



## Castle Hill Public School P&C Association Meeting Minutes

**Date:** 11 March 2020

**Meeting Commenced:** 8:05pm

**Chairperson:** Katherine Mullen

**Minutes:** Erica Miller

<b>Attendance this meeting</b>	Craig Oliver (Principal)	Katherine Mullen (P)	Liga Hegner (VP)	Mamoud Payam (VP)	Conrad van Dort (T)
	Erica Miller (S)	Kylee Meyer	Chris Kirk	Oxana Brizhiveva	Andrew Brizhinev
	Mandy LaFaber	Mel T	Sonya P	Kathyrn Vaughan	

<b>1. Apologies</b>	Alison Smith, Sharyn Haggard, David Bloem, Andrew Olennick
<b>2. President's welcome</b>	Welcome all to the meeting
<i>2.1 Previous Minutes</i>	<b>MOTION:</b> Approval of Minutes from Feb 2020 meeting Moved: Katherine Mullen, Seconded: Liga Hegner February minutes approved
<b>3. Business Arising from Previous Meeting</b>	<ul style="list-style-type: none"> <li>• Suggestion to have a representative from uniform shop at all P&amp;C meetings if possible; perhaps Marta can attend if Sharyn is unable to; Katherine will speak with Sharyn regarding attendance</li> <li>• Entertainment books- they are offering a pilot program for advertising the books through Skoolbag <b>ACTION:</b> Erica to send email to Craig re pilot program</li> </ul>
<b>4. Correspondence</b>	Fundraising catalogues P&C Federation Journal – Term 1 Invoices from Dept of Education CBA School Banking Statement



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<p><b>5. P&amp;C Reports</b></p> <p><i>5.1 Treasurer (CVD)</i></p>	<p>YTD February Review</p> <ul style="list-style-type: none"> <li>• Canteen - \$11,600 to end of Feb, there was a large inventory spend, showing loss of 10k at the moment; Conrad and Kylee to review purchasing for canteen; hope to have 20-30k for canteen; perhaps we can look at initiatives that drive spending i.e. Pancake Tuesday, etc; need to look at Flexischools to see who is a repeat order; average order is \$4.50, 25,000 lunch orders; suggestion for Canteen to go cashless – not a good idea as cash is a learning experience for the kids and we have to keep a cash system for parents who want to avoid the Flexischools fees; however becoming more cashless helps us to track spending habits and tailor initiatives</li> <li>• P&amp;C unit - no revenue yet, for the first 6mos of the year we operate on good faith until voluntary contributions start to come in; no major expenses besides auditing; salaries are factored in to business units</li> <li>• Uniform shop -\$21,000 so far, profit of \$1600- no big inventory spend this year, drawing down on \$150,000 in stock they already have; Uniforms similar principal to canteen- could be only 30% of families represented- need to review pricing to make it more attractive; look at suppliers and bulk discounts and what are our alternatives; big issues with EFTPOS machine, need to look at IT to be more efficient, look at opening times; right now P&amp;C is paying for school to have a uniform shop- need to change that; Suggestion of opening late hours to capture people coming from work- that was tried and no one came- we could consider again; \$8000 below target for this time of year based on estimates</li> <li>• GST review – GST will come in April 1 as ACNC recommended we do it; auditors also coming to do cash control evaluation</li> </ul>
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	<ul style="list-style-type: none"> <li>• QKR versus Flexischools Review in progress- over all saving to parents and P&amp;C; it appears to be a more stable system; has P&amp;C absorb fees saving parents money</li> </ul>
<p>5.2 Canteen (KM)</p>	<ul style="list-style-type: none"> <li>• See attached report and cleaning quote</li> <li>• Canteen Voucher Initiative – what coupon format we will use; <b>ACTION: Erica will send a draft to Kylee for review</b></li> <li>• Cellular router Wifi or using School Telstra phone update- Kylee will speak to Craig, Suggestion of using Aldi Pre Paid for the router as that is how the high school runs their Ipads in the canteen.</li> <li>• Consider a canteen mobile for texting; suggestion to consider StreetData as a communication tool, \$150 for the year, can send to emails as well and volunteers can reply;</li> <li>• IOUs now total \$177; Kylee pleased with that as it is down from \$350-\$400</li> <li>• Health inspection last week- Kylee has the report; inspector does not need to come back but we have a few things to rectify- area by sink, floor, Kylee making a systems board to track what needs to happen and get them done.</li> <li>• Kylee has spoken with Murray, to help around dishwasher- he will address this year; he will do himself or recommend other tradies; could be a big task but needs to be addressed</li> <li>• Katherine sent Kylee an email last year regarding deep clean service- Kylee has made two appts with that firm but they didn't show; Kylee got another quote for \$3000 to have it done; all agree that is too expensive; Craig suggested getting a</li> </ul>



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quote from the company that did the school bathrooms over the holidays; Kylee will get other quotes for comparison to keep on file

