

## P&C Association Incorporated


### Minutes of P&C General Meeting

### held on 15 March 2022

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| <b>Open</b>                                   | The meeting was opened at 7:00 PM in Zoom  |
| <b>Attendance</b>                             | Principal – Mr Mark Steed<br>Deputy Principal – Mrs Jayne Muir<br>Deputy Principal – Mrs Jessica Maakaroun<br>Others as per Attendance Sheet   |
| <b>Minute taker</b>                           | Chris Bloxham  |
| <b>Distribution</b>                           | via email where requested.   |
| <b>Apologies</b>                              | Nancy Wang (Treasurer).  |
| <b>Previous Minutes</b>                       | Chris Bloxham Presented the Minutes of Feb 2022 AGM meeting.<br><br>1 <sup>st</sup> Nandhini<br>2 <sup>nd</sup> Lizzy  |
| <b>Business arising from previous meeting</b> | <ol style="list-style-type: none"> <li>1. Website not updated to include a term calendar yet – Mark Steed showed us the schedule of what the school is working on with the calendar. This will be reproduced in the static version on the school news letter. Changes are an issue, however the system dates (eg selective school testing and term dates and holidays) wont change. Also going to put on a link to the NSW DOE calendar. FOLLOW UP FOR NEXT MEETING.</li> <li>2. Toilet inspections have been conducted extensively by Mark Steed. Conclusions are: 1. We have additional cleaning (nick is head cleaner) and was doing an additional hour per day but Mark not happy – so jacked up his additional time to 2 hours. 2. 101 Proclean (deep sanitization cleaning) are coming into HPS in the first week of the school holidays and they will chemically treat the tiles and pressure clean &amp; actually go into the pipes for 12.4.22 (holidays) to strip the toilets back to their bare state to do a thorough deep clean. Proclean are going to be booked in annually in April going forward. Jerry asked that this MATTER TO BE CARRIED FORWARD FOR REVIEW AT SUBSEQUENT MEETINGS – MARK &amp; CHRIS AGREED.</li> <li>3. Canteen feedback: Mark had some positive staff feedback &amp; no detailed criticisms at this point. Mark has met with the onsite manager re: meat substitution &amp; also the child will now submit an allergy form and to ensure that no child goes hungry. There is now 6 staff on site each day and more improvement to come. Lizzy raises the issue of price \$2 increment from another school. Mark said price is set by the operators. HPS has a private operator by lease. Patrick said he had received feedback that the prices are high, however Patrick did some research and found that the prices were reasonable and comparable. Also kids have been provided with free food when they forgot their lunch order. Having parents back on site is vary healthy. Cathy the canteen manager is very personable and is working on communication and feedback. Price increases are a reality and should be set to reflect profits for the operator. MATTER CARRIED OVER FOR REVIEW IN MAY.</li> </ol> |

