



PHPS Parents and Citizens Association

MINUTES FOR THE PENNANT HILLS PUBLIC SCHOOL

PARENTS & CITIZENS' ASSOCIATION INC GENERAL MEETING

1st July, 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 1st July June 2025. Opened by President, Gareth Watkins, at **7:37** 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), Mike Stalenberg (VP), Gareth Watkins (President), Kieran Ogden-Brunell (Secretary), Erin Ford (Comms), Kate Wasson (Deputy Principal), Alison Filipic (Principal), Aidan Moore (Green Team)

Attending Zoom:

Eva Guo (Treasurer), Liz Fowler (Comms and Events), Tom Andrews (Gardens and Grounds, Green Team), Angelene Ctercteko (Green Team), Emma Faithfull, Melina Donovan (Band), Amanda Uzelac, Nastaran Imanian, Nic Vella, Becca Cole, William Mitchel, Kim Gosschalk.

A quorum is present

Apologies :

Sonya Debono (Strings), Bev Cole, Luke Whenman (VP), Bec Stalenberg (Comms and Events).

3. CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

Motion: That the minutes of the 3rd June 2025 General Meeting be confirmed.

Proposed: Gareth Watkins

Seconded: Liz Fowler (Comms and Events)

4. PRESIDENT'S REPORT

- a).** Eagerly anticipating the Centenary Assembly on Wednesday as a meaningful community touchpoint. Appreciation to the school leadership for all their preparation with this.
- b).** Personally very grateful for the breadth and depth of volunteer activity around the school, from seeing the Music Camp in action to Liz and Erin championing community business fundraising, to the reports of hearty labour preparing the K-2 site in the Gardens and Grounds working bee, to name but a few examples.
- c).** Luke Whenman's assistance has been fantastic in helping to conduct due diligence into the BASC transition period which is coming to a head and is a very significant consideration especially for the P&C executive to be thinking through and communicating well to the wider community.

5. TREASURER'S REPORT

- a).** P&C Finance Committee met on 12 June to discuss the Signage project quotes. The Finance Committee has endorsed the \$2,500 contribution which is approx, 50% of the lowest quote. The original proposal of 50% contribution was raised in June P&C committee meeting.
- b).** CBA Bank has been updated with the new ABN. Westpac Bank account balances have now been all transferred to CBA and ready to be closed down.
- c).** 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.
- d).** 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
- e).** 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
- f).** Return and Earn has contributed \$100 in Term 1
- g).** Band -\$135.
- h).** 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).** 100 year photo has arrived!
- b).** Busy with assembly organisation,

- c). Thankyou to BASC for room ()
- d). Thanks to the P&C afternoon tea.
- e). 3-6 girls toilet facility is complete, hand over 2/7
- f). The school is having its external validation (every 4 years). An external panel assesses the school processes, NEED MORE INFO.
- g). Education week, 3rd week of next term, 4th august book character parade, open classrooms, etc.
- h). Virtual art show this year, goal is to have a keepsake for the centenary year. Physical viewing during the openday, and virtual product to come afterwards.
- i). Reports went out last week, using the DoE format. Will be asking for parent feedback following the centenary celebrations.
- j). Bag racks for band room
- k). Second hand books for the library, politely declined from the library, due to curation of students' interest and space.
- l). Library Donation week is upcoming, based on students interests etc.
- m). 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
- n). Demontable still in progress. 3-6 site, Fencing is still there.
- o). Nomination of 4 demountables to be removed, ongoing from previous meeting. Negotiations to 2 are in progress. Band and music room on the k-2 site.
- p). 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.
- q). 100 assembly at end of term.
- r). Prelim Naplan data arrived, not yet ready for parent consumption, Date for parent distribution on these reports to come.
- s). Still waiting on the (Adain Program) funds to be distributed.
- t). Solar installation was fixed to be working due to technical issues. Now rectified.

7. DEPUTY PRINCIPAL'S UPDATE (Updated)

- a). Centenary shirts - available at Centenary assembly, we can order more, with a min of 15 todo so (collectively, not individually).
- b). PHPS School Familiarity sessions for preschoolers - Term 3. 3 or 4 sessions. Followed by Kindergarten orientation.
- c). Uniform review, Thanks for the responses from the survey. Currently sitting around 75-80% eager for a change.
- d). HPGE (High Potential & Gifted Education) + Interest Groups for Term 3. Starting week two, alternating weeks.

