



## May P&C Meeting Minutes

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**Stanmore Public School – P&C**

100 Cambridge St, Stanmore NSW 2048

**Meeting Title:** May General Meeting      **Location:** Staff Room  
**Date:** Tuesday 15 May      **Time:** 7pm  
**Chair:** Simone Dossetor,  
President

<b>Attendees:</b>	Simone D, Suzy L, Fiona D, Todd C, Anne C, Carol K, Fran L, Kym F, Stephen J, Clare , Cameron W, Blake L
<b>Apologies</b>	Anita T, Kelly S, Matt C, Louise H

Item	Description	Lead Officer
1-3	Acknowledgement to Country President's Welcome. Report from the President. Simone reported that we held a Fundraising meeting. Some P&C Execs spoke at the Parent Information Night. Thanks to Blake Lowry for Mother's Day breakfast. The event ran smoothly and went well.	Simone Dossetor

4	<p><b>Secretary's Report</b></p> <p>The P&amp;C endorsed the minutes of the March meeting (proposed by Stephen Jackson; seconded Clare Jones).</p> <p><u>2018 Actions Register</u></p> <ul style="list-style-type: none"> <li>• Improve Culottes: Fran has requested different culotte sample from Pickles.</li> <li>• Aluminium bottles: Fiona reported that we could order 1000 bottles with printed logo but we don't need that many. Todd pointed out that bottles would need to be easily labelled. Anne suggested that there would not be much demand - if not many sales of bottled water, then even fewer sales of bottles. It was discussed that we should put out good comms to explain reasons behind stopping the sale of bottled water to reduce plastic waste, and give adequate notice. It was suggested that the canteen could make a special order of bottled water if it was needed, though Suzy suggested we should encourage families to BYO refillable bottles. We decided not to order aluminium bottles unless there is some demand from parents.</li> <li>• Reuse/ Recycling Volunteer: There has been no volunteers. It was suggested that we put out a second request on SNIP and send it via class parents.</li> <li>• 40k zone on Trafalgar St, traffic blisters, and traffic monitors: Fran reported that she had received a letter back from council reporting that Traffic Monitors was the responsibility of Roads &amp; Traffic authority (RMS). She said she received information at the end of last term. She said she can redirect the letter regarding the Traffic Monitors, and thought it would be best to be from both the school and from the P&amp;C.</li> <li>• Buddy bench: Fran reported that Caroline Snelling had contacted the people who have agreed to build the benches, however hasn't heard an update since March. Fran said she could contact Caroline, and Simone requested to be cc'd.</li> </ul>	Suzy Leslie
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5	<p><b>Principal's Report</b></p> <p>Mrs Larkin reported there was an Information Night last night in order to provide information to prospective parents, and there will be an Open Morning next Tuesday including a tour of the school and look inside classrooms. She said she encourages everyone with children starting in Kindergarten 2019 to enrol this term as she needs to submit numbers at start of next term.</p> <p>There has been one camp. This year the camps are spread out across the year due to venue availability. There are Year 4 and Year 6 camps coming up soon.</p> <p>This is Naplan week. Stanmore takes a low key approach, "just another thing at school". She said that children do their best when they are not anxious. She pointed out that when results come back children have moved on, and that as it is an assessment at just one point in time it is not entirely reliable. She said that Naplan provides useful info for school in terms of trends, and strengths. If parents have concerns talk to class teacher.</p> <p>Stephen asked about teachers' view of Naplan given recent media. Fran reported that they have reservations about it. She reported that it was based on a system in NY where they found great improvement in first year, however no significant improvements after that, and it has been found that the original improvement was due to teaching to the test. She reported greater concerns regarding the MySchool website which compares schools based on one test. She said that if the results are used like Gonski to support needy schools with more funding then that is positive. She reported that Naplan has caused angst for many families. She suggested that there could be a more effective assessment.</p> <p>Mrs Larkin said that the main ideas for 2018 P&amp;C funding is improving the furniture in the Library. She said that originally fixed bookshelves were built in the centre of the library with computers fixed to the floor on one side. She said they are finding this to be inflexible, and it would be better if the furniture was movable - on castors. She said they would prefer to have wireless technology.</p> <p>P&amp;C members were generally supportive. Fran said that works costing over \$30,000 then involve Assets. She said that she can ask the people who originally designed the library for a quote.</p> <p>We discussed inviting tax deductible School Building fund donations for the library plan. Todd requested cheques and bank deposits would be better than PayPal as 3% fee. Anne requested proper receipts, Todd said these could be made in Zero. Stephen suggested we could have an "Adopt a shelf" model.</p> <p>Todd, Treasurer, requested an invoice for classroom resources, and Fran agreed to supply it.</p>	Fran Larkin
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	<p>Kym Ferrario made a presentation on Project Playground, the playground markings and equipment funded by the P&amp;C.</p> <p>She said that it took 3 terms. She said that in mid 2017 they requested equipment &amp; playground markings to enhance playground experience and options for play. The P&amp;C committed \$5,000, which was then matched by Fran to provide another \$5,000. They developed a wish list by consulting students and teachers. They did research, obtained quotes, made site visits, and looked at other schools. The Thermoplastic order arrived in early 2018. Early on they were not frequently used. They bought 3 equipment trolleys and and equipment.</p> <p>They held a workshop for teachers sharing expectations of new structures, and to encourage children to be responsible, and respectful of equipment. They held a workshop for the Student executive, and they have created a roster, they get out and return equipment, and perform stocktakes. She said 2 weeks ago they started daily messages to classes of videos of teachers playing on markings which increased the children's enthusiasm. They have found that the children are copying games from the videos. The classes can use the markings for learning outside. A parent requested a video be shared on the facebook page, Fran will check if teachers would give permission. Kym showed a video of children at lunch. There are frisbees, basketballs, netballs, footballs, buckets and spades, and the chess set donated by former year 6 group.</p> <p>Teacher feedback has included reduced children out of bounds, that children love them, there are queues for the equipment, new games are played, chess club gives demonstrations, reduced challenging behaviour, children are happy, there are conversations about sharing, and less children who look lost in the playground as they are now using the equipment. There will be a fortnightly incentive if nothing missing in the stocktake, and star cards given for returning equipment. The children will be rewarded with skipping ropes and hula hoops. There will be more Teacher professional learning to encourage using the markings - Maths on the Move program (promoted by Mr Latham), PE, literacy games. The P&amp;C will send out Comms to promote this.</p>	Kym Ferrario
6	<p><b>Treasurer's Report</b></p> <p>See attached report. The P&amp;C currently has \$52,782 unallocated at end of the year. The Art Show made \$1,996 in profit, more than in 2016.</p> <p>Todd asked for \$505.50 (GST amount) to be approved for playground equipment, proposed by Suzy, seconded by Fiona.</p> <p>There are approximately 3 boxes of cookbooks left.</p>	Todd Coleman

