

SGPS P&C General Meeting Tuesday 13th June 2017

1. WELCOME

Brief intro made by Jonathan. Special welcome to any first time attendees and also Michelle Jones from the Department of Education – Asset Management Division.

2. ATTENDEES

Dean Clift, Helen Crowther, Emma Mangan, Gilliane Appave, Ros McCallan, Tim McCallum, Michelle Jones, Kevin Wels, Elizabeth Tye, David Cox, Lisa Parsons, Ryan Thomas, Licole Adams, Brad Lowe, Lesley Soper, Peter Payne, Katie Pike & Shefali Agrawal.

3. APOLOGIES

Kim Hilton, Kim Miller, Cathy Barclay, Dale Armstrong & Greta Hughes.

4. PREVIOUS MINUTES

Minutes of most recent general P&C meeting are to be sent electronically with agenda for meeting.
Note: There was no executive meeting held since the last general P&C meeting.

Motion

To accept the Minutes of the SGPS P&C General Meeting dated 9th May, 2017 as a true and accurate reflection.

Motion proposed by David Cox

2nd by Nichole Adams.

Passed by general consensus

5. CALL FOR NEW BUSINESS

- Fathers day BBQ

6. DEPARTMENT OF EDUCATION ASSET MANAGEMENT DISCUSSION

As a brief background, Jonathan outlined how the formation of questions sent to Michelle for this meeting was undertaken. Michelle and Tim were happy to communicate to the questions raised. The list of questions as sent to Michelle was handed out to all in attendance. Michelle freely spoke to the questions outlined and took questions from the floor from time to time. Michelle started by outlining the details of assets on the departments land, in that they must be built to a quality that is safe/ Michelle stated that our proposed multipurpose building is approved in principle. Samuel Gilbert has a special site however and the approval is subject to planning on this site. There is currently processes underway to determine where the new building may be placed. Department is well aware of the growth and demography of the SGPS catchment area. A large portion of the SGPS land is denoted as a bush fire zone and there is two protected flora identified on this site that have to be managed. At present, there has been a consultant engaged to look at the bush fire and ecological impact of this site with future asset expansion options being considered. Asset management do have to give priority to the future expansion of core teaching assets (demountable classrooms for example), as such the location of the proposed multi purpose building has to work in with any future expansion of the school. The expectation is that the consultant's report should be available in 4 weeks time and this report will be shared with Ros.

The standards for spaces for teaching was also discussed and this is broken into teaching spaces, communal spaces, library, admin, toilets, halls etc. There is a formula and it is based on the number of children enrolled. When AMU are requested to consider community funded assets these are looked on favourably. Whilst AMU notes it is provided by the community, it technically becomes the asset of the department. The new asset becomes part of the extracurricular space of the school. The department would not expect the community funded space to become a permanent school teaching classroom and Michele encouraged that

this should not occur. Ros did mention that as a short-term solution to classroom requirements that the P&C funded asset could be used as a classroom (such as the science classroom that 4S have used for the first 6 months of 2017)

Michele outlined that there would be a project reference group (PRG) formed as part of the process to provide the new multipurpose building. This PRG would include a community member, AMU representative and also the school principal. Each member would report back to their represented areas and as such the community does have an opportunity to comment on building plans. A parent/community representative would normally be selected by the principal.

The next step after the consultant has submitted their report is that a budget estimate is first stage to ensure that the available funds matches the proposed building. At this stage, the budget estimate has not been formulated for our proposed multipurpose building.

The ongoing upkeep of the building was also discussed. Michelle mentioned that as the asset would technically belong to the department, the insurance of the building would become the responsibility of the department. The ongoing cleaning and maintenance costs are however expected to be covered by the community that provided the asset. Michelle detailed that the upkeep expense was required to maintain equity from one school to another (one that had no community donated assets and one that had many). Michelle did state that the revenue and expenses of the new building is something that could be managed at a school level. Michelle also proposed she could send the P&C guidelines for budgeting for maintenance and cleaning costs both now and into the future. There are no maintenance costs to be budgeted for in the first 7 years of the new asset.