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: (Updated)

- a). We are planning to run a sausage sizzle and snack stall at the 3-6 athletics carnival next term. I have closed off ordering for both sites on the day. Claire and I will both be at the carnival, and we will need a great deal of help!! (Neither of us are BBQers!) Last year it was a Gareth and Pip show, but we will hopefully be able to spread the load this year.
- b).
- c). I have put a request for helpers in the newsletter, and may need to do a stand alone notice first thing back next term.
- d).
- e). I am also going to place a "Snack Suggestions" sheet at the canteen for students to list items they would like to be on sale at the carnival. Reasonable requests will be considered. I do realise that I may come to regret this.
- f).
- g). Thank you to the office for today settling a long standing bill of \$763.35 for end of year drinks and ice blocks. Very much appreciated.
- h).
- i). Orders are remaining fairly steady, but counter sales have definitely quieted with the cooler weather.
- j).
- k). We are looking forward to the break, and will hopefully return feeling refreshed next term.

Gardens & Grounds: (updated)

- a).** Thank you to parents and community members who worked together on 21st June to trim and tidy and plant at K-2 in preparation for the Centenary Assembly.
Overhanging branches were removed from native nibbles garden and mulched. Mulch was spread. Native nibbles garden trimmed and weeded. Plants were added to the garden near Leith Rd. The area around the hall was weeded and tidied. Hedges and edges done and dead branches removed. The 10 volunteers achieved so much!!
- b).** Cliveas have been planted at entry to 3-6 offices to provide additional habitat for our resident blue tongue!!
- c).** Next term, brush turkeys permitting, kindy classes will plant snow pea and carrot seeds!!
- d).** Sunday will most likely be our Working B days.

Band: (Updated)

- a).** Music Camp was a huge success with approximately 150 students taking part over 2 days.
- b).** Back on the 11th of June our Senior Concert Band played at the PHHS Music evening performing 2 pieces. It was great to see how accomplished the young musicians are from all the local schools who participated. I'm sure many of them will be joining the PHHS bands in the next year or 2.
- c).** All bands participated in the Greater Western Sydney Music Festival and played great. We received some excellent feedback for each of the pieces, which I'm sure all the bands will be working on for their performances next term.
- d).** Tomorrow SCB will also be performing as people arrive for the 100 year celebration assembly.
- e).** Over the school holidays we'll be running a Jazz Improvisation workshop for some of our SCB & JB students.
- f).** Next term is lining up to be quite busy, with the Australian Schools Band and Orchestra Festival, Ryde Eisteddfod, Northern Sydney Symphonic Wind Ensemble Spring Music Festival, Music by Moonlight, and bands playing at school assemblies.
- g).** After Music Camp we have had a few students drop out, but numbers are still quite healthy at 81 in the program.
- h).** Finances are still adequate for running the program.
- i).** Still looking for someone to take on the band convener role for next year.

Strings: (Updated)

- a).** The music camp was also a success for strings - the kids enjoyed playing "Lean on me" with the band and trying some different music. The kids also enjoyed working with a different tutor Ms Elizabeth Verbiem - who is a very experienced strings tutor and conductor.

- b). On Saturday 31 May, the day before music camp, the ensemble took part in the Northern Beaches Instrumental Festival (NBIF)
- c). The festival is a well-regarded event hosted by the Northern Beaches Symphonic Wind Ensemble and affiliated bands. Our ensemble was the only school representing the Hills District in the strings section. The ensemble's performance stood out and an expert adjudicator commended our group for delivering music of exceptional quality, particularly praising our accurate pitch (intonation), expression and dynamic control.
- d). The Senior String group of 6 kids attended the Festival of Instrumental Music (FOIM) combined rehearsal on Thursday 26 June. This is in preparation for the FOIM performance at the Opera House in September. They enjoyed rehearsing the repertoire with other string students in the area.
- e). Upcoming events - Strings will also perform at the Centenary assembly and has entered into the Ryde Eistedford in August. We have opted not to enter ASBOF this year as it is so close to the FOIM performance.
- f). The intro to strings program that commenced in Term 1 was a success. From the initial group of 12 students, we have 6 students that are continuing to learn their instrument - this includes 1 cello and 2 violas. Unfortunately we were not able to go forth with the onsite tutor, as we did not have enough parents that committed to learn from the onsite tutor (a minimum of 4 students were needed). The two students that committed had to go elsewhere to find a private tutor. We are hoping to pursue the onsite tutor at a later date - perhaps when we run the next Intro to Strings Program. We changed to using our conductor for this intro program this year and feel that the pace and teaching was much more appropriate for the years 1-2 kids, helping to achieve a higher percentage of kids continue to private lessons.
- g). From week 2 of Term 3, we are excited that for the first time, we will be running a Junior string ensemble on Monday mornings. We have 14 kids registered for this group (6 are graduates of the intro to strings program). There are 6 students in this group from years 1-2, and it includes 3 new cellists (years 1-2) - which will really help to build the strings program. We are hoping that this group will be given the opportunity to perform at the picnic day in October.
- h). Finances are currently adequate for running the program. We are still short of volunteers for the Strings Committee. The ensemble is currently being run by a skeleton staff of 2-3 volunteers (aside from parent helpers). We are hoping that the Junior ensemble will present an opportunity to recruit some new parents into the Committee.
- i). I have heard that some of the demountables will be going at some stage this year - so I would be interested to know how this will affect rehearsal space. We have delayed the start of Junior strings already due to music camp and really don't want to be forced to do this again due to lack of rehearsal space.
- j). I have emailed Melissa Griffiths re the planned start date - but I know all teachers are super busy focussing on the centenary assembly.

