



General Meeting

Friday 18TH March 2016

In attendance

Rebecca Hembling (RH)
Nicole Royan (NR)
Lynne Graham (LG)
Lisa Copp (LC)

Kim Birstins-Crabtree (KB)
Penny Borrill (PB)
Fiona Cuthill (FC)

Jennifer Weston (JW)
Carla Janssen (CJ)
Sandra Forman (SF)

Agenda Items

1. Welcome & Apologies

RH opened the meeting at 9:37am and thanked everyone for their attendance.

Apologies were received from the following members: Liza Fox, Marianne Topple, Michael Brown, Kath Wilson, Christy Jessop, Heather Locker, David Bourke, John Richards and Sally Wilson.

2. Minutes of the Previous Meeting

Motion: To accept the minutes from the previous meeting.

Moved: Nicole Royan

Seconded: Lynne Graham

Motion carried.

3. Actions and business arising from the minutes of the previous meeting

Our investigation into the uniform shop record keeping and potential shortfall in funds is still underway. This will be completed as soon as possible.

4. Correspondence

Outing correspondence consisted of a letter from RB to GyMEA North OOSH outlining areas that areas or concern from the parent body that they feel require improvement.

Incoming correspondence consisted of a email received at 5:32pm on Thursday 17th March 2016 from Tiana Daly from Watkins Tapsell Solicitors on behalf of their clients OOSH, Tom Thumb and Marilyn Smith. The letter advised that they have copies of the P&C letter of complaint, social media posts and other documentation and that they are reviewing the documentation and advising their client on whether the contents are defamatory. They noted that the meeting was taking place and advised R.Hembling that she should ensure that no defamatory



comments be made during the meeting. RH advised that she would not be responding to the letter given that she, as an individual, cannot be held accountable for the actions or comments made by others. She has also sought her own legal advice to this effect.

The P & C also received a Works Compensation renewal letter which has been provided to Nicole Royan for actioning.

5. Principal's Report

The CEO of the Tradies, Dennis McHugh coming this afternoon to public acknowledge the Tradies contribution to the multi purpose court. There will be a ribbon cutting ceremony and Dennis will be presented with a GNPS Pen.

Today is 'action against bullying'. The teachers will be talking in class with the students. There will be a whole school activity to present the effects of bullying. Each child will be given a piece of paper. They will be asked to screw it up and stamp on it. Then they will be asked to try and smooth it out to make it right again. All the wrinkles represent the scars never go away.

All should be aware that there is a Bully box where students can write their concern of bullying, their name and the name of the person bullying. These concerns are dealt with immediately.

Diary Dates

Harmony day 21st Mar - this will be low key. All students are asked to wear orange and donate a gold coin. All donations will go to Melanoma Research. There will be activities in the classroom. This year's message is 'Diversity is our strength'.

Choir rehearsals begin 21st Mar. The Junior Choir will be going to Heathcote Public School and the Senior Choir rehearsals are at GNPS. Mr Brown - Mrs McKluckie are working with the Junior Choir and Mrs McKluckie is working with the Senior Choir.

Easter Hat Parade 24th Mar @ 2:30pm Kinder - Yr 2 will wear Easter Bonnets, Yrs 3-4 will wear Easter Masks and Yrs 5-6 will display Easter Themed photos that they have taken.

Parent Info Session in library 1st Apr @ 9:30am - All Kindergarten parents are invited to attend. Students have been identified as requiring follow up assessments with speech therapists.

Band Performance 1st Apr - in Friday's assembly. They are practicing a lot more. Thank you to parents. The conductor Andy Yule is very impressed with their progress so far.

Parent teacher interviews - Main day is Wednesday 6th Apr Parents are required to book online. Individual Learning Plans will be shown to parents at the interviews. These will be discussed and signed. Later in the year there will be data collection across the country. The more plans we have the more funding we receive.

ANZAC ceremony last day of school 8th Apr @ 10am. Families are welcome to attend. GNPS will also be involved in the dawn service again this year and are meeting at 5am at The Miranda RSL Sub Branch to march to the cenotaph on ANZAC Day.



Staff development day 26th April The teachers focus will be history and geography. There will be a variation to staff development days in term 4. Children will finish on the Friday.

Cross country 28th Apr The Cross Country will be at GyMEA High School. Yrs 3 - 6 will participate.

PSSA starts 29th Apr. Over the Coming week's trials will be held. Sports that will be offered are Baseball (depends on interest), Tennis and the School Sport will be OzTag.

Open morning 25th May For the new Kindergarten children in 2017. We have already had a lot of interest. SF will conduct a tour and would like the P & C to host a morning tea. LG has offered to organise.

Speech Pathology

Anna McIlwaine, has been screening the Kindergarten children and up schooling teachers. She has been focusing on articulation and expressive & respective language. Jessica Vaughan from 'Talk the Talk' has been working with Yrs 1-6

RAM funds

Funding we receive is being utilised for Speech Pathology, to have Jan Jones for an extra day, a large amount is used for teachers aids and for student assistance.

