**Welcome new members and observers**
by Yvette Schweiger

**Attendance**
Yvette Schweiger (President), Sally Carr (Secretary), Belinda Tolman (Vice President), Amanda Austin, Tracey Mckeown (Deputy Principal), Michael Burgess (Principal), Carolyne O’Brien, Kelly King, Tiffany Spokes, Jo Way, Fleur Pirlet, Emma Denniss (Treasurer), Tianna Butterworth, Kelly Bowditch, Daniela McPherson, Amber Cameron, Sri Astutik, Kate Gibbs, Ben Black,

**Apologies**
Toni Formby, Melanie Pitcher, Jeni Craig, Richard O’Brien, Martin Howes, Vicki Pope, Virginia Hunt, Helene Rosanove, Simone Robertson, Richard Harris.

**Visitors**
nil

**New financial members**
For 2014/2015 year- Amber Cameron, Kelly Bowditch, Tianna Butterworth, Daniela McPherson, Sri Astutik, Kate Gibbs, Ben Black.

For 2015/2016 year- Kelly Bowditch, Daniela McPherson, Sri Astutik, Fleur Pirlet, Amanda Austin.

For 2016/2017 year- Fleur Pirlet

**Acceptance of previous minutes**
Motioned: Belinda Tolman
Seconded: Tiffany Spokes

**Business Carried Forward**
nil

**Treasurer’s report**
presented by Emma Denniss
Please see financial report. Current funds $31985 but some commitments still to be paid (playground/kitchen programme/retaining wall)
Accounts are with the auditor for the AGM.
Profits from recent fundraising: Movie night $557; Calendars $1189
Cards- to be finalised, stock still to be sold.
Treasurer’s report accepted by Jo Way and seconded by Carolyne O’Brien

**Regional P&C report**
presented by Amanda Austin
There have been no formal meetings for some time and structure of the regional P&C is still being decided. We will still need to elect a representative at the AGM so that when meetings recommence we have a representative.

**Canteen Subcommittee report**
The canteen refurbishment is progressing well and it is hoped that at this stage it may be reopening in week 5. We will need some assistance moving equipment back in when the canteen is handed over but will await to hear from Virginia about this.

**Principal’s report**
By Michael Burgess
Welcome to the new parents that have arrived at the school and have come along this evening. Michael explained about the holding patterns that classes go into at the start of the new school year- it is essential to confirm enrolments before deciding classes to minimise later disruption to classes. We now have 748 students and had a 6% turnover of students last year.
**Staff changes**
Miss Barry transferred to Killarney Vale School. Kerry Smith left and we have a new Assistant Principal for Stage 1- Tamara Slattery.

The school has been working on its strategic plan following consultation with the school community. 3 main areas have been identified and targets will be set and monitored by the Department of Education.

These are:
1) Emotional wellbeing of students
2) Differentiated learning and connection to technology
3) Assessment and feedback to both students and parents.

A reminder about the parent information evenings.
10th of February for kindergarten and Wednesday 18th February for years 1-6.

**Uniform Shop report**
Presented by Tiffany Spokes

It has been a very busy start to the year with approx. $10,000 in receipts over the first 2 weeks of term. Sports shorts are now in stock. There have been a lot of invoices to pay but we are now well stocked for Winter. Alex Wright, a graphic designer and Mum at the school is kindly working on signage for the shop.

Quotes and samples for the Summer girls uniform have been requested from the current Winter uniform suppliers as there have been some quality and sizing issues with our current supplier. These will be brought to the next meeting. There are no plans to increase costs to purchasers at this time.

The electrician is aware of the ceiling fan that needs to go into the uniform shop and this will hopefully happen soon. New volunteers are always welcome.

**Master Plan**
By Michael Burgess

The concept of the Masterplan was explained to newcomers. Goals achieved recently include slides in top playground, Ena Street entrance path, recycled timber playground equipment which was completed over the Summer holidays. There were some drainage issues on the Ena Street path during the deluge on the first day of school, this has hopefully been addressed.

The new timber play equipment needs a border or something to contain the bark, suggestions such as a mound or a tree to use as a border are being considered. The children are enjoying the new equipment.

A big thank you to Rod Butler and Brad Graf for donating their time and materials to complete the concrete path to Ena Street.

The blocks for the new retaining wall near the ½ N classroom are due to arrive next week. This donation has been sourced by Peter and Leza Atkinson. The wall should be completed in the near future.