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|                               | <p>4. <b>CARRY OVER FOR NEXT MEETING</b> – feedback from students to be entered at the May meeting – need to have proposed designs in sometime in T2 – MS was on the smartygrants webpage this afternoon and the 22 CBP grants have not been released yet.</p> <p>5. Uniform contract for ongoing consideration – Mark is wanting to start with a uniform and attendance policy – Mark happy to chair the uniform review. This matter will cross over into the next school term – usually takes 6 months to do a review of policy and this one will be complex because we will also be looking at the supplier too. <b>TO BE CARRIED OVER.</b></p> <p>6. Attendance policy – Jessica Maakaroun – an attendance team has been formed and an attendance policy has been drafted and presented to staff for feedback – next step is to have a focus group. Community volunteers called for and a meeting needs to happen for this term. Hidy Li – mother of Victoria in KM, Mike Van also volunteered. Signage around the school on attendance is one starting point.</p> |
| <b>Principal's Report</b>     | <p>Calendars &amp; toilets – covered above<br/>Meet the teachers – great feedback<br/>Meet the specialists – great feedback (about 40 parents) = well received<br/>DGR's – Mark to start trying to reel in local businesses to get on board<br/>CBP – variation submitted and approved<br/>Dental driveway – Mark to get some quotes from some contractors.<br/>English classes – 40 parents have signed up = great result – Rupinder Singh is driving this car.<br/>Katina from HOOSH – they have the vacation care program out on 11.4.22 for 2 weeks and the oosh is also running the pupil free day care.<br/>Still plenty of places in before and after school care – program was flashed on screen, service NSW vouchers are accepted by the HOOSH.</p>  |
| <b>President Report</b>       | <p>1. <b>Nandhini moving on – casual vacancy on the board</b> – Chris to do a review of the constitution rules on declaring casual vacancy before the may meeting. <b>CARRY OVER.</b></p> <p>2. <b>Building and Library fund setup</b> - Chris to meet with Mark Steed over holidays to understand the receipting process for the DGR's.</p>   |
| <b>Treasurer's Report</b>     | <p>Audited financial statements to be shared at next meeting – Nancy Wang to present. <b>CARRIED OVER.</b></p>   |
| <b>Vice Presidents report</b> | <p><b>Easter Celebration:</b> Patrick displayed sample of the raffle link website. Looks great. Pricing to be decided by the committee in the chat group – go live scheduled for Monday 21.3.22. Last day of term 1 when the easter hat parade is on Friday 8.4.22 which gives plenty of time. Jessica M to get the prizes flyer sent out. Selling over (say) \$100 of tickets entitles the responsible kid to some kind of voucher + some voucher prize for whoever sells the most.</p> <p>Motion to buy prizes &amp; stage 1 chocolates &amp; Woolworths vouchers for easter up to the value of \$3K:<br/>1<sup>st</sup> Chris Bloxham<br/>2<sup>nd</sup> Mike Van</p> <p>115 kindi kids + 130 yr 1 kids chocolate spend approved.</p>   |
| <b>General Business</b>       | <p><b>Mothers day</b> – query raised by Patrick – will we be doing this this year? – Committee to take this on notice and discuss in the chat group.</p>   |



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|                               | <p>Motion to approve expenditure for mothers day stalls up to the value of \$5.5k:</p> <p>1<sup>st</sup> Mike Van<br/>2<sup>nd</sup> Chuyon (Lizzy)</p>   |
| <b>Meeting close</b>          | 8:40pm  |
| <b>Next meeting date 2021</b> | <p>Tuesday 3.5.22 @ 7pm Chris Bloxham to host a Zoom conference:</p> <p>Join Zoom Meeting<br/><a href="https://us02web.zoom.us/j/83078290567?pwd=T0syWVc4czNieHdqZl3djVDaFVwdz09">https://us02web.zoom.us/j/83078290567?pwd=T0syWVc4czNieHdqZl3djVDaFVwdz09</a></p> <p>Meeting ID: 830 7829 0567<br/>Passcode: 053299</p> |
|                               | <br><p>2022 P&amp;C President - Chris Bloxham Date: 15.3.22</p>  |



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|-----------|--------------------------|--|--|
|           | chris bloxham (Host, me) |  |  |
| <b>CL</b> | Chuyon Lee               |  |  |
| <b>MS</b> | Mark Steed               |  |  |
| <b>PS</b> | Patrick Shu              |  |  |
| <b>8</b>  | 89264607097              |  |  |
| <b>A</b>  | Ashok                    |  |  |
| <b>C</b>  | Cindy                    |  |  |
| <b>EG</b> | Emily G                  |  |  |
| <b>F</b>  | Fiona                    |  |  |
| <b>HL</b> | Hidy Li                  |  |  |
| <b>JM</b> | Jayne Muir               |  |  |
| <b>JM</b> | Jessica Maakaroun        |  |  |
| <b>J</b>  | JY                       |  |  |
| <b>K</b>  | Karen                    |  |  |
| <b>K</b>  | katina                   |  |  |
| <b>KP</b> | Kevin P                  |  |  |
| <b>MV</b> | M V                      |  |  |
| <b>NP</b> | Nandhini Prasanna        |  |  |
| <b>SS</b> | Samir Shrestha           |  |  |
| <b>SL</b> | Shirley Lam              |  |  |
| <b>SK</b> | Siu kim                  |  |  |
| <b>T</b>  | Tez                      |  |  |