

Quakers Hill East Public School P&C Association

Minutes of Meeting held on Monday 19th March 2018

Present: Nic Lennie, Michele Hedge, Jo Fickel, Scott Fisk, Karren Parsons, Saadhvi Sen, Taruna Yadav, Hayley Nortcciffe, Amy Pike, Cheryl Godden, Dorine Hageman, Sharon Crowley, Nadia Blyth, Natt Blyth, Sharwan Jog.

Apologies: Alice Bullivant, Usha Vishram

Meeting commenced: 7:02pm **Chairperson:** Nic Lennie

Commencement of Meeting:

- Welcome by President
- Confirm membership
- Welcome to guest and members + introduction.

Minutes of previous meeting:

- Minutes circulated for confirmation.
- Accepted by Cheryl Godden, Karren Parsons.

Future minutes will be posted by president on the school website.

Business arising from previous meeting:

School Building Extension- by Mrs Hedge

- PRG meeting was held second week of March, there will be relocation of demountable classrooms. The classrooms will be placed on the grass area to the current 3C and 5C classrooms during the next school holidays. There will some changes to playground, middle gate, information will be updated in next newsletter.
- The Department of Education has organised the contractors to be at the school to prepare the site from Wednesday 21/3/2018, the tree area at the back of the school and adjoining section of grass area will be non-accessible and closed.
- Students will play on the sections of grass on both sides of the multipurpose court. Teachers will be speaking to students about the rules for each of the new playground.
- The back gates near the tree area at the back of the school will be closed and no longer open in the afternoon. The middle gate now will be unlock on Tamarind drive.
- Plan has been exhibited at the local council.
- Construction work will start third term.

School App Update, link to Facebook and P & C section on app

- Unable to link Facebook as there are limitation for any additional links.

Defibrillator

- An order is placed to purchase defibrillator, payment will be done soon- by Karren Parsens.
- Sponsors feedback- no response received. Follow up will be done to see outcome- By Saadhvi Sen

New School Uniform

- New sport shirt will be available for school, year 6 receives traditional new sport shirt every year to mark last year in primary school.

P & C Minutes

- Send minutes to Nic Lennie to upload to school website.

Round One of organising and clean-up of School ground and garden

- Response was really good. There were forty people in total present. Another event can be organised, there is keenness from president do this for the school. Date and time will be discussed first with Mrs Hedge, following a usual communication will go to parents and supporters by Facebook.
- As a result of clean-up of school ground and garden a lot of refuse been piled at the rear of staff car park, removable of this can happen and arrangements will be made with Blacktown local council.
- Request note to parents is going out to donate their two free plants to the school to assist in beautification of the school grounds.

Correspondence:**Incoming:**

n/a

Outgoing:

n/a

Treasurer's report:

- General Account \$14,562.88
- Uniform Account \$45,208.08
- Total \$59,770.96
- There are payments due for general payments, defibrillator for which cheque payments are currently drawn.

Use of P & C funds in the bank to assist school

- School has spent its own money last two years for upgrading electrical connections, money spent on electrical infrastructure cables, switch etc. A sum of \$20,000.00 been spent by the school, these expenditures accumulated over last two years when the infrastructure improvements started. Mrs Hedge made request to P & C to assist the school to pay money spent so far.
- School is requested to present expenditure breakdown and evidence to apply to P & C for payment of electrical infrastructure upgrade. Action Mrs Hedge and Mr Scott.

Uniform report: No report.

Principals report:

P&C PRINCIPAL'S REPORT- 19 March 2018

- **School gardens** – the gardens look amazing! Thank you to the P&C for coordinating the working bee. It was hot work but we were all very proud of the results at the end of the day. Stay tuned for more working bees later in the year.
- **Staff Update** – Mrs Clissold is on leave and Mrs Allen is teaching 1/2C until Mrs Clissold's return on 26 March. Mrs Brady is on leave and Mrs Leech will be teaching 3B until Mrs Brady's return on 3 April. Mr Fisk will be on leave from 9 April until the end of Term and Mrs Talintyre will be relieving as Deputy Principal. Mrs Leech will be teaching 6T during this time.
- **The National Day of Action against Bullying and Violence and Harmony Day** - QHEPS, showing our commitment to taking a stand together with schools around Australia. **"Be a buddy not a bully"** is a theme that was expressed over and over again throughout the day with staff reinforcing positive strategies to eliminate bullying from our community. Hopefully you had a chance to talk with your children to reinforce this important message. The money collected from the muffin Day will be donated to "Dolly's Dream" Charity for Dolly Everett
- **New Buildings** – To clear the space to commence the new buildings the demountables will be relocated in the school holidays. The preparation work will begin on Wednesday and this will necessitate changes to playground areas. A note went home today detailing the changes to play spaces and also changes to exit gates. The building plans are still in Council and they hope to engage a builder in April.
- **Variation to Staff Development Days December 20 and 21** – QHEPS staff will be varying their Staff Development Days and having this professional learning earlier in the year in Twilight sessions. Term 1 was our CPR and anaphylaxis training, Term 2 will have two sessions with Dan Haesler on Growth Mindset and we have booked a session on Trauma informed practice for Term 3.
- **School Photos** - Photos will be taken at school on Wednesday 28 March by MSP photographers. An information sheet and envelopes for payment have been sent home. Children are required to wear full summer school uniform on the day with their hair done neatly. Also please note that family photos will start at 8am in the school hall on the same day.
- **Parent Teacher Interviews** - Interviews this year will be on Monday 26 March and Tuesday 27 March. The interviews will be held from 3:10pm until 7:00pm on the Monday evening and between 3:10pm and 5:00pm on the Tuesday afternoon. By now you should have received a confirmation slip indicating the time of your interviews.
- **Long Neck Lagoon Leadership Day** – All Semester 1 SRC students, Captains and Prefects will travel to Longneck Lagoon to participate in leadership and team work activities
- **Easter Raffle** - Thank you to all the families who donated chocolates for the Easter Raffle. We will be drawing the raffle next Wednesday and will let you know how much we raised in the next newsletter. The school captains with two of our prefects will visit Quakers Hill Nursing Home next week on Monday to deliver two baskets of Easter eggs on behalf of QHEPS. I'd like to thank Mrs Smith and Mrs Bennetts for their organisation of the raffle and the wrapping of many, many Easter goodies!

- **K-2 EASTER HAT PARADE** - K-2 will be holding their Easter Hat Parade on Thursday 29 March at 2pm. The children have been working with their buddy classes to create wonderful Easter bonnets. Parents are welcome to attend.
- **Art Show/Grandparents Day** – Will be held on Thursday 12 April. Grandparents are invited to join us from 12:30 when they will have the opportunity to visit classrooms and then visit the Art Show to view our wonderful display of student art works. Everyone is welcome to join us for a picnic lunch from 1:15.
- **Stage 3 Camp** – Students in Stage 3 will be heading off to Milson Island for their outdoor adventure camp from 4 – 6 April.
- **Brilliant at Being Resilient Incursion** – This program supports our Anti Bullying focus in Term 1.
- **ANZAC Service** – This will be held on Friday 13 April in the school hall.
- **Gymnastics** – This will be held in Term 2 and Term 3.

Congratulations to

- Mikaela, Caleb, Alice, Georgie, Matilda and Mia for a great effort at the Sydney West Swimming Carnival. You made us very proud!
- Caleb on his amazing achievements at the Sydney West Swimming Carnival. We wish you all the best as you compete at the State swimming carnival in April! A truly incredible achievement.

Upcoming dates:

- 16 March: Say No to Bullying Day
- 26 March: Parent Teacher Interviews (Evening Session)
- 28 March: School Photos
- 29 March: Easter Hat Parade
- 4 -6 April: Stage 3 Milson Island
- 10 April: Brilliant at Being Resilient Performance
- 12 April: Grandparent's Day/Art Show
- 13 April: ANZAC Service at school and Last Day of Term 1

P & C Representatives

- **Fill Casual Vacancies**
- Vice President Usha Vishram has stepped down.
- Vice President position is open.
- Resignation letter will be obtained from Usha.

Fundraising:

Appoint Members to Fundraising Committee

- New Role for fundraising committee is open, parents are invited to volunteer.

Mothers' day fundraiser

- An amount of \$2,732.00 collected, there are more money still to come in. Spend is about \$1,000.00 (estimated), less a small spend for extra gifts and ribbons, leaving a balance as profit. The fundraiser will be buying extra gifts, suggestion is to buy (total 10) small gifts.

- There are clear bags available from past mothers' fundraiser event that will be used for this mothers' day stall.
- Ribbon will be purchased for wrapping.

Fathers' day fundraiser

- organisation can be done much earlier.
- Booklets can be obtained well in advance so that there are variety available.

Other Fundraising initiative and suggestion

- Movie night is proposed to happen this year again.
- Laying of new pavers (60th anniversary) new ones can be added, fundraising can happen to raise funds for this.

