



PHPS Parents and Citizens Association

**MINUTES FOR THE PENNANT HILLS PUBLIC SCHOOL
PARENTS & CITIZENS' ASSOCIATION INC GENERAL MEETING
3rd June, 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 3rd June 2025. Opened by President, Gareth Watkins, at **7:30** pm.

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:

Chris Laing (Gardens and Grounds, Green Team), Eva Guo (Treasurer), Gareth Watkins (President), Kieran Ogden-Brunell (Secretary), Tom Andrews (Gardens and Grounds, Green Team)

Attending Zoom:

Mike Stalenberg (VP), Liz Fowler (Comms and Events), Erin Ford (Comms), Kate Wasson (Deputy Principal), Alison Filipic (Principal), Aidan Moore (Green Team), Angelene Ctercteko (Green Team), Emma Faithfull, Sarah Lewis (Green Team), Heather Cruickshank, Stephanie Hunt, Melina Donovan (Band), Amanda Uzelac, Cassie Soertsz, Dani, Nastaran Imanian, Nic Vella, Nimita Shrivastava, Owain Roberts, Colleen Roberts, K McIntyre, Tim Webb

A quorum is present

Apologies : Andrew Passe-de Silva, Luke Whenman (VP), Bec Stalenberg (Comms and Events)

3. CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

Motion: That the minutes of the 6th May 2025 General Meeting be confirmed.

Proposed: Eva Guo (Treasurer)

Seconded: Tom Andrews (Gardens and Grounds, Green Team)

4. PRESIDENT'S REPORT

- a).** I'd like to publicly recognise the amazing work of all the teaching staff and parent volunteers to make Music Camp run so well. Tim Ralph stepped up admirably to be camp director. It is with a sense of gravity that we acknowledge Mike and Bec Stalenberg being the engine behind the camp for the final time. Thank you so much for all your long-term service to the school community.
- b).** After music camp our attention turns naturally towards the next big event being the formal Centenary assembly. It has been nice to receive multiple messages from school alumni and community members looking forward to participating in various Centenary commemoration activities.

5. TREASURER'S REPORT

- a).** P&C Term 1 reports a net cash outflow of 28K. It is due to the \$30K P&C contribution paid to school for the Learning and Support as per budget.
- b).** Canteen has posted a small loss of \$2K. Pricing of food has increased in term 1. The ongoing monitoring of Canteen finance is required to ensure the pricing is covering the increase of costs
- c).** Uniform Shop has posted \$8,5K net income in Term 1. Although the Q1 Sales is slightly lower than the same quarter compared to last 2 years, but the reduced the stock purchase and increased pricing has produced a healthy financial outcome for Uniform Shop
- d).** Return and Earn has contributed \$100 in Term 1
- e).** Band -\$135.
- f).** Comms team has purchased Mother's Day stall gifts in Term 1, but the income will be reported in Term 2. It's a net loss of \$2,2K in Term 1 due to timing difference.

5. PRINCIPAL'S REPORT:

- a).** A big thank you for the hard work with band camp everybody!
- b).** After a short period of leave, a big thank you to Kate and Melissa.
- c).** Had a wonderful afternoon at Band, Thanks to Bec and Mike.
- d).** Report Guidelines have been updated by the DOE, in short, simplified reports, achievement grades.
- e).** Parent Feedback after the reports go out.
- f).** End of term reports are on their way.
- g).** Building updates
 - a).** New / upgraded lights and fans across the whole school.
 - b).** 3>6 site, Girls Toilet block is being rebuilt and will be a nice new facility.

