

Brooklyn Public School P&C Association Meeting

Tuesday 5 April 2016 from 6.30pm
Brooklyn Public School Library

Minutes

Attending: Ingrid Segovia, Alan Barrett, Mark Agnew, Morven Cameron, Jodi Thiessen, Kate Glenn, Natascha Arens, Karina Khairuddin, Di Bowles, Katrina Roberts, Leanne Houlcroft, Sophie Davis, Alan Barrett, Sonia South, Sarah Clancy, Dianna Aitken, Deb Ashford.

Apologies: Sue Hanson, Skye Bower, Jessica Rayner

1. Opening & Welcome
2. Adoption of minutes of meeting held on Thursday 3 March 2016
Moved - Di Bowles
Seconded - Kate Glenn
3. Business arising from previous minutes

Subject	Action	Who	Status
Covered Outdoor Learning Area (COLA)	See information included in the following minutes; Items 4 – COLA Information and Update Item 5 – President's report Item 8 – Principal's report	Principal	Open
CAP Activities	Update the instrument library inventory.	Catherine	Open
Donation request letter	Draft donation request completed. Timing for distributing and items to be specified to be considered at the next meeting	Principal/P&C	Open
Bathrooms	Requested quote for new taps, moving plumbing. Will get paper towel	Principal	Open
By-Laws	Transferred to Ingrid Contact P&C Federation regarding updating our By-Laws	Erika	Open
Touch typing	To review options of learning QWERTY in Primary	Principal	Open
Bus subsidies	Agreement is half the cost of 1 bus per class each year. <ul style="list-style-type: none">• Opera House• Wharf Street• Glenn Street Approved	Principal	Closed
Approval of annual expenses	Meeting on 3 March 16 identified that annual expenses should be considered at pre-approved at the next meeting. Approved via the Treasurers Report (Item 6)	Treasurer	Closed
HRCC	The P&C asked for clarification of the	Secretary	Closed

	<p>'24 hours' Is it 24 hours i.e. 7am the previous morning, or by close of business the previous day?</p> <p>RESPONSE FROM HRCC:</p> <p>The 24 hours stipulated in the reviewed Before and After School Care Policy you were sent has now been changed to state “ by close of business the day prior”. Parents have until 6pm the night before to give notice if their child will be attending before school care. Please feel free to offer feedback. I will wait for any comments before we finalise the policy changes. I do feel that is adequate time, keeping in mind the teacher to child ratios we have to adhere to. Again if there is an emergency we are more than happy to accept children without notice, however having Before School Care at HRCC now we need to ensure that we meet with our licencing conditions and do not exceed the number of children on our premises at any one time.</p>		
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4. COLA Information and Update

NOTE: the Principal's report included in the minutes was prepared prior to the meeting summarised below.

A meeting was held prior to the P&C Committee meeting which was attended by Dianna Aitken (Principal), Ingrid Segovia (President), Alan Barrett (Vice President), Mark Agnew (Treasurer) and Morven Cameron (Secretary). Mark Glendenning a former school parent who has worked on the project in the past also attended to provide informal advice.

The group walked around the school grounds and discussed the pros and cons of a number of sites. It was agreed that the most suitable site is the one that had been previously agreed to between A Block and the Administration Building.

A number of positives and constraints with this site were discussed.

- The central location is ideal for school events and would provide a strong connection between the buildings.
- The area is already used by students as a play area and therefore they will continue to use the space to play under cover.
- A root map of the large Camphor Laurel may be required.
- The surface will not be flat.
- If necessary, the area could be levelled and the surface improved at a later stage.

- The Bubbler shed would need to be removed and bubblers relocated. Removing the bubbler shed had already been identified as required by the school as this will greatly improve visibility to the playground. It is possible that demolition could be carried out by the school community. Locations for the Bubblers will need to be finalised, it is possible that these could be replaced between the toilet blocks

The P&C moved that they support the location for the COLA between A Block and the Administration Building as was originally proposed. The committee voted for this location unanimously.

Next step is that Diana will contact the Department of Education Assets team to confirm that this is the preferred location and will advise Ingrid of their response. The exact location of the building within this agreed area will be finalised once comprehensive site investigations are complete and plans prepared.