General Business:

Incident at School- Presented by Mrs Hedge and Mr Fisk

- There are processes and procedure in place for incidents happening at school involving students, these documents are published on the school website. The process includes four significant categories dealing with incident reporting and actions the school must take. The process also includes involving parents and children affected by any incident.

Foremost is Communication Process

- Communication to classroom teacher is paramount. Report of incident must be communicated by parents to the teacher, school records incidents when notification is received by them. Notification to school usually come from students themselves, teachers when they have notice or become aware of any such incident occurring in their knowledge.
- Parents are encouraged to communicate with the school.
- Each class year have designated teachers to whom communication first must be done, otherwise parents can choose to communicate with the principal.

Class Room Behaviour Process

- All incidents concerning any one student are recorded and registered two or three times during school term.
- There are six steps to follow for classroom behaviour, individual class teachers are responsible to oversee class behaviour issues. The six steps teachers use to control behavioural issues are in the following order as follows:

Step 1- verbal warning;

Step 2- name on board;

Step 3- time out in own classroom and class teacher records behaviour onto Sentral wellbeing database;

Step 4- time out in another classroom. Classroom Teacher records behaviour onto Sentral Wellbeing Database and monitors behaviour. Class Teacher contacts parents if behaviour is persistent over time.

Step 5- referral to principal. Classroom Teacher records behaviour onto Sentral Wellbeing Database and monitors behaviour. Parents notified of the incident via time out letter home. Phone call to parent, if required.

Step 6- referral to Deputy Principal/Principal. Parents notified of incident via telephone or parent are called in for interview by staff member.

- In addition, the following consideration and process to assist problem students improve are taken:
- Timeout with buddy groups is used to place children with behaviour problem.
- Escalation is done after the steps are exhausted to deputy principal, consequences are implemented such as time out, plans for good behaviour is implemented to help the child. All children are handled in likeness, however special counsels are hired for children with disability.
- Referrals for external help (special education teacher, councillors) are then implemented to support needy children.

Play Ground Behaviour

- Support structures are put in place for the victim and the wrong doer.
- A lot of work is involved such as taking witness statements, collating stories.
- There are also check in check out programs done for behavioural problem children. There are six steps to follow for Play Ground Behaviour Process:

Step 1 Verbal warning is given

Step 2 Walk and talk with the Teacher

Step 3 Incident is formally investigated. Duty Teacher records behaviour onto Sentral Wellbeing Database. Class teacher contacts parent if behaviour is persistent over time.

Step 4 Referral is made to Stage Assistant Principal. Duty teacher records behaviour onto Sentral Wellbeing Database and monitors behaviour.

Step 5 School implements Behaviour Monitoring Check in System or arrange alternative play system. Parents are notified of incident/ incidence over time.

Step 6 Referral is made to Deputy Principal/Principal. Parents are notified by telephone or parents are called for interview by staff member.

Sick Bay Process

There are six steps to follow when student is sent to sick bay, these are as follows:

Step 1 Teachers look out and observe student is injured/experiencing distressing symptoms.

Step 2 Classroom teacher prepares a referral to sick bay, or, Playground Duty Teacher organise referral for incident occurring in the playground.

Step 3 Student arrives at sick bay. Student is signed into sick bay. First Aid Officer conducts a preliminary assessment of the student to ascertain injury.

Step 4 Student who requires and is provided with first aid to a basic level:

- Band-aid
- Drink of water
- Heat pack
- Ice pack
- Rest
- Ventolin (if required and permission is in place)

If student feels better, they are signed out of sick bay and return to classroom, or to play.

*student is provided with a sick bay exit slip.

Step 5 Student requires and is provided with first aid to a higher level including one or more of the following:

- Bandaging
- Medication
- Treatment for any injury to the head.

Phone call to parent is required and must be done. Parent will ascertain whether further medical attention is required.

Step 6 Student who requires and is provided with first aid to a higher level including one of the following:

- Epipen
- Treatment of suspected broken bone
- Emergency Service
- Other injury deemed significant.
- An ambulance and parents are to be called.

Questions from P & C to Principal & Action items for Mrs Hedge and Mr Fisk

- i. Sick bay exit slip will be enabled and put in practice.
- ii. Notes to the parent are given after student exit sick bay.
- iii. Teachers call parents when children are absent for more than two days.
- iv. Administration of medication to happen where there is permission, otherwise telephone parents for permission other times.
- v. Communicating with the school relating incident at school will be freshen up and updated in the Website and next school letter.

Meeting Closed: 8.29 pm

Minute taker: Saadhvi Sen

Next meeting: Monday 21 May 2018, at 7:00pm.