School Evaluation

The school are currently doing an evaluation. We are looking at the school excellence framework and evaluating where we think we are now. They then complete a survey and supply evidence of the impact made.

Trees

There is more work to be done. Another tree is to be taken out and more work to be done after that.

Maintenance

Carpet and blinds to be replaced in the Multi Purpose Room and in OOSH to make it more pleasant.

Multi Purpose Court

There have been a few issues with the multi purpose courts - in particular the numbers and spots. Wet and humid weather conditions affected the rolls of turf. Cockatoos have been pecking at the court Dion Tucker from Tiger Turf assures it will be completely fixed and there will be no more issues.

6. Chaplain's Report

Nil

7. Treasurers Report

Nil



This role is still officially vacant. NR will be the acting treasurer until 17th May. David Bourke will be the acting Vice President until 17th May. There has been interest from a parent to take on the treasurer's role. They have accounting experience with a reputable city firm.

Motion: To accept Nicole Royan as acting treasurer until 17th May.

Moved: Rebecca Hembling

Seconded: Penny Borrill

Motion carried.

Motion: To accept David Bourke as acting Vice President until 17th May.

Moved: Fiona Cuthill

Seconded: Kim Birstins-Crabtree

Motion carried.

8. Fundraising Report

All Easter raffles are ready to go. Thank you to PB, KB, NR and RH. No feedback has been received re change of format.

During the Easter Hat parade - P & C to hide eggs - student teachers to help. Jennifer Weston will purchase eggs to hide. Allergy children to receive lollies.

Motion: To allow Jennifer Weston to purchase 1000 mini Easter Eggs up to the value of \$400.00

Moved: Rebecca Hembling

Seconded: Nicole Royan

Motion carried.

Activities for next term

Mothers Day Stall PB, KB and RH to organise, however more help is required. RB suggested a buy back system for better gifts. Instead of donations we will contact local small business for gifts. This way the gifts will be better quality and there will be less items mums don't like/want. RH will put in newsletter that there will be a new system and the price of the gifts at the stall will go up, but that donations are no longer required. Date set for Tuesday 3rd May.

Disco - date TBC. There will be a BBQ and the profits from the BBQ will be donated to Relay for Life. Volunteers will be required. Ask Dave Bourke about sausages. Jennifer Weston to project manage with Bec. Volunteers will be called upon.

Relay for Life Organised by DS and CJ. A great event for families to get involved. Come down for 20mins or longer. A donation from P & C of \$150.

Motion: To donate \$150 to Relay for Life for their food and tent decorations

Moved: Kim Birstins-Crabtree



Seconded: Jennifer Weston
Motion carried.

Sponsorship Program SD is overseeing this program. Century 21 signed up and The Gourmet Butchery at Kareela. The Tradies have expressed interest however not yet finalised. \$6000.00 raised to date if Tradies sign up.

Entertainment Books DS has previously handled the sales of entertainment books. She has been given a box of 100 to sell this year however DS would like to hand over to someone else. Question was asked for someone to take this on. No takers at this time.

Earn and Learn School is happy to participate. Previous years the counting of the stickers has deterred us from the program. LG has offered to count the stickers.

Southgate shopper Docket Incentive If anyone sees this promotion again, let us know.

9. Canteen Report

NR presented the canteen report (see attachment 2). Canteen is running well. January always shows interest only. February there is always a lot of expenses. We are short on volunteers especially this coming Monday 21st March. Let everyone know that help is required. We still need more regular volunteers for Friday as it is very busy.

The position of canteen banker has been filled Ruth Sannes (agreed). However we are looking for ideas on what to do if Ruth is sick; potentially to have a backup.

Motion: To accept the Canteen Report.

Moved: Kim Birstins-Crabtree

Seconded: PennyBorrill

Motion carried.

10. Uniform Shop Report

PB presented the uniform shop report (see attachment 3). There are a few scarce figures for November. There are no outstanding cheques. There are a couple of outstanding invoices. A stocktake will be performed at the end of this term.

Long sleeve shirts were issued from stock on hand so there was no need to order any. There is still stock available if required. Winter jacket orders are on a 2-3week delivery turn around.

Sample of a wide brim hat was shown. Baseball caps will be phased out. Wide Brim hats are being sold for \$13 at Claudine's. Wholesale they cost \$7 for hat + embroidery. There is approximately 150 baseball caps remaining. Claudine's have advised that in 2018 a directive will be coming out that states that baseball caps are no longer accepted in schools. We will align with this and aim for 2018 to have no more baseball caps. During orientation day for new Kindergar-



ten children in 2017, baseball caps will not be on sale. This will also apply to the opening of the uniform shop in January 2017.

Motion: To stop ordering baseball caps and use up current supply

Moved: Lynne Graham ☑

Seconded: Rebecca Hembling

Motion carried.

Zone swim caps were very popular with the children. There were a lot of white caps in the pool however the children enjoyed them.

Winter stock has been checked and stock has been ordered.

