

**MINUTES OF LANE COVE WEST P&C MEETING  
Term 1 Meeting 1**

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| <p><b>ATTENDEES</b></p> <p><u>CHAIR</u> Michelle Friend (<i>President</i>)</p> <p><u>SCHOOL</u> Tania Weston (<i>Principal</i>)<br/>Callum Thompson (<i>Deputy Principal</i>)<br/>Kieran Campbell (<i>Stage 2 Assistant Principal</i>)<br/>Sam Sillipo (<i>Stage 2 Assistant Principal</i>)<br/>James Josling (<i>Assistant Principal</i>)<br/>Rachel Saul (<i>Assistant Principal</i>)</p> <p><u>GUESTS</u> N/A</p> <p><u>P&amp;C</u> Stuart Turner (<i>Vice President</i>)<br/>Tina Lowry (<i>Vice President</i>)<br/>Maheshiká Sirisena (<i>Secretary</i>)<br/>Jane Corlett (<i>Band Co-ordinator</i>)<br/>Natasha Shkarupa (<i>Assistant Treasurer</i>)<br/>Deborah Mounser (<i>Advisor</i>)<br/>Phil Hurrell (<i>Communication Coordinator</i>)<br/>Brooke Townend (<i>Volunteer Co-ordinator</i>)</p> <p><u>APOLOGIES</u> Cassie Howman-Giles (<i>Canteen Co-ordinator</i>)<br/>Mel Buskens (<i>Uniform Shop Co-ordinator</i>)<br/>Crystal Shi (<i>Treasurer</i>)</p> <p><u>NEW MEMBERS</u> N/A</p> | <p><b>DATE:</b> Wednesday, 27 February 2019</p> <hr/> <p><b>TIME:</b> Start 7:00 pm<br/>Finish 8:50 pm</p> <p><b>LOCATION</b> Library</p> <p><b>RECORDER</b> Maheshiká Sirisena</p> <hr/> <p><b>DOC NO.</b> LCWPSPC General Meeting<br/>Minutes T1M1 27 February<br/>2019</p> |
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**SIGNATURE ORIGINATOR:**

**DATE SIGNED:**

**SIGNATURE OTHER PARTY:**

**DATE SIGNED:**

**COPIES:** P&C Members, P&C file, School

Contents

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**(A) Record of Meeting**

| Item | Item Details   |
|------|--|
| 1    | Meeting declared open by Michelle Friend at 7:00 pm  |
| 2    | <p><b>Minutes of Previous Meeting</b></p> <p>The minutes of the last P&amp;C meetings were tabled.</p> <p>Motion: That the minutes for P&amp;C meeting held 29 November 2018 be accepted.</p> <p>Proposed: Stuart Turner Seconded: Tina Lowry</p> <p>Motion carried.</p> |

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| <b>3</b>   | <p><b>Motions voted on since last Meeting</b></p> <p>3.1 That approval be given for the two bank accounts (BSB: 032085 Account Numbers: 233642 and 247737) held in the name of the P&amp;C be closed with the balance money transferred to the General Fund account (BSB: 032 085 Account number: 560299)</p> <p>Motion passed.</p> <p>3.2 Budget approval for 2019 events major booking items:</p> <ol style="list-style-type: none"> <li>a. That the P&amp;C commit up to \$7,500 for expenses relating to the Spring Fair (including catering, activities, decorations and sideshows).</li> <li>b. That the P&amp;C commit up to \$18,000 for expenses relating to the 2019 social night (catering, drinks, entertainment, decorations, artwork framing and other expenses)</li> <li>c. That the P&amp;C commit up to \$4000 for expenses relating to the Mothers Day Breakfast (including catering, activities, decorations).</li> <li>d. That the P&amp;C commit up to \$4000 for expenses relating to the Fathers Day Breakfast (including catering, activities, decorations).</li> </ol> <p>Motion passed.</p>  |
| <b>4</b>   | <p><b>Matters arising from the minutes</b></p> <p>Nil</p>  |
| <b>5</b>   | <p><b>Correspondence</b></p> <p>Nil</p>  |
| <b>6</b>   | <p><b>Motions of which notice has been given</b></p> <p>Approval for STEM Classroom funding of \$50,000 from P&amp;C building fund</p> <p>Stuart noted the importance of the STEM Classroom funding given the limitations for spending Building Fund money and that its tax deductible.</p> <p>There was agreement in principle to that the P&amp;C would use building funds towards the STEM classroom project dependant on the planning process proceeding and vote.</p>   |
| <b>7</b>   | <p><b>Reports</b></p>  |
| <b>7.1</b> | <p><u>Principal's report</u></p> <p><b>Staffing</b></p> <p>The school year has started smoothly and all classes are settled. Impressed with how well Kindergarten students have settled into routines. We have 24 classes K-6. Student enrolments up from last year, 2018 – 573, 2019 – 611, with an increase of international students and 105 K enrolments.</p> <p>We have employed 5 School Learning and Support Officers who work in classrooms with students who have integration funding support, as well as providing support in Kindergarten and across K-6.</p> <p>We have submitted a vacancy against the library position and hope to go to merit selection.</p> <p>Quality Teaching Successful Students allocation used to fund an Instructional Leader in Writing. Samantha Silipo will team teach Years 3-6 Terms 1 and 3, K-2 Terms 2 and 4. Focus areas will include the Self-Regulated Strategy Development Program and aspects of NAPLAN (audience, paragraphing) and teacher professional learning in the NAPLAN Online Marking Course to explicitly teach and/or team teach writing.</p> <p>Mandarin – Amanda Hung has successfully applied for a permanent mandarin teacher position. We were not successful in finding a suitable replacement towards the end of last year. Then, when we surveyed parents and teachers, feedback was not overly positive.</p> |

