Darlington Public School S&C General Meeting Minutes
Wednesday 14 August 2013
Meeting opened at 6.05pm in School Staff Room

Agenda item 1. Introduction
Welcome to Country by Cathie Burgess.

Agenda item 2. Apologies
Tim Ayres, Samantha Hall, Lesley Blackett, Sarah Barker.

Attendance:

Agenda item 3. Acceptance of Minutes from June Meeting
Cathie Burgess moved that the June minutes be accepted and James Lusty seconded the motion.

Agenda item 4. Principal’s Report – Liz Sinnott [item moved forward due to Liz leaving early]
Liz has been outlining the response to the School Review in every week’s School Bulletin newsletter. There are also a lot of other things happening to do with the Review and the School is testing the process.
All staff members are attending professional courses in English.
Stage meetings are occurring regularly to increase communication between staff.
Paul Parks organised for funding for the School to cover the cost of replacement teachers when School staff are attending training.
Paul Parks has moved on and Rod McGee has replaced him. This is a different role as there is a new structure and the position is an advisor to the principal.
Staff meetings are covering ‘common language’
Staff workshops have been run, including by Michael Genna, a quality teaching consultant and Kat Robinson ‘Every School, Every Project’ [check] helping to develop a literacy/numeracy contingency.
Some personalised learning meetings have already occurred.
School Twitter account – Liz is sending information out through this.
Liz has including a term calendar in the School Bulletin.
The calendar is also on the website. Website has a new page dealing with the Abercrombie Precinct Development by Sydney University.
Jane Burn, the School Administration Manager has retired and will be advertised soon. Liz asked for a male volunteer from the school community to be on the panel. James Lusty volunteered to fill this position. The plan is to make a new appointment by the first day of next term.
ACTION: Ifeanna to email James Lusty Liz’s email address so they can make contact.

The other vacant positions at the School cannot be advertised this year. There will still be two temporary teachers at the School for the rest of this year. One teacher will be a roving teacher to teach when permanent teachers are away and the other will focus on enrichment activities, i.e. work on the kid’s strong points and encourage them in these areas. Liz is still to set up a timetable for this.
Liz is reorganising the many school keys and has had some locksmiths in to rationalise the number of keys and have different levels of keys for different positions with different responsibilities. There will also be a borrowing system.
Liz has been organising a ‘clean up’ of the storage areas of the School. Liz has asked Martine Eve-Mcleod (a teacher at the School) to help with the performance groups and her role will be the ‘Performance Arts Co-ordinator’. Liz will be sending out a survey to the School Community to be able to plan for 2014. There will be two parts to the survey: performing arts and communication. There will be a paper survey as well as an online version. Liz congratulated the Year 4/5 class who raised $900 for the Tiwi Island school. They are currently boxing up chalk and the kids are choosing texts which will be sent to the school. Liz is interested in the ‘3 Acts of Goodness’ idea which is based on a Buddhist festival in the US where people focus on doing good deeds for others. Luci Temple said that she has also heard of a project called ‘Wish for the Future’ where people can write about what they would change about the world and what sort of future they look forward to.

Agenda item 5. General Business

5.1 Communication
Luci Temple talked about some concerns which she has with issues being raised at P&C meetings not being dealt with on the night of the meeting. She is concerned about how the P&C communicates with the School Community, especially in relation to fundraising. She said that she thought an email sent to the P&C hotmail email address would be sent out immediately and was not aware that it had to be sent to the P&C executive before it could be sent out to the School community. Luci also stated that she felt the minutes took too long to come out after the meetings. Ifeanna pointed out that the meeting minutes usually only take a week, or two weeks at the most to come out after the meetings [and this is after they are circulated to the P&C Executive for comment and/or correction]. Cathie Burgess stated that there was a lot of work in the minutes and keeping up with other paperwork. There was then some discussion about how best to address Luci’s concerns and it was decided that Luci is able to put information about fundraising and events on the School Facebook page.

ACTION: Luci to add fundraising websites and information to School FB page.

Luci suggested something also be added to the School website as well. Liz replied that Kelly Robinson works on the website every fortnight and she would be open to put something about fundraising on the School website.

ACTION: Ifeanna to email Liz for Kelly’s email address so that we can send her a calendar of P&C events to put on the website.

5.2 Fundraising
5.2.1 Feedback from fundraising working group – Luci Temple
There is a BBQ on Sunday 1 September at the Alexandria Bunnings and is being organised by parent Sarah Constable. We also have MADfest this Friday, the Federal Election BBQ on Saturday 7 September and proposed Father’s Day Movie Mayhem on Friday 30 August and Halloween Fete. Cathie suggested moving the Movie Mayhem to Term 4 as so many events over a few weeks is too many.

