



Artarmon Public School
Parents and Citizens' Association
Abbott & McMillan Roads
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www.artarmon-p.schools.nsw.edu.au/community

*Minutes of the Monthly Meeting of the Artarmon Public School P&C
held on Wednesday 22 May 2019 in the School Hall (7pm)*

Attendance: As per attendance book
Chair: Bogdan Grubisic
Minutes: Malvina Crastin

Meeting Opened: 7.02pm

Item 1 - Apologies

Attendance: As per attendance book.
Apologies: As per attendance book.

Item 2 - Minutes of previous meetings

Motion: That the Minutes from the 27 March 2019 P&C General Meeting be accepted.
Moved: Bogdan Grubisic
Seconded: Rebecca Ranasinghe

Motion Carried

Matters arising from the Minutes

Item 3 - Correspondence

Correspondence received

- No correspondence received

Correspondence sent

- Ranjit Nair traffic committee has submitted a range of representations to the council, local MPs and the federal MP re the parking restrictions and suggested an alternative option to provide teacher parking permits to be used during school hours.

Item 4 - Status update on action items from prior meetings

Date	Issue/Discussion	Action	Status
2018	Long pants to be considered for girls' uniform.	Jane Absolum	Louise Green is talking to various suppliers.
March 2019	P&C website access for Jane Absolm	Louise Green	Jono Coombs is working with Jane to gain access. Access

			should be in place by 23 May 2019.
March 2019	POS software	Bogdan Grubisic	Xero (square) is doesn't have the ability to support a charity. Bogdan is investigating PayPal as an option.

Item 5 - Status

5.1 - Building Update

Building works are almost complete with a few rectification works to be completed.

5.2 – Voluntary Contributions Update

No update was provided by APS. Louise Green to provide update upon her return.

Item 6 - New Items

Moved By and Date	Reasons	Motion	Carried	Action required by, reason not carried or executive involvement required
22/5/2019 Malvina Crastin	It will make the P&C meetings shorter, therefore more accessible to people.	That Artarmon P&C move a motion that reports are assumed read prior to P&C meetings and any questions arising from the reports can be raised in the meetings.	Motion went to vote: Majority ruled	Secretary to action
22/5/2019 Malvina Crastin	It makes more sense that new reports become part of the monthly agenda as opposed to part of the last months minutes.	That Artarmon P&C move a motion that reports will be included in the relevant months agenda and the previous months reports be included in the minutes of the last months agenda.	Motion went to vote: Majority ruled	Secretary to action
22/5/2019 Malvina Crastin	It makes the content of the minutes relevant.	That Artarmon P&C move a motion that require minutes to be published within a week of the meeting.	Motion went to vote: Majority ruled	Secretary to action
22/5/2019 Ms Louise Kennedy	A practical, community based workshop that supports APS students to develop stronger social skills & fosters balanced well-being.	That Artarmon P&C move a motion that \$10 per ticket for the first 100 tickets sold on each night of the 'U R Strong' workshops. There are two workshop nights scheduled. This will total to a P&C contribution of \$2000.	Motion went to vote: Majority ruled	Treasurer to release funds