8	<p><b>Sub-committee Reports</b></p> <p><b>8.1 Communication</b></p> <p>Written report tabled from Matt Crane. It is important to remember that the deadline to submit information to Communications for SNIP is Wednesday.</p> <p>Matt and Fran are looking to improve SNIP by having a short extract with a link to more information.</p> <p><b>8.2 Music</b></p> <p>The Music Representative is Alexandra Dalman. She requested to speak to the meeting, however was not present.</p> <p>Mrs Larking reported that there had been a external coordinators meeting with Bridget Poon. They discussed the things the music committee could do to support ensemble, and the goal of holding more performances. There is a Music Day planned where the ensembles will practice a new piece, perform for parents, enjoy a bbq, and perform a combined piece. There are some festivals coming up - School spectacular, Burwood festival. Small music ensembles can perform at Nursing homes and library, and we are looking at other opportunities. They will review the instrument pool. There will be a “Bow and Blow” day to allow children to try an instrument, watch children demonstrate the instruments, and recruit for next year. They are happy to perform at the Christmas concert. Stephen suggested an event where music is played in the garden. Fiona suggested the idea of pizza fundraising.</p>	Committee Leads
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### **8.3 Fundraising**

We held a fundraising meeting and some things are happening. The gap identified was volunteers to organise the Big Night Out. Cameron said that he was interested in helping. Anne said that Louise H has been canvassing parents and suggested holding the event in spring for more time, up the ticket price, have class drives, less auctions, and it be an outdoor event. Cameron has previously worked in events and Dj. Previously BNO used Galabid, there are templates with letters, spreadsheet, and prize sourcing was not too difficult last year. This event has the combined goals of social and fundraising.

