



Hunter School of the Performing Arts P&C Minutes

Date Monday 1st August 2022

Time 7.05 pm

Location Via Zoom

Note: there were issues with the Zoom link which caused a slight delay in getting started.

Acknowledgement of Country

David Donnelly

Apologies

Harriet Ferguson, Cherie Watters-Cowan, Vanessa Bates

Attendance

David Donnelly, Julie Hoey, Tracey Breese (left at 7.17 after discussion of school photos), Darren Ponman, Kevin Sobel-Read, Ali Sobel-Read, Amy Maguire, Matthew Bailey, Barry Dismorr, Dee Morison, David Rees (left at 8.02pm after parent-information session on Mastery Learning), Michelle Offen, Damian Burke, Helen Ash, Kath Fotheringham, Rachel Honef, Dave Lewis

Minutes of previous meetings

MOTION: To approve the Minutes of the June 2022 meeting as an accurate record.

Moved: Dee Morison

Seconded: Michelle Offen

Motion carried.

Correspondence

Nil

Matters Arising

School Photo – company options (tabled at June meeting)

Information from Tracey Breese:

There are three school photo companies available to HSPA:

MSP – the current provider. Local company. Full package is \$65

Advanced Life. Full package is \$54

Newcastle School Portraits. Local company. Package range \$25 - \$69. They are located at Broadmeadow so it would be easier to do catch-up photos. Online ordering has a four-week turn-around. They also do a whole-school photo which HSPA used to do.

All three companies have a 10% commission back into the school.

The school is happy to go with whatever the parents want. They have been in touch with all three providers, and all three have a HSPA photo date ready to go for 2023. Please make a decision at the next meeting.

Discussion

Amy M – was really impressed with Newcastle School Portraits (child at another school)

David D – Newcastle School Portraits have/had a nice hardcover option

David L – works for Advanced Life. They have just built a new studio in Toronto. All three companies have pretty much the same offerings; Advanced Life is cheaper. David is the local area manager.

Dee M – likes Newcastle School Portraits; basic pack is reasonably priced.

Why did we move to MSP? Didn't involve P&C – just happened; P&C was very surprised.

David Donnelly will circulate what Tracey has sent through. Will send through more info and we'll decide at next meeting.

Parent Information Session

- Darren Ponman (Deputy Principal) – Mastery Learning update

Previously, Darren shared the link to a Mastery Learning webpage and asked for feedback from P&C members. Has had some helpful feedback. No rush to go wider at this point. The process will take 6 – 12 months before there's a noticeable difference across the school. David Rees is leading the implementation across the school.

Darren and David demonstrated to the meeting how assessments are being set up so that teachers mark the rubric in an online environment, and as they mark the results feed automatically into a spreadsheet which shows at a glance which outcomes students have achieved, which outcomes the whole class is struggling with, etc. This automated process will reduce teacher workload and allow them to focus more on giving rich, meaningful feedback. The marking rubrics are also being set up to have embedded comments telling students what they need to do to improve. Valuable feedback is known to be one of the key factors that allow students to grow and develop skills. HSPA has been working on this for a little over two years. They are moving towards lots of small tasks all the way through a topic rather than a single test at the end, or other single/major assessment. The automated process enables very quick turnaround in feedback and a chance to improve. Some of the small tasks are self-marking quizzes, and some tasks allow multiple attempts until the student achieves mastery of the skill. NESA is very excited about what HSPA is doing; they are going to fund further development and will eventually roll this out state-wide.

Reports

- *Treasurer's Report*

The June financial statements were circulated prior to the meeting.

MOTION: To accept the financial statements for June

Moved: Michelle Offen

Seconded: Amy Maguire

Motion carried.

- *Canteen Report – Dee*

The canteen is going really well. Profit is really good. Dee successfully applied for a new free display fridge, for displaying the fresh items. It was installed on Friday in the middle of a busy lunch time!

The students noticed the fridge today. Dee emailed a Term 2 report – this is easier than a month-by-

month report. We are happy for Dee to produce term-by-term reports going forward. Julie will circulate the Term 2 report Dee sent. Also attached to these Minutes.

Book Packs

The canteen puts together and sells the Year 7 Book Packs each year. Have reduced the number of books because a lot of the books weren't being used. Proposing to get 150 Book packs including calculator in a canvas bag instead of plastic packaging. Small amount of profit comes back to the P&C. Agreed that Dee can go ahead with these plans.

Rocket Books

Rocket Books are alternatives to paper notebooks. Students write on them using hand writing (not a keyboard); they then scan their notes with their phone, and the notes are sent straight to their Google Drive. The canteen sold heaps of these last year. They have more stock for when Darren's Multi-media class finish an advertisement they are putting together for it.

