

**MINUTES FOR THE  
PENNANT HILLS PUBLIC SCHOOL  
PARENTS & CITIZENS' ASSOCIATION INC  
GENERAL MEETING  
2 FEBRUARY 2021**

**1. OPENING**

The meeting was opened by videoconference by President, Andrew Passé-de Silva at 7.36pm.

Acknowledgement of Country:

"I would like to begin by acknowledging the Traditional Owners of the land on which we meet today. I would also like to pay my respects to Elders past, present and emerging."

**2. ATTENDANCE/APOLOGIES**

**Attending (by videoconference):**

Kate Wasson (Deputy Principal), Matt Pinchbeck (Principal), Andrew Passé-de Silva, Russell Nicolson, Mike Stalenberg, Bec Stalenberg, Christine Kulatunga, Luke Whenman, Aidan Moore, Peta Powrie, Mark Teutsch, Dan Saunders, Mick Wilkin, Emma Faithfull, Tina & Nasser Abraham, Geraldine Cheliah, Janice Le, Rubi & Feargal Westman, Qiang Chen, Julia King, Bernadette Whiting, Sam Martin, Julie Jackson, Tripti Bipin, Elizabeth Fowler, Nicola Lee, Shelly Xu, Lara Shadloo, Melina Donovan, Khosrow Jalali, Tejaswi Matcha, Angelene & Lucas Ctercteko, Carol Huang, Janice Le, Helle Lauridsen, Adriana Carvalho, Carline Serrure, Rosemary Cai, Kristine Fernandez, Chris Muffett, Alexandra Carthey, Nee Trairattanasirikul, Edwina Hinchcliffe, Tracy Reid, Andrew Matheson, Chris Laing, Aayush? Reema?, Monica ?, Cameron ?,

**Quorum present**

**Apologies:** Melissa Griffith,

**3. CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS**

**Motion:** That the minutes of the General Meeting held on 1 December 2020 be confirmed.

**Moved:** Luke W **Seconded:** Chris K **Carried unanimously.**

**4. PRESIDENT'S REPORT**

Report tabled - see attached.

**5. TREASURER'S REPORT**

Verbal report only.

As per previous months, there is not much activity to report and financials for January to be tabled at next meeting.

**6. PRINCIPAL'S REPORT**

Report tabled - see attached.

Q - Edwina H – about school fete and lost funding due to 2020 cancellation due to COVID19 – how are fund affected now? Referred to Andrew P – fete is looking unlikely for 2021 at this stage so P&C executive are looking at smaller events to raise funds – e.g. in 2020 the readathon raised \$6k, raffle tix raised \$12k. Overall the P&C finances are sound so not too badly affected so far.

Q – What projects are coming up? Andrew P – looking at possible upgrade of canteen in conjunction with school. P&C will look to do a survey to understand community's ideas and expectations.

Q – Aidan M – re dance concert – will there be any community engagement through the process of deciding on the event? Matt P – will be a school decision based on information gathered in coming months due to the financial outlay by the school. provided. Deposit to pay -

## 7. DEPUTY PRINCIPAL'S UPDATE

Verbal report only.

Kate W welcomed all the new people at the P&C and advised that she runs the professional learning at the school.

The School Improvement Plan (SIP) starts this year to 2024 with targets to achieve.

2021 – main focus is reading (similar to maths in 2020) with the other focuses being maths, digital tech/STEM & wellbeing. Advised there will be community involvement in decisions about the Wellbeing Area.

Q – Edwina H – how is our education system tracking against Asian countries? Matt P – probably not as well as could be which is why changes are happening. NAPLAN is national assessment and overall PHPS does well in State, but is difficult to compare to overseas.

## 8. SUB COMMITTEE REPORTS

- **Uniform Shop**

Report tabled – see attached.

Luke W – the P&C employ Alison which is taking 4 months personal leave so Siobhan Hancock will cover with Tracey Bryant.

Q – Janice Le – how do we make an appointment? Email the uniform shop direct.

- **Canteen**

Verbal report only.

Canteen finished strongly in 2020 and will start back in Week 3. Still need volunteers for over the counter sales.

Q - Chris K – how do you contact canteen to volunteer? Peta P – use phone number in canteen section of weekly newsletter which also lists the shifts needed and also there is a link on FB page.

Q - Edwina H - can you bring younger siblings onsite? Yes on K-2 site for lunch sales. Q – son having birthday in Kindy and understand that you can't bring food onsite – can you order online from canteen? Yes – you can order a pack of ice blocks for each student in class – through Flexischools.