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Happy to have further conversations with P&C, get more feedback from parents regarding a languages program moving forward and what this could look like.

RFF – Creative Arts continues Mon-Fri, PDHPE continues Mon-Fri, introduced Mathematics- Working Mathematically Mon-Tues, and Grammar and Punctuation Mon-Fri at staff request.

### **STEM**

STEM continues in 2019 with Mrs Lee and Mr Campbell working with classes K-6.

Stage 1 – ‘From Paddock to Plate’ growing their own fruit and vegetables and then engaging in cooking classes.

Stage 2 students will be augmenting their learning in science and geography by coding a game in Scratch to educate the player about native flora and fauna.

In Stage 3, students will be learning about the links between physics and sport by exploring the inquiry question, ‘How can we use our knowledge of physics to improve performance in sport?’, and will also include students undertaking a programming challenge with the EV3 robots. Lane Cove West has also joined a STEM Network of local schools, which will involve STEM students from a local high school visiting to mentor Stage 3 students.

Our popular lunchtime Minecraft Club will continue this year, and in Science Club Mrs Lee and Mrs Kazuberns will be working with students to create a video submission for the Sleek Geeks Science Eureka prizes. Mrs Lee and Mr Campbell will also be holding a before school Robotics Club for Stage 1 this term.

\$5000 Makers Project from the Australian Government which will purchase 2 3D printers and 12 Sphero robots.

### **Parent Teacher Information Night**

This evening was well received and parents have thanked us for the comprehensive information packages sent home. Any feedback on how we can further improve our Parent Information Night would be greatly appreciated and will be taken on board.

### **Budget**

In the process of finalising the school budget for 2019 school year. Will be able to present the budget at the next P&C meeting. We anticipate the SBAR will increase due to additional staff member, school counsellor based at our school and increased numbers.

### **P&C Welcome to New Parents**

Thanks to the P&C for holding the welcome drinks for the Kindergarten parents. A wonderful initiative and very well attended. My apologies for not attending as I was on sick leave.

### **Learning and Support: Transition Meetings**

Meetings were held in Weeks 3 and 4. Over 85 meetings were held to discuss student learning, social or emotional or behavioural needs. We have had very positive feedback from parents and teachers for the planned opportunity to meet and has allowed for adjustments to be provided from the start of the year.

### **School Plan 2018-20**

- **Strategic Direction 1: Engaged and Challenged Visible Learners**
  - Improved writing outcomes – Quality Teaching Successful Students Initiative
  - STEM – K-6 Science Technology Engineering, Mathematics program (team teaching program K-6)
  - Mathematics – Differentiating the Maths Curriculum for Every Learner -Numeracy Support Program, Open-ended questions using thinking tools (working mathematically)
  - Held a Staff Development Day last Saturday 23 February. All staff worked with Anita Chin on developing open ended questions to gauge student’s prior knowledge/understanding before

