

Meeting Minutes Wednesday 6th March 2019

Present:

BPS: Maria Lambos, Sarah Weston

P+C: Rob Taubman, Jason Ockerby, Sophie Knox, Richard Banks, Lyndal Rutgers, Doug Talbot, Alvin Lau, Van Allen, Anne Irvine, Kelly Stephen, Mark Chambers, Joanna Nicholas, Abby Futcher, Mel Slavin

Minutes recorded by: Lyndal Rutgers

1. Welcome

Meeting opened at 7:04 pm with welcome and acknowledgement of country from Abby Futcher.

2. Apologies

Liam Reid, Josie Simpson, Victoria Lush, Ariana Davis

3. Previous Minutes

December 2018 – Minutes accepted (Proposed: Mel Slavin, Seconded: Joanna Nicholas).

4. Actions Arising

Nil

5. Correspondence

Nil

6. Principal's Report

6.1 Canteen

There have been a few teething problems with implementation of the new external canteen provider, including timing of deliveries for break time, which seem to be settling down. The school has also provided feedback re: environmental sustainability of the current packaging. Maria is meeting with Kirsty from The School Canteen this week to discuss possible changes – they are keen to build the relationship and work with the school.

6.2 Funding request from Ms Pauline

Ms Pauline expressed her gratitude for previous financial support from the P&C to the Environment group. To further their initiatives, Ms Pauline is requesting funds:

- to purchase tubs for each classroom to enable recyclables to be collected and transported to the large bins in the playground: 15x\$7 – \$105;
- for replacement classroom compost bins, as some have broken: 3x\$10 – \$30;
- for a scooter rack which would hold 12 scooters, to be placed near the library with the replacement bike rack: \$300; total \$435.

Van noted that there are approx 10 60L tubs in the canteen remaining from classroom deliveries which may be suitable. Approval was given for the additional requested funding.

6.3 Air Conditioning grant

Applications for the government funded air conditioning grants have to be submitted through the school – Maria and Jason have been working on this, and the process has begun, with applications for this round closing 19 April.

7. Finance Report

- There is around \$106K cash at bank, which is reduced to \$18K given provisioned spending: playground upgrades, readers, IT for new classrooms and STEAM, and \$13K band money. Including

the a/c provision (see 8.1 below), and approved spending from the meeting, this is further reduced to \$2K. NB: funds raised by 2018 BFR haven't been received yet.

- IT Levy 2019 - \$82 / child; historically this has 98% take up, and given 381 students the projected income is \$30K. It is noted that 5 IWB are due to be replaced, which will effectively use this money.
- 2019 Voluntary P&C levy – has been \$150 / family for a number of years, although actual contribution amount is discretionary, typically 100 families contribute. Ideas to increase the take up rate, or overall amount raised were discussed, including increasing the suggested levy to \$180 for 2019 (although no change to the lowest option provided on flexischools), suggesting additional payments for multiple children in the family, and changing the marketing. Marketing ideas included changing the levy name to 'Voluntary fundraising levy'; changing the graphics; implementing a short timeframe for marketing the levy (with a payment 'deadline') and increasing the number of communications in this timeframe; and sending home physical levy notices via a school bag drop.

8. P&C Goals and Issues

8.1 Cool School Options

- As well as applying for Govt funding for air conditioning, Jason has met with Built onsite, and compiled the main options (considering the main building only at this stage):
 - Insulation** (\$4.4K): Built have identified that there is some sarking insulation under the corrugated roof, and additional ceiling insulation would not be effective due to the design of the building, which is triple brick construction – heat trapped in the building would be further retained without air conditioning.
 - Ceiling mounted a/c cassettes** (\$45-50K): Built's suggested most effective option is 5 ceiling mounted cassettes (one in each room) with playground-side condensers at maintenance height (2.5m). This has been done at Waverley Public, and found to be effective. Built assessed the existing electrical circuitry to be adequate to support this increased load. (NB: DOE will require Spotless to come in and assess electricals before any work can be conducted, at our cost.) As well as installation costs, the increased electricity usage to run these units is estimated at \$75-100/day – a plan would need to be put in place to ensure the units are only used on the hottest of days, not all year round, to contain the cost. Maria to contact Waverley PS to ask how they manage these costs. The condensers may last 6-8 years, and annual servicing costs should also be factored in. If this option is selected, annual provisions will need to be made to allow for maintenance / replacement.
 - Wall-mounted split systems** (\$34K): A budget a/c option
 - Commercial grade fans** (\$1K each): the current domestic fans are ineffective given the ceiling height. These may be complementary for level 2 if a/c installed in level 3 to assist moving the air. As a standalone approach these could be combined with an extraction system in the hallway, to move the hot air out of the classrooms (\$25-30K total). Financially these are achievable for all classrooms at current fundraising levels.
- During the site inspection, a large pigeon infestation was found in the ceiling space – this has been raised with Assets as a significant hygiene hazard. The school pays the initial callout fee (\$500) for inspection / assessment, and then Assets will pay for remediation.
- Next steps: set aside \$15K provision towards future installation. NB: we will need to allow for overruns over time, as costs will increase. Also, the classrooms in the other buildings will need to be considered. September meeting – assess how Government funding application is progressing, and decide on future direction. Rob noted that an affordable interim option may be to purchase

