

TURRAMURRA PUBLIC SCHOOL

P & C Association

Minutes of Annual General Meeting

25 November 2008

AGENDA ITEM		COMMENT	ACTION
1.	Meeting Opened	7:35 pm	
	Attendance	Jane Street, Ros McCallan, Anne Kenyon, Jason Smylie, Michele Barnett, Tim Copping, Andrew de Vries, Archie Johnston, Garth Gum Gee, Craig Rich, Karen Ayling, Mandy Sibbald, Kim White, Julie Thiele, Linda Groundwater, Vivienne Reiner, Audrey Fan.	
2.	Apologies	Toni Van Dyke, Sharon Casey	
3.	Acceptance of Minutes from Previous Meeting	Move to accept: Kim White Seconded: Jason Smylie	
3a.	Business Arising from the Previous Meeting	n/a	
4.	Incoming Correspondence	n/a	
4a.	Outgoing Correspondence	n/a	
5.	REPORTS: President Anne Kenyon	<p>As President of Turramurra Public School's P&C, I have the honour of presenting my report for 2008.</p> <p>This year the major focus for P&C was to work with the school to form a plan for the future so that all fundraising projects were undertaken with a common purpose – i.e. to improve the school for our children. I felt it was imperative that we were all reading from the 'same page' not just this year but in future years to give direction to the changing personnel that will invariably happen.</p> <p>Ideas were invited to be put forward from everyone in the TPS community. We received a total of 46 suggestions. Every single suggestion was discussed by the Strategic Planning Committee based on a number of criteria.</p> <p>The result was a list of the 'top 10 ranked projects' which were:</p> <ul style="list-style-type: none"> - Move top car park (looked into and decided too costly, but new fencing was installed to improve safety) - Fix play equipment (old equipment to be removed & new equipment installed in late 2008/early 2009 – SRC researched and chose new gear) - Level K-2 Playground (complete plan to be developed in 2009) - Fix bubblers (Switch installed so they can be turned off on weekends to save water) - Improve access for prams/wheelchairs (layback installed/new path installed) - Review basketball court (plan for new all purpose court to be installed in 2009 with assistance from Dept. of Sport and Recreation grant – this could generate revenue & provide an opportunity for tennis coaching to be available before and after school) 	

		<ul style="list-style-type: none"> - Fix cricket nets (This will be done in conjunction with installation of new all purpose court and includes a new runup) - Improve rubbish bin system (a number have been trialled – project to be completed in 2009) - Upgrade toilets (School has begun upgrading toilets & will continue in 2009) - Smartboards in Classrooms (One has been delivered to Stage 3 class & three more will arrive in 2009) <p>In conjunction with the school, P&C are still trying to improve the safety issue with regard to traffic around TPS – we have been reliably informed that we are ‘top of the list’ for 40km flashing lights. We are liaising with the RTA, the state government and the local council at the very highest level to improve this situation. And we will keep on pushing this until a desirable outcome is achieved for the children.</p> <p>TPS Website is up and running but continues to be a work in progress and we look forward to improving it in 2009.</p> <p>Thanks must go to the 2008 P&C Executive Committee – Archie Johnston, Mandy Sibbald, Karen Ayling and Kim White for their continuing support and professionalism.</p> <p>I would like to make mention the wonderful office staff at TPS. Every day they are inundated (quite literally!) with queries from students, parents, community members, tradesfolk, and everyone else, and they handle every request with patience, poise and panache. A feat that at times must be quite difficult. So thank you Rose, Wilma and Sue. You are very much appreciated.</p> <p>I would also like to thank Ros McCallan for her continuing expert leadership and for making my job a very pleasant one.</p> <p>And I would like to acknowledge the incredible work that the teachers at TPS do. Every day they educate our kids – both in and out of the classroom and they do it so well.</p> <p>In particular I would like to mention three teachers who we say goodbye to this year – Madame Benrimoj, Mrs Bower and Mrs Homes a Court. We have been so blessed to have had all of you in our children’s lives and we will miss you very much. But we wish you much success and happiness with your future teaching positions.</p> <p>So finally I step down from the role of TPS President which I have enjoyed doing for the last two years. I feel privileged to have been part of making our school a better place and wish my successor much success in this position.</p> <p>Thank you.</p> <p>Move to accept President’s Report: Archie Johnston Seconded: Mandy Sibbald</p>	
6.	<p>Principal Ros McCallan</p>	<ul style="list-style-type: none"> • New Assistant Principal Position: Interviews have been completed and the recommended applicant has accepted the position. We have now entered the ten day appeal period. • Play Equipment: Student leaders ventured to local primary schools to ‘road test’ new equipment & met with other principals and representatives from different play equipment companies. Their findings were discussed with members of the SRC. Children have very much appreciated having the input to choose the new equipment. Several quotes have been received and will be discussed later in General Business. • Multi Purpose Court Grant: Grant application for \$30,000 has been completed and submitted. Submission has been signed off by DET supporting our application. 	