Discussion then moved onto the number and timely installation of demountable at schools, in short the department has had a recent shortage of demountables. Between last October to end of January this year there were 350 demountables installed within Michelle's zone alone and the bulk of these were new buildings. SGPS site is a little unique and this has constrained the delivery of our new demountable this year. Michelle mentioned that there are already plans being formulated for 2018 class rooms and that a strategic plan out to 2036 is also being undertaken at present. It was discussed that there is no limit or guideline on the number of demountables allowed at a school. Tim mentioned that some local schools have as many as 40 demountables on site. The department however do see this area as a growth area and as such are taking this into account in cluster planning (planning for our school and adjoining ones). Tim did mention that boundaries for this catchment and adjoining schools could change – but at this stage there is no plan to alter the boundaries (this was recently addressed in the past few years). Tim also mentioned that there is no plan for a high school in the department land next to SGPS, however plans are fluid and can change as demographic demands change. Tim did mention that new buildings are rare, but being considered as part of the cluster planning. Permanent builds are normally only made to accommodate increasing capacity, not to replace demountables. The department also tends to be building up as opposed to acquiring more land. Michelle mentioned that all demountable as delivered are air conditioned, with new technologies such as internet connection is installed in them.

Discussion then moved onto the school hall – Tim stated that there are very few schools that can fit the entire school in the hall. Library, admin, toilets, halls are all looked at as packages, if the school is shown to increase and is predicted to maintain those numbers for the long term then the department may consider increasing size of these assets (The contrary example was given where because of an aging demographic school enrolments have decreased in time in some suburbs of Sydney and if this was predicted to occur within SGPS catchment the department would take this into consideration when determining new fixed asset buildings).

The next point moved to the expensing of our grant money within the timeline we were given. Michelle indicated she has given several schools similar support in the extension of the grants. Peter pointed out that we were given a timeline of November 2017 to expense one of the grant moneys and that our request for February 2018 had been rejected. Michelle proposed that the money could be given to the school and then to the department – the department would then put the money in a trust and could issue a tax receipt. The P&C could then use this tax receipt as evidence that the grant money had been expensed. P&C executive to investigate this within the guidelines of our grants to conclude the feasibility of this proposal.

Michelle concluded her detailed discussions answering the following question “was there anything that she was aware of that would be delaying the proposed term 4 timeline for the building of the proposed multipurpose room”? Michelle responded by saying there was nothing that she could see that would be delaying this.

Michelle was thanked by all in attendance.

7. STANDING ACTION ITEMS

- Voluntary contribution update.

18.5K has been taken however some will need to be sent back to the school (was placed in the P&C account by parents by mistake and vice versa) Significant time being spent by Brad to reconcile accounts with receipts etc.

- Multipurpose building approval process (inc grants)
See above section 6 for details

8. CORRESPONDENCE

None tabled.

9. STANDING REPORTS

- Principals Report.

1. Gratitude message
2. School is looking into the Premier’s Sporting challenge
3. The school is very appreciative to Macquarie ICT unit, the school has received a large donation of lego/ robotic equipment.
4. P&C Working Bee- the school’s preference is for the P&C to decide date in term three.

(Please note the school will be a polling booth on Saturday 9 Sept – all day.)

Projects as per Jonathon’s email	School comment or consideration
Weeding, spreading mulch and planting additional native plants	Fabulous- please negotiate with Chris, Chris Coe has done a plan, and has a list of locations already.
P&C approved of \$1000 for native plants & mulch	Fabulous- Chris will have a list of plants. The school is happy to organise free mulch (but need a minimum of two weeks’ notice). P&C to please inform school where the mulch is most convenient to be dumped after consulting Chris.
High pressure clean to outdoor seats in year 1 courtyard and outdoor learning spaces	Seats done by the GA, however they do need regular cleaning especially after wet weather- fabulous if the P&C wish to include but GA will happily do as a regular task if not enough helpers.
Vegetable garden	AMU have this covered, so no action required by P&C- thank you.
Install donated year 6 seats	Fabulous, yes please. DP (CB) has the plan of where/how.... the seats need to go in a particular order.