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22/5/2019 Bogdan Grubisic	To help the P&C run survey's across multiple P&C activities and projects over the coming years. Assist with interactions with Kids, Parents, Teachers and community want and needs outside of monthly P&C meetings.	That Artarmon P&C subscribe to Survey Monkey - Team Advantage plan costs \$23 AUD a month, per user, billed annually.	Motion went to vote: Majority ruled	President to action within 2 months
22/5/2019 Bogdan Grubisic	Fundraising found the costs of the last BBQ to be higher than expected. 2 x Canteen staff (15.25 hours @ \$31) - \$472.75 1 x Canteen supervisor (12.75 hours @ \$33) - \$420.75 1 x Dan (including van trips and organising) - \$130.00	That Artarmon Public School provides a copy of the canteen contract. Contract to be reviewed by P&C executive	Motion went to vote: Majority ruled	APS executive to provided as soon as possible or upon the return of Louise Green
22/5/2019 Rebecca Ranasinghe	The new and old committee can run things together in term 1 to get things going quicker and to help handover from one year to the next.	That the P&C move a motion to have the year 3 social and fundraising committee run from term 2 – term 2.	Deferred	Deferred to next P&C GM. Rebecca to provide more information.
22/5/2019 Jackie Sternfeld	We need the dates confirmed in order to commence planning.	That the P&C move a motion to lock in specific dates for fundraising events.	Motion went to vote: Majority ruled	APS executive to provided and validate dates with Jackie
22/5/2019 Jackie Sternfeld	Trivia night date 3 August	Up to \$1,500 has been approved.	Motion went to vote: Majority ruled	Treasurer to release funds
22/5/2019 Jackie Sternfeld	Art auction	Up to \$7,200 has been approved. Teachers will be informed \$100 per class (48 classes), additional \$50 per classes will be available if required	Motion went to vote: Majority ruled	Treasurer to release funds

22/5/2019 Jackie Sternfeld	Movie Night date 29 June	That the date to be confirmed and agreed No funding requested at this point	Motion went to vote: Majority ruled	APS executive approve date
22/5/2019 Jackie Sternfeld	Multicultural evening date 3 November	That the date to be confirmed and agreed No funding requested at this point	Motion went to vote: Majority ruled	APS executive approve date

Item 7 – Presidents report

2019 is well underway and I am proud to say that the P&C has gained significant momentum and we are in the final stages of handover from past members. The P&C has also been busy working on several key projects including the Australian Bureau of Statistic requirements, completing financial audits, updating ACNC requirements to ensure we keep our not for profit status, updating our information across the P&C federation platform and commencing the migration to a new email server, Gmail.

On a personal note, the last four months have been an amazing learning experience. Being provided the opportunity to listen to ideas and concerns of the individuals interested in the needs of our kids, I have gained real insight into the activities of all volunteers at the school and the contribution the P&C makes to our school and the surrounding community. I draw great inspiration from this and appreciate seeing such high levels of enthusiasm and dedication from everyone.

The P&C is our forum to facilitate the exchange of ideas between parents and the school. It creates opportunities that enable all parents to participate and contribute towards the benefit of our kids, teachers and community. Over the coming months, the P&C will be working through the framework that sets out our values and key objectives for next three years.

As we build towards the new framework, we will be asking for ideas from the students, parents, community, teachers and the school executives via surveys and discussions. The P&C and I encourage the continued participation by as many parents as possible, which will ultimately benefit of our children and community.

Bogdan Grubisic

President Artarmon P&C

<https://artarmon-p.schools.nsw.gov.au/parents-and-citizens>

Item 8 – Principal, Deputy Principal and Assistant Principals Reports

Parent information session. Due to the overwhelming response from parents we have moved the numeracy sessions to the hall to begin with. Monday 27th May. My Community grant application is underway for playground equipment. It needs to be voted on by residents of Lane Cove area. The drone virtual tour will be up on our website soon. Thank you to the P&C for endorsing \$300 on tea and coffee for the parent information evenings. E Blake

Thank you to the fundraising committee for such a successful community event on election day. Fabulous to see so many in the school community getting involved. Naplan ran smoothly in our school context. P&C fundraising

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dates have been endorsed Movie Night 29/6, Trivia Night 3/8 and Multicultural/ art show 3/11. Thank you to Anna Mo and Ann Marie Cahill for their representation on our teacher panel this term. We will be employing a new School Administration Officer to start Term 3. B Keepers

