

Brooklyn Public School P&C Association Meeting

Tuesday 4 May 2016 from 6.30pm

Minutes

Please note – Agendas and Minutes for P&C Association Meetings appear on the Brooklyn Public School website

Attending: Ingrid Segovia, Mark Agnew, Alan Barrett, Jessica Rayner, Diana Aitken, Morven Cameron

Apologies: Sue Hanson, Sophie Davis, Kate Glenn

1. Opening & Welcome
2. Adoption of minutes of meeting held on Tuesday 5 April 2016
Amendments - nil
Moved – Mark Agnew
Seconded – Alan Barrett
3. Business arising from previous minutes

Subject	Action	Who	Status
Covered Outdoor Learning Area (COLA)	Refer to Principal's report	Principal	Open
CAP Activities	Update the instrument library inventory. Ingrid to follow up. Mark to prepare final invoices.	Catherine	Open
Donation request letter	Combine with Fundraising Action below.	Principal/P&C	Closed and combined with last action below
Bathrooms	Awaiting quote for new taps, moving plumbing.	Principal	Open
By-Laws	Contact P&C Federation regarding updating our By-Laws	Ingrid	Open
Touch typing	Staff have considered this request and do not consider this to be a priority for the school to deliver at this time.	Principal	Closed
Fundraising committee to investigate additional options for fundraising, including the possibility of annual levy per child or per family.	New action added 5 April 2016	Fundraising Committee/Ingrid	Open

4. President's Report

A big thank you to all our hard working volunteers. For fundraising through raffles, helping in the garden, PSSA and the uniform shop.

Supporting the school/community

Thank you to all the parents that donated flowers and foliage and the parents that helped make the posies and decorate the wreaths for the Anzac Day service. It is important to remember and respect the sacrifices that others have made that has given us the freedom that we enjoy.

Wakakirri is well underway. Thank you to Kate Glenn for coordinating and the parents that lend their time for supervision.

School COLA

By working with Diana Aitken, we were able to satisfactorily resolve the COLA location which was raised as a concern by parents. Thank you to Mark Glendenning for his time taking Diana and the Executive Committee through the grounds and options once again.

By developing the information sheet the P&C was able to inform the school community about the COLA. I feel this was a good example of working together towards a common goal and I think that the community and the school will be happy with the outcome. Well done to all.

Ingrid Segovia

5. Treasurer's Report

Confirmation that signatories have been changed on the accounts to ensure Mark and Ingrid can sign cheques.

Expenses approved as outlined in the Treasurer Report (see below)

Moved - Mark

Seconded - Morven

Uniform shop additional expenditure request for \$500

Moved - Mark

Seconded - Ingrid

\$300 to cover Mother's day

Requested/moved - Ingrid

Seconded - Mark

Treasurer's Report

3-May-16

Category	Cheque Account - Year to Date		
	Income	Expense	Balance
BPS	\$26.00	-\$346.94	-\$320.94
CAP	\$1,295.00	-\$1,000.00	\$295.00
Wakakiri	\$420.00	-\$450.00	-\$30.00
Fundraising	\$834.85	\$0.00	\$834.85
Interest	\$2.62	\$0.00	\$2.62
Sundry	\$0.00	-\$159.00	-\$159.00
Uniforms	\$2,904.00	-\$254.96	\$2,649.04
	<u>\$5,482.47</u>	<u>-\$2,210.90</u>	<u>\$3,271.57</u>

Cheque Account Balance 01/01/2016	\$16,512.75
Funds movement YTD	\$3,271.57
Cheque Account Balance	<u>\$19,784.32</u>

Savings Account Balance 01/01/2016	\$10,515.58
Interest	\$57.05
Savings Account Balance	<u>\$10,572.63</u>

Total Funds In both Accounts	<u>\$30,356.95</u>
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CAP Program

CAP Allocation C/fwd from 2015	\$2,492.86
CAP 2015 Outstanding Student Fees Collected	\$675.00
CAP 2015 Outstanding Student Fees Not Yet Collected	\$300.00
CAP 2016 Student Fees Collected	\$1,690.00
CAP 2016 Student Fees Not Yet Collected	\$225.00
Band fees paid	-\$1,000.00
CAP Balance	<u>\$4,382.86</u>