**Terrigal Family Fun Fair and Events Committee**
By Belinda Tolman

Belinda explained the TFFF. The date is set for the 10th of October. Thank you to the new kindy parents that have come on board with offers to help. There will be a TFFF meeting next week.

Jo Way raised the TFFF facebook page and she will transfer administration to Belinda. It was noted that the school website has outdated information about TFFF on the site.

Belinda is planning to step down as Events Coordinator at the AGM as the TFFF will be taking up most of her time. We have 2 upcoming events- the Election Day BBQ and the Easter Hat Parade. Both of these events have been successful in the past. We will need volunteers to help out on the day.

**Parent Liaison**

Kim Stamper has kindly agreed to do this role. Letters and sign up sheets have been prepared for the Kindergarten orientation evening. Tiffany explained the purpose of the role -to be a facilitator for social and school events and provide information from the P&C to parents and vice versa.

**Agenda Items**

Stephanie Alexander Kitchen Programme: Kelly King updated us on the progress of this. Freedom Kitchens have supplied a 9 metre run of cupboards at a reduced price. Richard O’Brien has kindly confirmed that he can help remove existing kitchen, install new kitchen and may
be able to assist with delivery of the kitchen. Thank you Richard.
Amanda Austin suggested a P&C meeting in the mezzanine once it is
finished.
Emma Denniss proposed a further $1000 donation to help fit the
kitchen.
This was seconded by Amanda Austin and the motion was carried.
Kelly to email an updated list of equipment needed for the kitchen- Sally
to circulate to P&C members.
**Water spout/bottle refill**- no further information received as yet. To
carry over to next meeting. Fleur Pirlet has offered to help Sola with
this.
**Fundraising feedback**-Jo mentioned that another school had a stall at
their fete to display artwork and order calendars and diaries etc and it
was agreed that this would be a great idea for the TFFF. Drawings
would need to be done before the fete and can also be done on the
day. Thanks to Jo and Carolyne for organising the calendars. We still
have some cards left over- it was suggested they could be sold at the
parent information evenings or the uniform shop.
**Retaining wall**- mentioned in masterplan report.
**Bag hooks**- Belinda to further explore and gain quotes. Decided to
prioritise kindergarten classes. It was suggested that the hooks in the
BER classrooms be investigated. Tianna and Amber are happy to assist
with this.
**Reading Eggs**- we currently pay half of the reading eggs and
mathletics subscriptions. Emma Denniss enquired whether Reading
Eggs was being utilised by the stage 2 and 3 children. Michael
explained that the school had looked into this and usage was about
64%. The cost of subscription for K,1-2 was not much less than K-6.
The learning support unit use it. It was decided to keep the whole
school subscription.
Jo Way motioned that the P&C continue to pay for half of the
subscription for both Reading Eggs and mathletics. This was seconded
by Sally Carr and motion carried.
**New playground equipment**- discussed in masterplan report.
**Principal’s Wish List**- Michael provided a list of several items that we
could select to raise funds for. These include covered walkway to
classroom, refurbishment of old canteen, ipads, etc. See attached.
Michael would like the P&C to consider the list and think of top 2
priorities. It would help TFFF fundraising if we had a goal to achieve.
Yvette raised the idea of a building fund that parents could contribute to
for their school contributions- Michael will investigate this but thinks the
rules around this have changed. The P&C paid for smart boards in the
classrooms- these may need replacing soon. Kate mentioned that her
work is now using special smart boards which may be an
alternative.
**Election Day BBQ** (28/3/15), Cake stall and Easter Hat parade- help
will be needed to cook bbq and organise these events. Will send more
information out nearer the time.
**Vacancies at upcoming AGM** 16th March. All positions will be vacant-
President, 2 Vice presidents, Secretary, Treasurer and subcommittee
leads.
**Cubby House**- this still needs to be painted. Suggested that kindy
parents may be able to do when at pick up. Sally will ask a painter
friend if he has any paint he can donate. Not practical for children to do
it!
**Covered walkway**- to demountable classrooms. Access to these rooms
remains a problem in heavy rain. There could be a potential for joint
school and P&C funding for this. It is on the wish list.
| General Business | Jo Way raised the issue of the Ena Street entrance being closed occasionally and suggested the school phone number be on the gate so that the school can be called when it needs opening. Jo Way spoke about the unofficial TPS facebook and uniform page. She would like to check with the school whether the requests for joining are legitimate. Michael agreed to this. Daniela raised the hat policy and it was explained that children are not allowed to play in the sun without a hat and have to remain undercover if so. This is enforced. |
| Correspondence | We received a response from Adrian Piccoli the Minister for Education noting our request for additional permanent buildings to replace the demountables. It was suggested that we lobby the main candidates for the upcoming State election to ask them to view the school after hours. Michael would need to approve any such visit. Sally will look into this further. |
| Action Items | Carry over water spouts until next meeting $1000 donation to kitchen programme Commitment to continue to jointly fund Reading Eggs and Mathletics. Circulate list of kitchen items needed to P&C members Members to look at Wish list and decide priorities for next meeting. Lobby State parliament candidates about demountables and covered walkways |
| Meeting closed 9.40pm | Next meeting is Monday 16\textsuperscript{th} March, 2015 to follow on from AGM at 7pm. |
Masterplan Report

