



**Beacon Hill Primary School  
Parents & Citizens' Association  
MEETING MINUTES  
12<sup>th</sup> February 2019**

## **APOLOGIES**

None

## **ATTENDANCE**

Jonathan Sharp, Irene Rulli, Hannah Creelman, Sally Bate, Mel Manning, Kellie Alexandratos, Karen Pritchard, Sarah Garland, Louise Sharp, Jane Stanley, Peta Hanson, Claire Johnston, Jenny Harrison, Alex King, Kirsten Simpson

## **ITEM 1 – MINUTES OF PREVIOUS MEETING**

Approved by, Hannah Creelman and Sarah Garland

## **ITEM 2 – STATUS OF ACTION ITEMS**

*Action items to be completed by March meeting:*

1. Funds raised by the P&C last year will be donated to the school. Donation of \$25,000 to be provided in February
2. P&C newsletter and class parent email to call for volunteers for Term 1 and coordinators for the Fair etc.
3. Signup Zone app being updated and Volunteer tab to be moved to Tab One.
4. Canteen testimonials to be inserted into the P&C newsletter
5. Notification informing parents of next meeting P&C AGM in class parent emails

## **ITEM 3 – CORRESPONDENCE**

Nothing to report.

## **ITEM 4 – PRINCIPAL'S REPORT**

### **1. Welcome back:**

Welcome back for 2019. We have had a reasonably settled start to the new school year although we have had some issues with facilities which we are working through at present. Holding Pattern was smooth and short meaning we were able to form classes on the second day. Our delightful new kinder students commenced on Friday 1 February following their Best Start appointments and they have settled very well.

### **2. Meet the Teacher sessions**

Meet the Teacher sessions have been well attended again this year. These sessions are a great opportunity to meet with your child's 2019 class teacher, strengthen home/ school partnerships and share class teaching and learning programs and goals for the year. We appreciate that it can be tricky to attend the sessions in our busy lives and that days/ times may not always be suitable. Our teachers have been scheduling appointments with families at more suitable times or discussing over the phone if requested. The class newsletters are also very promptly being sent out via skoolbag and they are very comprehensive. In saying that, if you do have any questions, your child's teacher is the

first point of contact. Thank you to Sally, once again, for coordinating the class parents and facilitating the class contact and communication lists so promptly this year.

### **3. We welcome a number of new staff members to BHPS!**

We warmly welcome two new staff members to Beacon Hill this year: Miss Heather McIntosh (Yr2) and Bryony Wood (school counsellor). They have settled in well to Beacon Hill and we are thrilled to have them as part of our team. We also welcome back Miss Kylie Bull, Mrs Laura Thomas, Mrs Shay Hurst and Ms Suzette Gately.

### **4. K-2 Toilet Upgrade**

We are all so excited about this refurbishment. It is a huge project but appears to be working very close to schedule and is looking amazing. All going well and with materials arriving when scheduled, we hope to see it open later this term. Moving forward, we are also hopeful that our 3-6 toilet block will be considered for an upgrade in the near future.

### **5. AV room upgrade**

Our AV room has undergone a huge refurbishment and will be a wonderful resource for our community in the near future.

### **6. AusPlay Upgrade**

The tender has closed and I will be meeting with the successful company next week to start designs and logistics for our new playground.

### **7. Cooler Classrooms**

No update at this point but it is a 5 year long project. *(Question in the meeting: Peta confirmed Office and Canteen not included in this upgrade, electrical review needs to take place)*

### **8. Swimming Carnival**

We held our annual swimming carnival last week. It was another great event run by Miss Shearer. We were so lucky with the weather and once again BHPS students were beautifully behaved and active participants. Thank you Sally and her team of volunteers as well as P&C for organising morning tea and lunch for us as well! The lunch prepared by Liz and Kylie was delicious! After key events such as this, staff always take time to evaluate and plan for future events.

