North Nowra Public School

General Meeting - 2 May 2012

Meeting Opened: 7:07pm

Attendance: Jodie Gibson, Tania Hardy, Raelene Collins, Robyn Johnson, Julie Gardner, David Whitehead, Tracey-Lee Hodge, Jennifer Mellington, Tracey Mudditt, Jodi Bruton, Donna Stubbs, Jane Gilkes, Katie Kay, Shane George, Julie Ashby

Apologies: Tina Smart

Previous Minutes: Moved: Tania Hardy

Seconded: Jane Gilkes

Correspondence In: Photo Fundraising

Term 2 and Term 4 Sponsor responses - Dymocks, Shoalhaven City Lanes, Sportspower, Roxy Cinema Complex

Correspondence Out: Letters of request for sponsorship from above businesses

Business Arising: School Banking - 25 children have signed up. The Commonwealth Bank school banking representative will be at school Tuesday 8 May.

Uniforms - Nil to report

Welcome BBQ - David Whitehead and Katie Kay will meet after Mother's Day to develop a plan to put before the committee at the next meeting.

Breakfast Club - Will be running Tuesdays and Thursdays starting 4 May. Donations will be requested from the school community if required.

Mother's Day Stall - Discussed during the Fundraising Report.

P&C Mission Statement - still requires development.

Book Pack - Ongoing. A reminder was placed in the school newsletter.

Rules for Gardens - Clarification regarding use of gardens for playing will be discussed at the staff meeting on Friday 5 May. Red lines have been painted on the concrete to indicate out of bounds areas.
Treasurers Report: Not complete, however at 31 March Canteen Account held $14,600.00, and P&C Account held $30,500.00 approximately. The April statement is expected soon.

An income/expenditure report is to be provided with the report at future meetings.

Principals Report: Welcome to new Vice Principal, Julie Gardner - Julie introduced herself and provided a précis of her career until joining NNPS. Her ideas for new programs at the school include:

- Student representative council
- Tournament of the minds
- Debating / public speaking
- Conservation awareness, specifically the releasing of rock wallabies in the area
- Aligning the school programs to changes in the curriculum, including 'Learning Continuums'

Changes to Future Education - Further explanation of the 'Learning Continuums' spoken about by Julie, and the requirement to analyse the initiative for impact to the school.

P&C Funds and Accountability - Discussion of the amount of money raised by the P&C over the last 4 years (> $100,000.00), the donations made from the P&C to the school since 2008 ($57976.56), and the current balance of the P&C bank account.

School Plan (tabled) - This is a developed from the evaluations conducted in late 2011, and will be in effect for the next 2 years. It is a 'living document' that will be amended and updated as required during its life.

Middle School (years 5 to 9) Transitions - Matrix received from Dept of Education; needs to be considered in future planning for NNPS.

Professional Learning - In the last month:

- No Gap: No Excuse
- ISER Spelling Review
- Responding to Allegations Against Employees (child protection)
- Domains and Focus Areas for funding support
Australian Curriculum Update

Managing Employee Performance and Conduct Issues

Every Student: Every School - Program for children with special needs. Meeting being attended Wednesday 9 May.

Performing Arts Program - Being developed in two groups - K-2 and 3-6. Band is starting up, with some tutoring to begin Monday 7 May.

NAPLAN Dates - 15 to 17 May

Australian Early Development Index - Data being collected for allocation of resources.

Canteen Report: Not available.

Fundraising: Mother's Day Stall - Helpers are needed for the stall - flyer going home asking for assistance.

Ideas needed for $1 / $2 gifts

Live plants will be available for purchase - these can be stored at the school and collected on the Friday afternoon.

Easter Raffle - Approximately $800 was raised.

General Business: P&C / Canteen Laptop - Three quotes are required. Assistance / guidance to be sought from Greg Lloyd.

- Action: Three separate quotes are to be obtained and presented for consideration.

Rosemary - Suggestion to plant rosemary plants in the garden for use by students at events such as ANZAC day and Remembrance day.

- Action: Cuttings are to be brought in to be cultivated for planting in the kitchen garden.

PBS at Monthly Assemblies - Separate PBS assemblies are held on Thursday afternoons.