Install the play house in playground area	Fabulous, yes please. DP (CB) has the location area worked out.
Possibly install gogo court	Still being discussed by school
Oval spraying	Done by school and will be completed during holidays from a specialist contractor.

- Treasurers Report.

We are on track to meet our budget estimates. There was a question on whether the uniform shop would give a donation to the P&C general account. Historically there has been contributions as similar to the canteen.

- President Report

Thanks to the school for the ongoing support for items such as trivia night, outdoor movie night. To all the parent volunteers whom are getting involved and service in different ways thank you also for your ongoing support of the wider school community.

- Band Report

2nd Friday of term 2 is band workshop.

All three bands have been entered in the upcoming eisteddfod

- Banking Report

None presented

- Canteen Report

All is going along well in the canteen. The canteen will be closed for the athletics carnival next Tuesday 20th June. The school will notify parents of k-2 students. We will also be closed for cleaning in the last day of term Friday 30th June and there will be no lunch orders but counter items will be available.

- Uniform Report

Jonathan and Nicole met with Dale and spoke about employment and also inventory stock levels and the procurement process. It is possible that the capital reserves that the uniform shop needs to operate may need to be adjusted given the increase in enrolments within the school. Dale is to consider the questions put forwards at the meeting and provide a response to Nichole and Jonathan. Zero as an automated inventory control method was mentioned again and this should help Dale provide a more detailed and timely report to the P&C. The uniform being a mandatory item for all children was discussed and there was a differing opinion as to whether the uniform shop should be seen as a net profit for the P&C or basically break even.

- Event Report

See below in section 10

- Building Report

See above in section 6

- Entertainment book

Not a huge uptake this year. Could the school please investigate if there are notes that could be distributed separately to the newsletter.

10. General Business

- Mother daughter camp is confirmed to be going ahead with the min 80 places being met. More people are welcomed to register, over 25% of all eligible girls have registered. This year there will be different activities compared to last time.
- Fete replacement (movie night). 9th September will no longer work as this is the polling day at the school. Plans are progressing well, however date will need to change from 9th Sept. Term 4 is now looking more preferable. 1st preference 21st October. 2nd preference is 28th October. 3rd option is 14th October. Sponsorship for the movie night and also P&C in general was discussed, School is to confirm OK of sponsorship proposal (Ros is going to confirm with Tim). Volunteers are welcome to come forwards to help out with items on the movie night.
- Web Page content is now editable. The contents of the web site will be editable by all P&C sub committees. Thank you to Dave and his staff for the work they have done thus far.
- Working bee - Dates were discussed 12th August first option. 19th August is second option. 26th August was third option.
- Trivia night - Kel has 6 tables currently signed up. There are 2 staff tables. Jonathan has a Star Wars table and is looking for others to join him. Thanks to Amber & Kel.
- Working with children checks - Because we have 4 P&C staff employees we need to ensure they are compliant. We have requested this of our employees. We have told the uniform shop and canteen of the limitations on working with children checks. The OCG have been very clear to identify that the WWC checks are not the only means to protect children. Work in progress is being lead by Jonathan.
- Book Keeper - One expression of interest was made by a parent of the school, which seemed good. Brad said he was OK to organise with Georgie and Lisa and himself (canteen, band and P&C) to move forward with the concept for the book keeper

11. New Business

Fathers day BBQ 1st Sept – call for volunteers. Could Jonathan put something in the newsletter – particularly a co-ordinator.

12. Motions

No motion was required to be endorsed.

13. Close of Meeting

9:30pm