		<ul style="list-style-type: none"> • Best Start Program: TPS to be take part in Best Start Pilot Program for 2009 which is a government assessment program for kindergarten children. Tasks take around 45mins and are a 1 on 1 assessment by the teacher and needs to be completed in the first few weeks of Term 1. Notes will be sent home to new Kindy 09 parents. For 2nd, 3rd & 4th Fridays of term 1, these days will be declared non-instructional days for parents to accompany their child to the assessment while the child is assessed by the teacher in maths and reading. OOSH to be open on these days to support working parents with child care at a cost of \$20. I appreciate the support of OOSH in this venture. The program will be mandatory for all schools from 2010. A small amount of funding comes from being involved in Pilot Program and these funds will go towards further assessments at the end of the year and staff training. • Interactive White Boards: Teachers have commenced training and they have shown keenness and great professionalism in approaching use of the whiteboards. Demonstrations to be given at the first P&C meeting of 2009. • Invitation extended to TPS “Thank You” morning tea on Wednesday December 3rd at 11am in the Library as a gesture of thanks for all your wonderful work. • Thanks to P&C, all teams and committees who have helped throughout the year. It has been a very supportive and positive year for TPS. This school enjoys the support and generosity in time and effort of a great community. • To the executive of the P&C, thank you for being so co-operative to work with. To the outgoing execs, who have given so much – thank you, not only has your hard work benefitted TPS kids but you have also contributed to creating a positive and collaborative spirit in this school which makes it such a great school. Echoing these feelings, I must acknowledge that a significant highlight I believe has been the exhaustive work of the TPS Planning Committee. It has established a united clear direction for TPS which can only benefit our students. We really set a benchmark with this process which is now being followed by others. • To the new executive committee – welcome aboard and I look forward to continuing the great work and partnership the school has with the parent and carers of TPS. Move to accept Principal’s Report: Jason Smylie Seconded: Jane Street 	
7.	Treasurer Karen Ayling	<p>Well what can I say, four years after having my arm twisted I am ready to step down and let someone else have all the fun. It has been a fantastic way to be involved with my children’s primary school life which is now almost at an end and also a great way to have made lots of new friends.</p> <p>During my years we have raised a huge amount of money and have added, in my opinion, great value to the whole school from the kindies to year 6 in many different ways. It’s been an honour.</p> <p>Everyone I am sure is waiting to hear how much the fete raised. At this point I am still waiting for verification of the \$21000 odd thousand that was counted on that Saturday from the bank and I</p>	

		<p>won't have this information until the beginning of December when I get the bank statement but can confidently say it will be just in excess of \$10,500. A great day's work and not just because of the money raised but the fun had by the kids and the community spirit an event like this brings about. A big thank you to my money counters on the day, Kylie Williams, Karen O'Connell and Margot Davis, I couldn't have done it without you.</p> <p>I am unable at this point in time to give a final Profit and Loss but the attached spreadsheet is a guide as at 8th November subject to the banking figure for the fete being confirmed.</p> <p>I would like to wish our new Treasurer all the best and confirm that I will finalise the accounts for 2008 and arrange to have them audited, before I happily hand over.</p> <p>Move to accept Treasurer's report: Kim White Seconded: Audrey Fan</p>	
8.	<p>Band Sharon Casey/Mandy Sibbald</p>	<p>The TPS Band Program underwent a restructure of its six bands this year and included a total of 152 students in three concert bands and three jazz bands. These bands, under the instruction of Tim Roland, had many opportunities throughout to year to perform in front of a wide range of audiences.</p> <p>The Performance Band was made up of Year 5 and Year 6 students who met specific performance criteria. The Senior Band comprised of Year 4 and Year 5 students, and the Junior Band was predominantly Year 3 and any new students who were in their first year of learning their instrument. The additional bands were Year 6 Stage Band, Year 5 Jazz Band and Year 4 Jazz Band.</p> <p>The year began with Band Camp, a weekend where children not only have a lot of fun, experiencing a camp situation with their band friends, but also accelerate their music instruction. This year's camp venue, Crusaders Camp at Galston, catered well for our growing band numbers. After two days of tutorials and band rehearsals, mixed with some BMX riding and other recreational activities, the parents were treated to a concert on Sunday afternoon in the auditorium at Crusaders Camp. As part of the concert, the Junior Band gave its first public performance.</p> <p>The highlight of the year was the production of the TPS Concert and Jazz Band CD for 2008. The Band Committee was fortunate enough to have the expertise of Geoff Swan who generously dedicated a great deal of his time in recording and producing the CD. He worked closely with Tim Roland. The recordings were undertaken both at school and at a live performance at the Hornsby RSL for all bands. The children were involved in an art competition and two of the winning artworks were used in the CD artwork. CD sales have been very positive and have been available at TPS Fair, and other performances from the bands.</p> <p>During the year, the bands participated in the Ryde East Music Festival, NSW Band Festival, Festival of Children's Music and Manly Jazz Festival. There were many excellent results, particularly at the NSW Band Festival where our Junior Band and all Jazz Bands received gold and the Performance and Senior Band silver. The year 4 Jazz Band was also presented with an encouragement award, being a workshop with John Morrison. This workshop was offered to all Jazz Bands in Term 3. They had a valuable experience under his guidance.</p> <p>Throughout the year our bands were given other opportunities to perform to a variety of audiences. All bands played regularly at the K-6 Assemblies, Junior Band visited Montefiore Nursing Home at Hunters Hill, Year 5 Jazz Band at Saddington St Fun Day and all</p>	