- **Gardens & Grounds**

Verbal report only.

Chris L - still not able to be onsite and asked if any news? Matt P – will check guidelines to see what P&C is allowed and will email Chris L.

- **Band Program**

Report tabled – see attached.

- **String Ensemble**

No report.

- **Communications**

Verbal report only.

Forms of information through SZ App, School Newsletter (every Tuesday) and FB page. Class parents – 2 volunteers to send out comms – can be general and specific to class. Note out in bags next week so complete form if interested in volunteering.

Comms Team – looking to plan some more fundraising events. It is a small team so any help is welcome – contact on phppandc@gmail.com

Thank you for those helping with Kindy welcome presents.

- **Green Team**

Verbal report only.

Aidan M - call out for volunteers for new members – achieved lots of things last year. Looking for new initiatives in 2021 with a 2 hr catch up each month.

Asked for update on solar? Matt P - no update available.

- **Finance**

No report.

- Chris M - need a committee meeting prior to AGM next month.

- **Building Fund**

No report.

Q – how to pay into this? Chris M to discuss with Mick W. Also need members into this committee.

Q – Janice L - what is the building fund? Established to allow parents to make tax deductible donations to P&C – through building fund. Tax deductible for parents. Can only spend on physical items, eg A/C, smart boards, physically attached. Can do anytime during year.

## 9. CORRESPONDENCE REPORT

See attached.

## 10. BUSINESS ARISING FROM THE PREVIOUS MEETING

- **P&C Business Directory**

Launched last year – update to be provided next month.

- **Road Safety Issues**

Mark T – discussed last year about road safety – particularly on Stevens St. Response from Council – rejected our proposal as road doesn't meet criteria. Traffic calming on Stevens and Bellamy Streets – unfunded at this point.

- **Online Ordering Systems Research**

Report back next month.

- **Draft Policies for PHPS P&C (Code of Conduct, Work Health & Safety and Grievance, Complaints & Disputes Procedures)**

Russ N – No update – still working on policies.

## **11. GENERAL BUSINESS**

- Chris M – welcome to the new people on the call – great turnout.
- AGM – next meeting and will include voting for members for subcommittees and exec.

No other business.

## **12. DATE OF NEXT GENERAL MEETING & ANNUAL GENERAL MEETING – 7:30pm on 2 March 2021**

## **13. CLOSE**

The meeting closed at 8.56pm.



## Parents and Citizens Association

Presidents Report

Tuesday 2<sup>nd</sup> February 2021

Welcome back everyone, hope you all had a restful holiday and plenty of time with the family.

Welcome back to all our returning PHPS families and a very warm welcome to all the new families. You're already in front as you've picked the best school around!

I'd like to start by saying the Greycliffe sandstone wall, fence and long awaited Electronic Sign looks absolutely amazing. We have been planning that electronic sign for many years and it's great to see it finally there. Special thanks to previous Yr6 classes who raised money for it and it's fantastic that you finally see your hard earned fund raising has come to fruition. Congratulations to Mr Pinchbeck for organising all of that to be finished in time for the start of the year.

Also thank you to Mr Pinchbeck and the school executive for the efforts with the Year 6 activities at end of last year – much appreciated.

Regards

Andrew Passé-de Silva

President

Parents and Citizens Association

Pennant Hills Public School

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# Pennant Hills Public School

Quality education in a creative and caring environment

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Tuesday 2 February 2021

## February Meeting

### **Electronic Sign and Retaining Wall**

All this work has now been completed. Thank you very much to the P&C for their support. Office staff are receiving training tomorrow to be able to change the messages. I would like to meet with representatives from the Gardens & Grounds group to discuss plants for that area. I have had one parent volunteer to assist who is a landscape architect, which is great. I welcome any advice in this area.

### **2021 Classes**

We formed classes last Friday and overall the transition has been incredible smooth. The staff are pleased to be back at with students in front of them. We have 23 classes, 22 being grade based and one being stage based. I can assure the community that all classes are formed as equally as possible. We look at gender, learning, social, emotional to allow each child to learn at their optimum.

### **Covid-19**

As mentioned in my communication last week there are still guidelines we must adhere to due to Covid-19. However, on the whole we are able to run as close to normal as possible when it involves staff and students. The guidelines really kick on when activities involve instruments, singing or parents. Please keep in mind that these guidelines are to ensure the health and wellbeing of all, including staff. Schools can't afford for a staff member to become ill and have the school close. Please follow the advice that we communicate to ensure we remain open. If in the unlikely event that we had to close for a period of time, we are in a position to get some learning home to the students fairly quickly to keep them engaged with their learning. I would encourage all parents to ensure all their contact information is up to date at the office.

