

MINUTES OF P&C MEETING
Tuesday 10th April 2018 – at 7pm CCPS Staffroom

PRESENT

Jeanette Cope, Tom Huckerby, Daphne Goh, Gudny Thora, Clare Dunstan, Keith Bentwitch, Margie Byran, Susan Buda, Harriet Hill, Susie Jacobs, Anne Layton-Smith

APOLOGIES

Susannah Gallagher, Chris Cowley, Bernice Winoto, Trent Moses, Jane Godfrey, Alison Cowley, Catherine York

MINUTES FROM PREVIOUS MEETINGS

Minutes from the P&C meeting on 13.03.18

- Moved by Daphne Goh
- Seconded by Clare Dunstan

MATTERS ARISING FROM PREVIOUS MINUTES - Tom Huckerby

- President & Office Bearer to sign constitution- Actioned
- Signed bank copies of out-going and in-coming P&C Presidents
 - o Chris ok, Harriet
- Grants - C.Cowley update on meeting with Craig Ireson
- Ref: J. Cope's School Out of Hours

"Students in the school during Out Of Hours. Legal Branch has been in discussion with me over issues I raised concerning students and community who use the grounds out of school hours, on weekend and in the holidays. It is still an on-going matter and Legal Branch will get back to me to see with answers to my questions and further advice that may lead us to a way forward. There are a number of complexities to consider apart from legalities and liabilities."

PRINCIPAL'S REPORT - Jeanette Cope

1. Our first **wellbeing forum** was held on the 3rd April from 7:00 - 8:30pm. The topic was the Who, What, When and How of Wellbeing and was fairly well-attended with 34 parents joining us (though 47 enrolled). The panel presenting consisted of myself, Margie Byrom (Learning Support Team), Anne Palmer (Student Welfare), Gail Zinn and Sandra Scott (School Counsellors). Thanks to all involved, particularly Bernice Winoto for all her assistance behind the scenes. Topics included:

- Wellbeing in schools
- How wellbeing is embodied at our school
- Who is responsible for wellbeing
- Our policy and resources we draw on

We shared information about some of our current programs such as KidsMatter, Bounce Back and You Can Sit With Me, so that parents gained a deeper understanding about how these programs work.

Importantly, we shared the importance of a comprehensive whole-school approach to mental health promotion, prevention and early intervention when issues arise.

Given the significant influences of the family and the community as well as the school, we need a strong, united and collaborative approach to make further gain on what we already do.

2. The **Tell Them From Me survey** was completed by students in Years 4, 5 and 6. Having just received the results that day, we showed some at the wellbeing forum as an example of what the students were

asked to respond to around social-emotional engagement. We are currently looking at the results and have compared them also to the last surveys done and are pleased to see an upward trend on almost every aspect, though it is to be understood that we are comparing different cohorts. The survey data can help schools:

- understand students' perspectives on critical aspects of their school experience, such as social and institutional engagement, wellbeing and exposure to quality teaching practices
- provide evidence of areas of strength to support self-assessment and reporting
- engage the school community in discussions to identify strategic directions for school improvement
- establish quantitative improvement measures and help schools track achievement against them.

3. New school website (Susie Jacobs): All DET schools are being switched over to a new website platform from Adobe. Training has been completed and the school is in the process of working with a digital producer from the DoE in migrating the current site over to the new platform. The new site will be easy to navigate and streamlined. The new site will be live from the middle of Term 2.

4. **The Shell:** evaluation of tenders has been done and a contractor chosen. Currently the financial status of the contractor is being checked – evidence of appropriate funds for contract of this size - must be robust enough to handle the cash flow of the project.

ACTION:

- School Out of Hours - no updates, still on-going. J.Cope to update.

TREASURER'S REPORT - Harriet Hill

- Balance of accounts as at 8 April 2018:
 - Main Account: \$71,968.03
 - Saver Account (Building Fund): \$2,533.40
 - Band Account: \$57,241.89
- Profit and Loss and Balance sheet reports to 31st March have been provided.
- Main account balance includes:
 - \$2,533.20 being held in trust for year 6 2017 gift to the School.
 - \$1,250.00 being held in trust for year 6 2018 gift to the School.
- In February P&C were invoiced with an outstanding bill of \$375 from Castle Cove Golf Club for the year 6 2015 graduation event. Payment of this bill makes way for P&C to access this venue in the future. Graduation funds collected from Yr 6 2015 families the cost of this bill.
- 2016 and 2017 Audits are nearly complete. All requested documentation was submitted by mid March and reviewed. Further queries were received from Camphin Boston on 4 April and we are in the process of responding and making appropriate adjustments.
- P&C Voluntary fees of \$295 per student have been invoiced by the school with the Term 1 Account. P&C to now invoice the school to have these fees transferred to P&C account. Yumiko advised (2 days ago) ~ \$86,000 (last year Term 1 ~\$92,000)
- School to issue first invoice to P&C for Teaching Support \$90K as budgeted.
- December BAS was lodged in February and refund of \$1,917 was received on 5 April.
- St George forms for authorised bank user changes - collecting final signatures and lodging with bank by 13th April.
- Multiple cocktail parties have seen funds in for tickets and funds out for catering and expenses. These events are continuing to break even as planned.
- All disco and sushi day funds have been received and expenses reimbursed.
- Mid Year Function planning has commenced and costs are beginning to be paid. One of the largest costs for this event, Galabid online Auction platform has been paid (\$2,200).

Action Items:

- Finalise audits (Harriet Hill, Christine Kelly).
- P&C to invoice CCPS for transfer of Voluntary P&C fees collected by school on behalf of P&C (HH; Yumiko).
- CCPS to invoice P&C for \$90K in teaching support (Yumiko; HH). (\$40k technology support, and \$50k teaching support)
- Lodge authorised bank user changes forms with St George Bank (HH).

