

Meeting Minutes Wednesday 6th June 2018

Present:

BPS: Maria Lambos, Lynda Lovett

P+C: Lyndal Rutgers, Rob Taubman, Richard Banks, Jason Ockerby, Sophie Knox, Josie Simpson, Mark Chambers, Jeremy Sandbrook, Melissa Slavin, Nyree Morrison, Mel Daniels, Doug Talbot, Neil Lawrie

Minutes recorded by: Lyndal Rutgers

1. Welcome

Meeting opened at 7:01 pm with welcome and acknowledgement of country from Rob Taubman.

2. OOSH Update – Maria Lambos

- The current OOSH licence expires on 1/1/2019. In order to prepare a new licence, the Principal makes available whatever indoor and undercover spaces are possible, and DOE inspects the site to determine the number of children that can safely be accommodated according to the ACEQUA regulations, which require 3.25m² of unencumbered indoor space per child. The DOE is then the provider of the OOSH licence, which is regulated by the Early Childhood Directorate. A number of previously available rooms have been resumed as classrooms since preparation of the previous licence in 2012, due to growth in school enrolments. This means that the number of children catered for under the new licence will drop. Given the large demand for OOSH places, the school has offered the hall to be used for OOSH, which will bring the new licence to 98 children per day, with places being prioritised for BPS children. The Principal of FJT has been notified of the likely reduction in OOSH places for FJT students in 2019.
- BPS OOSH is ranked as Category A – being not-for-profit and also run by parent volunteers. As such, if ESC vote at their AGM on June 25 to continue to operate, they will automatically receive the new licence from DOE. If ESC vote to wind down, the licence automatically goes out to tender in July and a new service provider will be selected from the qualifying tenders, by a panel including Ms Lambos and a P+C representative. The loss of the hall to OOSH will impact the running of various other activities, including band rehearsals and concerts, evening school events such as discos and the Art Show, and also gymnastics and ballet, along with loss of the associated revenue streams. It is hoped that an agreement might be reached between the school and the OOSH provider about use of the hall.

3. Canteen report

- Orders continue to remain strong
- No new canteen manager has been found. The preferred alternative is to employ a canteen manager one day a week, and continue to run the canteen according to the current model – retaining the community approach, the established relationships with specials providers, and the parent volunteers staffing the canteen each week.
- Initial considerations of a canteen refurbishment are on hold, pending decisions about available rooms for OOSH, as one option is for the current canteen to be gutted out and made available as additional space to increase licence numbers.

4. Apologies

Rob Taubman, Van Allen, Lauren Nahkies, Sarah Linhart, Michael Pruscino, Anne Irvine, Kate Buckell, Liam Reid, Les Schmalzbach, Joanna Nicholas, Victoria Lush, Ariana Davis, Belinda Mikhail-Gogos, Sarah Weston, Jo Edwards

5. Previous Minutes

May 2018 – Minutes accepted (Proposed: Richard Banks; Seconded: Sophie Knox).

6. Actions Arising

- Investigations re: toilet repair funding from ESC; and minor improvements
⇒ **Maria Lambos; Sophie Knox and Joanna Nicholas; complete**
- Investigation of further ideas for suitable playground equipment
⇒ **Jo Edwards; ongoing**
- Further investigation of feasibility of tax deductible fund for BPS
⇒ **Mark Chambers; ongoing**

7. Correspondence

7.1 Negative feedback from a parent regarding parent and teacher time commitment for art show

7.2 OOSH enquiries – all directed to information night

7.3 Query from a parent regarding Teachers Federation campaign – to bring to a future meeting

7.4 Parent regarding uniform stock and availability – to bring to a future meeting

7.5 Parent regarding possible installation of fitness equipment in Gladstone Park

8. Principal's Report

8.1 IT Levy

Since follow up levy notices were sent out after the last meeting, an additional \$1781.28 has been received. This brings payment to 265 of 367 students, or 72% of the cohort. It was suggested that a further communication clarify that payments are not optional, and that all financial contributions are vital.