ACTION: Ifeanna to contact Sherrie Joseph & Lesley (they helped organise the Mothers Day Pizza & Pyjamas night last term) to work out what needs to be done.

A suggestion was made to order extra sausages for the Bunnings BBQ as spares can be frozen and used for the Election BBQ. Martine stated that the big freezer that used to be in the School kitchen is no longer but the Preschool freezer could be used if Aftercare is contacted first as they use it. Luci said that she has had limited response for volunteers from the website database or the paper forms. Several people said that it is better to ask people to volunteer face to face. Cathie volunteered to draw up a table for volunteer contacts which we can have at every event, starting with MADfest and encourage people to volunteer face to face.

It was suggested that we need to find a co-ordinator to organise the Movie Mayhem and to call for a volunteer co-ordinator at least 4 weeks prior to the event so that there is enough time to co-ordinate volunteers, jobs, etc. Michael stated that we need to involve the whole School Community in this process. Cathie stated it would be good to have a plan of events for next year and that perhaps we should put off the Halloween Fete until next year.
Cathie moved a motion that we decide whether we have the Fathers Day Movie Mayhem or the Halloween Fête, Ifeanna seconded the motion. A show of hands followed and the motion was carried.
Jen Burn said that you need to plan a long way ahead for the Halloween Fête, even starting now.
Martine said that some kids are looking forward to the Halloween Fête.
Jen Burn moved a motion that we postpone the Halloween Fête until next year, Cathie seconded the motion. A show of hands followed and the motion was carried.
Cathie suggested we have the Movie Mayhem with a Halloween theme around the same time as Halloween. A date of Friday 1 November was suggested but not confirmed.

5.2.2 Music and Dance (MAD) festival – Michael Keating
This is going ahead this Friday with a BBQ.
Anna Butler stated that she was not clear about the process of kids performing, how they were getting from Aftercare to perform and who was supervising them until she could arrive to collect them.
There was some discussion about this and Michelle McCormack stated that kids have to be signed out by their parent or a person nominated by their parent between 2.30 and 3pm and then can return to the School to participate in MADfest. Kids who go to Aftercare have to be signed out before they can participate in MADfest.
Michael said that the music and dance teachers have factored in that some kids won’t be performing in the first show due to being at Aftercare.

5.3 Online clothing pool – Katharine Vanderwal
Katharine has liaised with Lesley to sort out the unclaimed uniform items. She is collecting all the unmarked uniforms from the lost property this Friday, washing them and putting them on the website. All she needs now is to set up PayPal for online payments.
ACTION: Dominique to contact Katharine about PayPal.

Agenda item 6. University of Sydney Abercrombie Precinct Development [this was postponed and followed after Agenda item 9.]

Agenda item 7. Updates
4.1 School Bus – Michael Keating
Nothing has progressed since the last meeting as we still have no driver. Michael has discussed the issue with Liz.

4.2 School Garden – Nichola Jephcott
Garden planting was undertaken with vacation care kids and now have had winter crops of peas, carrots, lettuce and broad beans. There will be more seed planting with Preschool kids.
There will be a garden store at the Election Day event, selling plants and preserves.
Regarding accessing water from rainwater tank, Leon’s dad is a plumber and Kyong will contact him about this.
ACTION: Kyong to contact the plumber.

4.3 Canteen – no report
Apparently the School Kitchen is too small to be run as a viable canteen.
Marianna suggested we have a cooking day once a term where parents can come and be involved with the kids in a ‘Canteen Day’.

4.4 Pedestrian Safety - Michael Keating
Michael suggested a new design for the pedestrian crossing but it was deemed too wide by City of Sydney Council.
Michael proposed we try to source funding from University of Sydney via their Abercrombie Precinct Development project.
ACTION: Michael to contact University of Sydney.

4.5 Recycling – Ifeanna Tooth
No report but ongoing.
Agenda item 6. Secretary’s Report — Ifeanna Tooth

Correspondence
Correspondence relating to fundraising ideas from private sources given to Luci.

Applications for new membership
There were no new applications for membership.

Agenda item 8. Other Business
Michael stated that Rik who was helping with the Athletics BBQ was told by someone from Sydney University or their parking officers that he could park near the oval being used that day. He later found he had been booked. Anna suggested writing a letter to try to have them waive the fee.

ACTION: Ifeanna & Shelly offered to draft a letter on P&C letterhead to send to the parking contractors once Penny contacted to send details.