### **Swimming Carnival**

That is on Monday. Unfortunately parents are unable to attend to due to the Pool's Covid-19 Safety Plan.

### **Excursions and Activities**

At the moment most things can take place. As demonstrated last year we will endeavour to participate in what we can, when we can for the students. Each grade/stage will have their excursions this year. Some may be different to previous years based on many factors relating to Covid-19.

### **Dance Concert**

We are waiting to hear back from Hillsong about their Covid-19 Plan and see if something can take place for the community. This is currently planned for September and would love it to go ahead, however, I am not going to outlay school funds if I think that it can't work. If that is the case we would have an Art Show this year and see how we can show off the works. At present we can only have 30 people on site for such an activity. I just wanted to flag this situation early.

Kind regards,

A handwritten signature in blue ink, appearing to read 'M. Pinchbeck', with a small flourish at the end.

Mr Matt Pinchbeck

Principal

## Uniform Shop Report 31 January 2021

The Uniform Shop has now reopened for ALL over the counter sales and service. However all parents are required to make an appointment before attending the Uniform Shop. This is to ensure that there is no overlapping of families or crowding and queuing at the shop. A booking tool has been implemented and a link to book an appointment at the Uniform Shop will be added to the Uniform Shop page on the school website and advertised each week in the newsletter.

All parents will be required to sign in and register at the 3-6 office before coming to the shop for their appointment. As a result of the Covid-19 sign in requirements, the Uniform Shop has had to adjust its operating hours and for the remainder of the term the shop will now open on Thursday mornings instead of Thursday afternoons.

New Operating Hours are as follows:

Monday and Tuesday : 8.45am - 10.45am

Thursday revised to: 8.45am - 10.45am

Sales were down this January when compared to sales in January 2020 as the uniform shop was only open for appointments to new students this week instead of the usual rush of both new and existing families.

The P&C Executive have reimbursed the uniform shop account with the remainder of outstanding Jobkeeper payments, but are yet to advise the committee what donation amount will be made by the Uniform Shop to the P&C for the 2020 year.

Year 6 shirts will be delivered to the printer next week once class lists have been finalised and the artwork and student names have been approved. It is anticipated that students will receive their shirts by the end of Week 4 of Term 1.

A stocktake was performed for the P&C end of financial year at 31 January 2021, and the result was a \$7.31 surplus.

The Uniform Shop Committee will hold its next meeting in either late February or early March and will confirm committee members for the coming year. We are looking for new members to join the committee this year, as several long-term committee members will be leaving the school at the end of the year.

Final winter indent orders will be approved at the upcoming meeting, with stock expected to arrive in early March.

The balance in our Westpac operating account as at 31 January 2021 was \$37568.05. The value of invoices yet to be paid from this balance is \$13365.05.

Total sales for the month of December 2020 were \$5205.62.

Total sales for the month of January 2021 were \$4193.93. Stock on hand as at 31 January 2021 and after the stocktake adjustments was \$32086.51.



## **Band Committee report – February 2021**

Finances are still stable.

Recruitment of 2021 Training Band was 23 students, less than we'd have liked. With drop outs over Christmas total band students are at 77. This may well drop over the next week or 2 as students evaluate their priorities.

Still looking into being able to use Creative Kids vouchers for band fees, but no progress has been made at present due to lack of time.

Our Virtual Christmas Carol Event got over 250 views!

Rehearsals start back this week.

Hopefully the new shelving supplied by P&C should be installed in the hall storeroom soon. This should hopefully help with the dusty mould issue we've been having.

After our stocktake over the school holidays we made the decision to purchase an additional Alto Sax. Some incidental percussion things have also been replaced.

We'll also be looking to sell some of our older instruments this year to be able to invest in some new ones for next year.

The band committee is having it's AGM tonight also (poor planning on my part..) to be able to vote in new committee members.

Many thanks,  
Mike

**Pennant Hills Public School Band Committee**

# Correspondence Report February 2021

## Outgoing

<b>Correspondence</b>	<b>Directed to</b>

## Incoming Email

<b>Correspondence</b>	<b>Directed to</b>
P&C Federation – E-Bulletin Dec 2020	Exec
P&C Federation – Survey	Exec
Various emails from school with promotional materials	Various

## Incoming Mail

<b>Correspondence</b>	<b>Directed to</b>