- Heat extraction system- spoke to Murray; issue is overnight heat builds to well over 32 deg; Kylee moving stock to keep it cool, concern over wear and tear on fridge motors working hard; Murray got some quotes, Kylee will meet with them to understand better; involves a low amp electric motor that circulates all of the air- will take pressure off aircon and other equipment; might still be wiring in roof that can be utilised
- **ACTION: Need Additional visa debit card for Nas; Approved by Katherine Mullan and Liga Hegner**
- Do we need to keep other bank tokens? Need to return unused ones to the bank – have alternate system now
- Healthy kids Assn- Kylee has gotten a membership now; they are running a seminar on running a profitable canteen- Kylee wants to go; they are a great resource for \$100 per year
- P&C Federation writing a canteen manual that could be useful to us in future
- Volunteer Incentives for march – appreciation draw, like a raffle ticket, prize will be a \$50 voucher somewhere (Kylee can customise based on volunteer); the more you volunteer the more times you are entered into the draw; we could profile volunteer in the newsletter



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<p>5.3 Uniform Shop (SH)</p>	<p>Sharyn Haggar not in attendance; report read by Katherine Mullen</p> <ul style="list-style-type: none"><li>• All orders have been placed for Winter</li><li>• Have asked parents in the newsletter to pre-order the alternative girls winter uniform so I can have an idea of what sizes are popular</li><li>• BIG PROBLEM - We are still waiting on the square EFTPOS to be set up. It has been over 12mths now and that is ridiculously too long. Our current EFTPOS machine often loses internet connection and therefore we are unable to use it which is causing an inconvenience for parents and therefore parents are unable to purchase. We need the square EFTPOS up and working ASAP.</li><li>• Also new commonwealth bank deposit books are being sent to school when they are due to be re-ordered however they are addressed to the treasurer and they are not ending up in my pigeon hole. I asked the bank if I can pick them up from the bank or change it so it is attention me but I do not have the authorization on the account to change anything. Can something please be sorted out so that I actually receive these books please.</li></ul> <p><b>ACTION: Katherine to change authorization for Sharyn</b></p>
<p>6. Principals Report</p>	<p>Combined Principal and Deputy Principal report delivered by Craig Oliver</p> <ul style="list-style-type: none"><li>• Staff vacancies- 4 positions that went online today, closed merit process, difference with the closed process is that teachers can submit codes of specialities; will have interviews coming up</li><li>• EALD vacancy – temporarily filled, two-week process; 2 full time EALD already and school looking to add a third</li><li>• 6E class will get new teacher</li></ul>



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- Anzac Day service – meeting 8<sup>th</sup> April; holding service prior to school holidays; Assessing space for service but it will be challenging in future years- good to do because it is a formal service for entire school; PNC are welcome to participate if they choose
- Attended crossing meeting with council, police and mayor- assessing pedestrian activity; All stakeholders agreed behaviour was dangerous
- Tech update - School signed off on new Ipads that are arriving next week
- An audit is being conducted of all laptops and school will purchase new equipment based on information gathered
- TLC room upgrade – this room gets used extensively – runs the RFF tech program; quotes to come for electrical work and carpeting; furniture will be ordered shortly; Craig to contact School Infrastructure Dept to ensure TLC will not be demolished with new build before funds are spent on upgrade
- National Action against Bullying Day next Friday; each teacher will be doing a special lesson for their class
- School looking at setting up interactive parent workshops in Term 2 on supporting struggling readers; more details to come
- A Taste of Harmony Week Food event cancelled because of a lack of volunteers; teachers working on the event were also on annual leave for a few days which made planning difficult; School still wants to do something more meaningful than a parade; plan was ambitious but could be reorganized as a Taste of Harmony Day which would require less volunteer support; P&C does not need to be involved



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<b>7. Deputy Principal's Report</b>	See above principals report
<b>8. General Business</b>	<ul style="list-style-type: none"><li>• Confirmation from Craig on events that PNC are funding versus School- P&amp;C does Welcome Morning Tea, World Teacher Appreciation Day Tea and Gala Day ; No disco this year, Craig will speak to Ms McMann who runs SRC about P&amp;C involvement in disco; we may consider helping in 2021 if the budget allows</li><li>• PNC Logo Design – Having an independent P&amp;C logo will be good for brand recognition; Craig showed examples from his previous school; Mel happy to do up a design; Craig will advise if we need to get logo approved by the Dept.</li><li>• Naming Rights for PNC Tech and Robotics Room, Shelter etc – this is a good PR exercise once we have the new logo; Craig is happy for us to do this</li><li>• Need to expand collateral on P&amp;C section of website – add Uniform shop information and links</li><li>• Upcoming Events<ul style="list-style-type: none"><li>○ Mother's Day Stall and/or breakfast– requires a massive volunteer effort to organize but is a good fundraising opportunity (father's day breakfast raised \$3000 in 2019); suggestion to do a stall for mums and leave the breakfast for fathers day; we could consider online ordering or an order form sent to classes based on stock we already have for the stall; school could do a communication out through the class parent network to gauge volunteer interest to see if we have numbers; <b>ACTION: Katherine to send a summary of roles for a stall and breakfast to Craig</b></li></ul></li></ul>



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	<ul style="list-style-type: none"><li>• <b>Motion:</b> Nomination of Chris Kirk for a non-office bearing executive position on the P&amp;C for 2020. Moved: Liga Hegner, Seconded: Mamoud Payam</li></ul>
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**Meeting Closed:** 9:40pm

**Next Meeting:** Wednesday, 8<sup>th</sup> April 2020

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Signed and Dated :

Katherine Mullen (President):

Signed and Dated:

Conrad van Dort (Treasurer):

Signed and Dated:

Executive (Optional):