The School Showcases will be in Term 4 this year. Fran said that late in Term 3 would be good for the school timetabling, for example Saturday 22nd.

Kym suggested the Camperdown City Farm/ Acre as an attractive venue with outdoor space.

Arrangements were made to link Cameron with Louise.

We will give the decision regarding the commission free property auction to the BNO team.

Funding of \$1,000 approved for K-2 Disco proposed by Stephen, seconded by Clare. The disco budget will be spent on the DJ, wristbands, and glowsticks. Fiona suggested not having glow sticks due to the single use plastic waste. Anne said that we would need something to replace the glow sticks.

Funding of \$2,000 approved for Kindy tea towels, proposed by Stephen, seconded by Blake.

We discussed the Fun-run concept. Fran reported the school has alternated skip-a-thon and x, which regularly has raised money for needed technology and so has become the Techn-o-thon. Children dress up for the event.

Suzy passed on the request for help with a poster for the Coin Drive. Anne and Stephen offered to assist. Fiona suggested using the Pic collage app.

We plan to create a calendar for next year's events where events are assigned to each year group.

### **8.5 LOST Property (PLUS)**

While discussing the negative of possibly storing aluminium bottle stock, Fiona brought up that there is long term stock of coloured House t-shirts. We decided to put reminders that PLUS have coloured House school t-shirts available to sell, ahead of the Athletics carnival and future sporting events.

	<p><b>8.6 SAKG</b></p> <p>Fiona reported that a Gum died over dry hot summer, and dropped a branch. She suggested turning it into a Habitat tree. She said there is a good example of a Habitat tree at the Addison Road centre. The council supports habitat trees.</p> <p>Fran reported that the gum was regarded as hazard by the school, and arrangements had been made for it to be removed. The price of this is unknown.</p> <p>Fiona reported to create a habitat tree the poles &amp; wires need to be wrapped with tiger tales (approx \$2,500), three holes installed and two hollows, reduce the tree canopy (approx \$1,700).</p> <p>This idea will need to be discussed further by Fran and Fiona.</p> <p>Fiona said the Stephanie Alexander program wants to hear positive reports about the impact of the program.</p> <p>We discussed the Garden Working bees - the idea of assigning a year group to a each monthly working bee or moving to having twice a year big working bee. It was felt that it might be better if the events are targeted, and we will start wit Year 3 classes.</p> <p><b>8.7 Ethics</b></p> <p>Four classes that shared classrooms now have their own space, which has been a great improvement.</p> <p><b>8.8 Canteen</b></p> <p>The oven door was damaged at the Art show, which is the second time. This is because it is a domestic oven - commercial ovens do not have glass doors. There will be a canteen refurbishment in the next holidays. There have been delays due to Assets.</p>	
9	<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>• The decision regarding the commission free property sale will be passed onto the BNO volunteers/fundraising committee.</li> <li>• Suzy raised the opportunity to send a motion to the P&amp;C Federation AGM. Caitlin sent an email suggesting the topic of Aftercare. This would be along the lines of "That the P&amp;C Fed lobby Dept Education regarding providing adequate After school care and more places available onsite". We need to need to draft the motion. Members present were generally supportive of this motion.</li> </ul>	
10	<p><b>Next Meeting</b></p> <p>The next Stanmore P&amp;C meeting will be on Tuesday 19th June, 2018.</p>	

### Summary of resolutions passed

#### Resolutions

- March minutes passed, proposed by Stephen; seconded by Clare.
- Resolution to approve funding of \$505.50 (GST amount) for playground equipment, proposed by Suzy; seconded by Fiona.
- Resolution to approve funding of \$1,000 for K-2 Disco, proposed by Stephen; seconded by Clare
- Resolution to approve funding of \$2,000 for Kindy tea towels, proposed by Stephen; seconded by Blake.