P&C Annual Expenses 2016

		Paid YTD	
P&C Federation Membership & Insurance - due 1 August	\$650.00		
Bus Subsidy (1/2 cost of 1 bus excursion per class)	\$5,000.00		
Swimming Scheme (approx \$20 per student)	\$2,200.00		
Short Listed Books for Library	\$400.00		
Grounds & Gardens	\$400.00		
EOYA Trophies	\$110.00		
EOYA Mugs - Leaving Families (2016)	\$150.00		
Stamps	\$60.00		
Writers Festival (\$15 per student - every second year)	\$1,650.00		
Music Incursion (Drumming)	\$1,200.00		
Sport jerseys	\$800.00	4/05/2016	\$800.00
	<u>\$12,620.00</u>		

Payments Due

Cater On	\$79.35 Parent Teacher Information Night - Nov 15
Mt Kuring-Gai Village Butchery	\$750.00 Pub raffle meat trays - first 6 months 2016
Brooklyn Public School	\$800.00 Jerseys
LW Reid	\$1,913.45 Uniforms
Trutx	\$550.46 Uniforms
Stichingly Simple	\$176.00 Uniform embroidery

6. Correspondence

1. Email from Di Bowles to Commemorative Grants@dva.gov.au. Confirmation of the acquittal of the Anzac Centenary Local Grant for a flagpole and plaque.
2. Invitation to P&C from P&C Federation.
Details in attached invitation.

Federation Of Parents and Citizens Associations of NSW

Express Engage and Enlighten
State-wide Forums

"Building Capacity in Our P&Cs"

P&C Federation would like to cordially invite your
P&C to attend our forum

Your P&C Association


Upskill	Share information	Gather resources
Ask Questions	Meet New people	Develop Partnerships

Working together to build a strong school community

Solid foundations, gives you a great base to build success



"An Initiative of Federation of Parents and Citizens Associations of NSW
Funded by the NSW Government"



North Sydney Electorate



When: 16th June 2016



Where:
The Forest High School
135 Frenchs Forest Rd,
Frenchs Forest NSW 2086

Time: 7pm – 10pm
Registration from 6.30pm

Light supper and refreshments provided

Registration Open Now!

Click to [Register](#)
For Further information
Call Debbie:
Ph: 1300 885 982
or
email: projects@pandc.org.au
RSVP: 5pm
14th June 2016

Your   

7. Principal's Report

I am very happy to report that all staff and students have returned refreshed and rejuvenated after a well earned break. It never ceases to amaze me how quickly we all transition back into school routines. And it is just as well-we have an incredibly busy term ahead of us!

I received confirmation in the holidays that the COLA will be constructed in the area between A Block and the administration building. Letters to notify community members have been sent. The details of the construction are with public works at the moment. The funding will include the demolishing of the bubbler shed. We look forward to watching this take shape and know that it is a much anticipated addition to the school and it will greatly enhance the educational programs offered.

Staff participated in further professional learning sessions on the Term 2 Staff Development Day. These included conversations about the idea of Expansive Education (Bill Lucas). This is an idea that highlights the need to approach the education of our children for life in the 21st century from many standpoints. Building the character of our students so that they understand their place in the world and the potential for them to have an impact is what we can do in schools. Increasing awareness of local and global concerns, and the need for problem solvers need to be part of the learning we facilitate. We continued having conversations around the benefits of flexible learning spaces and the resources we would need to establish these spaces in our classrooms. All very exciting!!

Discussions about reporting and parent/teacher interviews last term resulted in a change in the timing of our interviews. Teachers are very keen to feedback to parents and carers about student progress. We felt that conducting interviews early Term 2 will allow us to address any important concerns we may have and action strategies that may be necessary to enhance your child's learning journey. As I always say, parents and carers are always encouraged to speak with class teachers whenever there are any concerns with regard to school life. Always nice to hear from parents and carers, too, when you just want to acknowledge the great work teachers are doing in our school!!! As per usual, written reports will go home at the end of Term 2.

The new school management system, LMBR, will become operational from 14 June, 2016. Training has commenced for administration staff and principals and it

will mean some changes to how we have operated in the past. This system will now contain all relevant information in one central location which will be accessible by staff. This means that once information has been downloaded, it will remain in the system and be available for the duration of that student's enrolment in NSW Department of Education schools. No longer will we need to go looking for information from a number of sources. Each student will have a profile that is updated which contains information regarding attendance, wellbeing, behaviour, medical issues, academic achievement, family contacts, financial activity and more! It will be an efficient system that will support teachers as they endeavour to manage the many aspects of classroom teaching.