		<p>bands performed at the TPS Fair. Performance Band entertained many of the local preschoolers, as well as the TPS students at the Baby Proms, held at TPS. A combined band of Year 4,5 and 6 will join the South Turrumurra Community Carols by Candlelight at Turrumurra High School on Sunday 14th December.</p> <p>Our Performance Band is currently on Country Band Tour on the South Coast. This year the format has changed with the band touring to a greater area and doing a total of 8 performances – some of these are at schools, varying in size, as well as community centres and nursing homes. The children are no longer billeted or workshop with a particular school, but stay in cabin style accommodation and focus on performing at different venues.</p> <p>Next year the band will undergo another restructure due to numbers. There will be four concert bands, Performance (Year 6), Senior (Year 5), Intermediate (Year 4) and Junior (Year 3 and any new to band). There will only be one jazz band, which will be made up of Year 5 and Year 6 students. The Band Program should continue to be strong in 2009. A passionate group of Committee members together with the expertise of Tim Roland, will no doubt ensure our children’s knowledge and enjoyment of music in the future.</p> <p>Move to accept Band Convenor’s report: Karen Ayling Seconded: Craig Rich</p>	
9.	<p>Canteen Lin Groundwater</p>	<p>For the Turrumurra Public School Canteen, 2008 was a year of consolidation.</p> <p>Our main aim as with most years, is to provide a healthy and fun food service for the children and staff at TPS as well as promoting a sense of community within the school. Our ongoing goal this year was to further upgrade the facilities to bring the Canteen in line with Food Safety, Health and OH&S regulations/guidelines as noted in our annual inspections by the Council. We also need to fundraise to make sure we can afford the opening order for the beginning of the year, pay for any equipment that needs replacing and of course to pay our Canteen Manager.</p> <p>After two years of intensive heavy fundraising for the renovation and update of the Canteen we have been able to slow down just a little. It was essential that the Canteen was updated as there were a number of items we needed to address for our yearly inspections eg. Hot and cold mixer taps. We not only have a wonderfully clean bright Canteen but new equipment eg new upright freezer and air conditioning, which is essential on those blisteringly hot days.</p> <p>Just a few of our fundraisers for the renovation comprised of:</p> <ul style="list-style-type: none"> ➤ Two years of Cross Country Zone Carnivals which were a huge amount of work before the day as well as on the day. ➤ Boxed mangos trucked down from Queensland farms ➤ Toothbrushes and toothpaste ➤ BBQ Aprons for Father’s Day ➤ Olympic and Commonwealth Games Meal Deals that run for the duration of the event ➤ Harmony Day Meal Deals ➤ Teacher’s Meal Deals ➤ Open Day/Walkathon which is a great day of yummy food and exercise ➤ Cookie Dough that is bought in tubs and can be frozen ➤ Sushi Fridays ➤ Many Easter Activities eg Colouring In Competitions, Easter Raffle, Easter Bun Fundraiser and Easter Bun Morning Tea 	

- Vinyl and Cloth Name Labels
- Spring Bulbs
- Tupperware

Our usual fundraisers of Meal Deals, Special Morning Teas eg Shrove Tuesday and Valentine's Day, carnivals such as the Sports Carnival and of course our end of term Sausage Sizzles have all worked well this year.

