



Hunter School of the Performing Arts P&C Minutes

Date Monday 3rd June 2019

Time 7.00pm

Location HSPA Staff Room

Attendance

David Donnelly (Chair), Julie Hoey (Secretary), Emma, Jo Grey, Malini Stephens, Hayley, Dee, Harriet, Fiona, Marcus

Apologies

Guy Pitkin, Belinda Epstein, Lisa Griffin

Minutes of previous meeting (6th May 2019)

Moved to accept the Minutes as a true and accurate record: Fiona

Second: Dee

VOTED to accept the Minutes

Business arising from previous minutes

Appointment of P&C representative to interview panels:

- Head Teacher, Dance: David Donnelly
- Deputy Principal, Primary: Lisa Griffin

Incorporation: Australian Business Registrar won't just change the status. We have the certificate, it's just a glitch. Any implications? Not sure. Will check with the accountant. Fiona will help Dee with this.

Plastic Police – Jo has done an audit of table use with the student leaders; it seems like a lot of tables aren't being used. They are going to repeat the audit on a different day at a different time.

Correspondence

1. P&C Federation regarding 3% wage rise awarded—Julie send to Dee
2. Australian Charities & Not-for-Profits Commission: Our Annual Information Statement is due 30th June—Julie send to Dee.
3. Other purchasing and fundraising

P&C Insurance will be due in August. We will be prompted.

Reports

• PRINCIPAL'S REPORT

1. **HSPA students competed this week in the Da Vinci Decathlon and the National Eisteddfod, and came away bearing a trove of titles.**

In The Da Vinci Decathlon State Final, held at Knox Grammar school, the HSPA team were declared outright winners in both creativity and Science.

In the National Eisteddfod, held at Llewelyn Hall at the ANU, results were:

<i>Junior Concert Band</i>	16 and under Grade B-Silver Open C- 1st place
<i>Senior Concert Band</i>	18 and under Grade A- Gold Open B- Silver
<i>String Orchestra</i>	18 and under String Orchestra – Gold AND Platinum. (The only platinum award to be given at the competition). Open String Orchestra - 1st place Special mention of Luke, the violin soloist.

These opportunities are only available because of the commitment and willingness of our staff. They have no different employment conditions than staff at any other schools. Suggested that we should be on the lookout for an appropriate award for Kylie Gardiner.

2. **MUNA (Model United Nations Assembly)**

2 Y10 students represented the school in Muswellbrook on the weekend- Mexico- did well.

3. **Goori Dooki-** HSPA student Kaiyu Maynard took part in this production at the Civic Theatre, which had four performances at the end of May. The show highlighted the importance of Indigenous languages.

4. **Twilight Learning Session**

Teachers took part in PD on Cognitive Load Theory, with strategies to ensure they don't overload students' short-term memory. Link for information on this topic:

<https://www.cese.nsw.gov.au/publications-filter/cognitive-load-theory-research-that-teachers-really-need-to-understand>

5. **What Works Best**

This is now in its second year and is being driven by Marcus. We are seeing some good initiatives. Link for information:

https://www.cese.nsw.gov.au//images/stories/PDF/What-works-best_FA-2015_AA.pdf

6. **JOVE Shakespeare festival today-** Duologue and Mash Up, two of our teams, made it through to the State Festival

7. **Y10 careers expo**

8. **New student evening Thursday-** along with The Idea Of North

9. **Lizottes- 2nd July. HSC features, plus Stage Band playing Year 12 pieces. \$18 per ticket, school makes \$3.**

10. **Choir trip to Sydney Town Hall.** Casey Donovan concert. Was live streamed.

11. **Morpeth Jazz-** Stage Band

12. **Y12 debating team-** Semi-final against Lake Munmorah; they are now through to regional final- V Gosford Selective

13. **NAPLAN** – was completed on paper at HSPA!

14. **Plain English Speaking competition-** Georgia Vaughan- through to State Final

15. **Theatresports-** intermediate team through to semi finals

- **TREASURER'S REPORT**

Total equity: \$116K

\$83,335 – funds available for use.

See Balance sheet at end of minutes.

Discussion on methods and cost of electronic payments at the canteen.

Westpac EFTPOS: \$50 per month for the two terminals (No contract; month-by-month).

Each transaction: 16cents. Passing on 10cents of that cost.

\$2,120 from last two years of Year 12s gift to the school – could buy two iPads and two squares. Still have to pay percentage, but don't have monthly fee.

Agreed in principle to proceed with looking at this option.

Moved to accept Treasurer's report: Hayley

Seconded: Harriet

VOTED to accept the Treasurer's report.

Noted: Dee is spending at least two hours on the weekend on Treasurer job, sometimes more. Need to do some delegating or split the job up; pass on miscellaneous things that come along.

Thanks to Dee for the great job she is doing.