Daily Reminder Assemblies - Regular daily assemblies are no longer held, and are not going to be reinstated. Special assemblies are held if there is a requirement to focus children about upcoming events.
**Behavioural Learning Centre (BLC)** - BLC is no longer used, rather changing behaviour through the PBS program is used. Detention is still available if needed; it is supervised and counselling is available. The Dept of Education requires a register be kept for students undergoing detention, and that parents are informed.

**School Representation at Bomaderry ANZAC March** - There was not a good representation from the school at this year’s march. Tania Hardy marched with the school as the P&C Representative.

**Drop Off Zone** - An assessment / evaluation on how well the zone is working is to be undertaken by Roads and Maritime Services on 10 May. The issue of parents parking in the turning circle was raised again.

**Canteen Manager** - It has been suggested that the Canteen Manager is not committed to the school. This has upset many people, the Canteen Manager included, as she puts in many hours above the 25 hours per week that she is employed to work, and also has taken on tasks outside those of running the canteen. The drafting of a letter of Apology was discussed, but no decision reached.

- **ACTION:** The P&C President is to discuss the matter with the Canteen Manager.

A duty statement for the Canteen Manager is still required.

**Kinder Playground** - Is not being utilised during break times any more.

- Kinder Playgrounds are not consistent across schools
- Some of the equipment does not meet WHS standards for schools
- It is still used during class time
- The use of the Kinder Playground impacted the use of staff available for playground duty for the rest of the school.

The digging in the kinder playground was to fix the connection of the plumbing to the MC classrooms, which was going into the storm water.
New Seating at Front of School - The seats have been installed to facilitate parents picking up children at the end of the day.

- An option to put seating in the COLA was suggested; care has to be taken as this is also a playing area.
- Shade / rain protection for the seating was raised. This is recognised as a future need.

- It was suggested that children be picked up by parents after peak bus times.
- Walkers are supposed to wait until after the bus lines have cleared, but this rarely, if ever, happens.
- Lack of pedestrian crossings - Why doesn't the school have any? Are they prohibited by the width of the road? Clarification to be sought from Roads and Maritime Services when they do the drop off zone review next week.

School Photos - there is no known return date for the photos that were taken in March.

- **ACTION:** Ms Ashby to follow up.

Teacher Involvement in P&C Meetings - This was suggested as a way for teachers to address issues relative to the meetings.

Lack of Parent / Teacher Contact with Pick Ups from Front of School - The changes to the policy of allowing parents to collect children from the classroom was discussed. There are a number of reasons for the policy shift, including child protection, and teachers being verbally abused by parents.

- Parents have the option to set up meetings or have phone conversations with the teachers, to discuss their child.
- If there are issues with a child throughout the day, the parent will be contacted regardless.

The supervision of children to the gate for after-school appointments was raised.

The change will be a gradual one, and notification will be given of the transition. Methods of notification were suggested, including newsletters, school web site, and assemblies.
Previous Minutes - There is a requirement for previous minutes to be available to the school community. Copies of the signed minutes are to be provided to the front office. A copy is also to be emailed for placement on the school web site.

P&C Newsletter - An A4-sized newsletter is to be sent out once per term. It will include a 'who's who' on the committee, as well as important committee information, such as upcoming events and meetings.

P&C Account Signatures - New signatories are required for the P&C accounts as soon as possible. A new signature sheet is to be obtained, completed, and returned to the bank.

Ratification of Emergency Canteen Sub Committee Meeting - After the Easter Hat Parade and raffle draw (5 April 2012), an emergency meeting of the Canteen Sub Committee was convened to discuss payment by cheque to the canteen manager. As the bank account signatures had not been updated, the only members available to sign cheques for the P&C are the treasurer and Canteen Manager. As it was not considered to be fair on the canteen manager to have to wait until the bank accounts had been updated before she could get paid, it was moved (Jane Gilkes) and seconded (Jodie Gibson) that on this occasion the Canteen Manager would be able to sign her own pay cheque.

The minutes of that meeting were tabled.

Approval is sought at this meeting to ratify that decision.

- MOTION: The minutes of the Emergency Meeting of the Canteen Sub Committee be accepted.
  - Moved: Tracey-lee Hodge
  - Seconded: Katie Kay

Next Meeting: Wednesday 6 June
Meeting Closed: 8:52pm

D. Whitehead
President.