



# Hunter School of the Performing Arts P&C Minutes

**Date** Monday 1<sup>st</sup> July 2019

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**Time** 7.00pm

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**Location** HSPA Staff Room

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**Presentation:** Michelle Maher—Head Teacher PDHPE & Student Leadership. Unable to present due to being unwell.

## **Attendance**

Belinda Epstein, Jo Gray (Principal), Amanda Linstrom, Malini Stephen, Lisa Griffin, David Donnelly (President), Dee Morrison (Treasurer), Natalie Allan, Guy Pitkin, Felicity Ferguson-Tait, Fiona Hanson, Harriet Ferguson, Julie Hoey (Secretary)

## **Apologies**

Marcus Neale, Michelle Maher, Emma Walker-Coon

## **Minutes of previous meeting**

Motion: To accept the minutes of the meeting of 3<sup>rd</sup> June 2019 as an accurate record.

Moved: Dee Morrison

Seconded: Belinda Epstein

Motion approved.

## **Business arising from previous minutes**

Incorporation status update - ongoing

Australian Charities & Not-for-Profits Commission Annual Information Statement – Dee reports that this has now been submitted.

Re-badging/re-branding and promotion of P&C meetings/events – discussed under General Business

Award for Kylie Gardiner - Fiona & David have been looking into this, including Australia Day awards

## **Correspondence**

National Excellence in Teaching Awards—invitation to nominate. Fiona Hanson will look into this.

## Reports

### • *President's Report*

David attended the New Students information night and promoted the P&C. He was also on the interview panel for the Head Teacher Dance position.

### • *Principal's Report*

- Weekly Newsletter with links to latest news—this has been appreciated by parents
- State of Dance (Dance showcase) – fantastic. Our students + other schools.
- Debating- Last week our team won against Gosford Selective School in the regional final and have now beaten James Ruse in the quarter finals. This week: Semi-final; not yet sure who it is against.
- VET audit—passed with flying colours.
- WHS and Finance Audit—picked up on a couple of small issues.
- Staffing Positions – Head Teacher Dance and Primary Deputy Principal have been appointed but both are still under the 10-day appeal period.
- State Shakespeare carnival- 3rd in Duologue - Kian and Brayden
- Talent Development Project- Tom Hamilton, Jasmine Phipps [Run by Arts unit in Sydney; two HSPA students graduated this year from a total of 12 graduating students in the state] – on the website. Tom has just released a song on Spotify.
- Sharp Short ensemble [drama] – 3 of 5 major awards: Best script, best production, best female performer. We had three groups in the state final
- Y9 Commerce – PBL pitches to Newcastle Uni
- Intermediate Theatre Sports Team – state final – final 8 of 120 schools
- Starstruck – amazing. Huge HSPA involvement.
- Lighthouse Dance Project – first time this year. State program runs in Sydney every year – same week as Starstruck. Dance at Seymour theatre; watched by reps from tertiary dance institutions. All our students got at least two offers; some four offers.
- Young Band Person of the Year- Gabrielle Gardner [Hunter Region; announced at the Con]
- Girl's soccer regional champions – in State finals this weekend.

Mobile phone use at schools has been in the media spotlight following the Victorian government decision to ban their use during school hours from 2020. Use of mobile phones at HSPA can be discussed at a future P&C meeting.

Dee – HSPA Aboriginal dance group went to Macquarie College – really well received; lots of positive comments

### • *Treasurer's Report*

Balance sheet at the end of the Minutes.

P&C Funds available for use approx. \$80,000. Some of it has been spent.

David and Dee needed to sign the 2018 Financial Report again because the auditor forgot to sign the first one.

Workers Compensation Insurance and P&C Insurance will fall due soon. The paperwork hasn't arrived yet, but will plan on the same level of cover.

The ATO requires a minuted motion authorising Dee Morison to replace Lynn Guy as their contact person from the HSPA P&C

A pay increase has been awarded to the canteen staff

Request approval to have the canteen staff group certificates done by a BAS agent. This will be approximately \$200.

Motion:

That the P&C committee authorise Dee to pay the Workers Compensation Insurance and P&C Insurance when they fall due

Moved: Fiona

Second: Amanda

Motion approved.

Copy of P&C Insurance Certificate of Currency needs to be given to Music Committee once it's paid.

Motion:

That the P&C committee authorise the removal of Lynne Guy's name as contact person for the Australian Taxation Office (ATO), and that Dee Morison (P&C Treasurer) becomes the authorised contact person for the ATO.

Moved: Fiona Hanson

Seconded: Amanda Linstrom

Motion approved.