- c). ETA is to finish by EOFY
- h). Demontable still in progress.
- i). The school has 4 additional rooms over allocation.
 - a). STEAM
 - b). BAND
 - c). HIVE
 - d). NEW Demountable.
- j). Nomination of 4 demountables to be removed. Negotiations to 2 are in progress.
- k). This comes as a further drop in students numbers, but is appealing to keep 2. Further update to come. The goal is to keep the new demountable.
- l). The demountables will help outer suburb schools that are bursting at the seams.
- m). 100 year Photo on Thursday.
- n). 100 assembly at end of term.
- o). Prelim Naplan data arrived, not yet ready for parent consumption.
- p). Overall a high percentage of students in the top level!
- q). Year 3 53% exceeding on reading, 43% exceeding on Numeracy
- r). Year 5 increase for spelling. 2023 > 2025 - growth in all areas!
- s). Date for parent distribution on these reports to come.
- t). 2026 Dance Spectacular.
 - a). Student Numbers decreasing, reducing need for Simone.
 - b). Request for P&C to help with support for the teachers time (Simone), 1 day a week payment, (26/27k/ annually)

7. DEPUTY PRINCIPAL'S UPDATE

- a). Uniform Review started.
 - a). **This is a 3 year process!**
 - b). **Still in initial review stages.**
 - c). **This will be a soft transition, if it goes ahead.**
 - d). Working with a uniform shop to assess.
 - e). Staff and Students have seen what it *could* look like, from a high level, no design, no fabric, etc perspective. Mainly for context on what it means in simpler terms.

- f). Students and Staff have had high level input (voted on the idea of a transition).
- g). Data is still being processed, and Parents will see this information coming in the coming months.

8. SUB COMMITTEE REPORTS

Uniform Shop:

a). Winter Uniform

- a. We have now received most of our winter uniform re-stock. We are awaiting the arrival of the final shipment of new winter jackets which should be arriving any day now.

b). Uniform Review

- a. The Uniform Shop Sub-Committee and P&C are working closely together to support the school with a uniform review. This process is currently underway and includes surveys and discussions. As well as serious consideration of a multitude of factors including reviews of proposals, before any decisions are made. The transition process will take several years to implement. It is anticipated that the current uniforms will still be in place for some time. Any advice on future changes to uniforms will be provided with sufficient notice to the school community.

- c). We have reviewed current stock levels and projected sales and time frames; a transition plan would be in place to help manage any changes in sports and formal uniforms. This was discussed with the school last week, to ensure the school and P&C work together to reduce stock wastage during a transition.

Canteen:

- a). New prices came into effect at the start of Term 2.
- b). We are very grateful to Hannah Tow, one of our volunteers, for designing the menu, and price lists (with pictures!) for both sites. They look great and are extremely helpful for students and volunteers.
- c). Beef Nachos have been added to the menu and are nearly as popular as Butter Chicken! Good Food Hero sent us a sample box last term and it was an instant hit.
- d). We are pausing the K-2 canteen on Mondays for this term and next. It is by far the slowest day for sales as well as the hardest in terms of finding volunteers.
- e). We hope to be able to bring it back in term 3, when ice-blocks should be more popular.
- f). The Cross Country Sausage Sizzle was a success, with a great turn out of volunteers. We had 337 orders, which was a few more than last year. A special thank you to Mark for all of his help setting up the BBQ (including a quick gas bottle run) and tables, as well as transporting the pie ovens to K-2 and back.

- g).** Last week I made the lunch boxes for the teachers going to the zone cross country, which I was told were well received. This wasn't hugely profitable for the canteen, but it all helps.
- h).** We are trying to keep our staff hours to a minimum as much as possible to combat rising food prices and fewer lunch orders than past years, which we assume is due to fewer students at the school, and the cost of living struggles that most people are experiencing. We are very grateful for all the orders we receive and always take heart care to ensure the lunches are of excellent quality.
- i).** We have some wonderful volunteers, but as always, it would be great to have some more to carry the load. Claire does a wonderful job overseeing the WhatsApp group and the SignUp page. I very much appreciate her doing this!!
- j).** Lastly, we are a great team! We love our jobs, and we all work well and very happily together. I am particularly grateful for everyone's willingness to be flexible, and it is very reassuring to have such capable people who are able to step in for me if needed.

