber
	Oxana Brizhineva	Andrew Olennick	Kylee Meyer	Marta Mesa	Craig Henderson
	Nasreen Moonim	Alison Smith	Rajeswari		

<b>1. Apologies</b>	Craig Oliver, Sharyn Haggar
<b>2. President's welcome</b>	Welcome all to the meeting This is second to last meeting of the year Thanks to every one for your attendance and perseverance this year
<i>2.1 Previous Minutes</i>	MOTION: Approval of October minutes Moved: Liga Hegner, Seconded: Katherine Kirk
<b>3. Business Arising from Previous Meeting</b>	<ul style="list-style-type: none"> <li>• Potential 2021 projects: LED Sign quotes</li> </ul> <p>3 companies quoted on signs- Danthonia Designs, Signpac and Electronic Signs; Danthonia and Signpac have already liaised with school - Signpac has done other signs around school so office staff familiar with them</p> <p>Danthonia = \$58,113 inc GST *excluding power Electronic Signs = \$52,492 inc GST Signpac = \$49,986.75 inc GST</p> <p>Quotes are for LED signs at both the main and back gates – (Sign design and Quote summary presented) – Signpac and Electronic signs quotes include power, Danthonia's power quote is pending separately;</p>



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Signpac is offering a deal for two of the exact same design whereas with Danthonia and Electronic signs each gate design is different

Power quotes are expensive because running power for signs involves running conduit, digging up pathways and re-concreting, etc.

Sign will most likely require going to council for a DA

Signpac has a deal if we buy two at once of the same design- their quote just came in today

Question: what is the difference between the companies? Materials and design basically – a grander design will be more expensive- will depend on what school's preference is

School has all quotes for review; Quotes good for 90 days

Question: Has first company given indication about power? Power based on others is approx. 2-6k

Need to establish that the power draw can be handled by the school- very important, green box has been upgraded but still may not handle the draw  
Need to have to look at the T&C fine print about digging and what we are up for  
All T&Cs are in the quotes themselves- they were very detailed and have been circulated for review; Electricians have also been onsite to evaluate power situation in addition to the sign manufacturers

Question: any other local schools using these companies' signs? Other schools listed in each quote; Signpac has done extensive work with schools; Liga to advise who did the sign for the high school

With Danthonia, the sign looks grand, but the front of the school doesn't sit on a main road and the back gate is recessed as well so signs are really only for school community - this has a bearing on how much we should spend



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General meeting preference for first Signpac design and price point – note they are proposing that sign sits to the left of back gate instead of right

With back gate, potentially it will be used as a thoroughfare for construction if there is a build- we could look at doing a delayed install as part of contract

All have been easy to deal with - Signpac took a lot of time and physically went out to school to put quote together, others did google maps

Office ladies already knew Signpac; they did PBL signs around the school

How do we proceed? Do we need consultation with the school community? Can we fund ourselves or do we approach school to split?

Andrew feels there is a long way to go- this is a good starting point; need technical details about resolution, etc; need details on cyber security as these are internet connected devices that have school branding on it – have they done penetration testing, what happens when they turn off 4G, etc? Andrew happy to contribute to the techie stuff; think about design and location maybe – we need to think about traffic patterns of parents; who will pay for ongoing maintenance

Need to document the full path of this- pursue consultation and questions perhaps all parents will say they don't want to pay the voluntary contribution if this is where their money is going –was there consultation for shelters? Lots of parents don't use kiss and drop but P&C funded those

School has identified having a sign like this as a need and funding would be us supporting that need- will get go ahead from school and then consult community

Need to clarify whether this is a school initiative that we are contributing to or is it a P&C initiative- different paths to take in organizing it



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	<p>Mrs Kohary thinks this is another way to communicate with parents and is interested in how easy the sign is to update with new messages</p> <p>Miss Machuca worked on a sign at her previous school- they used danthonia and the company was amazing – project was half /half with school and P&amp;C – interface was very easy to use</p> <p>By next meeting need to have some decision on consultation- only five weeks left- plan would be to have questions addressed and get Craig’s opinion so we can evaluate moving forward in February</p> <p>Sass staff would be doing updates to sign? Yes</p> <p>Need to evaluate user interface; need to have things be translatable into other languages; Content aggregation options would be worth paying for</p> <p><b>ACTION: Erica to distribute third quote received today for review and consult with Craig about next steps; Andrew to put together list of technical questions that need clarification by each company and Mel will submit to companies; Mel to find out council requirements</b></p> <ul style="list-style-type: none"> <li>• Back gate Update – no real update, council changing no stopping signs to no parking signs; LTC (Local Traffic Committee) approved the change of signage; rangers have been out there policing; week 3 newsletter announced start of cross guard</li> </ul>
<p><b>4. Correspondence</b></p>	<p>Letter from CHPS Ever Higher Magazine Editors re: Donation of Canteen Vouchers for successful magazine submissions</p> <ul style="list-style-type: none"> <li>• Would be approx. \$20 per term total.</li> </ul> <p><b>MOTION: To approve canteen vouchers for Ever Higher successful magazine submissions</b></p> <p><b>Moved: Andrew Olennick, Seconded: Liga Hegner, Katherine Kirk, Erica Miller</b></p> <p><b>Accepted by meeting majority</b></p> <p>P&amp;C Federation Journal Term 4 2020</p>