Item 9 - Treasurer's Report

ARTARMON PARENTS' AND CITIZENS' FINANCES (unaudited)			
Annual Summary and Budget analysis		DRAFT BUDGET	YTD 15 May 2019
		2019	(Reconciled Transactions Only)
CONTRIBUTIONS AND REVENUE			
Fundraising		30,000	8,512
	<i>Springfair 2018</i>		3,107
	<i>State Election CakeStall + BBQ</i>		3,746
	<i>End of Term1 Sausage Sizzle</i>		1,659
Sponsorship		-	500
Year 6 Jerseys		15,000	10,888
Bank Interest		1,000	163
Grants received		-	-
Uniform Shop		20,000	11,666
Other Income		20,000	261
		86,000	31,989
EXPENSES			
Outgoings and other expenses			
Fundraising		(15,000)	(1,619)
	<i>Springfair 2018</i>		-
	<i>State Election CakeStall + BBQ</i>		(1,397)
	<i>End of Term1 Sausage Sizzle</i>		(58)
	<i>Other Fundraising Cost</i>		(164)
Year 6 Jerseys		(15,000)	(10,829)
		(30,000)	(12,448)
Voluntary Contributions to APS			
Key Learning Areas		-	-
Support Teacher Learning Assistance		-	-
Fundraising and other		-	-
Student Assistance		-	-
Voluntary contribution - Prior year		-	-
Engraving		-	-
		-	-
AP&C Administration			
Affiliation Fees and Insurance		(3,800)	-
Bank Fees & Auditor Fees		(3,000)	(2,970)
Merchant card charges & adjust		-	-
Bookkeeper (2016 expense)		(2,000)	(1,568)
Insurance		-	(3,778)
Insurance - Workers Comp reimburse		-	-
Website		-	-
PAYG, super (Net of transfer from Sub'Com)		-	-
General expenses, VC newsletter printing		(1,000)	(172)
		(9,800)	(8,488)
AP&C Subcommittee allocations			
Strings		-	-
Band		-	-
Staff Farewells		-	-
Gardening		(1,000)	(194)
Sustainability		(1,500)	(541)
Year 6 Farewell		(3,000)	(806)
Traffic		-	-
English classes		-	-
Multicultural		-	-
		(5,500)	(1,541)
TOTAL OUTGOINGS		(45,300)	(22,477)
NET SUPLUS / (DEFICIT)		40,700	9,512

Main points to note

- Across two main fund raising activities year to date (being state election and the end of Term 1 sausage sizzle), we have made a net profit of approximately \$3800

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- Year to date if we include the donations and fund raising money from last year but only booked this year, there is an operating profit of \$9,512

Recommended changes going forward

Workers Compensation

- It has been proposed by the P&C treasurer to both the convenors and treasurers of Strings and Band that the cost of workers compensation insurance be split between the two groups as the cost of workers compensation insurance is purely to cover the tutors and conductors
- The proposed method to split the cost of current year's insurance cost is to use the previous year's wages with the split of cost readjusted following the current year end using actual wages
- The convenors of Band and strings have agreed to this and this will be implemented before the next P&C meeting meaning funds will be transferred from Strings and Band to the P&C fund
- Total cost for workers compensation in 2019 is \$3,778

Bookkeeping Costs

- Similar to Workers Compensation, it has been proposed that the cost of the bookkeeping fee be split between head P&C, Band and Strings. Whilst Band and Strings have notionally agreed to this, we are yet to finalise how the cost will be split and we are currently waiting on the bookkeeper to give some guidance on how she splits her time on work performed for the Artarmon P&C.
- We have agreed to split the cost of subscription to accounting software Xero evenly between the three departments.
- Total amount spent on bookkeeping in 2018 was around \$3,360

Audited Accounts for Financial year 2018

- Please find attached at the back of minutes the audited accounts from 2018 financial year.

The chair moves the treasurer's report is received. Seconded by Rebecca Ranasinghe Motion adopted

Item 10 - Sub Committee Reports

Gardening Committee Report

The Gardening Bee was held on Saturday 6 April with the big focus on mulching gardens and adding soil to new veggie gardens. There was an excellent turn out with all the work completed within the time.