### **9. 2019 Key School Priorities**

Our school priorities for 2019 are generally priorities we are growing and enhancing as per our 2018-2020 school plan. They include:

- Formative Assessment- ongoing, gathering 'point in time' evidence and making timely adjustments to support student learning
- Student Engagement & Visible Learning- clear intentions for lessons, success criteria and personal learning goals/ embedding digital technologies across the curriculum
- Wellbeing- streamlining our procedures/ maintaining/ enhancing our facilities
- Curriculum: Writing- sustaining and growing our implementation of the 7 Steps to Writing Success
- Community, communications and engagement- new website, online communication platforms

### **10. New school website**

The Department of Education has progressively been updating and making changes to the way it communicates with the community. In light of this, and keeping in line with new procedures, Beacon

Hill PS will be launching a new website. As it is still a work in progress, our current website (<http://www.beaconhillschool.com.au>) is still live but you will be redirected to the new page- <https://beaconhill-p.schools.nsw.gov.au> as of this week. We look forward to seeing our website develop over time as well as our new Facebook page! We extend a very big thank you to Gosia Connell who has developed and maintained our web page for several years. We are so grateful to her for all her hard work!

#### **Questions to Principal:**

#### **What does the fundraising go towards?**

*Last year's P&C donation (\$25,000) is going to the school sound system*

*This year's P&C fundraising will go towards upgrading facilities, landscaping etc*

### **ITEM 5 – SCHOOL COUNCIL**

Meeting to be held at the end of term one

### **ITEM 6 – TREASURER'S REPORT**

The 2018 financial year is officially closed. Please see how we went below...

**Band:** Made a profit of \$6,556

**Canteen:** Made a profit of \$3,514

**P&C:** Made a profit of \$53,862

**Uniform Shop:** Made a profit of \$3,234

This year, the reports will show a monthly P&L as well as a year to date P&L for better transparency, understanding and break down.

Now the workers comp has been paid, the total insurance last year cost \$3132.48. That's equal \$783.12 for each entity (around \$195 per term)

Proposal - \$250 per term for each entity to cover insurance and any CPI/increase

The ACNC report has been submitted for 2018. Please see attached. All the ACNC reports have been uploaded onto Xero and they are available on the ACNC website public record as well.

Auditor – Confirmed. *Thank you Sonia Gulla-Vanbuca*

Auditor requested instead of payment for time and contribution the funds to be donated to the school, book donations to be given to the library.

Funds raised by the P&C last year will be donated to the school. Donation of \$25,000 to be provided in February

### **ITEM 7 – FUNDRAISING**

The calendar has been set as below for 2019:

P&C newsletter and class parent email to call for volunteers for Term 1 and coordinators for the Fair etc.

<b>Wk.</b>	<b>Date</b>	<b>Event</b>	<b>Coordinator/s</b>	<b>Insurance</b>	<b>RMP</b>
<b>TERM 1</b>					
1	1-Feb	Tears & tissues	Sally Bate	Yes	Low risk
3	12-Feb	P&C Meeting			
4	28-Feb	Cake Day	Mel Manning	Yes	Low risk
6	1-Mar	Welcome Picnic (K-2)	Hannah Creelman	Yes	Low risk
7	12-Mar	P&C Meeting- AGM	Officer Elections & Audit Due		
8	23-Mar	Election Day Sausage Sizzle / Cake Stall	Jonathan Sharp	Yes	Yes
11	9-Apr	P&C Meeting			
	All term	Entertainment Books	Sally Bate	No	Low risk
	All Year	Advertising on P&C Website		No	Low risk
<b>TERM 2</b>					
2	9-May	Mother's day stall	Andrea Bowers , Christie Mclver	Yes	Yes
3	13-May	Mother's day breakfast		Yes	Yes
3	14-May	P&C Meeting			
4	25-May	<b>Fair &amp; Colour Run</b>		<b>Yes</b>	<b>Yes</b>
7	11-Jun	P&C Meeting			
8	21-Jun	K-2 Disco	Claire Locke, Karlin Clements	Yes	Yes
<b>TERM 3</b>					
	All term	Family Dinners		No	Low risk
	Aug	Parent Evening	Possible dates: 2 August, 9 August, 16 August or 23 August	Yes	Yes
4	13-Aug	P&C Meeting			
6	29-Aug	Father's day stall	Andrea Bowers, Christie Mclver	Yes	Yes
7	2-Sep	Mango Drive	Lesley Elkan	No	Low risk
7	2-Sep	Father's day breakfast	Kylie McManus, Sophie Sizeland	Yes	Yes
8	10-Sep	P&C Meeting			
10	27-Sep	Year 3 – 6 disco	Claire Locke & Karlin Clements	Yes	Yes
<b>TERM 4</b>					
2	24-Oct	Mum's Movie night (tentative date depends on movie)	Kellie Alexandratos (TBC)	Yes	Low risk
3	31-Oct	Cake Day		Yes	Yes
5	12-Nov	P&C Meeting			
5	13-Nov	National Recycling Week: Closet Clean out (Stewart Hse)	Claire Johnston	no	Low risk
8	5-Dec	Carols and Picnic	Band Committee	Yes	Yes
9	3-Dec	Farewell drinks	P&C	No	No