8.2 NAPLAN

NAPLAN testing was completed online for the first time. Year 5 students sat 5 tests online, and Year 3 students sat 3. This comprised 27 testing sessions and 401 individual student sessions. Overall the initial online testing was a success, although there were some technical difficulties, and some disruption to classrooms. There were some platform issues – most of which were able to be resolved at the time. The students were calm and coped with the online format, including the technical issues. In hindsight, too many testing sessions were planned for each day, with laptop batteries dying later in the day (there is not capability to have laptops connected to power during testing). The teachers involved worked tirelessly to ensure the testing went smoothly, often working through lunchtime to set up additional sessions. For 2019: plan for three testing sessions per day to prevent batteries dying; and re-evaluate the number of laptops assigned to the testing: eg 60 rather than 30, to reduce the number of testing sessions required and limit the disruption to classes. It may also be possible to purchase additional power packs for the laptops, assuming these could also be charged.

8.3 PB4L (The Balmain Way)

The new PB4L program has started well, with many Positive Petes being awarded. Staff are reporting less behavioural issues. In addition to positive reinforcement, the warning system includes yellow and red cards. These are given for: yellow – minor incidents (eg disrupting class, dropping rubbish, lying) and would be followed with some reflection time for the student and a consequence for the behaviour; red – major incident (eg physical violence, damaging property, bullying, abusive behaviour towards teaching staff), the student would be sent to the stage supervisor for discussion, and a consequence given. If ten yellow cards are accumulated, the student would have a serious discussion with the Principal, and the next yellow card would result in a conference with their parents. These disciplinary measures are all documented as part of

policy. The warning cards do not correlate directly with suspension – which is only used in cases of continued disobedience or physical violence. A summary of the warning system will be included in the newsletter.

8.4 2019 – forecasting

Consideration of enrolments for 2019 – our numbers are continuing to grow, with the number at this stage forecast at 389, which is still within 15 classes. In the case of reaching a 16th class, there are rooms which may need to be resumed as classrooms, including the art room, the current ESC office (which will not be available to any OOSH provider during school hours in 2019), the canteen (if gutted and refitted) and the ESC room next to the canteen. The school is required to provide a specific purpose room (currently the art room), and currently the hall is being used as a classroom four days a week for music, which limits the use of the hall for any other activities eg drama, or incursions. Given the continued growth of the school, the next step is for Assets to come and audit the space in the school. During this audit the potential construction of additional rooms could be raised, although Orange Grove PS has already been earmarked for development and growth due to its larger size, so any infrastructure spending is likely to be there.

8.5 Playground upgrade

Stage four (the remaining section of bitumen in front of the toilet block) – Maria has received the updated quote from Michael of ULP (the firm who have carried out the work for the previous stages), however due to the current NSW infrastructure boom they are short staffed and have work back logged. As such the project may not be able to start before the end of the year.

9. Finance Report

- The current cash balance stands at \$128998 at 31 May, but is adjusted to \$61878 accounting for funds already allocated, including the remaining stages of the playground upgrade and prefunding of the art show.
- P+C levy has raised approximately \$10K from 63 families, which is slightly down on this time last year. It was suggested that the levy request may have been overlooked or misunderstood amidst other school information – a Skoolbag request will be sent out, with new communications explaining the purpose and importance of the levy.
- In order for Scott Feeney to access the Year Six area with a vehicle to unload supplies etc, a DA was lodged through Council. We have been required to pay a \$7.5K bond to ensure no damage to the pathways in Gladstone Park, and also a \$482.50 inspection fee after the works are finished in order to have our bond returned. Proposed: Rob Taubman; Seconded: Lyndal Rutgers.
⇒ **Rob Taubman to write to Council requesting the inspection fee be waived, given that we are a primary school, and neighbour on the land needing access.**

10. P&C Goals and Issues

- Reading Program
Further to previous discussions regarding supporting reading at the school, the P+C has proposed to fund an initiative of a trained teacher one day / week for ten weeks during Terms 3 & 4 to run small focused reading groups for Stages 1 and 2. Each group will run for half an hour, and may cater for 3 – 8 children (depending on age and reading level – to be determined). The school will determine which students should participate in this program, and will provide feedback on the program at its conclusion. Proposed: Richard Banks; Seconded: Sophie Knox.
- Playground shade
P+C are obtaining quotes for a permanent shade umbrella for the new seating area in the playground - locally produced and installed (the previously quoted model was from interstate and could not provide installation or warranty); and also a shade sail for the grass area used for morning lines. More details to come.