Band Committee Report

All bands and orchestra performed at the Easter Band breakfast on the last day of term 1. The event was well supported by families and the students gave a great performance. Thanks to parents Kali Lawrie and Kirsteen Daly for organising this event.

Coming up in term 2: Music intensive weekend, Sydney Eisteddfod, Playathon

Multicultural Committee Report

Multilanguage Signage: Ms Keevers has organised the translated signs. One large sign will read "WELCOME" in multiple languages. There will also be a sign for outside the toilets indicating that it is for student use only. The sign company will use their own translators to complete them.

Drop in sessions: We are looking to start Drop In sessions towards the end of term. The aim of these is to foster connections in a casual environment. The day is still TBC but will probably be mid week. Multicultural Committee members to discuss details this month. Volunteers needed.

Kindergarten Orientation – August: The Multicultural Committee plans to have representatives at the Kindy orientation. There will be Mandarin, Cantonese and Hindi speaking volunteers who will be available to answer questions and hand out appropriate resources re: starting school. Ms Keevers to advise the Committee of the dates ASAP so the volunteers can organise the time off.

Strings Committee Report

Students and teaching

Strings has had a busy start to the year, with 138 students continuing or joining the four ensembles. Of the 138 students, 98 have private or group classes at school with one of our four tutors:

Tutor	Student numbers
Adrian Mansukhani	30
Paul Pan	30
Heather Suh	13
Joanna Buggy	25

All private tutorial fees have been increased to \$40 per lesson, consistent with band fees, and group lessons are \$22. All Year 3 students (or beginners) are required to have group lessons outside of school hours (before school or lunch time). This new policy caused some upset among parents, as many Year 3 parents were concerned that a 7:45am start was too early, while many senior students (Years 5 and 6) were unable to keep their before-school times that they had previously (because they were taken by Year 3s) and their parents were reluctant to have them come out of class for lessons. This caused some to withdraw completely, which is a shame given that they had been with the same tutor for 2 or 3 years.

Other issues that have come up from this policy include:

- There is one Year 3 double bass student, meaning that her lesson is essentially a private lesson, costing her \$40 as opposed to other Year 3s who are all paying \$22. If she were to pay \$40, this is potentially an unfair cost to the family, and if she were to pay \$22 this is potentially an unfair income to the tutor, who is holding a "private" lesson for \$18 less than usual.
- Due to the size of the rooms available that coincided with the tutor's teaching time, some tutors were able to take 2 students in a group while some took as many as 5 at one time, resulting in a large discrepancy of payment for the same amount of teaching time. We have adjusted to the best of our ability to make the distribution even.

We must thank **Rebecca Wall** for her help in allocating tutorial times and updating all of the students and tutor information in the MSM website. That was a huge job.

Tutor Conditions

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There was some moving around of students at the beginning of year – moving around between rooms, tutors and tutorial times to accommodate both individual preferences and available space and rooms. With some rooms only able to hold 2 or 3 students, and some rooms able to hold 5, matching those rooms to the tutor's times on campus and the available group tutorial times proved challenging. But with the dedicated help of **Rebecca Wall**, everyone was accommodated in the end.

I believe the newly built music rooms have been working well, save for the need of an air-conditioning unit or fans. The conditions in some of the older rooms will need to be assessed, however, and I'm happy to do that. I have informally heard a complaint from a tutor about one or two of the rooms not being ideal for prolonged stretches of teaching time, particularly ventilation and dust being the problem.

Instruments

A big thank you to **Joanne Wang** who is running the instruments side again and has done a huge job updating the MSM website to reflect the current instrument allocation.