Over the past few years we have worked very hard on the Menus each term to not only include items that are of interest to the children of Turrumurra Public but also nutritionally balanced and yummy. We have also tried to keep costs down where possible. We have organised yummy nutritious soups, moorish hot food such as Butter Chicken and toasted sandwiches that have been added to our Winter Menu. Our Summer Menu includes lighter items such as our delicious "Kid's salad" and wraps. Our Menu keeps improving but always in line with the Canteen Association's recommendations. We are very proud of the fact we are a "Healthy Canteen".

Next year we will be fundraising to complete the Canteen Refurbishment. The last section of Caesarstone needs to go into the serving area and the storeroom needs to be organized to contain all the paperwork needed to run the TPS Canteen as well as basic storage for certain shelf goods eg Vegemite.

We couldn't do all this fundraising with our fabulous Canteen Manager, Jenny Bowden or our wonderful volunteers who work tirelessly to get our meals out on time and still warm for our great children.

Move to accept Canteen Report: Archie Johnston
 Seconded: Mandy Sibbald

<p>10.</p>	<p>Grounds Craig Rich</p>	<p>Many thanks to Ros for her interest and enthusiasm in the grounds, the lunch shelters that have been constructed largely at your impetus and the TAFE involvement. Thanks also to Peter McCarthy for the great work he does.</p> <p>A couple of successful working bees have been held this year and very well attended. Many, many thanks to those who have attended and helped out. We hope to squeeze in another before the year is out.</p> <p>For 09, the rubbish bin/recycling stations are a project that I'd like to see incorporated into the school. Ideas are being gathered and perhaps it's something that TAFE could be involved with once again. More plantings are also planned for next year.</p> <p>Move to accept Grounds report: Andrew de Vries Seconded: Mandy Sibbald</p>	
<p>11.</p>	<p>Uniform Shop Jason Smylie/Audrey Fan</p>	<p>We have had a very busy year - at the first P&C meeting our goal was to introduce an EFTPOS service which was successfully implemented at the end of May. It has proven to be popular and is now a permanent fixture.</p> <p>New half-zip polar fleeces have been very popular. Demand has pleasantly surprised us. Teachers' polar fleeces have been ordered and distributed. Ergonomic backpacks are now available in two sizes. Sales have gone well to date. Microfibre track pants have been introduced and have been more popular than the old style green pants. No further old style sloppy joes will be ordered.</p> <p>Looking to 2009: New cotton girls' tights to be introduced. New girls woolen scarf a possibility. Our intention is to pay for our own refurbishment instead of the annual donation to P&C (see further discussion below in 'General Business').</p> <p>Audrey Fan has tendered her resignation and a replacement is urgently needed.</p> <p>Many thanks to parent volunteers for their help on Wednesday mornings in the uniform shop, along with sincere thanks to Ros & Anne for all their help.</p> <p>Move to accept Uniform Shop report: Julie Thiele Seconded: Ros McCallan</p>	
<p>12.</p>	<p>(i) Election of 2009 Office Bearers</p>	<p>All positions from 2008 declared vacant.</p> <p>Elections:</p> <p>Position: President Nominations: Archie Johnston Move to accept: Mandy Sibbald Seconded: Craig Rich Position of President accepted by Archie Johnston</p> <p>Position: Vice President Nominations: Mandy Sibbald Move to accept: Archie Johnston Seconded: Kim White Position of Vice President accepted by Mandy Sibbald</p>	