We need to advertise for all term 1 events, critical events without coordinators are:

- Kindy picnic
- Sausage sizzle

Signup Zone app being updated and Volunteer tab to be moved to Tab One.

## **ITEM 8 – BAND**

No WHS to report.

Welcome Night for Junior Band was last night; we welcomed over 30 new musicians who start Monday morning @ 7.35am!

Enrolments - still finalising (approx 118 kids in the band - Includes 40 in Junior Band!)

Fees - invoices to be issued week 4 for Term 1

Strong committee in 2019, having allocated all tasks in 2018

All excited for another great band year ahead!

## **ITEM 9 – CANTEEN**

P&C thanked the Canteen team for their support and great start to the year. With the Start of 2019 already underway, we are in full steam of bringing our Canteen to the new updated Healthy Canteen guidelines which are from the Department of Education.

We have Jenny Harrison and Kellie Alexandratos as our Canteen Supervisors who are both part time employees. With these two employees we do need a steady Volunteer participation. We are open to full day or morning and afternoon shifts which ever suits our volunteers. As this is a new year, we are needing to fill all our empty days of volunteers.

Jenny and Kellie with the support of the Canteen Committee are currently working on the menu to keep up to date with the guidelines. You will see a few items that have had to be phased out and some new items already added, and some items that will be tried and tested over the first term.

There is a new item to the Canteen this Term which is the **Hot Chicken Roll** – this item is only on Wednesdays. They will also have mystery treats to trail.

We will be holding two meetings this term and the dates for these are; Tuesday's 19/2 and 2/4. 7pm in the library.

We are still waiting for the upgrades and are making these are priority this year.

*Consider Mrs O's recipes for some snack ideas and any suggestions are welcome.*

*Feedback to canteen to provide testimonials on canteen experience to encourage volunteers*

## ITEM 10 – UNIFORM SHOP

Back to school went well. Any orders that were placed over the holidays online were able to be collected on the Tuesday before school started. We could not open to everyone one that day due to no volunteers available.

New laptop and iPads were purchased just before Christmas and now the busiest spell for this term is over we are now going to be transferring over to the new POS which will help to reduce our wait time in the shop and over all experience for customers.

Winter uniforms are now being purchased for changeover at the end of this term.

## ITEM 12 – GROUNDS & TUCKERBOX

### ***Tuckerbox:***

Call out for Volunteers to make meals for Tuckerbox, some deliveries to be issued in the next couple of weeks

### ***Grounds:***

Last year some dads asked about the working bees. Consider lead up to the fair for a working bee

## ITEM 13 – OTHER BUSINESS

1. **Sun safety** - can there be a couple of parent volunteers per class at school events eg swimming carnival, life saving day, school picnic to apply sunscreen?

*Proposal - for the P&C to donate pumps of sun cream to the school*

*Confirmed school provides sun cream and reminders to students to apply*

2. **Meet the teacher sessions**, considerations for working parents  
*Thorough details are provided in the newsletters issued for each year, Jane and Peta to provide this feedback for teachers to consider different times. Jane and Peta confirmed teachers are accommodating with meeting times before and after school. Parents also raised it would be helpful if all teachers bring back parents to the classroom as a meet and greet opportunity for networking with other families.*
3. **Steve Gibbons** – Kododa Track trip, *as this is personal and not for a charity the P&C is unable to support with funding*

**Next Meeting: AGM and Tuesday 12<sup>th</sup> March 2019**