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|     | <p>commencing each strand of mathematics learning to better differentiate the curriculum for all learners as well as using open ended questioning for post assessment. Staff then looked at Term 1 programs and wrote open ended questions to start each strand of learning.</p> <ul style="list-style-type: none"> <li>- Visible Learning Project – Effective Learners, Learning Pit, Learning Dispositions, Learning Intentions, Success Criteria, Effective Feedback. Parent Workshop scheduled for Tuesday 7 May</li> <li>• <b>Strategic Direction 2: Evidence-based futures focused teaching and leadership practices</b></li> <li>- Mathematics – Differentiating the Maths Curriculum for Every Learner (Teacher Professional Learning Anita Chin)</li> <li>- Visible Learning Project – with Corwin University ‘Building and Developing Visible Learners (SDD January 29) and ‘Feedback that Makes Learning Visible’ SDD Monday 22 July</li> <li>• <b>Strategic Direction 3: Emotional Intelligence and Community Connectedness</b></li> <li>- Whole School Wellbeing Practices – Mindfulness, Social Skills, Cyber Safety, Transition Meetings, The Resilient Donut Model and Peer Support</li> <li>- Improved communication across the school community – currently working on our website</li> <li>- Community involvement and partnerships with the school – transition meetings, Science Day, P/T Interviews, P&amp;C Initiatives and staff participation, Parent Forums (Visible Learning, Resilient Donut, Cyber Safety)</li> </ul> <p><b>School Grounds:</b><br/>2018-19 School Maintenance:</p> <ul style="list-style-type: none"> <li>- New fencing around the school – paid for by DoE and installed 2018</li> <li>- Refurbishment of Learning and Support Room – completed at the end of 2018</li> <li>- Outdoor Blinds – installed Dec 2018</li> <li>- STEM Classroom approved – funded by the school – waiting for an Asset Manager to be assigned</li> <li>- Sensory Garden – waiting for approval</li> <li>- Landscaping of Cullen St – would like to work out location of STEM classroom before commencing work</li> <li>- Move Science storeroom to create a multi-purpose flexible learning space for staff and student use</li> <li>- Ongoing oval maintenance, air conditioning, carpet cleaning, pest control, deep clean of girls and boys toilets and veranda areas</li> <li>- DoE Maintenance – gutters, gas heaters, stormwater drains, grate drains</li> <li>- DoE 2018-19 Planned Maintenance – still awaiting communication</li> <li>- Repainting of girls and boys toilets</li> <li>- Sand pit area/shade cover</li> </ul> <p><b>Trivia Night:</b></p> <ul style="list-style-type: none"> <li>• Art works well underway already</li> </ul> <p><b>School Website</b></p> <ul style="list-style-type: none"> <li>• Ladies in the office are currently updating the school website</li> <li>• Customising the home page to reflect our school not the DoE</li> <li>• Aim with the events is to reduce number of phone calls to the office</li> <li>• Promote school learning, activities, events through gallery on home page</li> </ul> |
| 7.2 | <p><u>President’s Report</u></p> <p>No report.</p> <p>Michelle noted that the minutes of meetings will be published on the website and new Executive Committee had its first meeting for year on 13 February 2019 to discuss the plans for the year 2019.</p>   |

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| <b>7.3</b> | <p><u>Treasurer's Report</u></p> <p>No report.<br/>Natasha noted the current balances of General Fund and Building Fund.</p>   |
| <b>7.4</b> | <p><u>Band Report</u></p> <p>Welcome to new band committee – thank you to returning members (12 currently), would like some general members.</p> <p>4 Bands – 31 Junior, 34 Concert, 29 Senior, 11 Jazz (offered as extension)</p> <p>2 new conductors, Yvonne has returned and will conduct junior band in addition to Concert.</p> <p>Band fees increased \$340/yr that's a \$10 increase for each Term due to Conductor rates increased which were not increased for years</p> <p>Approx. 36 instruments have been hired to students</p> <p>9 tutors on site</p> <p>Instruments: purchased a new double French horn, preparing to sell some old instruments, obtaining quotes for new percussion</p> <p>Planning following performances:</p> <ul style="list-style-type: none"> <li>• Ryde East Music Festival (May)</li> <li>• Australian School Band and Orchestral Festival (Aug) <i>formerly New Band Festival</i></li> <li>• Performance in Lane Cove Plaza (Oct)</li> <li>• School Assembly + Grandparents Day</li> <li>• Band Gala Night</li> <li>• 2 x 1 day Band Workshops (May &amp; Aug)</li> <li>• Police Band Workshop for Concert Band + Performance to school</li> </ul> <p>Promote opportunities provided by DoE</p> <ul style="list-style-type: none"> <li>• Band camps</li> <li>• Regional Music Ensembles</li> </ul> |
| <b>7.5</b> | <p><u>Canteen Report</u></p> <p>No report.</p>   |
| <b>7.7</b> | <p><u>Fundraising and Volunteering Report</u></p> <p>No report.</p> <p>The Kindy welcome drinks were very well attend with 140 attending and new families enjoying the opportunity to meet other parents. Thank you to the organising team Brooke, Janine, Cath, Gabrielle, Cassie, Patty and Anna.</p> <p>Brooke noted organising of movie night is in progress (Screen organised, pick of the movie is pending), options for themes for Social Night, and need for budget approval for major booking items for 2019 (motion passed 3.2).</p>   |
| <b>7.8</b> | <p><u>Uniform Shop Report</u></p> <p>No report.</p>  |