Communications and Fundraising Report:

Parent Comms (Social Media, Newsletter and WhatsApp)

- Always welcome feedback for how effective our methods are.
- Keen to streamline - if you want an item in the Newsletter, we will aim to get it to class parents and on our socials at the same time.
- We have been emailing much less - most communication Via WhatsApp Class parents - are people being left out of the loop because of this? We also rarely communicate school reminders - Comms is P&C activity specific
- Thoughts on using Flexischools as a posting tool more often - have to opt in for this to be a notification on your app.

Centenary assembly

- To be held Wednesday - thanks to all the volunteers for afternoon tea and those who supported with donations. A room is also booked at Hotel Pennant Hills afterwards
- P&C will sell merchandise arranged by the school and will also put out EOI for Centena-tree pending finalisation of quotes and concept
- The Flexischools "P&C Morning Tea Donations" has raised around \$240 to go to the afternoon tea and platters at HPH after the assembly

Sponsors and Prize Donations

- Currently acquiring prizes. Still quite a few left to approach, but so far we have confirmed support from Chemist Warehouse, Jazzy Photography, McGrath Beecroft, Inflatable World Dural, Saborito, Avilee Dance, Elude Escape Rooms, J.I.M. Fitness, All Hands Piano Academy, Moving Bodies, and Raging Waters

Picnic Day

- We have had an initial meeting with our stall coordinators. Big thanks to Kim G, Pip W, Karen M, Heather C, Sarah L, Chris K, Sally W and Green Team for offering to run stalls.
- So far we have confirmed a lucky dip, kids craft/activities, lolly stall, plant stall, cake stall, picnic boxes, raffle and merch sales, ride tickets and gate donations.
- TBC dunk tank and green team clothes swap
- Still finalising map and space allocations, resources needed and payment methods (for stalls and gate donations)
- Utilising a central sign up link for getting volunteers for all the stalls
- We are delegating most responsibilities to each stall holder - so questions about specific stalls and what they will have/need will be decided by them.
- As part of the planning we will be auditing what's in the P&C shed that can be used or consolidated.

Raffle

- Erin is looking into Raffleix as a digital alternative to previous paper ticket raffles. Main take aways

- Cost: nothing upfront, 4.4% of ticket sales and each ticket purchase incurs a 1.7% + 30c processing fee
- All the functionality of a payment taking website - can take payments and send out email tickets up until the time the raffle is drawn
- Can feature and link to our sponsors websites and feature their logos
- Privacy - part of the Amazon Web Services environment and payments through Stripe online software.

Green Team : (updated)

- a).** The Green team has focused on planning for a clothes swap event at the Centenary picnic day in October.
- b).** Green team leadership recently met with the picnic day coordinating committee since the last P & C meeting, to discuss our one page for proposal.
- c).** We answered questions and were provided with support to move to the next step, a discussion with BASC.
- d).** Since that meeting Angelene met with BASC representatives to look at the space. We have received full support and will proceed on this basis.
- e).** Planning continues.....we have now increased our one page brief to multiple pages, including identifying and coordinating volunteers for the day.....
- f).** We will shortly have some specific questions/clarifications back to the coordinating committee.Planning continues.

g). Return and earn

- a).** Thanks to Kate Wasson's efforts we now have a new campaign set up to in the Return and Earn application.
- b).** Chris is coordinating collection of on-site Return and Earn which will be taken to the brick pit return and earn facility to convert into credits.

9. CORRESPONDENCE REPORT

- a).**

10. BUSINESS ARISING FROM THE PREVIOUS MEETING

- a).** Signage Options have come through. Partnering with school and P&C.
- b).** P&C photocopier disposal - 2 Quotes provided, Tabled removal options. Covered further in General business. Still In progress.
- c).** Quick BASC process update.
 - Received the audit report on BASC. Information to be distributed in the coming month, report to come.
 - Potential for an online Q&A.

- Motion will come for this next meeting.
- d). School Signage.
 - More information in general business.

11. GENERAL BUSINESS

- a). Tabled: Are we happy to cover 50% of signage cost (school values) . \$2500
 -). Proposed: Eva Guo.
 -). Seconded: Gareth Watkins.
 -). Motion delayed.
 -). More information to come - check with gareth

12. DATE OF NEXT GENERAL MEETING

Tuesday **5th August** at 7.30pm, in person in the K-2 Hall, and Zoom.

13. CLOSE

The meeting closed at **9:14PM**