		<p>Position: Treasurer Nominations: Karen Windsor, Andrew de Vries Move to accept: Karen Ayling On a show of hands Andrew de Vries was offered the position Position of Treasurer accepted by Andrew de Vries</p> <p>Position: Secretary Nominations: Anne Kenyon Move to accept: Mandy Sibbald Seconded: Archie Johston Position of Secretary accepted by Anne Kenyon</p>	
	<p>General Business</p>	<ul style="list-style-type: none"> • Archie: thanks to Anne for her work and huge commitment, especially with strategic planning. Great job in profiling the school with her PR skills. • 2009 Positions Band Convenor: Geeta Field Canteen: to be announced Grounds: Craig Rich Uniform Shop: Jason Smylie to stay on with the condition that a partner is found. • The need for a second vice president to be addressed at next P&C meeting next year. • Play equipment: Agreed in principal that quotes need to be scrutinised and financial position double-checked. Subject to the financial OK, it was agreed that play equipment option 1 would be purchased and installed following a unanimous vote, subject to a check that no extra expenses are involved. Approval given for additional expenditure to \$30,000 in total. School to pay for equipment and P&C to reimburse less GST. Ros and Archie to address. • Fund raising: Proposal to appoint a fund raising co-ordinator. Suggestion that one of the class parents take on the specific role - perhaps targeting a parent in the primary department to oversee all of the fund raising activities throughout the year. Put on agenda for first meeting of 09. Anne and Ros to address. • Uniform Shop: Relocation: Two quotes received. One just under \$13,000 and one just under \$14,000. Suggestion that P&C pays for refurbishment and uniform shop continues the practice of donating the funds to P&C. School to pay for refurbishment and P&C to reimburse. Move to accept lesser of the two quotes, transfer funds from Uniform Shop to P&C account and move ahead with refurbishment: Anne Kenyon Seconded: Julie Street • Move to review control of sub-committees and review financial reporting to P&C Executive Committee (i.e. income & expenditure statements twice yearly from each committee). Move to accept: Mandy Sibbald Seconded: Karen Ayling • Sustainability Group: Raised by Tim Copping and he started presenting projects the group would be doing and referred to meeting that took place on 18/11/08 and circulated minutes of the meeting. Ros asked if she could reply to a copy of an email sent to her today under the name of 'sustainability committee' and speak of her concerns re-this group's actions. Tim welcomed this. Ros 	

expressed huge surprise at the email as it was very clear from the last P&C meeting that this group had officially disbanded (October 2008), and her serious concerns regarding protocols and procedures of a few individuals making decisions/action plans outside of the P&C without prior consultation. Ros expressed her respect to the individuals and encouraged that P&C meetings was the forum for matters to firstly be discussed, considered and then suggestions put forward to the school. Ros addressed each issue from the email, communications had broken down as conversations were ineffective and she does not reply to offensive emails.

Jane commented that she and other parents objected to the emails sent by this group and found them to be offensive. She raised concerns about why this group had unauthorised access to parents' email addresses.

Ros continued, she acknowledged that the individuals may well have had 'pure intentions' but their misunderstandings and possibly disregard of policy or possibly lack of awareness of procedure as well as protocol was a serious issue. The school called upon the support of the P&C to assist the school with this matter. Ros insisted the following must apply:

- 1) individuals cannot apply for grants on the school's behalf without prior consultation and written approval by the school. To use the school's name to obtain money or product is unacceptable. Individuals cannot take such matters 'into their own hands'. DET has strict procedures and regulations that must be adhered to.
- 2) Individuals will not decide on events for the school to celebrate nor insist the school organise what they deem appropriate. Furthermore, staff at this school (including the principal), are be treated in a respectful manner, including communications via email. The school does not reply to offensive comments.
- 3) Individuals cannot pull plants, shrubs or any matter out of the grounds regardless of their opinions. The choice of matter of 'what' goes into the ground or out of the ground is not a decision made by individuals. This is the school's authority. If individuals continue to pull plants or any other matter out of the school grounds this could possibly lead to legal action.
- 4) Electronic newsletter item was exhaustively discussed at several P&C meetings in 2007 & 2008, this matter was voted on by the P&C to remain as is, just a hard copy, and the school supported this decision. The school will not be re-visiting this issue in the short term.
- 5) Respect was given to the work involved in the grant. The water tanks project was well supported by the school both financially (as it ran well over budget) and in time and effort as the school oversaw several management issues. Tim responded that he was unaware of the extent of this and thanked the school.

Ros expressed her disappointment that these items needed to be aired but as individuals were continuing to show disregard for procedures and protocols or lack of understanding, it is appropriate that the P&C are clearly aware of their actions and assist by encouraging them to follow guidelines. Individuals cannot make school policy, but they are welcome to make suggestions through the P&C.

Tim: World Environment Day: very successful 3rd year of running and students. He attended meetings with Hornsby Environmental Network for Schools (HENS) and discussed issues such as establishing a veggie garden and pointed out that there are TPS community people willing to offer their help and expertise. Achievements during the year included the successful installation of water tanks for the flushing of toilets.

		<ul style="list-style-type: none"> • Archie encouraged all parents to bring their ideas and issues to P&C meetings. • Tim asked for 'sustainability' information be taken off the school's website. Archie asked him to consider this and he confirmed his suggestion. There was general agreement to this suggestion. The school was asked to remove this information and team from the website. 	
	Next Meeting	February - to be announced.	
	Meeting Closed	10:13pm	