Agenda item 9. Treasurer’s Report — Dominique du Cros [given out of sequence due to delayed arrival of Dominique]
$536 was raised at the Athletics Carnival event. Suzy Pickles said that the cost of the oval hire was $500. Dominique suggested that next year we use Erskineville Oval which is free to local schools and has long jump pit and marked lanes for sports carnivals. Brad has taken the kids there previously for activities.

Kyong asked about garden grant funds and Dominique replied that she needed some receipts for money that was spent on garden supplies.

ACTION: Kyong and others to meet with Dominique to discuss how best to move forward with this.

Agenda item 6. University of Sydney Abercrombie Precinct Development [this was given out of sequence due to delayed arrival of Dominique] - Dominique
Dominique and Heather Clement attended the University of Sydney Meeting on 6 August at 8am and took minutes. These minutes can be circulated to the School community as they detail what impact the development will have and what will happen next.

The original consultant’s report set a baseline for noise levels, however the levels were measured from the street and not inside the School.

There is a need to monitor and identify the key issues such as noise and dust levels.

We are waiting upon information regarding the ‘acoustic fence’.

The School community needs to report any incidents they are concerned about to the contact phone number and email: Tel.: 1800 855 262 Email: abercrombie.precinct@jhg.com.au

If noise and dust levels reach high levels there might be a need for double glazing on windows and/or put in air conditioners.

Dominique has talked to the Principal Liz Sinnott about this and the School cannot do much about the situation. Cathie suggested the Teachers Union might be able to help.

James Lusty asked if there is any air monitoring occurring at present.
Dominique answered that there is no base line monitoring.

Dominique asked the consultants if the promised 10 car spaces were going to be put in as none have eventuated.

The project managers could not answer this as they said they were not in their positions (the team has been changed) when these commitments were made. The answer from the consultants was that they were “thinking about options”.

Previous commitments were not followed through.

Shelly Savage suggested that it could be useful for parents and/or teachers to monitor air quality and put this on Facebook to encourage people to respond/complain.

Martine stated that as a teacher, she had not noticed any excessive noise yet, although there have been some instances in the playground where the noise is very loud.

At this stage, Boundary Lane childcare centre is a buffer but it will be removed next January.
Luci suggested Dominique put something in the School Bulletin.

Dominique stated that she will put out the minutes from the last meeting and other meetings and put on the P&C noticeboard as well.
**ACTION:** Dominique to provide minutes from the Sydney University Development meeting to the School community and the notice board.

There is planned to be an information night and to get the Sydney University consultants in for a presentation and the School community needs to attend to show that there is a considerable presence. Luci suggested that it would be good to explain the issues to the School community and this could go out in the School newsletter. Shelly asked what the work hours were. Dominique answered 7am to 6pm construction hours and ‘really noisy’ construction hours are 10am to 2.30pm. Michelle McCormack stated that 55-60% of the day needs to be spent on literacy and numeracy and it is hard to fit this in to the quiet times of the day. Dominique apologised for being late to the meeting. Kyong asked whether the garden finances could be discussed. Dominique stated that she needed receipts for the last lot of purchases and that she got the details of the grant funding from the City of Sydney website.

Sylvia stated that next Wednesday night is the transition night for kindergarten at 6-7pm. She asked that those present tell anyone they know with suitable aged children to let them know.

Meeting closed at 8.07pm

**Next meeting Wednesday 11 September 2013 at 6pm**

**ACTIONS SUMMARY from August Meeting**

<table>
<thead>
<tr>
<th>ACTION</th>
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<tr>
<td>Pedestrian safety - contact University of Sydney</td>
<td>Michael Keating</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Draft a letter on P&amp;C letterhead to send to the parking contractors re Rik’s parking fine Athletic Carnival</td>
<td>Ifeanna &amp; Shelly</td>
<td>Waiting to hear back from Penny</td>
</tr>
<tr>
<td>Sort out garden club funds</td>
<td>Kyong and others to meet with Dominique</td>
<td>Ongoing</td>
</tr>
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<td>Ongoing</td>
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<td>Liz to identify where the duty of care lies during ethics classes.</td>
<td>Liz Sinnott</td>
<td>Completed – duty of care remains with School teachers</td>
</tr>
<tr>
<td>Luci to set up online volunteer fundraising survey form. Ifeanna to send out email to School community to ask for volunteers and ask Kerry to do the same.</td>
<td>Luci Temple &amp; Ifeanna Tooth</td>
<td>Completed</td>
</tr>
<tr>
<td>Send out web address for online funding plan</td>
<td>Ifeanna Tooth</td>
<td>Completed</td>
</tr>
<tr>
<td>School bus - Michael and Ifeanna to meet with Liz</td>
<td>Michael Keating, Ifeanna Tooth, Liz Sinnott</td>
<td>Michael met with Liz</td>
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