RH has looked into Credit card options for the uniform shop. There is a \$60/month flat fee (inclusive of a \$10 saving on current bank fees). RH has also looked at online shopping options. There is a \$350 set up fee as well as a 3.5% surcharge on all purchases which some schools pass on as a \$2 parent levy combined with increased prices to cover the costs . RH is still looking at other options.

KB and PB have no access to view the uniform accounts and rely of gong through RH. There is a request to gain access by KB for viewing purposes only. A vote for Kim to be a signatory of the account to enable the viewing accessibility.

Motion: All those in favour for Kim Birstins-Crabtree to be a signatory to the account for viewing purposes only, not for cheques signature purposes or for the ability to move funds from the account electronically. Those in favour...

Moved: Jennifer Weston

Seconded: Nicole Royan

Motion carried.

The Uniform shop has an email address however we do not know the password. A new email account will be made with the back up email address of gnps.pandc@gmail.com if we are unable to source the password from Dani Ruming.

Motion: To accept the Uniform Shop Report.

Moved: Rebecca Hembling

Seconded: Lynne Graham

Motion carried.

11. General Business

OOSH - RH provided OOSH with a letter of Complaint on Monday 14 March 2016 (See attachment 4). RH was writing on behalf of the parent body. The letter outlined concerns expressed by parents (and witnessed herself as a user of the service) relating to the following core areas: Quality of care, Educator to child ratios, High staff turnover, Qualifications of staff, Communication, Polices & Proce-



dures, Program, Suggestions, General facilities and the Menu offered. The letter expressed the P&C's commitment to taking the necessary steps to lift the quality of care available to us as parents by this facility. An improvement plan was requested by way of response and Marilyn Smith (Owner / Director) was invited to attend today's meeting. Marilyn responded to the letter (sent via email) immediately. RH was thanked for the letter and for the opportunity to respond. However Marilyn is currently overseas and has agreed to attend the next meeting on 17th May (which she was invited to by SF). RH responded with her disapproval that she felt the matter required greater urgency than in 2 months time. RH suggested a response in writing as soon as possible and a meeting following Marilyn's return on 26 March when Marilyn returns on 26th Mar and to meet earlier. As discussed earlier a letter was received from Watkins Tapsil solicitors. They were aware, and have gained a copy of the closed group conversation, that occurred on the 'Kindy' Facebook page regarding OOSH. Someone within the group showed the conversation to Tom Thumb educators. Those educators then went to see SF, and following that sought legal advice. The educators indicated they had other documentation and the social media conversations. Regardless of these actions, we are still allowed to talk about next steps regarding liaising with OOSH which is of key focus of our committee. SF has been in consultation with Marilyn. SF highlighted that the lease was renewed June 2014, signed off by the P&C. Nothing had been said previously to SF. After hearing the concerns in September of 2015, SF has had meetings with Marilyn to raise issues and try to improve the quality. The OOSH service is a separate entity to school, therefore the school cannot make changes to their service. There are certain procedures and protocols to follow in order to make this happen. Marilyn has acknowledged that there are issues and has agreed to fix them. GNPS and OOSH have made an agreement to split the cost of replacing the carpet and painting the walls to improve aesthetics. Marilyn had already agreed to come to a P&C meeting. SF in support of the letter. Carly (Marilyn's daughter) has also seen the letter and agrees with the concerns raised and indicated she is keen to rectify them. OOSH were not going to pursue the legal action until another post was made on a Shire Facebook page which they considered to be defamatory. Any Facebook page kept by parents has to have no name affiliation with the school. Name of current pages have already been changed. The posts that were made concerned SF as Names were named and SF didn't appreciate the comments around "Sandra said this...". SF agrees that the OOSH service impacts the school. Concerns by members of the P&C were made last year and SF took them on board as she believed they were genuine. Some of the posts are thought to be heresay and in SF's view shouldn't have been made as they incite anger. If you have issues it is better to go to the source - SF insisted that parents go to Marilyn with the complaints as protocols and procedures need to be followed and at present it appears they are not being followed. People with no connection to OOSH are now making comments. SF has suggested we wait for Marilyn's reply and then take it to the next level by way of formal complaint to the DEC. The opportunity needs to be given to OOSH to make changes. The posts have been taken down. SF has screen shots of the posts. RH believes that Marilyn has had ample time to respond, at least with acknowledgement that they will respond well before the meeting of 17 May. The lease for OOSH is up for renewal in 2019. RH has requested a copy of the lease. RH has suggested a P&C sub-committee be established to liaise with OOSH for improvements. RH will liaise with the DEC regarding a formal complaint.

Next meeting 17th May 2016 7pm in the Staffroom.



RH declared the meeting closed at 11:40am.

Action Items 2016

Item	Action	Responsible Person	Status Update
1	Online ordering for the uniform shop.	RH	Underway
2	Wide Brim Hat to be added to the current school uniform. Samples to viewed and voted on in coming meetings.	KB	Underway
3	Have KB added to bank records for purposes of viewing uniform shop account via netbank	RH	Outstanding
4	Contact executive and members to have OOSH sub-committee established	RH	Outstanding
5			