Two projects that fall under the Masterplan have been undertaken since the last meeting.

The path connecting the Ena St gate entrance with the section of path already in place was completed. The path was completed by Brad Graf concreting and Allcoast Concrete Pump Hire (Rod Butler). The cost was $700 for the concrete and $250 for the steel and chairs. $800 for labour. Rod from Allcoast Concrete Pump Hire donated all of his time and equipment. Brad charged us for materials and labourers but donated his time for setting up the form work and his work.

The timber play equipment was installed over the holidays by Timber Creations. The equipment looks great and is under heavy use by students. There is still some work to be done around the equipment to stop the softfall bark from being dispersed. The team are working on ideas.

The retaining wall near the old KW will be completed over the next few weeks. The blocks will be delivered shortly.

The team will meet later in the term to plan 2015 priorities and projects.
PRINCIPALS REPORT TO P & C – 9TH Feb 2015

Start to Year & Numbers

It has been a relatively smooth start to the year. We were in holding classes for only a few days until numbers were confirmed.

Holding classes are necessary as we are staffed on a very tight formula. This formula determines the number of staff and hence the number of classes. With target numbers on class sizes combined with the staffing formula the addition or loss of just a couple of students can change the whole class structure. The holding pattern is preferential to forming classes and then having to rearrange or shift some students.

Our numbers have required a couple of additional composite classes. Some parents tend to be anxious about their child being in a composite class. Whilst straight grade classes are easier, in terms of organisation, than composites there is little difference in terms of learning. Teachers always structure their classes to meet the full range of abilities in their class. Often the range of abilities in a composite is actually narrower as students have been chosen based on the needs of the grade cohorts.

Teachers spend a lot of time considering the structure of all classes and trying to balance the needs of individuals with the needs of the whole group.

We had around a 6% turnover in students and ended up with about the same number of students at the beginning of the new year as we finished with last year. Our current enrolment is 748 students.

Staff wise we had Mrs Barrie transfer to Killarney Vale PS and Mrs Smith take up a role at Gosford Office. Mrs Tamara Slattery was appointed as our new Assistant Principal after a merit selection process. Virginia Hunt was the P & C’s representative on that panel. (Thanks Virginia). We have Cindy Martin temporarily filling the vacancy of Ms Barrie.

Directions for 2015/3 Year Plan

Using information from parents, students and staff as well as the analysis of a range of data we have narrowed down our priorities for the next few years.

There was a very strong emphasis on the emotional well-being, particularly from parents but also a strong priority from staff. The development of emotional intelligence was a priority – particular in terms of resilience, problem solving and working/living with a diverse community.

The second area will be around the intellectual quality and differentiation of student learning. Parents, in particular, thought connected learning, through the use of technology, was important.

The third area will focus on assessment and the use of feedback.

The task over the next few weeks will be to “flesh” these areas out and plan how we will improve in these areas and how we will know that we have improved.

Parent Information Evenings

Kinder – tomorrow (Tuesday) 6 – 7
1 & 2 – Weds 18th 4 -5
3 & 4 – Weds 18th 5 – 6
5 & 6 – Weds 18th 7 – 8
Submission to the P & C potential major funding items

These are projects that are currently on our list of possibilities to improve the school. Other ideas are welcome.

These are NOT in priority order.