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Caregifts 2020 Christmas Giving Catalogue	
<b>5. P&amp;C Reports</b>	
<i>5.1 Treasurer (CVD)</i>	<ul style="list-style-type: none"> <li>• YTD October Review –good in the canteen, an increase in revenue with the reopening and Robyn returning; uniform shop quiet</li> <li>• Overall profit for Oct \$2800- YTD \$177000 profit, again big chunk of that profit is the government incentives we received this year We have committed to funding the following this year: \$45000 to tech fund \$5000 to stem library Leaves approx. \$11000 left to contribute to something else this year; expecting final contribution numbers from money that may trickle in over the next month Maybe another \$10000 will come in Spoke with federation- they have advised having a subaccount in CBA for money that is provisioned for certain things already: money for school projects, money for long service leave, operating funds etc.</li> <li>• Have \$122000 in main account, \$148000 in savings, CBA unhelpful with where we can put our money; Conrad is researching other options for a better return</li> </ul> <p>P&amp;C has had issues with CBA for many years - is it worthwhile having a conversation with federation about who they bank with and what the majority of other schools do? There has to be something better around- building society, etc. – another bank may offer a better return and make it easier to add and remove people- CBA never does a handover between people managing the accounts and the new people are unfamiliar with how a P&amp;C works</p> <p>Have discussed idea of starting a building fund in the past- maybe consider again? It is a tax-deductible way for parents to donate to school- would need specific projects to apply money to - Canteen refurbishment could be a major project because it belongs to the school</p>



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	<p>Question: do we need to have a specific thing? Yes, laws have changed- we need to make sure we keep up with al the laws that apply to us – tax law, employment law, etc.</p> <p>Building fund should be an option and perhaps we need to discuss with our auditor – if it is 100% tax deductible and that came be promoted, we might get a bigger uptake in donations</p> <p>Question: are we talking about moving all banking and do we need a physical branch? Yes, all banking and we need a branch because canteen and uniform handle cash that has to be deposited- could look into a cash pick up service perhaps- most important item is finding a bank that is easy to deal with</p> <p><b>ACTION: Conrad will seek advice re: setting up a building fund and look into banking options</b></p>
<p>5.2 Canteen (KM)</p>	<ul style="list-style-type: none"><li>• Back to business as usual, daily takings are around \$250-600 depending on the day</li><li>• IOUs down to \$146.40 outstanding</li><li>• Halloween goody bags at the end of October – fewer orders than expected, only 423 sold for a profit of \$478; got feedback that older children didn't want to order because they felt uncomfortable having a lolly bag handed to them in class in front of their peers – probably affected outcome but there were reasons why they sold them the way they dd; Miss Ruppin will purchase 160 from us for the year 6 farewell for a profit of \$192</li><li>• Did Platinum catering for postponed term 3 lunch; changed some things because of covid – found segmented plates and students chose from the menu; worked really well, may continue this format in future</li><li>• Need to address the lines at the canteen – they are becoming a real problem, kids seem to have forgotten their manners - on Friday there was a group of boys</li></ul>



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	<p>fighting in the line and duty teacher was unhelpful – disappointing for canteen staff as they need help – Mrs Kohary will look into reviewing staff duty roles and timing, recess and first half of lunch is when problems happen- She will share with PBL team as well to reinforce expectations of the students at the school Perhaps we need to buy bollards – would promote lining up correctly</p> <p>Question: Didn't we have senior students who had a duty outside the canteen - could they do again? Kylee will look into it, Miss Machuca suggested it might be opportunity for year 5 leadership</p>
<p>5.3 Uniform Shop (SH)</p>	<p>Given by Marta Mesa</p> <ul style="list-style-type: none"><li>• There have been no appts made which is some cause for concern – they have opened the uniform shop during kindy orientations (Mon, Thurs and Fri) and only 1 or 2 appts have been made</li><li>• Offering the same system as previous years where parents can order now and can pay later on pick up</li><li>• Trying to avoid a rush at the beginning of 2021</li><li>• Advice from Miss Machuca is most parents are waiting, school will move sign with QR code so parents see it as they enter during upcoming orientations- Miss Machuca will mention it again as well in the last parent orientation</li></ul> <p>Question: Is pricing for all sizes the same? If we got parents to buy smalls and when the kid grows, can we do like for like swap? No price difference in the smaller sizes so yes parents can do that – this needs to be highlighted to parents</p> <p>Question: Did we get a sizing guide? Hard to do because sizing is so different between suppliers and differ from regular kids clothing sizes</p> <p>Question: if enrolments are fluctuating then that means kids will be going to other schools, is it possible to open in the last week of school holidays in Jan?</p>