smaller portable units (approx. \$1K each) to alleviate the heat on the hottest of days, particularly until any govt funded options are installed.

- **A huge vote of thanks was made to Abby and Mitch Fatcher for their generous time, advice, and offer of project management for installation. Thank you!**

8.2 Welcome Drinks 2019

Plans are well underway, the main aim now is to get people to buy tickets – class reps have been asked to advertise personally. Sue has worked hard approaching businesses for vouchers for the silent auction: out of 80 businesses who have donated previously, 15 businesses have gone, and 15 have apologised due to financial pressures. She has currently collected \$4K worth of vouchers.

Communication through classes has been difficult – many parents haven't provided their contact details to class reps, so class messages can't go out. Sophie will draft a Skoolbag communication for parents re: the class rep system. Maria will send out a general message re: the drinks night. Is it possible to directly email previous attendees? Rob to investigate. Kelly Stephen offered to compose an email to other OC parents encouraging them to attend.

8.3 Election Day

Jennifer Hsieh to coordinate the cake stall; Cliff Philipiah to coordinate the bbq.

8.4 Hall Storage

Deferred to April meeting

8.5 Insurance

An additional \$375 has been paid on our policy, to cover the uniform inventory (current \$25K value).

8.6 AGM Membership

Memberships forms are available for new members. It was noted that all of the executive roles will be vacated at this meeting, and most of the current executive will not be standing for re-election. An AGM communication will be sent out to notify the school community of this. It was clarified that if nobody stand for election and the office bearer positions remain vacant for too long, the P&C committee would have to be wound down, and any remaining money has to be disbursed to likeminded organisations.

8.7 Town Hall Booking for December

Lyndal applied to book the Town Hall for the Year 6 Graduation and Celebration of Learning on 16 & 17 December, on behalf of the school. At this stage we have been advised that the booking fee is \$1650 plus \$1000 deposit, and we are not eligible for the reduced fee for community groups. Sophie will draft an email for Maria to send to Council clarifying that this is a school booking, and requesting them to reconsider. In the meantime, Lyndal was approved to confirm the booking (which expires Thursday 7th March), and pay the booking fee if required.

10. Events Calendar

- Welcome Drinks – Friday March 22, Week 8
- Election Day BBQ & Cake Stall – Sat March 23
- Mother's Day BBQ – Friday May 10, Term 2; Chocolates
- BFR – Sunday 10 November

11. OOSH Report

- ESC are implementing a new computer system, which means reports will be easier to provide
- Difficulties getting in and out of the hall at 8:30am – it was noted that the music ensembles who practice in the hall from 8:30am are starting late, which has caused some parent disgruntlement. ESC are currently doing their roll call in the hall prior to 8:30, to keep ESC kids separate from non-OOSH kids who have arrived in the playground. As there are many more children enrolled in before

school care this year, it has made vacating the hall by 8:30am for other activities difficult. To ease this pressure, it may be possible for the smaller string ensembles to meet in the library.

- It was noted that although the ESC licence states that they have usage of the hall until 9am, some leeway is needed between different groups within the school community in order to use the hall at the same time, and ESC has been working to provide this. Thank you to Kate, Jackson and team.

12. Any Other Business

- Anne Irvine and others planning an event in Term 2 - approval was given for limited expenditure (up to \$500) before the April meeting, if needed for bookings etc.
- BFR – it was suggested that a save the date be sent out so families can plan to attend. BFR are planning for Fun Run Freddy to come in and meet the Kindy kids, and hand out small t-shirts (leftover from last year), to engage the new students with the event.

Meeting closed 8:52pm

Next meeting: Wednesday 6th March at 7.00pm in the staffroom. All welcome!