- **CANTEEN SUBCOMMITTEE REPORT**

HSPA Canteen Report

3/6/19

- The cold weather has finally arrived...Garlic bread sales have been brisk! Today we sold 63 mini garlic breads! Students (and a few staff members) have been loving the Hot Hands handwarmers we're selling for \$2.50 a pair.
- The cold weather has increased our hot food sales, but to the detriment of our sushi sales. We have made the decision to only get one sushi delivery per week throughout the winter months, as we weren't selling them all. We will receive our delivery on Wednesdays only, meaning we can sell them Wed through Friday.
- We are on the warpath trying to get all the kids that owe money to the canteen to pay off their debts. Often the IOU's are from an Online Order not being placed properly, but others are from Credits issued from the Office/Executive for kids that forgot their lunch or money. Obviously, kids with Welfare issues are not charged. We invoice the school for those at the end of every term.
- Dee has found that our EFTPOS fees are increasing, with the average charge per transaction being around 16cents. We are currently paying \$50/month for the hire fees on our terminals. The school Dee works at use the SQUARE terminals, which only charge 1.9% for each transaction. We'll make some enquiries regarding set up costs (purchase costs etc), but we'd need 2 iPads with wifi connectivity to run them...
- Fiona is off on some well deserved Long Service Leave starting this Friday. She leaves big shoes for us to fill. I have never met a harder working, forward thinking, clean-machine staff member. We look forward to hearing of her travels upon her return in Term 3. In the meantime, Lynne and I will be working together 5 days each week. Here's hoping we can maintain Fiona's cleaning standards whilst she's gone!
- May was a big month sales-wise in the canteen. We turned over just under \$29,000 in 23 days of trade.

- **PRIMARY SUBCOMMITTEE RERPORT**

From Malini.

The Mothers' Day stall was great. A huge profit was made due to lots of time donated. Lisa and Lesley in particular put in an enormous effort making handmade gifts. Discussion re: feedback and ideas.

Primary Athletics Carnival coming up.

Planning a Community Day – sounds fun. Parents come along and take part in health rotations.

Preparing for Father's Day already.

- **MUSIC SUBCOMMITTEE REPORT**

- Preparation for music camps proceeds throughout most of the year. The group will consolidate the shopping lists from previous camps. All the staples required for all camps to be in the first delivery. The shoppers to purchase fresh foods needed for the first 2 days of camp the remainder to be delivered for start of each successive camp
- The group will also provide a simple menu, + ingredients list for those camp parents who do not want to make up their own menu.
- Wrap up of the Outback tour – a very successful tour for the schools & our students who were involved.
- We have some old/damaged sousaphones – Kylie is keen to construct one good sousa that can be donated to the Longreach School band. Music committee were supportive of funding this.
- Sarah Reeves, Head of Music, spoke on the need for accompanying parents to work through the teachers if they have any concerns around kids behaviour while on tour. She will ensure that a briefing is made to all accompanying parents before each trip.
- Funds for the tour to be transferred to the school. Kylie A working through the process.
- Funds for the rehearsal room to be transferred to the school also.
- Fundraising underway: Bunnings BBQ next weekend, pie drive for end of term, Wine & Cheese late July. The Music department have not yet suggested projects for these funds.
- Finance:
Total \$45 788.14, of which \$19 449.50 is uniform, and \$26 714.64 is general & fundraising.

General business

P&C Direction / Function / Survey Results. P&C Meeting time – best use?

P&C Activities outside of meeting time?

Discussion:

A small focus on Strategy & Vision – when the school undertakes programs and activities, give an understanding of where it fits in the big picture.

Community engagement session – talk about things such as ATAR

Maybe once a term have a non-meeting

Would any changes actually result in more parents come along?

We get lots of interesting information as it is

Earlier in the evening – people can come after work? But Primary subcommittee is on at 6.00

This is not a decision-making committee. It's a flow of information from the school to the parents, consultation; give parents a voice.

More opportunities to share what we're doing.

One "event" per term, meeting with Head Teachers

Need to re-badge as a P&C “event”, the presentations we’ve been having

1 July: Michelle Maher – Head Teacher PDHPE & Student Leadership

Promote this well and promote it differently

Invite parents to partner with the school; parents can’t partner if they don’t know what the school is doing. Merewether – has parent learning groups.

Plan ahead; have dates set from beginning of year so parents can plan to be there.

So many topics ... learning, cybersafety, mental health

Catchy name: Parent Partnership

Remind parents its not about fund raising and that P&C meetings are friendly, informal, collaborative

Meeting closed: 8.35pm

Next meeting: Monday 1st July

Balance Sheet

Hunter School of Performing Arts P & C

As at 31 May 2019

	Account	31 May 2019
Assets		
	Bank	
	WESTPAC Music Savings Acc	27,843.68
	WESTPAC Music Transaction Acc	815.54
	WESTPAC P&C Savings Acc	89,066.63
	WESTPAC P&C Transactions Acc	22,685.74
	WESTPAC Primary Savings Acc	4,418.53
	Total Bank	144,830.12
Total Assets		144,830.12
Liabilities		
	Current Liabilities	
	PAYG Withholding Payable	662.00
	Border & Beyond	16,000.00
	Superannuation Accruals Payable	360.63
	Total Current Liabilities	17,022.63
	Non-current Liabilities	
	Prov'n for Long Service Leave	11,394.00
	Total Non-current Liabilities	11,394.00
Total Liabilities		28,416.63
	Net Assets	116,413.49
Equity		
	P & C Funds available for use	83,335.74
	Music Committee	28,659.22
	Primary Funds	4,418.53
Total Equity		116,413.49