



Castle Hill Public School P&C Association Meeting Minutes

Meeting Date: 8 April 2020

Meeting Commenced: 7:01pm

Chairperson: Katherine Mullen


Minutes: Erica Miller

Attendance this meeting	Craig Oliver (Principal)	Katherine Mullen (P)	Liga Hegner (VP)	Conrad van Dort (T)	Erica Miller (S)
	Andrew Olennick	Oxana Brizhineva	Andrew Brizhinev	Mel T	Mandy LaFaber
	Sonya P	Kylee Meyer	Sharyn Haggar	Marta Mesa	Alison Smith
	Chelser Lwin				

1. Apologies	Mamoud Payam, Danielle Machuca (DP), Alex Kohary (DP), Chris Kirk
2. President's welcome	Welcome all to the meeting
<i>2.1 Previous Minutes</i>	MOTION: Approval of Minutes from March 2020 meeting Moved: Katherine Mullen, Seconded: Oxana Brizhineva March minutes approved with addition of Andrew's apology
3. Business Arising from Previous Meeting	<ul style="list-style-type: none"> Mother's Day events are cancelled – we can't do breakfast and we can't do an online stall because we aren't allowed to distribute anything to students at this time; will have to review potential for Fathers' Day events at next meeting



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	<ul style="list-style-type: none"> • P&C Logo Design – review of current design by Mel; <div style="text-align: center;">  </div> <p>Current design can be transferred well – easily embroidered, printed, etched, etc; Mel can easily transcribe colours if we get pantone colours from school; Conrad spoke to Federation and they have no description of their fonts – general agreement that we don't need to match Federation exactly; Suggestions to try a less chunky font for the school name as well as a thicker font for P&C (the thin line may be too thin for embroidery); Also a suggestion that we use the PBL figures to have more synergy with the school- Mel thinks colors and school name are enough as we want to maintain our own identity; general agreement that look, design feel is great just fonts need revising</p> <p>ACTION: Mel to do a few new versions with different fonts for review</p>
<p>4. Correspondence</p>	<p>Nil received</p>
<p>5. P&C Reports</p>	
<p>5.1 Treasurer (CVD)</p>	<ul style="list-style-type: none"> • YTD March Review nothing has changed much from Feb, all units have ceased running; in process of paying outgoings- canteen and uniform suppliers, cash flow is healthy; Revenue will freeze and contributions will diminish; will be interesting to see where we fall with the contributions the rest of the year • Conrad has researched government grants for staff and is waiting for final advice on the practical side of things from the accountants; we are registered for all the help for which we qualify; will help us to weather the storm



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- Wrapped up the audit and will be submitted for EOFY
- POS systems- four Ipads purchased have arrived and are in Conrad's hands, he needs to upload data for when canteen comes back online; also waiting for Square to become active to use as EFTPOS system for both canteen and uniform shop; we are close to the end of an 8 week moratorium on registering; once Square is online we will be using the EFTPOS docking stations to take orders; we have some time now to gather momentum again and when we are back online we will have some good technology innovations in our system
- Will have to monitor the cash system and have some checks and balances in place for end of day cash returns; will need to implement extra reporting for staff for cash and EFTPOS handling- recording net out goings and what gets deposited each day; Question if we can delay implementation in order to not have to pay fees; There is no monthly costs involved with having the Square only the upfront cost of the Ipads and we need the downtime to set it up as it is an intricate process; lots of data entry required – all employees plus all volunteers need to be listed in the system which takes time
- QKR versus Flexischools Review Update- will continue in downtime as to what is best from a consumer POV for P&C and parents with fees etc.
- Katherine wants to thank to Conrad for doing all the research for our employees and chasing up the grants
- Conrad has gotten great advice from our bookkeepers, All Accounts Sorted, as well as from our accountants, they have been really responsive to any questions we have -accountants' advice on GST is that we are GST required but we are waiting for final advice pending a further tax specialist review; GST most likely going to happen; we are lucky with our service providers as another firm contacted Conrad wanting to charge \$500 to give advice on these initiatives



