

**MEETING MINUTES
DEE WHY PUBLIC SCHOOL MINUTES OF THE P&C MEETING
HELD ON 4TH MARCH 2020**

MEETING OPENING

Heather Cervantes declared the meeting open at 7.35pm.

Attendees: Heather Cervantes (President), Linda Gee (Vice President), Stephanie Hicks (Vice President, stand-in Secretary), Kim Whitehead (Assistant Principal), Kate La Peyre (Teacher), Phil Devon (Manager Transport NBC), Michelle Carter (Strategic Transport Co-ordinator NBC), Laura Hixson, Louise Wells, Kirsten Willets, Nicole Tate, Larissa Lane, Robinta Mainali, Siboun Allcorn, Rusa Kadel

Apologies: Hatice Delaney (Executive), Elaine Timmer (Secretary), Mark Chaffer (Principal), Rachel Applewhite, Priscilla Girling

Minutes of meeting held on 4 December 2019 were accepted.

Motioned by xxx, seconded by xxx, motion carried.

1. NORTHERN BEACHES COUNCIL TRAFFIC UPDATE – Phil Devon - Manager Transport, Michelle Carter – Strategic Co-ordinator Transport, Northern Beaches Council

Phil Devon advised that the temporary crossing on Regent Street has been installed and is currently manned during school zone hours by a Council funded traffic controller. The RMS is in the process of hiring a suitable traffic guard (lollipop person). The Council contractor will remain in the role until the RMS has provided a replacement.

Phil provided copies of the plans for the upgrade of the traffic lights at Fisher Road and Regent Street. He asked for any feedback to be given to his offices to be included in the submission. The plans have been drafted and are waiting for the RMS funding deed to be approved. Once this has been done, works will go ahead.

There is an increased Council Ranger presence for the next few weeks to enforce the No Stopping zones on Regent Street. They will be monitoring double parking and parking in the new No Stopping areas. The Council supplied traffic controller is providing an update each day on the number of people who breach the rules, they are not recording number plates just number of offences. Parents are encouraged to park for free at the PCYC for drop off and pick up. Teachers can park in the PCYC for \$5 per day.

Kim Whitehead raised that the Child Care Centre has concerns about the loss of spaces as parents are using the Child Centre car park for drop off and pick up and as a result, users of the Child Care are unable to park to drop their children off. Phil advised that there are increased spots on Fisher Road to cater for the loss of spots in Regent Street.

The major complaint on Regent Street is the u-turns that are being undertaken by parents. It is illegal to perform a u-turn over unbroken white lines and comes with a \$270 fine and 3 demerit points. Only police can enforce this (not Council Rangers). The police have an increased presence in Dee Why at the moment to monitor the new 40km/hr zones on the beach side of Pittwater Road. Phil will have the police increase patrols past the school during this period.

The tree removal at Westminster Avenue has been approved (to be replaced with three new trees), and once this tree is removed, the pedestrian crossing there will go ahead. This will be a fully marked crossing between Regent and Holborn Streets to cater to the walking route on Pittwater Road.

It was raised that there is an issue with cars parking across the temporary crossing at Holborn Street and the dangers it posed to users of the crossing. There are no plans for the crossing on Holborn Avenue to be upgraded as the numbers of cars and pedestrians that use the crossing does not meet the minimum criteria for a permanent or raised crossing. Speed humps in the street are not an option due to resident feedback.

Kim Whitehead asked if the school can fund a crossing guard. Phil advised no, as they need to be suitably qualified and trained. Kim asked if we could have volunteers man the crossing and again it was felt no, as they would need suitable qualifications to do so.

Stephanie Hicks asked if the Community Transport Vans could park in the bus stop as at the moment they park in the P10 Kiss and Drop on Fisher Road and are taking up parent spaces. Phil confirmed that they can park in the bus zone. Kim Whitehead said there must have been miscommunication as the drivers had been told they could not park in the bus zone. Michelle Carter confirmed that they could park in the bus zone.

ACTION: Kim Whitehead to communicate to Community Transport that they can park in the bus zone whilst they wait for the children.

2. PRINCIPAL'S REPORT – Kim Whitehead

No report to submit due to time of year.

