



PHPS Parents and Citizens Association

## **MINUTES FOR THE PENNANT HILLS PUBLIC SCHOOL**

### **PARENTS & CITIZENS' ASSOCIATION INC GENERAL MEETING**

**6th May, 2025**

#### **1. OPENING**

The meeting was held as a hybrid both in person at the K-2 hall as well as online Zoom call on 6 May 2025. Opened by President, Gareth Watkins, at 7:36pm.

Acknowledgement of Country: "I would like to begin by acknowledging the Traditional Owners of the land on which we meet today. I would also like to pay my respects to Elders past, present and emerging."

#### **2. ATTENDANCE/APOLOGIES**

##### **Attending in Person:**

Mike Stalenberg (VP), Melina Donovan (Band), Kate Wasson (Deputy Principal), Eva Guo (Treasurer), Gareth Watkins (President), Kieran Ogden-Brunell (Secretary). Chris Laing (Gardens and Grounds, Green Team), Bev Cole, Melissa Griffith.

##### **Attending Zoom:**

Erin Ford (Comms), Liz Fowler (Comms and Events), Luke Whenman, Amanda Uzelac, Emma Faithfull, Heather Cruickshank, Rosemary Cai, Tom Andrews, Becca Cole.

##### ***A quorum is present***

**Apologies :** Bec Stalenberg (Comms and Events), Alison Filipic (Principle), Andrew Passe-de Silva, Aidan Moore (Green Team).

#### **3. CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS**

**Motion:** That the minutes of the 1 April 2025 General Meeting be confirmed.

**Proposed:** Missing Items. Attendance. Amendments needed.

**Seconded:**

#### **4. PRESIDENT'S REPORT**

- a ). Great to have holidays! Easter Anzac day, federal election!

- b ). School has hit the ground running (with Cross country today).
- c ). Really impressive to see the community in action today, really beautiful to see today!
- d ). Thanks for being able to beam into the financial teams meeting last night.

## **5. TREASURER'S REPORT**

- a ). 1. First Finance Committee Meeting took place on 5 May. The new Finance Committee consists of a team of 5 parents with a broad range of financial skills. The committee had discussed the plans to further streamline the financial operations to improve the consistency among Band, P&C and BASC if coming under P&C in the future. The committee has agreed that the increased P&C governance responsibility requires a long term solution in finding a financial administration service to cover both bookkeeping and end of financial year reporting. Different options will be explored and discussed in the coming months. The Committee will start to explore the process required to apply for Charity status.
- 2. The P&C Voluntary Contribution collection via Term 1 school fee has collected \$5493.5. It is expected that with the increased ask, the full year contribution will be similar to previous years.
- b). Move a motion to update the P&C ABN with Commonwealth Bank, back dated from 1 Feb 2025 to 44 770 467 492. Mike seconded, Unanimously passed.

## **5. PRINCIPAL'S REPORT:**

- a ). Thanks for the sausage sizzle, and the help we received today.
- b ). Organized by miss cummings, and miss naughten (get these names!!!)
- c ). DOE has changed their reporting policies. Needing to tailor to our school, and how we can integrate that into school bites.
- d ). Key Learning Areas,
- e ). Comments in place for K-6. No grading for Kindergarten
- f ). Week 9, - missed this... Reports out.
- g ). Week 10, Parent Teacher meetings. Via school bites
- h ). Uniform review. Current observation, sports centre/ general uniform. Staff are looking into skirts/shorts/shirts etc. (no designs in place.)
- i ). 1st stage -do we want change. 2nd stage, designs etc. Community engagement after the engagement with kids.
- j ). Signage. The school wants to display the core values, - needs more of a summary from Kate.
- k ). Recent quotes around \$8k dollars. Informal suggestion for P&C assistance for fundraising, in the future.
- l ). Design driven by the kids.

m ). Mothers day's morning tea. On the go Brekky!

n ). Ali Pride, mothers day stall! And thanks to Melissa for assisting with this.