Other ground maintenance issues were discussed including;

- Request for an update on the removal of the remnants of blue soft fall that is still showing under the Camphor Laurel tree.
- A number of other trees around the perimeter of the school grounds are growing larger and may require an assessment and monitoring over the coming years.
- Discussion was held relating to the need to replace shrubs that were removed at the front the school.
- Ingrid offered to work with Diana to coordinate activities such as National Tree Planting Day and other similar days such as World Environment Day into the School calendar.
- It was noted that the school had commissioned a tree assessment/report and that the report should be provided to the school shortly.

5. President's Report

5 April 2016

As P&C President I would like to express my disappointment at the events that have occurred in the last few weeks. My role is a stewardship role to help build relationships between the school and the community.

My hope is that we can learn from this and work together in the future towards the best outcome for the school, principal, teachers, current and future students and parents. We all want the same outcome. The school as a wonderful place of learning that inspires our children to love to learn about themselves and their world.

We believe that the success of this school is based not only on a Principal, or the teachers but also the active parent community that have built services such as the day care and the creative arts programs that make this school unique.

The P&C executive do not support the process that was undertaken with respect to making a decision about location of the COLA prior to this evening.

As documented in item 4 above the executive committee of the P&C met with Diana and Mark Glendenning prior to tonight's meeting. I would like to thank Diana for agreeing to meet with us and to walk around the school grounds discussing possible locations and for being willing to support our request motion for the COLA to be centrally located as originally proposed.

I believe this is a good outcome and one that the school community will feel positive about. I am sure that from this point we can continue to work together to make sure that

the school community remains strong and engaged in working together for the benefit of our children.

Thank you
Ingrid Segovia
P&C President

6. Treasurer's Report
Refer to attachment 1

Treasurer's report was noted with the following amendments;

- Annual expenses were approved,
- An additional annual expense to be included of \$100 per term for the Grounds Committee.
- Dianna identified that providing Bound Year Books was being reconsidered by the school as it may not be the best way to provide a summary of the students work at the end of each year.

Moved Mark Agnew
Seconded Jodi Theissen

Also confirmed:

Treasurer will follow up Band payments and invoices on behalf of CAP in the short term.
Mark will investigate the feasibility of the P&C changing their banking to Bendigo Bank in Berowra and report back.

7. Correspondence
No correspondence has been received

8. Principal's Report – see attachment 2

9. Uniform Shop Report – see attachment 3
Request for additional funds \$1000 to purchase additional winter stock.

Approved

10. Fundraising Committee Report
No report, position of fundraising coordinator is still vacant – Ingrid to follow up.

There are a number of fundraising activities going on:

- a. Trivia – Julia Apperley co-ordinating
- b. Pub Raffles - Julia Apperley to co-ordinate from now on.
- c. Easter Seafood Raffle and Easter chocolate raffles were held and funds raised to be included in the Treasurer's report.
- d. End of term assembly raffles – Kelly Musset
- e. Mother's Day fundraising – Sarah and Ingrid to coordinate
- f. Dianna – tea towels in time for Christmas

Future Action for the fundraising committee investigate additional options for fundraising including the possibility of annual levy per child or per family.

11. Grounds Committee Report
No report, the was discussion around recruiting and reenergising the committee

12. Creative Arts Program (CAP) Report

Wakakiri Organisers – Kate Glenn and Kelly Musset. Request \$1000 for tuition and registration fees.

Approved

13. Hawkesbury River Child Care (HRCC) Report

No report, the P&C committee thanked Natascha and Karina for attending and confirmed that the P&C are committed to maintaining a strong and positive relationship between the school and HRCC.

14. Other business

- a. Brooklyn Recipe Book Proposal (attachment 4) – to be distributed via school bags.
- b. The school have been investigating an app that will advise parents of calendar events, provide advice in emergency situations etc. The cost of the app is approximately \$2 per student per year.
The P&C support the introduction of this app, to be funded via school contributions in Semester 2
- c. P&C enquired whether students could contribute to the Newsletter – Diana advised that this was underway.

15. Close of business & next meeting date - Wednesday 4 May at 6.30pm

It was agreed that meetings would be scheduled for the first Wednesday of each month at 6.30pm, excluding school holidays.

Meeting dates for 2016

4 May 2016	6.30pm
1 June 2016	6.30pm
6 July 2016	no meeting –School holidays
3 August 2016	6.30pm
7 September 2016	6.30pm
5 October 2016	no meeting – School holiday
2 November 2016	6.30pm
6 December 2016	6.30pm