Staff have continued to discuss our reward system and how to make sure it is meaningful for the students. We continue to award Brookie Kid awards to students during the week. As these accumulate, students receive a pen or pencil (5 awards), a fish to decorate and hang in the office area (15 awards) and a Brookie Kid badge (40 awards). As well this term, we are also have a weekly prize draw which will be a feature of our K-6 Assemblies and Parliament time. We have had many conversations about the Key system and have felt that it has needed a little fine tuning.

Staff have discussed the preference for three expectations of student behaviour as this may be more meaningful for students. The three expectations staff feel students can be encouraged to achieve are *Respect and Responsibility*, *Expect the Best*, *Learn Together*. This brings our behaviour management system in line with the PBEL (Positive Behaviour Encourage Learning) model supported by the Department of Education. Staff now have a common language to use as we address student behaviour and how it reflects the school's expectations.

It is an very busy term for additional learning programs. This term we introduce a music program called *JellyBeans* that will run for eight weeks. It will be a wonderful opportunity for students to extend their music skills and encourage this as a worthwhile pursuit. Tennis begins this term with our expert coaches. This is a fabulous addition to our sporting opportunities. PSSA is back in full swing and I know the students are loving this opportunity to compete against other schools but mostly to be part of a team and work together. We thank parents for their commitment to help with the transportation of students to games.

The *NAPLAN* will be delivered to year 3 and year 5 students in week 3 of this term. The assessment program is just one method for gathering data about student achievement. It is limited only to literacy and numeracy skills so it is important to be reminded of the other key learning areas in which students may excel. The value of art and music and drama and sport are to be highly regarded in the lives of our students and that these learning areas may be the ones that give them the greatest joy and sense of worth. Teachers collect data via many other methods. Teacher observations, conversations, samples of work, student self-reflections, oral presentations, group projects, and other day to day class activities help teachers to make assessments that inform future teaching and learning.

Due to the 'busyness' of Term 2, we have postponed our *Public Speaking Competition* to Term 3. This program will involve dedicating time to writing and practising speeches and staff felt that it may be a little rushed in Term 2. The staff are very keen to implement this program and I know it will be a fabulous opportunity for enhancing speaking and listening skills and addressing English syllabus outcomes.

The school *Art Show* will be held at the end of the term. Penny Broome and I will work together to organise the displaying of students' work. This will be a fantastic opportunity to showcase the talented students in our school and also the many different educational programs that go on in schools.

The 2015 Annual School Report is now available on the school's website. It has been written using a new DofE report template and guidelines.

We all look forward to another term of great teaching and learning but most especially more opportunities to develop the character of our students so that they are truly reflecting our school's expectations.

Diana Aitken

8. Uniform Shop Report

No report. Additional expenditure for winter uniforms approved, refer to Treasurer's report.

9. Fundraising Committee Report

No report

10. Grounds Committee Report

No report

11. Creative Arts Program (CAP) Report

No report

12. Hawkesbury River Child Care (HRCC) Report

No report. Ingrid has agreed to discuss with Karing the most suitable way for HRCC may become involved in the garden, should they wish to do so. It may be possible to nominate or allocate a particular bed or area.

13. Invitation to perform and have a stall at River Reasons – Winter Festival (see attached)

P&C to advise the event organisers that the event is too soon and to thank them for thinking of the School. The School would be keen to be involved in future events with a longer lead time for planning.

Ingrid to respond and Diana to distribute information about the event to parents.

14. P&C Event Calendar

The meeting discussed the possibility for creating an annual calendar that contains key dates. These dates might be events and fundraising activities or key school dates, such as term dates, pupil free days etc.

Jessica Rayner has offered to compile a 'half year' calendar for the remainder of 2016 as a pilot.

The following events/dates were identified as possibly being included.

ANZAC Day	End of term assemblies
Mothers Day	Hot Summer Nights
Fathers Day	Quiz Nights
National Tree Day	Election Day
World Environment Day	Pupil Free Days
Biodiversity Day	Holidays
Harmony Day	

The committee also discussed the best way to involve parents from each class in fundraising activities such as the Monthly Raffles at the pub. Diana agreed that the school can include messages to parents of each class as required to maintain the pub raffle.

15. Other business

Committee discussed how important membership maintenance and succession planning were to the sustainability of the P&C.

Concern was raised about the safety on Brooklyn Road, particularly around the area just off the Pacific Highway.

The committee requested that a letter be sent to the Hornsby Council's Traffic Committee requesting information about this section of road, including any accident statistics and any future improvement and safety plans.

Moved - Alan

Seconded - Ingrid

16. Close of business & next meeting date - Wednesday 1 June at 6.30pm