- *Primary Subcommittee Report*

Dee: Primary school doesn't have an official P&C per se; we're trying to have each class take on a fundraising event. It's a struggle. Next event is Grandparents Day. Have been doing quite well with the fundraising. Madagascar is coming up – BUY TICKETS! (October)

- *Music Subcommittee Report*

Minutes of previous meeting were supplied to Julie; she will circulate them and attach to these Minutes. They have purchased a Square for payments etc. For set-up it requires a signatory to the P&C accounts. Harriet is a signatory and is happy to take on that role. Agreed that Harriet can fulfil this requirement.

- *Principal's Report*

Lots of students getting Covid; creating issues with exams and catch-ups etc. Megan Lubinski is doing a great job taking care of that. Lots of events and goings on at school. Keep an eye on the "Events" on the website.

General business / Discussion and Questions

Nil

Meeting closed: 8.21

2022 Meetings to come:

Mon 5th September

October (No meeting; public holiday)

Mon 7th November

Mon 5th Dec (Dinner)

Profit and Loss

Hunter School of Performing Arts P & C

For the month ended 30 June 2022

Account	Jun 2022
Trading Income	
Canteen Sales	36,942.35
Music Income	
Primary Income	
Total Trading Income	36,942.35
Cost of Sales	
Purchases	150.97
Total Cost of Sales	150.97
Gross Profit	36,791.38
Other Income	
Interest Income	7.07
Total Other Income	7.07
Operating Expenses	
Bookkeeping and Bank Fees	
Canteen Expense	15,305.21
Gifts And Donations	
Music Expense	
Superannuation	1,066.80
Wages	10,668.06
Total Operating Expenses	27,040.07
Net Profit	9,758.38

Balance Sheet

Hunter School of Performing Arts P & C

As at 30 June 2022

Account	30 Jun 2022
Assets	
Bank	
Canteen Card Account	4,759.22
WESTPAC Music Savings Acc	33,065.12
WESTPAC Music Transaction Acc	5,589.84
WESTPAC P&C Savings Acc	86,041.02
WESTPAC P&C Transactions Acc	41,914.33
WESTPAC Primary Savings Acc	11,774.83
Total Bank	183,144.36
Current Assets	
Petty Cash	500.00
Total Current Assets	500.00
Total Assets	183,644.36
Liabilities	
Current Liabilities	
PAYG Withholding Payable	5,142.44
Superannuation Accruals Payable	(327.83)
Trade Creditors	1,701.28
Total Current Liabilities	6,515.89
Total Liabilities	6,515.89
Net Assets	177,128.47
Equity	
P&C funds available for use	126,698.68
Music Fund	38,654.96
Primary Fund	11,774.83
Total Equity	177,128.47

Canteen Report Term 2 2022

Term 2 was a very busy term.

Our new winter menu has been very well received, we are doing fried rice on Mondays, Mexican on Tuesdays – beef burrito, chicken fajita and Mexican bowls of brown rice and quinoa, with beans and veg for the vegan/vegetarian options and chicken for the meat eaters.

Wednesdays is spaghetti bolognese; Thursday is butter chicken & rice.

On top of that we do random specials like pesto pasta and most cold days have hot home-made pumpkin & sweet potato soup in the slow cooker.

We have been brainstorming hard to keep everything interesting menu-wise.

It's a constant battle to keep the students buying from us with all of the fast-food places in such close proximity and don't get me started on Uber Eats!

We've started offering "breakfast items" so we have hash browns and raisin toast available from 8 am and this is growing in popularity.

Profit has been growing, we are proud to see our hard work is paying off.

Our volunteers are wonderful, but we really need to get some more, we are thrilled even with 3 or 4 hours in the morning as that is when the bulk of the prep is done. There has been a lot of illness and we are regularly let down at the last minute which no one can help. Some days we have had only one helper and we even have a few days where there was nobody available

Term 3's roster already has several days with no volunteers or only one. We really need two a day and three on Friday. Lack of help results in long lines for service and missed sales.

HSPA Canteen now has a Facebook Page and we are on Instagram. Insta reaches the students brilliantly – I posted pics of the hash browns on the first morning we trialled them and had a student come straight over after seeing the post!

We've had quite a lot more school catering -morning teas & lunches - come through the canteen this past term , Rachel & I both appreciate that we are used for this , it keeps the money in the school and gives us the opportunity to show off some of our lovely meals!!

We had to get two of our fridges replaced which unfortunately is an expense we could have done without, one of our ovens needs a new fan motor (Not happy as they aren't even 2 years old but only had 12 months warranty) and door switch which is going to cost over \$1000

We feel it would be prudent to have a Capital Equipment Replacement Fund established to ensure that the P&C have the funds to maintain & replace equipment as needed.

The close failure of two fridges highlighted the high cost of replacing essential equipment.