- Toilet Improvements

The plumbing works are now complete, and no further blockages or instances of bad behaviour have been reported as yet.

A recent walk-through identified that one of the cubicle doors does not have a lock, and a number of the toilet seats are in bad repair or are ill-fitted. P+C would like to investigate replacing the seats (with appropriate size and durability). Staff requested that the seats of the teachers' toilets also be replaced. BPS now has a GA working part-time, who may be able to install these once purchased. Details are needed. It was also noted that the soap and hand towel dispensers are often empty, and may need to be refilled more frequently.

 - ⇒ **Sophie Knox to liaise with Maria re: suppliers for school fixtures**
 - ⇒ **Maria to follow up refilling of bathroom supplies with Spotless**
- Art Show

Plans for the art show are going well. A number of artists have agreed to contribute works for a silent auction, including three donations and a number of commissions. There are currently three classes still without a parent volunteer to help. The Saturday family event will include a bbq coordinated by Barnaby Jenkins and Cliff Philipiah, and also smoothie-making Bike Blenders sponsored by Velofix, with ingredients donated by Fruitologist.
- Tax Deductible Building Fund

Mark and Michael have continued their investigations into the process for establishing a tax-deductible fund, local schools who utilise them, and the kinds of things which can be funded by the donations. Initial investigations suggest that fixed IWBs and installation of air conditioning could be funded. Details will be compiled and presented at a later meeting.
- Exercise equipment for Gladstone Park

Council is intending to install some exercise equipment in Gladstone Park, specifically targeting geriatric needs. This area will not greatly impact the school's usage of the park. The school must apply each year to be allowed to use the park in break time, it is not a right, and the park is a resource for the entire community. P+C will not be sending a submission regarding the proposal, but individuals may if they wish.
- IT Parent Volunteer

It was suggested that a parent volunteer to assist compiling a school technology assets register, to be used to schedule replacement of resources, and forecast necessary IT levies. Maria indicated that the school already maintains an assets register – so the details from this may be able to be used.

 - ⇒ **Richard Banks to liaise with Maria re: assets register details**
- BFR Update

The event will need to change venue from 2019, although BFR committee do not believe this will greatly impact the running or success of the event. In order to manage volunteer fatigue and maintain the status of what is now a professional running event, two or three key roles requiring specialist skills (logistics and operations) will be outsourced. This will result in a loss of overall revenue from the event, but maintain sustainability, and allow parents to focus on fundraising.
- Temperature Monitoring Update

Postponed to July meeting
- Uniform

To be brought to July meeting

11. Events Calendar

- Mother's Day Breakfast and chocolates (complete) – thanks to Anne Irvine and team for running this great inaugural event, which raised \$314.

- Disco – Friday 29th June, Week 9 Term 2. Tickets available on Flexischools soon, needs to be advertised in newsletter this week.
- Art Show – Friday 14 and Saturday 15 September, Week 8 Term 3
- Halloween Disco – Friday 26 October, Week 2 Term 4
- BFR – Sunday 18th November, Week 7 Term 4

12. Any Other Business

- It was requested that a rolling 3-6 month (or yearly) calendar be made available to the school community, to assist families with planning, including P+C and school events, and even payments due. This could be published in the newsletter each week, or ideally be made available online. It would need to be accessible by both school and P+C for updating.
 - ⇒ **Cliff Philipiah to investigate calendar options**

Meeting closed 9:15 pm

Next meeting: Wednesday 4th July at 7.00pm in the staffroom. All welcome!