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| <b>7.9</b>  | <p><u>Communications / Website Report</u></p> <p>Great start to the year with the early release of the P&amp;C Survey - with fantastic response from parents 360 responses covering 716 parents and 503 children received.</p> <p>64 class parent volunteers</p> <p>170 volunteers for P&amp;C Activities</p> <p>39 Yes to Snowsports</p> <p>56 for Tournament of the mind</p>  |
| <b>7.10</b> | <p><u>Chess Club Report</u></p> <p>No report.</p>   |
| <b>7.11</b> | <p><u>Maintenance Report</u></p> <p>No report.</p>  |
| <b>7.12</b> | <p><u>School Banking Report</u></p> <p>No report.</p>   |
| <b>7.13</b> | <p><u>Book Club</u></p> <p>No report.</p>   |
| <b>8</b>    | <p><b>General Business</b></p> <ol style="list-style-type: none"> <li>1. Diana (Coordinator for Netball club) noted the need for a reversible netball hoop installation near the demountable which could be used for basketball and netball training. The netball club started with 7 teams but now have 11 teams in 2019 and training space is at a premium. Tanya requested the quotation for the installation.</li> <li>2. Overview of school Clubs and student participation. – Tania agreed to communicate the current enrolments via chatters and noted that further demands for clubs cannot be accommodated as clubs are run voluntarily by the schools’ staff.</li> <li>3. Overview of school Gifted and Talented guidelines and how the P&amp;C can provide support including Tournament of Minds survey expressions of interest and next steps-Tania noted that one teacher and few parents has already expressed to volunteer to organise Tournament of Minds. Tina noted the need for identification Gifted and Talented students within the classroom and providing them opportunities to grow both in the classroom and extracurricular activities. Tania nominated Callum Thompson and Rachel Saul as teacher representatives to explore this program.</li> <li>4. Notification to parents of upcoming student awards and presentations at assembly. – Tania noted that this cannot be committed given the current workload. However, it was agreed that the schedule of years hosting assemblies would be communicated for the term so parents could plan to attend with the callout that this is subject to change.</li> <li>5. Interschool Ski Championship Competition. Discussion on proceeding with school participation based on survey expressions of interest. <a href="https://www.nswinterschools.com.au/about-interschools">https://www.nswinterschools.com.au/about-interschools</a> - Tania noted that school is supporting the school’s participation. The school previous involvement was to enrol and pay for the school’s registration with parent’s organising the event and paying and organising for their children’s registration in events, accommodation etc. The school cannot commit to allocate any staff unless volunteered. The P&amp;C will send out initial email to those who responded to the survey.</li> </ol> |

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| <b>9</b>  | <p><b>Other matters</b></p> <p>1. Review of P&amp;C constitution – Stuart noted that constitution has not been reviewed for over 10 years and does not accommodate current demands such as electronic banking and therefore, requires review. Stuart and Tina will be reviewing the P&amp;C Constitution and will be forwarded for Approval in future.</p> |
| <b>10</b> | Concluded at 8:50 pm   |

**(B) Actions Arising**

| <b>Item</b> | <b>Item Details</b>  | <b>Assignee</b>     |
|-------------|--|---------------------|
| 1           | Seek feedback from Parents, Teachers and Students on Mandarin classes and provide an update at the next meeting              | Tania               |
| 2           | Review of Constitution   | Stuart, Tina        |
| 3           | Closure of Bank Accounts (3.1)   | Crystal,<br>Natasha |
| 4           | Booking major items for 2019 events (3.2)  | Brooke              |
| 5           | Circulate Minutes of the meeting and publish on the website  | Maheshika,<br>Phil  |
| 6           | Reversible netball hoop installation estimate to Tania   | Diana               |
| 7           | Interschool Ski Competition - Email to families that responded to survey with competition details and organising volunteers. | Michelle            |

**(C) Attachments**

1. N/A

**END OF RECORDS**