SPORTS COMMITTEE REPORT - Jane Godfrey

no updates.

COMMUNICATION, FUNDRAISING & SPONSORSHIP REPORTS - Susannah Gallagher

The final profit from the sushi day was \$1153.

The Year 2 Cocktail party was held on Saturday 17 March; thank you to Alison Macris and Miles Sowden for hosting this in their home. Thanks to Anita Kean for all her work on this event.

The Year 1 Cocktail party was held on Saturday 24 March; thank you to Edwina and Andrew Higginbotham for hosting in their home. Thanks also to Sophie Sherrard for her work on this event.

The Year 5 Cocktail party was held on Friday 6th April; thank you to Stephanie & Derick Borean for hosting this in their home. Thanks to Jane Graham, Stacey Allert & Stephanie Borean for all their work on this event.

Year 4 cocktail party is coming up on Saturday 5th May at the home of Tom & Kim Huckerby.

Still no response from my visit & messages at the Castle Cove Golf Club regarding holding events there.

The mid year function will be held in the School Hall on Saturday 2 June 2018. This will be a fun trivia night with a Mexican Fiesta theme. The committee are making great progress and invitations/registrations will go out early next term. Caterers have been secured and themeing is well underway. Georgina Varney is managing the online auction which is a big job.

We got a great response from the facebook requests for donations – both on the CCPS and Willoughby Living pages which is fantastic. We are looking at offering in- school opportunities such as Principal or Librarian for the Day, mufti day for your class and many other opportunities. We are also doing a school-wide raffle with incentives for the kids to sell tickets, lucky door prizes and lots lots more!! Raffle tickets to go out week 1, Term 2.

To date the total fundraising from events for the school is: \$6,080.00

ACTION : Daphne to update oliometer on P&C website with fundraising amount - ACTIONED

BAND REPORT - Gudny Thora

- Students want an intermediate band, and students want to participate in both bands
- Planning underway this weekend.
- Struggling to fill the percussion part for band camp
- 2 buses required this year for some savings
- According to C. Kelly, on target for budget. last Sunday of month, aiming to get out schedule by before holidays.

- All bands will be on FATHER'S Day (without need for split out on days) . Already been communicated to families.
- New intermediate band master : Maddie Shearer well received by all.

CORRESPONDENCE

Correspondence (agenda, reports and uploading onto website) collected and distributed accordingly.

Dinner vouchers for fundraising with H.Hill

Wellbeing Sub-Committee: 'Wellbeing Workgroup'- Bernice Winoto

On Tues 3rd April we held our first Wellbeing Forum, thanks to the work of Jeanette Cope, Anne Palmer, Margie Byrom and the Wellbeing Workgroup – a sub-committee of the P&C: Natalie Parsa, Kim Huckerby, Erin Mitchell, Jacquie Riddell and Bernice Winoto.

The school drove communication on the forum in the newsletter and it was also promoted on the CCPS Facebook page, as a result we had the following outcome:

- Registered: 42 parents / carers
- Attendance: 34 parents + specialist panel of 5 + Bernice
- Child minding: 4 families registered for child minding.
 - 2 families signed in with a total of 4 kids (1 was 1 family with 1 child, the other family had 3 kids)

There was some communication on the afternoon of the forum about insurance cover for utilising TKC for child minding during the forum. Future usage of TKC for child minding during future forums needs to be finalised.

Content covered was a good introduction to the Why Who What Where How of Wellbeing at CCPS. There was healthy discussion along with Q&A during the session. Some good suggestions were offered and have been noted, and we will now work through next steps of actions arising from the forum.

Thanks to many of the P&C members who attended the forum. We look forward to building on the positive foundations laid.

ACTIONS:

- 1) Bernice has summarised the suggestions and proposed actions from the forum with Jeanette & her leadership team – this will be worked through in due course.
- 2) The Wellbeing Workgroup have assumed responsibility for 2 of the actions:
 - a. Wellbeing Forum #2 – a practical enablement session for parents to drive a better understanding of a program at school (e.g. Bounce Back) and drive a better understanding and therefore more shared language around wellbeing at home & school. This will be done in partnership with Jeanette and her team.
 - b. Consider how to best share wellbeing information with parents who may be interested but unable to come to a forum
- 3) Finalise status for insurance liability for child minding at future forums, if we decide to continue to offer this service.

OTHER BUSINESS

Working With Children Check- Alison Cowley

WWCC's are progressing well. I have verified as cleared all volunteers, with supervisory contact and employees of the P&C who have provided relevant details. Information on WWCC cleared individuals is up to dated and documented in the P&C google drive.

ACTION : J. Cope to sign updated WWCC policy - ACTIONED

PA System

Do we need a new PA system, or is it the usage of the system ?

In Sound system - can we use wireless ?

C.Dunstan raised that year 6 students may want to have a voice in how they want to contribute to their school leaving gift, may/ may not necessarily be PA system.

ACTION : J. Cope to assess the state/ if this useable or if we require a new system.

Shell Grant Update - Clare Dunstan

Per J.Cope's note on Shell.

ACTION : C.Dunstan to see 2 office bearers for sign off. by 16 April (30 April hard deadline)

Wardrobe for School Uniforms - Catherine York

H.Hill ok for up to \$200, C.York to go ahead with this spend with discretion.

ACTION : C.York to go ahead with spend and provide H.Hill receipt.

2018 Vice - President, Tom Huckerby, closed meeting.

Meeting closed at 8 pm

Next Meeting: Tuesday, 1st May, 2018 7pm in the Staff Room