Motion:

That the P&C committee authorise the removal of Lynne Guy's name as contact person for treasurer-related responsibilities, and that Dee Morison (P&C Treasurer) becomes the authorised contact person for treasurer-related responsibilities.

Moved: Fiona Hanson

Seconded: Amanda Linstrom

Motion approved.

Motion:

To authorise Dee to pay Karen from Kountable to professionally prepare the end of financial year tax documents for the canteen staff.

Moved: Fiona Hanson

Seconded: Amanda Linstrom

Motion

To receive the Treasurer's report.

Moved: Harriet Ferguson.

Seconded: Belinda Epstein.

Motion approved.

• *Canteen Subcommittee Report*

Canteen has been going well, with a bit of extra catering thrown in for good measure. Last Friday was our biggest day of takings in our history. All of the Primary Drama students slept overnight in the hall Thursday night, so the majority of them had recess and lunch orders for Friday. The Pie warmers were bursting at the seams with orders. We were also tasked with making 40 half wraps for the Inquisitive Minds people who were visiting our school. Add onto that the usual Friday craziness and we ended the day taking \$2109. An amazing amount of money, with amazing help from 5 parents who answered my S.O.S. Facebook post for more help. We are so very lucky to have the volunteer support that we have. We certainly needed every one of them on Friday. Payments from student and staff I.O.U.s have been coming in steadily, boosting our daily takings quite nicely. We hope to start the new term with a reasonably clean slate. We are really looking forward to the holidays and to Fiona's return. She has been sending us some snapshots of her European vacation.

Lynne and I felt like we were really missing out, so we recreated a few of her photos in the canteen. I'm not so sure she's as jealous of us as we are of her, but she certainly got a laugh. I'm happy to share them with you from my phone after the meeting! Thanks for your support over the past term. I intend to research Square EFTPOS machines, freezers and Large Sandwich toaster prices, pros and cons over the holidays. A super special thanks to Dee who is dealing with End of Financial Year stuff for the Tax Office. She's an absolute legend!

- *Primary Subcommittee Report*

Athletics carnival: great success. \$400 profit.

Community Day coming up: mind, body, health. P&C will be providing refreshments for that.

- *Music Subcommittee Report*

- Finance – as at 21/6 Music holds \$20, 803.17
- Comprising \$ 18, 390.58 Uniform & \$2, 412.67 General
- Pie orders have been progressing steadily, delivery first week July
- Bunnings BBQ was very successful & banked \$1, 017.34
- Funds transferred to the school for the music rehearsal rooms, \$10, 000
- There was general discussion on ways to improve collection of the annual uniform maintenance fee which sits at ~ 60%
- We have compiled the total food spend for last year's music camps \$ 9, 821.62 [Does this need to be reduced?; looks about right; but could be reduced if needed to allow for more music tutors].
- We purchased 250Kg of watermelon across the 6 camps
- We are looking for a parent to take on the Marching Band website. This is used to promote the band and is really useful when external organisations are searching for bands to perform at their events. We need to move to a new hosting platform as the current one is quite outdated & inflexible. [Organisations looking for a marching band use this site; Kylie Gardiner is really careful about the content. Liz, who has been looking after the website, will be moving on as her child is finishing this year.] Kylie will send an email around about this.
- Pies arriving Wednesday; pick up from theatre – time yet to be determined.

## **General business**

Thanks to Marcus for the newsletters that have been going out.

### *P&C promotion & re-branding etc.*

David summarised the four key issues which came out of the discussion at the last meeting and the survey to members prior to the meeting.

- Importance of canteen. This was the major fundraising activity of the P&C. Previously there had been a Canteen sub-committee. In the absence of such a sub-committee, the main P&C committee had direct responsibility to receive reports and make decisions.
- Communication—planned, targeted communication, aligned with pre-planned events. Suggest emails targeted to new students' parents, current Year 6 students. Parents often fall off in the transition to high school.
- Timing of meeting: current day & time of 7pm, first Monday of the month is best, though not perfect for everyone
- Engage in an event at least twice yearly. Possibly linking in with Marcus's Learning Community events; one P&C Meeting each term or half-year – focused on information/learning event rather than general P&C business. Also: once a year, express appreciation for Canteen staff & volunteers. Remembering that parents are strongly engaged in the school, just in a variety of different ways.

David will write this up into a document for next month for ongoing discussion.

Jo: Senior Executive discussion – could easily do two learning events each year. Alternate terms: school tour.

*Possible Items for Future Discussion:*

Mobile phones – anticipating a system-wide response from the NSW Department of Education following the recent Victorian government decision.

HSC –discussion around HSC processes and scaling. This was covered in a meeting last year, but with new members and some changes, worth discussion again.

Meeting closed: 7.58

Next meeting: 5<sup>th</sup> August