3. PRESIDENT'S REPORT – Heather Cervantes

Heather outlined what the P&C does and described how it is a great way to get involved as a parent. There are plenty of volunteer options that work with people's availability. For those who can't participate during school time there is always the option of sub-committees and roles within the P&C itself.

Next month is the AGM and the office holders will step down. Anybody is welcome to step up. The various Executive positions are Sustainability, Treasurer, Secretary, 2 x Vice President, President. There are numerous sub-committees as well being the Uniform Shop, Canteen, Events, Sustainability and Safety.

Kim Whitehead asked if Heather could send out information on the roles and responsibilities before the AGM so people can see what is involved. There was discussion around the best way to do this (Facebook, Schoolzine, push notifications).

ACTION: Heather to send to Kim Roles and Responsibilities of Executives and Sub-committees.

3. TREASURER'S REPORT – Stephanie Hicks

In absence of an elected Treasurer, Stephanie updated the members on the figures for Jan and Feb 2020 as attached.

Due to the absence of a Treasurer in 2019, monthly financial reports have not been provided as per P&C requirement to members. Audits have not been undertaken either for 2017, 2018 and 2019. Profit/loss figures were read for 2017, 2018 and 2019 as per below:

2017

General: +\$1105.95 (profit)
Uniform: \$6691.05 (profit)
Canteen: +91.61 (profit)
Total profit 2017: +\$7888.61

2018

General: -\$2220.93 (loss)
Uniform: -\$3962.82 (profit)
Canteen: +\$4077.43 (profit)
Total loss 2018: -\$2106.32

2019

General: +5229.16 (profit)
Uniform: +\$8654.54 (profit)
Canteen: +\$11268.74 (profit)
Total profit 2019: +\$25152.44

Stephanie advised that due to not being audited since 2016, we have lost membership with P&C Federation and also charity status with ACNC. Our insurance has not been paid. We have outstanding taxation and superannuation debts for close to 18 months. Work has been done by Stephanie to update our details with the ATO in order to pay tax. Heather Cervantes has been working with ACNC to renew our charity status. Stephanie advised that any incoming Treasurer would be given a handover and would only be focussing on accounts for 2020 onwards. A back audit of the accounts is being worked on.

Due to back end set up, money from events received via Flexischools has been deposited into the canteen account instead of the general account. This totals \$1850.73 from the following events:

Mothers Day: \$199.82
Fathers Day: \$226.95
Disco T3: \$793.46
Disco T4: \$630.50

Stephanie asked if members could vote for this money to be transferred from the canteen account into the general account. All members voted yes.

ACTION: Transfer \$1850.73 from canteen account to general account.

5. EVENTS REPORT – Heather Cervantes

The P&C events at Dee Why Public School are run by an events sub-committee. Events so far this term have been the annual Tea & Tissues event for kindergarten new starts, and the Welcome Back picnic which was a great success with music, bubbles, and fruit donated from Woolworths. Many staff stayed behind to help, as did many of the energetic Kid Helpers. It is important at our school to have the children help as much as possible and be empowered at our events.

Upcoming events include the Term 1 Disco on Friday April 3, and the Easter event which includes a hat parade, assembly, raffle and eggs on xxxx April.

4. CANTEEN REPORT – Stephanie Hicks

1) Stephanie read from Kathie Palmara's report as follows:

Good evening to all.

Our Dee Why Delights canteen is continuing to adapt for our growing school while providing many delicious healthy options for all children throughout their school day.

We've recently received confirmation our menu is meeting the criteria set by NSW Healthy School Canteen Association. It's extremely rewarding having the majority of children choose a canteen made food item at any time. The Quesidillas have continued being a hit amongst all ages while our new Jumbo burger is a favourite amongst children and teachers.

Student and family volunteers have been a true blessing. Their eagerness is refreshing and very much appreciated as there are many 'hands on' opportunities throughout each shift. Over the counter service, preparation of recess and lunch items as well as washing dishes and a general clean up. Thank you to all who have contributed so far and to the very many who pop down to enquire or for a happy chat. There is certainly a lot of love at our school.

Please remember, I'm available at any time to assist with children's food enquiries.

I'm pleased to say I've been gifted my first kindy drawing of the year.... It's displayed in the canteen and I'm wearing a crown! Ha Ha. It certainly appears children are enjoying their canteen experience, I hope they're sharing their stories for you all at home.