It has not been necessary to buy any new instruments so far this year. After hiring, the available instruments are listed below:

Violins	Available
Total: 67	¼ sizes (6)
Hired: 45	½ sizes (4)
	1/8 sizes (2)
	¾ sizes (9)

Cellos	Available
Total: 33	¼ sizes (2)
Hired: 22	½ sizes (6)
	¾ sizes (3)
	No more 1/8 sizes to hire

Double Bass	Hired
Total: 10	1/8 sizes (4)
Hired: 5	¼ sizes (6)

We are able to offer double bass students one double bass to take home and one to keep at school to save them from transporting it. This is very much appreciated by the parents and will be essential to continue if we are to attract double bass players. Concert Strings does not have a double bass player, which is less than ideal, and we need to encourage more to take up that instrument.

All instruments were checked at the end of last year and returned to the students.

Ensemble rehearsals:

Training Strings: Tuesdays lunchtime, starts in Term 2

Junior Strings: 7:45-8:45am Tuesdays, middle level S block

Concert Strings: 7:45-8:45 Thursdays, middle level S block

Senior Strings: 3-4pm Tuesdays, music room

Orchestra: 8-8:50am Wednesdays, music room

Auditions will take place on April 2nd to select 10 students to play in the **Festival of Instrumental Music** at the Opera House in August. Artarmon will be one of 120 other schools performing as a group in this fantastic event.

Creative Kids Voucher

Thank you to **Angie Wong**, a Training Strings parent, who is taking care of the Creative Kids Voucher for strings, working with Harvinder from band. A little more than 50% of strings students have responded that they will be using the voucher this year.

Upcoming commitments

Calendar:

	Friday 12th April – Annual Easter Breakfast Concert (orchestra)
	Thu May 9th – Mothers’ Day Concert, before school – all string ensembles
	Sat 1st June (1pm - 5.30pm) and Sun 2nd June (9am - 3pm): Music Intensive weekend (concert strings, senior strings and orchestra)
	Mon June 17th – Sydney Eisteddfod (orchestra, senior strings and concert strings)
	Sept 1-7 – Hawaii Tour
	October 26-27 – Music Camp, Yrs 4-6, overnight
	November 17 – Proposed date for end of year strings concert, Conservatorium of Music

Hawaii Tour September 1-7 2019

Mr Coombes held an information session on March 7, where he gave a presentation to the parents on the itinerary and addressed any FAQs. I believe music will be handed out shortly to the students.

Admin

- Strings has been working with **Jenny Kopac** of Aitken O'Grady to finish off the audit. Only a few instrument cross-checks are outstanding at the time of this report.
- As of this weekend, we now have a Strings Treasurer, thank you **Ian (Yanfeng) Han**, and nearly a full complement of committee members. I'll arrange a sub-committee meeting to be held before the end of term and will need to address again the issue of a music uniform (timely if one is to be worn at the Eisteddfod in June).
- **Strings information night** and instrument collection was held on **Feb 6**. Thank you to Joanne and those who helped allocate the instruments. And thank you to Adrian Mansukhani for welcoming the new families.

Request assistance:

- To **Jono Coombes**, if it is appropriate can you please involve strings (and band) in your discussion on the Hawaii uniform (polo shirts and tie), in case there is any cross-over between the Hawaii uniform and a proposed orchestra uniform.
- **Employment contract for Adrian Mansukhani** – We have been unable to find an employment lawyer to advise with this situation. We request a meeting either with **Anna Mo** or help by the P&C in finding an employment lawyer. The only written information we have is a draft contract written approx. 6 years ago. Other than that, no templates from P&C or similar situations/employees to compare.
- Strings and band are booking the **Conservatorium of Music** for their respective end of year concerts on **November 17**. The Con will invoice the school, who will cover the initial payment and then invoice the sub-committees. Based on the 2017 cost, each group is looking at a cost of around \$4000. We will charge tickets with a view to breaking even. This is not a fundraising event. The school can expect the invoice from the Con in the next week or so.

Volunteers and Sub-Committee members

Training Strings Coordinator – Ellen Hird

Junior Strings Coordinator – Rose Wen

Concert Strings Coordinator – Karen P'ng

Senior Strings Coordinator – Ada Pan

Orchestra Coordinator – Charisma Shyju

Instruments Coordinator – Joanne Wang

Assistant Instrument Coordinator – Mahsa Razdan/Priya Chari (both TBC)

Secretary – Arzoo Patel

Strings Treasurer – Ian Han

Emma Nicholas, Strings Convenor – strings@artarmonpandc.org.au

Uniform Committee Report

No report tabled.