## **7. DEPUTY PRINCIPAL'S UPDATE**

a ). ANZAC service, Zane and Max did an incredible job with the trumpet (get better info).

Kudos to the kids, really respectful and well behaved, thank you!

b ). Meg Campbel, officially retired now. given a retirement medal.

## **8. SUB COMMITTEE REPORTS**

### **Uniform Shop:**

a ). Winter uniforms sales are currently underway, awaiting a few shipments of delayed stock, but stock continues to arrive weekly. A shipment of winter jackets is due to arrive shortly, as the old polar fleece jackets are being phased out. The last order of Year 6 polos have been distributed.

b ). Total Sales April: \$ 13,031.60 (404 items)

#### **c ). Uniform Review**

a). The school is co-ordinating discussions and surveys to school groups as part of a Uniform Review, the Uniform Shop Committee is supporting the school with uniform designs and supplier contacts.

#### **d ). Second Hand**

a). Generous donations are continuing to be received weekly, with many \$5 buckets full. Another second-hand stall is planned to be held at the next P&C event.

### **Canteen:**

a ).

b ).

### **Gardens & Grounds:**

a ). Thanks to Tom and Will Andrews who trimmed the callistemon near the sign at Trebor Rd entrance on 4.5.25. Those branches and some from native nibble garden were mulched and the mulch spread near the music room.

b ). There will be another mulching session soon to reduce the branches along Trebor Rd fence and a working bee this term to further prepare the K-2 site for the Centenary celebrations.

c ). 21/6/25 next working B for tidying up for the centenary the following week. List to tackle to come. Tom A.

### **Band:**

- a ). All going well.
- b ). Lots of planning happening for Music Camp. 1-3 June.
- c ). Senior Concert Band are playing at the Pennant Hills High School music night on 11th June.
- d ). All bands are playing at the Greater Western Sydney Music Festival in Rouse Hill on the 15th June.
- e ). Will be starting to seriously look at replacement convener for 2026.
- f ). Possible new student for training band who's just joined the school in Term 2.
- g ). Need a replacement for Mike.
- h ).

#### **Strings:**

- a ).
- b ).
- c ).

#### **Communications, Events & Fundraising:**

- a ). Picnic Day Survey. Only 40 responses.
- b ). Expression of interests
- c ). Missing people to help coordinate. Cheat sheet? Help needed.
- d ). Certificate of Currency for Public Liability.
- e ). Signage - A concept of fundraising in play.

#### **Green Team :**

- a ). Meeting coming this Thursday, with new members. More to come!
- b ). Return and earn tinkling away.

#### **9. CORRESPONDENCE REPORT**

- a ). No Correspondance report.
- b ).

#### **10. BUSINESS ARISING FROM THE PREVIOUS MEETING**

- a ).
- b ).
- c ).

## **11. GENERAL BUSINESS**

- a ).** Mothers Day Breakfast overview and volunteers. Any help from the Dads for this would be amazing. Friday AM. 7am - 7.30am - Principle Report.
- b ).** School Value and PBL Signage around the school (Kate Wasson) - Principle report. How to raise money for this. Suggesting for a year 6 gift.
- c ).** School Fete stalls question - need more info from Gareth. (Scotts stalls)
- d ).** P&C photocopier disposal (from school admin) - Kate to follow-up on asset number, e-waste, or donate recommendations welcome.
- e ).** Quick BASC process update from Luke Whenman - due diligence is underway. No defined timeline at this stage to present the work. Estimating some sort of presentation coming next month's P&C meeting.
- f ).** School uniform review question (Gareth Watkins) - Principle report.
- g ).** Sub-committee reporting.... Gareth wants to help support more on this moving forward.
- h ).** GST on Flexi schools? The whole Flexi School app has GST off at an account level.. Canteen may need a separate account. Touch base with Uniform shop on how it's linked back to the existing account. Alison Pride.

## **12. DATE OF NEXT GENERAL MEETING**

Tuesday June 3rd at 7.30pm, in person in K-2 hall, and Zoom.

## **13. CLOSE**

The meeting closed at **8.59 PM**