Thank you for listening, Kathie.

Stephanie expanded on how complex it is to obtain the Healthy Schools certification and commended Kathie Palmara on her efforts.

Stephanie raised how a parent of a new starter with food allergies attended the canteen for an hour to have Kathie Palmara explain what was in each of the meals in order to understand what options were available for his child. Stephanie advised members that Kathie is available to do this with any parent concerned about what options are available to their child. Kathie is also happy to work with parents to provide options to ensure children with intolerances are not excluded from using the service. Laura Hixson asked if more gluten free and dairy free options could be added. Kim Whitehead suggested some foods that could be made such as toasted sandwiches with gluten free bread.

ACTION: Stephanie Hicks to meet with Laura Hixson and Kim Whitehead to understand some more options that can be included to cater to children with gluten intolerances or coeliac disease.

There was an enquiry as to whether sushi would be increased to two days a week. Stephanie advised that other schools do offer this twice a week, however, Kathie feels that whilst children are purchasing home made healthy meals, it is better to offer these as opposed to ordering in from outside. Sushi cannot be offered on a Friday, as it is difficult to find a supplier who will deliver on this day.

2) Stephanie asked for the members to vote whether the canteen could hire an additional staff member for 12.5 hours a week, and have the canteen move to a 5 day a week service. Funding was requested as follows:

\$14687 for annual salary of new hire (including superannuation and taxes)

\$2000 for training costs (2 x Friday shifts for Kathie Palmara and 2 x Mon – Thurs shifts for new hire).

Heather Cervantes advised that \$380 had been approved for new hire training last year. Stephanie revised training fund request to be an additional \$1620 in line with this (\$2000 in total).

It was asked as to whether a parent volunteer could be found for this position. Any parent or volunteer is able to apply for the position and will be considered based on merit.

There was a question as to the interview process. Stephanie advised that she and Kathie Palmara would go through the applications and find the most suitable candidates for interview. The interview process would involve meeting with the Canteen Manager, P&C Executive Committee and School Executives in order to find the most suitable candidate.

Kim Whitehead mentioned that along with opening on a Friday, there can be issues with the children who are leaving for PSSA early having their lunch orders ready. Currently this would impact approx. 90 students. Solutions at other schools involve swapping recess for lunch on a Friday – enabling students to eat their main meal at recess and a snack prior to PSSA, or to having PSSA orders ready an hour prior to other orders.

ACTION: Stephanie to work with Kim Whitehead regarding best solution for school in terms of catering to PSSA students.

A vote was taken and was unanimous for the funding and opening the extra day.

ACTION: Stephanie to advertise for Casual Canteen Assistant.

6. UNIFORM SHOP – Heather Cervantes

1) The Uniform Shop has seen some great sales with the takings from January and February totalling \$22704.

Increases in sales are seen in bursts with kindergarten new starts, picture day, and also on the first cold day - when a lot of jumpers are ordered.

There have been some supply issues as one of our suppliers sold their business to someone else. We are waiting on some uniform items that are currently out of stock. We are working with the new supplier who has agreed to produce large quantities of the uniform and store at their facilities as we have limited storage space. They will only charge us for what we order from the stock they are holding, rather than charging us for the manufacture of all the stock. This means that we can order stock as needed, knowing that it has already been produced, so lead times are reduced and lessening the chance of running out of stock.

2) Stephanie Hicks raised that parents had been asking for a dress to be added to the uniform range. In order to comply with Dept of Education Uniform Policy, community consultation must be undertaken in order for any changes to be made to the uniform range. Stephanie asked for member permission to survey the School community asking if they would like a dress added to the uniform range.

There was discussion as to whether we should also ask whether people would purchase a dress option. The majority decision was to only ask about the interest in adding to the range at this stage. The majority voted to survey the school for their opinion.

ACTION: Stephanie to create survey to send out to school. Results to be available at AGM.