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	<ul style="list-style-type: none"> • Has Kylee redone Telstra business account? No, Kylee has authority- Conrad and Katherine now admins; we need to have enough people on the account with authority in case Kylee departs tomorrow as Telstra is difficult to deal with
<p>5.2 Canteen (KM)</p>	<ul style="list-style-type: none"> • IOUs sit just under \$170 which Kylee is happy with • spoke with Murray Bray today about rectification of cupboards and hot water cylinder items from health inspection – he will do a quote for us; Craig says accessing canteen now is not a problem to get these things done • Kylee will go through stock that may go off if we don't open term 2; have already done a write off with fresh things, majority of products can be frozen but we run into use by dates if we add in another few months; Kylee will do a spreadsheet of the stock in question; about \$3000 worth on hand; maybe we try to sell it to families? Kylee will look into it; we have a freezer full of bread to deal with • Heat extraction system- haven't gone any further with this- more important at the moment to get Murray in to address the cupboard area that is causing the problems
<p>5.3 Uniform Shop (SH)</p>	<ul style="list-style-type: none"> • Everything going well up until closing; Day before shut down, Sharyn did stock take which Conrad has • Supplier will hold Term 2 delivery for beginning of Term 3; Sharyn not purchasing anything new now, but we have the delivery of sports shorts coming; Parents are still ordering on Flexischools but orders are not being processed as uniform shop is unable to be accessed • Rest of stock not coming until October for orientation • Opening balance at the beginning of the school year was about \$153,000, we've dropped down to about \$133,000 in inventory which is good; we will definitely sell stock - all the winter stuff will go, most kindys don't have winter uniforms yet as well as kids that have grown out of their old ones



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	<ul style="list-style-type: none">• WIFI problem – often the EFTPOS machine can't connect to the network, sometimes it is a minute sometimes much longer and you have to wait until it comes back; Sharyn has had to send parents to the Towers to get cash in some instances. Conrad will chase up with Commonwealth Bank to see if it is a handset problem; if it truly is a WIFI problem, Square will experience the same thing; if we are putting a new router into the canteen for the Square anyway, look at putting one in the uniform shop at the same time.
6. Principals Report	<ul style="list-style-type: none">• Staffing- we had four teacher positions going through merit selection processes; two class teacher positions filled - Miss Brown (currently teaching KB) and Mrs Allen (currently in 4A), they both become permanent staff; with the Learning support position- panel didn't choose anyone- goes back to staffing to be filled; EALD – had interview today- we chose a candidate and will be approved by staffing tomorrow; Thank you to Katherine, Conrad and Mamoud for participating in the process• Class 6e – Ms Matthews will continue for Term 2 at least and hopefully will continue for the entire year• Meetings with council re: crossing at Les Shore Place- council will seek approval to remove existing bus zone on Les Shore Place as there are no buses that use that stop anymore; then council will seek approval for pedestrian fencing that will run all the way from the roundabout to the lights; should help keep people on the path; great news that council is prepared to assist• Online learning- lots of progress in two weeks; don't know how long this will last but staff have been advised to prepare for long haul of term 2; no confirmation that this is the case but we need to prepare• Survey that was sent out last week was well responded to- over 550 families- upwards of 800 students represented; feedback is what works for one house does not work in the next; school will try to cater for everyone



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- Next term there will be more teacher videos with more instruction; Set number of tasks each day with a certain number expected to be uploaded; tasks will have instruction that are to be uploaded which should assist with task completion.
- Still going to use Seesaw; teachers have learned a lot about it and feel comfortable with it
- Feedback from parents- summary of issues and school's response to those issues- will be distributed through class parent network tomorrow
- Attendance- school is trying to be flexible; as a guide, if school can see that kids are engaged in their learning, then not all tasks need to be completed; need to see student is making a genuine attempt at learning; teachers will be flexible
If child is unwell, let school know.
If child does tutor tasks, they will be marked absent, Schoolwork should take priority.
- Question: Are there any additional technology needs/spending that needs to happen? School has purchased new equipment already; Craig confident that we have enough devices to loan to those who may have the need; Dept has asked principals if schools need loaned devices (priority will go to Stage 6 HSC students, rural and remote schools, socioeconomically disadvantaged schools) - we are nowhere near as needy as those schools and communities and we can cope with devices we already have
- Question: For parents having trouble keeping kids on track- will teachers catch them up in term 3? Yes, they will. Teachers will reassess and change delivery as necessary.
- School is waiting for guidance from Dept about semester 1 reports and what they will look like; if school is closed for most of term 2, even with work submitted online how do the teachers know that it is the child's work? Already have been assignments submitted that are clearly not the child's work.