Canteen Committee Report

A sausage sizzle was held on the last day of term 1. The total profit to the P&C was \$1,659.43.

Social and Fundraising Committee Report

No report tabled.

Sustainability Committee Report

No report tabled

Website Committee Report

P&C Email Accounts

Our email support has been working on moving all artarmonpandc.org.au email accounts to use Gmail as the email front end/client. This will allow us to manage our passwords directly and use the Gmail security layer.

Emails can still be sent to and from the artarmonpandc.org.au accounts and logins remain the same, just via Gmail.

This process has taken longer than expected and we are still experiencing some issues, but most email accounts and email history have been transferred.

Thank you to all committee convenors for their patience with this and please let me know if there are any outstanding problems.

P&C Website

At the end of last year, the school moved to hosting the school's website, including the P&C section, through the Schoolzine application.

Now that the 2019 committee members are in place, we will begin a review of all content and the layout of the new P&C section of the website.

This review will be in conjunction with the subcommittees: Band, Canteen, Gardening, Multicultural, Social and Fundraising, Strings, Sustainability, Traffic and the Uniform Shop - to remove any out of date content and to include any new information / upcoming events.

If anyone has any comments or suggestions regarding the website, please email: webadmin@artarmonpandc.org.au.

Traffic Committee Report

No report tabled.

Item 11 General Business

22/5/2019 Bogdan Gubisic	P&C felt it would be worthwhile for Artarmon P&C to support our family while attending literacy and numeracy sessions	That P&C sponsor tea and coffee for literacy and numeracy sessions up to the value of \$300 across both sessions.	Motion went to vote: Majority ruled	Treasurer to release funds
22/5/2019 Daniel O'Doherty	Discussion raised by P&C to confirm the progress of the Cool schools application	That the School executive to confirm an application has been sent to the Cool Classroom program to support air conditioning in classrooms, libraries and music rooms.	Motion went to vote: Majority ruled	APS executive to revert by June P&C GM

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22/5/2019 Deepa Grage	Celebrate 'Nude Food Day' in the coming couple of weeks	That the School executive to work with Deepa to organise a Nude food day	Motion went to vote: Majority ruled	APS executive to work with Deepa and revert back with an approved Nude food day by June P&C GM
22/5/2019 Jane Absolum	Recommend for all committee members to review P&C web page for correctness	That committee members review P&C web content and email changes to webadmin@artarmonpandc.org.au	Action	Open action to all P&C members
22/5/2019 Bogdan Grubisic	P&C approached for sponsorship opportunities	That Bogdan discuss with Tanya Lee Business manager - Artarmon dentists & Dean Gordon Storage King Artarmon. Sponsorship opportunities.	Action	Bogdan to follow up prior to June P&C GM
22/5/2019 Bogdan Grubisic	Chair recommended P&C create a 3 year framework	That the P&C plan sessions over the next 6 months to create a framework for Artarmon P&C	Action	Bogdan action over the next 6 months

Cool Classroom Program update

1. Cool Applications for the second round of funding are now closed as indicate on the NSW website
2. The first schools to benefit from Cooler Classrooms have been announced.

<https://www.schoolinfrastructure.nsw.gov.au/news/2018/11/nearly-1000-extra-nsw-schools-to-be-airconditioned.html>

More than 900 schools will be the first to have new air conditioning systems installed in their classrooms and libraries, benefiting tens of thousands of students.

Meeting closed at 8.30pm

Bogdan Grubisic - Chair for the meeting

Confirmed _____ (President) ____ / ____ / ____ (date)

Future Meeting Date

Wednesday 26 June 2019 - P&C Meeting, 7pm