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	<p>No can't do it because there is no staff at school; can open first day of staff development- opening outside of school operating hours would be hard with our insurance – need to have school staff onsite when we operate</p> <p>With restrictions we can't have more volunteers and families in the shop itself, which poses a problem and we can't have a line</p> <p>Have done additional hours in the past for beginning of school with paid staff and we will do again</p> <p>Miss Machuca suggested putting a couple of size examples by the gate during orientation tomorrow for parents to touch and feel</p> <p><b>ACTION: work out plan for when opening times can happen at the beginning of school and Put a couple of sizes at the gate under the shelter for parents to feel during upcoming kindy orientations</b></p>
<b>6. Principals Report</b>	<p>Given by Mrs Kohary</p> <ul style="list-style-type: none"><li>• Update on term 4 guidelines- relaxed a little, no parent unless they have a specific purpose (i.e. canteen duty); as of tomorrow, P&amp;C meetings can be face to face, no more than 30ppl and must be socially distanced; general meeting agreement to keep P&amp;C meetings online for the remainder of the year; Erica will confirm that we are still able to do Zoom</li><li>• Presentation day assemblies in week 9 by grade and not by stage; one parent per student able to attend; record presentations for classes to view; no student audience, Students would come and get their award and then leave similar to what they do in showcase; this allows parents to be in the hall; will record the assembly as well so classes can view and it will be posted on seesaw for parents not in attendance</li><li>• Year 6 farewell - will be at school not RSL, room booked was too small; do not need to have the 4sqm rule if only students attend at school</li></ul>





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	<ul style="list-style-type: none"><li>• EV panel was yesterday, went very well; congratulations to all involved; submission was 145 pages long for our self-assessment- 3 ranking levels- delivering, sustaining, growing or excelling against SEF; school received sustaining and growing in all 14 elements- panel agreed with school assessment on all 14 elements and put us as excelling in some elements; significant to have panel agree with us as it demonstrates that we have an accurate perception of where we are</li></ul>
<b>7. Deputy Principal's Report</b>	<p>From Mrs Kohary</p> <ul style="list-style-type: none"><li>• Thank you to P&amp;C for world teachers day gifts; were really well received by staff</li><li>• Term 3 platinum lunch- shared students receiving awards by seesaw, no parents at the lunch but kids enjoyed it</li><li>• School leader program- year 5 students nominate each other and present speeches to year 2-5- having to record speeches and adapting as they go</li><li>• OC placement test next Wednesday- usually at High school- this year primary schools administering test; families will already know if participating</li><li>• Negotiating how to promote school band next year</li><li>• Two panel processes to do merit selection - .6 library, and .6 EALD teacher</li></ul> <p>From Miss Machuca</p> <ul style="list-style-type: none"><li>• Orientation- welcomed six groups over the week- this week is second week; different to before but feels pretty smooth, nice transition for those coming in; comparison to last year is that it is quiet this year and much more personal</li><li>• Last zoom is tomorrow night- going over best start and first day of school- need to decide what to do about cheers and tears morning tea and kindy packs- we</li></ul>



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	<p>will figure out what to do- used to go offsite but onsite tea was a way to increase numbers-</p> <p>Question: can we do a coffee voucher for parents? Whole opportunity is to network with the new parents, so exec has to be there; Used to do a welcome BBQ that was a huge amount of effort- was a welcome to any new families who had joined in the last 12 months- gave it up as it was a weekend and hard to get volunteers</p> <p>Question: Can we do a volunteer thank you? No can't do it this year</p> <p>Could give a canteen voucher in whatever cheers and tears pack we do to show we are giving back to parents straight away- 1 per pack is enough</p> <p>Katherine will contact Yolanda and see if she wants to do the cheers and tears packs again- need to do purchasing through the canteen- how have we worked reimbursing a parent who isn't a member? Haven't had to reimburse as the last couple of years Kylee has done purchasing through the canteen</p>
<p><b>8. General Business</b></p>	<ul style="list-style-type: none"> <li>• World teacher's day- got really good feedback from the teachers</li> <li>• Book club coordinator position – Carrie is resigning from role, she is happy to do a handover- job is mostly online; a big thank you to Carrie for all her hard work over the years; this is not an official P&amp;C role - Should send out request through class parent network- Danielle happy to coordinate with Carrie</li> <li>• Online book fair - other schools in the area have done book fairs online this year, something to investigate for next year if restrictions still present- Erica will investigate</li> <li>• A few Year 6 students would like review of the toilet paper- too thin and kids are holding it in until they get home because experience is so horrible; also, a report that toilets are very dirty- school has employed an extra cleaner has been just for bathrooms so that shouldn't be the case- Danielle will look into both items</li> </ul>



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	Question: how are with toilet capacity? Demountables come toilets don't; hopefully with potential build there will be more toilets in future
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**Meeting Closed: 9:10 pm**

**Next Meeting:** Wednesday, 9<sup>th</sup> December 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):