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- General meeting consensus that school deserves congratulations - this was a mammoth task and school has been great for getting all of this up and running; Craig is proud of teaching staff, the collaboration has been amazing, teachers challenging themselves to do things better
- Question: How many kids have been attending? Today 31 kids in class out of 1066; been around that number each day; 1 teacher from each grade each day is currently rostered
- Question: any trouble with teachers adapting to new technology? No. staff is ok teams are strong, there is enough expertise in the groups that everyone can do their jobs- Dept has been excellent as well offering support
- Question: do we have Seesaw executives that come to train staff? No, but within school staff there are Seesaw administrators that have access to Seesaw directly, they can ask the questions; we have a couple of teachers that know seesaw in and out; Seesaw itself has developed some new features that it didn't have when all of this began - new functionality like sending work back; staff development day coming up of term 2, we will spend that day refining Seesaw usage to improve the practice as this goes on
- Question: can we get kids together over Zoom or other online platforms? School is conscious of timing and there are families that can't adhere to the 9-3 schedule; school has said class parents can organize on their own for the kids to socialize; School can't endorse online get togethers as then they would be responsible for what happens in them; parents need to take some ownership; NSW Teachers Federation is also not endorsing live streaming; Liga: her school is using zoom for everything; there were problems with recording lessons which should not be recorded and also problems with the capability in the background with kids talking about teachers; All of these security issues are why we are keeping seesaw and teachers are comfortable with that
- Question: what will happen with teacher interviews? They will take place in term 2, but school is waiting for advice from Dept on this; no plan to move the timing but that could



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	<p>change; first week back of term 2 school should be informed about what the reporting schedule will look like;</p> <ul style="list-style-type: none"> • Question: School will give parents as much notice as possible when reopening? School will inform as soon as they know they can reopen • Question: what can we do as a parent body to help? Experience from day one was great, we are positioned much better than other schools; how can we try to cross pollinate ideas from different teachers; Craig: there will be more consistency next term with the teacher output; if there is community expertise the school is open to it- please reach out if we as parents see a need we can fill- Dept has been very supportive, lots of resources available, professional learning and the like- Craig is more than happy to have the conversation about expertise that exists in parent community and not in staff • Question: Who can we contact to address problems with Seesaw? Difference in the way teachers want to be contacted makes it hard to know how to address problems. Craig: If you email school, half of the admin team is still there on any given day and will forward appropriately.
<p>7. Deputy Principal's Report</p>	
<p>8. General Business</p>	<ul style="list-style-type: none"> • Term 3 Event Status – Open Day Café- pending look at next meeting; • Potential coffee machine - Conrad spoke to Kylee about coffee machine of value that we can run at open day cafe and other events; would be fully automated so no barista necessary – possibility of running through canteen on normal basis to sell to teachers; would go where hot chocolate machine is and we would retire that machine; the coffee machine we are looking at requires a special chocolate mix- has to hit nutritional values for a primary age child in order for us to still have hot chocolate on the menu- Kylee would need to evaluate nutritional plate of the product before going ahead



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	<ul style="list-style-type: none">• Mel has volunteered to design menus etc and signage for events- she can donate printing and laminating- Conrad will make sure she is reimbursed• Proposed Movie Night in Term 4 – general agreement from meeting majority to go ahead with this; Erica have had to use the hall the last couple of times because of weather; need to promote through class parent network; need to do it before daylight savings need to work around showcase if it's happening; Action: Katherine to get dates from school that might work• Approval of AGM minutes? – we aren't allowed to at this meeting because it is online; our bylaws say approval has to happen in person Action: Erica to contact P&C Federation to find out if AGM minutes can be approved over email or at an online meeting
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Meeting Closed: 8:24pm

Next Meeting: Wednesday, 13th May 2020

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Signed and Dated :

Katherine Mullen (President):



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Signed and Dated:

Conrad van Dort (Treasurer):

Signed and Dated:

Executive (Optional):