1. Covered walkway to the four demountables on the oval.
   Approximate cost $ 24 000
   Potential for a joint funding application

2. Renovations to the old canteen near the After School building to turn it into an additional space to run programs such as seasons for growth.
   Approximate cost $ 9 000

3. Connected learning – 2 x sets of 15 iPads, plus two security trolleys, plus Apple configurator and Apple Mac
   Approximate cost $ 19 500

4. Northern path to connect bottom with level one and level two
   Approximate costs $ 42 000

5. Masterplan work – connect Ena street path to I Block, extend path up past I block to shade area.
   Approximate cost $ 24 000

6. Shade Areas – Stage 3 and Kindergarten
   Approximate cost $ 14 000 each ($28 000 total)

7. Electronic sign for front of school
   Approximate cost $20 000

8. Wet Weather cover for front entrance
   Approximate cost $24 000

9. Industrial Fans in hall
   Approximate cost ????

10. Retaining wall, steps and landscaping near chook yard
    Approximate cost $ 7 000
## Statement of Receipts & Payments
### Financial Year 2015

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening balance of account as at 1st January 2015</td>
<td>$4,712.06</td>
</tr>
<tr>
<td><strong>Receipts</strong></td>
<td></td>
</tr>
<tr>
<td>Uniform Shop</td>
<td>10,662.21</td>
</tr>
<tr>
<td>Canteen</td>
<td>-</td>
</tr>
<tr>
<td>Fundraising Functions</td>
<td>-</td>
</tr>
<tr>
<td>P&amp;C Annual Membership Fee</td>
<td>-</td>
</tr>
<tr>
<td>Bank Interest received</td>
<td>10.32</td>
</tr>
<tr>
<td>Donations Received</td>
<td>54.88</td>
</tr>
<tr>
<td>Other ($30k FROM ONLINE SAVER)</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL RECEIPTS</strong></td>
<td>10,727.41</td>
</tr>
<tr>
<td><strong>Payments</strong></td>
<td></td>
</tr>
<tr>
<td>Uniform shop</td>
<td>9,438.50</td>
</tr>
<tr>
<td>School donations</td>
<td>-</td>
</tr>
<tr>
<td>Canteen</td>
<td>40.03</td>
</tr>
<tr>
<td>Fundraising COGS</td>
<td>-</td>
</tr>
<tr>
<td>Stationery</td>
<td>-</td>
</tr>
<tr>
<td>Other</td>
<td>-</td>
</tr>
<tr>
<td>Bank Merchant Fees</td>
<td>165.12</td>
</tr>
<tr>
<td><strong>TOTAL PAYMENTS</strong></td>
<td>9,643.65</td>
</tr>
<tr>
<td><strong>Closing balance of bank ledger account</strong></td>
<td></td>
</tr>
<tr>
<td><strong>YTD operating surplus sub total</strong></td>
<td>5,795.82</td>
</tr>
<tr>
<td><strong>Bank Reconciliation - Cheque Account</strong></td>
<td></td>
</tr>
<tr>
<td>Credit balance as per bank statement</td>
<td>10,884.72</td>
</tr>
<tr>
<td>Add un-presented deposits</td>
<td>-</td>
</tr>
<tr>
<td>Less un-presented cheques</td>
<td></td>
</tr>
<tr>
<td>1477</td>
<td>44.40</td>
</tr>
<tr>
<td>1481</td>
<td>2424.50</td>
</tr>
<tr>
<td>1482</td>
<td>2620.00</td>
</tr>
<tr>
<td><strong>As per balance of accounts 31st December 2015</strong></td>
<td><em>5,795.82</em></td>
</tr>
<tr>
<td><strong>Variance</strong></td>
<td>-</td>
</tr>
<tr>
<td><strong>Bank Reconciliation - Online Saver Account</strong></td>
<td></td>
</tr>
<tr>
<td>Opening balance high interest bearing account</td>
<td>26,081.34</td>
</tr>
<tr>
<td>Add interest</td>
<td>108.65</td>
</tr>
<tr>
<td>Add deposits</td>
<td>-</td>
</tr>
<tr>
<td>Less withdrawals</td>
<td>-</td>
</tr>
<tr>
<td><strong>Closing balance of high interest bearing account</strong></td>
<td><em>26,189.99</em></td>
</tr>
<tr>
<td><strong>Balance of surplus funds as at 8th February 2015</strong></td>
<td><em>31,985.81</em></td>
</tr>
</tbody>
</table>