The approximate current replacement value of all of our fridges, freezers, ovens, dishwasher etc would be \$60,000.

Currently the school has a system where should a student have no lunch, they can get an "IOU" from the office which allows the student up to \$5 to spend on food at the Canteen on the understanding that the money will be repaid that same week. Unfortunately, it is increasingly difficult to get this paid back and results in many emails needing to be sent. This week I discovered that one indebted student has left the school!

Could we propose that if a student has no lunch, we can supply them with a basic sandwich (vegemite or cheese for example) and charge them \$2.50 as an IOU. Alternatively their caregiver can easily call the canteen to order and pay for food by credit card over the phone which we currently offer already. There really is no time for us to be chasing students for money.

Looking Forward to Term 3, but not the bit where we hardly ever see the Year 12's!

Dee, Rach & Jen

HSPA Music Subcommittee Meeting Minutes

27 July 2022
5:45 pm
HSPA Band Centre

Chair:	Catherine Sutton	Note taker:	Felicity Ferguson-Tait
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Attendees: Felicity Ferguson-Tait, Lisa Goeldner, Keren Mooney, Catherine Sutton, Doug Lambert, Louise Stewart, Ray Jolliffe, Harriet Ferguson

Apologies: Kylie Gardner, Sarah Reeve, Karen Sherlock, Stella Rumsey, Mel Bonniface

Minutes

Agenda item:	Business Arising from Previous Minutes	Presenter:	Felicity Ferguson-Tait
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Previous Minutes endorsed Moved: KM Seconded: FFT Business arising - NIL

Agenda item:	Correspondence	Presenter:	Felicity Ferguson-Tait
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Email received from Sarah Reeve re Riverina Run tour:

*I would like to thank Kylie for the incredible work she put into the planning and organisation of this tour, Doug Lambert, Jacob Neale and Darren Ponman for joining us on this adventure and helping both our students and those in the schools we visited to have an amazing experience. And a **super big thankyou to Lisa & Paul Goeldner and Ray Jolliffe**. They supported staff and students in so many ways, were always enthusiastic, positive and great value. THANKYOU!!!*

Agenda item:	Update from Music Faculty	Presenter:	Doug Lambert
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Riverina Run tour - huge thanks to all that helped to get us there.

Yr 10 Solos on Thursday 28/7

Yr 12 Trial HSC exams next week - best wishes to all students

Choral Festival - all 3 choirs performing next week at Warners Bay

Riverina Run Display for Parents - 9/8. Consider providing sausage sizzle for students. FFT to discuss with KG and call for volunteers

Band centre progress - band centre to be emptied in the coming week. Removalists have been booked.

Band camps booked for 20/11 - 9/12 at Glenrock

Agenda item:	Treasurer's Report	Presenter:	Keren Mooney
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Balance: \$39,924.48

Uniform: \$29,907.67

Gen & Fund \$10,816.82

Invoices yet to be paid for Colourguard Uniforms and Jackets as approved at last meeting.

KM advised there have been some challenges setting up the Square for payments. Requires the details of the bank account signatory.

HF advised she is a signatory on the P&C account.

ACTION: Seek agreement from P&C Treasurer to list Harriet's details to complete the Square set up. Moved: HF Seconded: FFT

Agenda item:	Fundraising	Presenter:	Catherine Sutton
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Fundraising

- Thompsons Pie Drive - raised approx \$540.00
- Mangoes locked in for the end of Nov.

Agenda item:	Uniform Shop	Presenter:	Lisa Goeldner
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Discussion:

LG circulated a design sketch of jackets suggesting 'Marching Band' be amended to 'Marching Show Band' for consistency.

There is no expectation that students with existing jackets would be required to upgrade to the new design - simply a change for consistency as the band is referred to as the Marching Show Band in other communications.

The committee agreed this was a decision for music staff.

Agenda item:	Band Camps	Presenter:	Catherine Sutton
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Discussion:

Band camps are booked for 20/11 - 9/12 at Glenrock

We will need to begin recruitment of camp parents and other volunteers asap.

Suggested that a flyer be circulated by email to let parents know what is involved.

The tour showcase on 9/8 is also an opportunity to meet new parents and to seek volunteers.

LG emailing the information that was prepared for last year.

Reminder to parents to get their working with children checks completed asap.

DL to confirm with office if shopping arrangements are the same as previous years - ie; online shopping through Coles and in person shopping from Woolworth Kotara.

Consider holding a zoom meeting once the camp schedule is known to allow parents to get a better understanding of the jobs to be done and to ask any questions.

Need a volunteer for trophies - Ray Jolliffe volunteered. Thanks Ray!

Agenda item:	General Business	Presenter:	Catherine Sutton
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NIL

Meeting closed: 7:05pm

Next meeting: Wednesday 24 August 2022