Gardens & Grounds:

- a).** A quiet month. The biggest change was the removal of the old demountable from 3-6. The site is still surrounded by wire screens as the piers and some rubbish remain. The time line for the area to be accessible is uncertain. The removal was done without damage to the shrubs edging the classroom. Discussion needed about how best to use that area.
- b).** Next working bee is on Sat 21st June with a morning and afternoon shift to maximise the number of people able to come. Thanks to Bec for publicising the working bee in the socials.
- c).** Primary focus will be on making K-2 look sparkling for the Centenary assembly. There is always a lot to do at 3-6 so we will get there if time allows.

Band:

- a).** Big thing has been music camp. Lots of preparation, and handover happening. Huge thanks to Tim Ralph, Bec Stalenberg, Sonya Debono, Carol Huang, Melina Donovan, Melissa Griffith, Claire Nelson & Julie-Anne Stevens.
- b).** 100's of hours of work goes into planning music camp each year and without these people, and people like them in years to come, music camp would not be able to happen. So a massive thank-you to all of our helpers.
- c).** At time of writing Camp hasn't happened, but I'm sure it was an amazing event as always.
- d).** More info about camp in the July meeting report.
- e).** After camp we also rearranged the band room to provide more space for the percussion section.
- f).** Band committee met earlier this term, highlights being.
 - a).** Agreed that the Band manager roles for each of the bands will be more expanded, to relieve some duties from the committee convener.

- b). Also created a new position the "Tutor Manager" who will be managing all things to do with band tutors moving forward. This role has been filled by Nada Bosnjak.
- g). Other events this month are:
 - a). Penno High Music Festival - SCB 11/6
 - b). Greater Western Sydney Music Festival - All bands 15/6 (Rouse Hill)

Strings:

- a). Update to come.
- b).
- c).

Communications & Events:

- a). Sign up sheet now out for 2 July afternoon tea, venue being investigated for afterwards
- b). Gearing up now for September/October, which will be the key period to aim for our annual fundraising targets:
- c). Trivia Night booked for Friday **12 September** - ticket sales closer to date
- d). Down Town Markets Booking requested for Sunday 21 September - to enable raffle tickets to be sold and promote **18 October** Picnic Day
- e). Bunnings BBQ will also be requested
- f). Several stalls being coordinated for Picnic Day to enable us to raise funds that day
- g). Sandpit photos annual fundraiser also booked for Sunday **16 November**
- h). **Volunteers** will be needed for most of the above and call outs will continue via newsletter and class parents
- i). Volunteers needed for instagram and facebook images.
- j). Call out for any additional links we can add here.
 - i). Linktree link: <https://linktr.ee/phppandc>

Green Team :

- a). Leadership being shared with Angelene Ctertcko
- b). Looking into adding a shipping container for storage.

9. CORRESPONDENCE REPORT

- a). Signage Options have come through. 3 Quotes provided, and forwarded for review.

- b). BASC Director Zunaira Khan appointed. 16/6/25

10. BUSINESS ARISING FROM THE PREVIOUS MEETING

- a). P&C photocopier disposal - 2 Quotes provided, Tabled removal options. Covered further in General business.
- b). Quick BASC process update - More to come in July's meeting
- c). School uniform review progress

11. GENERAL BUSINESS

- a). Photo Copier Removal.
 - o). Proposed: Gareth Watkins (President).
 -). Option A: Reaching out to suggested E-waste provider. (<https://www.whirlrecycling.com/>). If unsuitable, move to option B
 -). Option B: Followed by removal via \$189 option.
 - o). Seconded: Tom Andrews (Gardens and Grounds, Green Team)
- b). Centenary Shirt to be available for order shortly. (Should be ready for centenary assembly)
- c). Silver bag holder/ stand thingies for band (Alison F to follow-up)
- d). Can we stream the assembly (short answer is no.)
 - o). Privacy issues for parents and students. Practical reasons for honouring those who do not wish pictures and videos of their children be taken
- e). Cross country Zooper Doopers. Didn't happen this year. A deeper dive into this required, Gareth taking the lead on this.
- f). Aiden will be forwarding more info on Deakin University's Virtual Energy Network Study. More information to come.

12. DATE OF NEXT GENERAL MEETING

Tuesday **1st July** at 7.30pm, in person in the Music Room, and Zoom.

13. CLOSE

The meeting closed at **9:18PM**