7. SUSTAINABILITY SUBCOMMITTEE UPDATE – Heather Cervantes

In the absence of Hatice Delaney, Heather read the following report:

Sustainability sub-committee is a group of parents who work alongside Mrs Higgins, Mr O'Brien and Mr Freeland in our shared passion to make our school more environmentally sustainable. Furthermore, please note that the Australian Curriculum places emphasis on sustainability as a priority for study. Through this priority, students develop knowledge, skills, values, and worldviews necessary to contribute to more sustainable patterns of living.

Over the last couple of years that we have been active, we have significantly reduced single-use plastic waste at our canteens and events, introduced a new waste system where we recycle soft plastic via Redcycle and bottles and cartons via the Return and Earn Scheme. We set up a compost system to save the school's food waste from landfill, and instead turn it into organic fertiliser for the community vegetable garden. Our teachers formed student Green Teams, who diligently look after the compost and the vegetable garden, and communicate information on sustainability to their classes. We have given Australian Native Bees a home in our school and planted their favourite flowers to support the native wildlife. We collect bread tags for Aussie Bread Tags for Wheelchair charity and oral health waste to recycle with TerraCycle.

We worked with Mrs Higgins to organise Plastic Pollution Solution Incursion. First of all, I want to thank Laura Hixson for introducing us to this great concept. Last Thursday, the students had a fantastic all day, whole school incursion with Anthony from Plastic Pollution Solution and Marlin from Northern Beaches Clean Up Crew. Anthony's passion about our oceans and his knowledge in the damage that single use plastic causes the marine animals captivated the students. They made a pledge to be Plastic Ninjas and promised to spread the things they learned from Anthony to their family and friends and pledged to pick up and dispose of the litter they see on the streets and beaches. Marlin talked about the wonderful job she does with the growing Northern Beaches Clean Up Crew. They meet up on the last Sunday of every month and clean up one of the beaches on our beautiful coastline. We have many dedicated DWPS families attend these clean up sessions and our children learn so much from it. On average we collect tens and thousands of pieces of plastic, cigarette butts and other litter every month. I invite you to find Northern Beaches Clean Up Crew Facebook page and see the difference a small group of people make and one day, join us.

As Marlin says at the beginning of every clean up, we can pick up plastic from beaches every single day but the real difference we can make is by REFUSING, REDUCING, REUSING and as a last resort RECYCLING single use plastic. This is true for our school community and also the biggest lesson our children took from the incursion on Thursday.

Our committee's goal for 2020 is to reduce the single use plastic in the canteen and events even further. We are currently working towards buying a dishwasher for the canteen. We also need parents and carers to significantly reduce the single use packaging waste from lunch boxes. We sort the soft plastic bins every other week and take to Redcycle. The amount of plastic waste, single zip lock bags that was destined for landfill, which will never biodegrade and take centuries to breakdown in micro plastics is simply heartbreaking. We are working on information flyers to be sent out to parents and displayed around the school.

I invite you to join our Facebook page DWPS Sustainability Group to keep informed, volunteer and have your say. Search DWPS Sustainability Group and spread the word on the playground that at Dee

Why Public school we are now 500 Plastic Ninjas strong and your children want you to join them in making a difference for their future.

Thank you

Heather expanded on the Plastic Pollution Solution incursion and thanked Laura Hixson for her efforts in this. Heather also touched on her experiences with the Northern Beaches Clean Up Crew and urged everybody to attend an event as it is an inclusive and enjoyable experience.

8. SAFETY SUBCOMMITTEE UPDATE – Stephanie Hicks

Nothing to report.