### Items for actions register

Action Item	Owner	Deadline
Explain reasons behind stopping the sale of bottled water, promote reducing plastic waste, and give adequate notice	Comms	June/ July
Reminders that PLUS have coloured House school t-shirts available to sell, ahead of the Athletics carnival and future sporting events	Comms	Athletics Carnival
Second request on SNIP for Reuse/ Recycling Volunteer and send message via class parents.	Comms	
Redirect the letter regarding the Traffic Monitors from both the school and from the P&C.	Fran & Suzy	
Follow up with Caroline regarding the Buddy benches	Fran & Simone	
Invite tax deductible donations to School Building fund for the library plans, using cheques and bank deposits	Todd	
Obtain quote for Library improvements	Fran	
Promote success of new playground markings and equipment	Comms	
\$505.50 approved for playground equipment	Todd	
Cameron and Louise to plan BNO and consider commission free property sale	Cameron, Louise	Spring
\$1,000 approved for K-2 Disco expenses	Todd	
\$2,000 approved for Kindy tea towels	Todd	
Develop poster for the Coin Drive	Stephen, Anne	Term 2

Create a calendar for next year's events where events are assigned to each year group.	Fundraising committee	End 2018
Habitat tree idea will need to be discussed further	Fran, Fiona	
Hold Kitchen Garden working bees targeting Year 3 classes.	Fiona, Year 3 Class parents	
Draft motion for P&C Federation AGM regarding Aftercare	Suzy, Caitlin	June

May 2018

## COMMUNICATIONS REPORT

### EVENTS

Since the last meeting the website was updated with articles for Mother's Day and the K-2 Disco and order forms created to pre-sell tickets and refreshments. Links were posted to the school's FB page, articles published in SNIP and emails about the events were sent to parents via the Class Reps.

### FUNDRAISING

An order page has been set up for this year's Kindy Tea Towel mementos and an article has been published advertising the Entertainment Book sales via the P&C with a link to the online order form.

### BNO

An article was published seeking volunteers to help organise Big Night Out for 2018. Those interested were asked to contact the P&C via [fundraising@stanmorepublicschool.info](mailto:fundraising@stanmorepublicschool.info) and/or attend a P&C meeting to learn more.

### LOCAL DEVELOPMENT APPLICATION

The school and the P&C were contacted by a number of parents about a DA for a property at 223 Trafalgar St, Stanmore. The property is 300m from the school and there are plans to convert the house into a transitional group home for a drug and alcohol rehabilitation facility. Some parents were concerned about the merits of such a facility in close proximity to the school. It was decided by the Executive that the P&C shouldn't make a presentation on behalf of the community as there were differing opinions within the community about the DA. Instead, an article was published sharing the information, including the contact details of the council department handling the DA, allowing parents to make a presentation, either in support or opposition, on their own behalf.

### FATHER'S DAY BREAKFAST 2017

Some parents expressed disappointment at last year's event because food ran out relatively early meaning parents who attended needed to find breakfast for their children elsewhere. At a fundraising meeting earlier this year, when the subject was raised, there was a suggestion from the organisers that last year's Comms team were partly to blame due to a lack of advertising for the event. To try and identify if there was anything we could learn

from the experience I undertook a full review of all internal communications about the event (see attached).

### **Observations**

1. The initial request received by Comms from the organisers wasn't sent until 8.40pm the evening prior to the final SNIP before the event and only 8 days before the event itself.
2. Upon reviewing the minutes from P&C meetings the event wasn't discussed at any meeting prior to the event.
3. A technical issue with the website prevented the order page from going live for 31 hours.

### **Recommendations**

1. The effectively advertise events Comms require sufficient lead time to create articles and web content. The school office prefer that we add all P&C content to SNIP prior to Thursday each week to give them time to review. However this isn't a hard deadline. From previous experience, organisers should allow 1 month to advertise events successfully.
2. Events should be discussed at P&C meetings allowing feedback from other committees who may be involved.
3. When online order forms are required, organisers should ensure they provide necessary information to Comms with sufficient lead time to allow for form creation and testing prior to an event so technical issues can be identified and resolved without impacting expected marketing timelines.