8. ANY OTHER BUSINESS

- Soap dispensers empty (Laura Hixson) – Laura asked if there was a resolution on the empty soap dispensers in the bathrooms. Kim Whitehead responded that initially the dispensers were full, but broken so were not dispensing any product, as they style was unsuited to use by primary aged children. The supplier has replaced all the units with more suitable models. These have been filled. There was one area that was a cause of concern, and upon checking it was discovered that particular group of dispensers was empty. They were also managed by the same cleaner, who has now been advised to ensure the dispensers are filled as part of the regular duties. The cleaning company is under the governance of the Cleaning and Maintenance Department, and does not report to the school due to being private contractors. This explains the delay in relaying information through and having resolved. As of the current time, the dispensers are all working and all full.
- Kindergarten Classrooms – there was an enquiry as to when the new demountable kindergarten classrooms will be in use. Kim Whitehead advised that the pathway leading to the classrooms was due to be installed this week, however, had been moved to next week due to the inclement weather. Whilst they are fitted out, the classrooms cannot be used until the path is installed as it is felt that the children may track dirt into the rooms and ruin the new carpet.
- Laptops in classrooms – it was raised that at the parent information evening there was a mention of iPads not being used for year 1. Kim Whitehead advised that whilst Kindergarten will be keeping iPads for use, grades 1-6 will be moving to laptops for digital and online technologies. It is felt that the use of iPads does not give the children suitable keyboard skills so there is a shift away from using them for the grades above Kindergarten. Kindergarten primarily uses the devices for app based learning, so iPads are suitable for this group. Years 5 and 6 are receiving a set of 30 laptops per classroom as part of the future focussed learning labs. Grades 1-4 will each be receiving a bank of 30 laptops for use by the grade. The estimated cost is approximately \$22k per bank of laptops as they come with a portable trolley and charging station. The existing iPads are of an age that the Department will no longer service them.
- PSSA– it was asked if there would be an increase in PSSA teams moving forward with the higher enrolment numbers. Kim Whitehead advised that as numbers increased we could look as per others schools in the area to having A and B teams. Kate La Peyre advised that we currently have eight teams, and added two new sports in this term being Newcombe ball and volley ball.
- Crunch n Sip – it was asked if Crunch n Sip is offered beyond kindergarten. Kim Whitehead advised that this is held in every classroom in the school at varying times between 9.10am and 9.45am.
- Uniform Shop Opening in Summer Holidays (Stephanie Hicks) – Stephanie mentioned that the queues on the first day of school at the uniform shop were long, resulting in waits of up to an hour.

Is it possible to open the shop a few days in the school holidays to help spread this out? Heather Cervantes advised that as the shop is located across the road in the Dept of Education facilities, they are not available in the school holidays. Kim Whitehead advised that there may be availability on the staff development day prior to the first day of school. Heather said that she could look into this for 2021.

ACTION: Heather Cervantes to investigate opening of uniform shop on Term 1 staff development day.

- Membership period – discussion was had around the membership period. Mark Chaffer advised by text that it was from financial year (Jan – Dec). Linda Gee advised on P&C website it runs from AGM to AGM. It was felt financial year may be easier to manage.

ACTION: Heather Cervantes to determine correct membership period and advise at AGM.

- Rabindra Mainali asked for any tips on helping his kindergarten daughter eat more food during the day at school. The majority of parents agreed that this was a common problem, and were assured that over time their children settle into the daily routine and their appetite during the day returns.
- New members – membership fees were received from Kirsten Willets, Kat xxx, Laura Hixson, Nicole Tate, Larissa Lane, Louise Wells, IOUs received from Rabindra Mainali, Rusa Ladel, Siboun Allcorn.

Meeting Closed 9.35pm

The next meeting will be the AGM to be held on Wednesday 1 April 2020 in the School library.

Action Items

| Date | Action Item | Assigned To | Status |
|----------|---|--------------------------------------|--------|
| 4/3/2020 | Advise Community Transport they can park in the bus zone on Fisher Road whilst waiting for children | Kim Whitehead | Open |
| 4/3/2020 | Roles and responsibilities to be sent to Kim Whitehead for distribution to community prior to AGM | Heather Cervantes Stephanie Hicks | Open |
| 4/3/2020 | Transfer \$1850.73 from Canteen acct to General acct | Stephanie Hicks | Open |
| 4/3/2020 | Review gluten free and dairy free options in the canteen with Laura Hixson and Kim Whitehead | Stephanie Hicks | Open |
| 4/3/2020 | Identify strategy for PSSA lunch service on Fridays with Kim Whitehead | Stephanie Hicks | Open |
| 4/3/2020 | Advertise for Casual Canteen Assistant | Stephanie Hicks | Closed |
| 4/3/2020 | Survey the school community as to whether they would like to see a dress added to the uniform range | Stephanie Hicks | Open |
| 4/3/2020 | Possibility of Uniform Shop opening on Staff Development Day term 1 2021 | Heather Cervantes | Open |
| 4/3/2020 | Clarification of Membership period (financial year or AGM to AGM) | Heather Cervantes | Open |