PHPS Parents and Citizens Association

MINUTES FOR THE PENNANT HILLS PUBLIC SCHOOL

PARENTS & CITIZENS' ASSOCIATION INC GENERAL MEETING

5th August, 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 5th August 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:

Chris Laing (Gardens and Grounds, Green Team), Mike Stalenberg (VP), Gareth Watkins (President), Kieran Ogden-Brunell (Secretary), Erin Ford (Comms), Eva Guo (Treasurer), Paul Hill, Bev Cole, Luke Whenman (VP), Tom Andrews (Gardens and Grounds, Green Team), Khasrow Jalali.

Attending Zoom:

Agnes Bosanquet, Helen Bowes, Adriana Carvalho, Rebecca Cole, Heather Cruikshank, Mona Desai, Melina Donovan (Band), Emma Faithfull, Alison Filipic (Principal), Johnson Fang, Liz Fowler (Comms and Events), Tamara Gonzalez, Kim Gosschalk, Pegah Hadisadegh, Phye Ibbotson, Nastaran Imanian, Ali Jones, Sarah Lewis, Cherryl Levita-Jalali, Caylynn Milligan, William Mitchell, Aidan Moore (Green Team), Kate MacNamara, Alison Pride, Melissa Ramsay, Sam Reardon, Paul Seebacher, Matt Stride, Mike Thompson, Amanda Uzelac, Faye Yee, Riju Pun Lama, Vineet, Nic Vella, Danielle Wade, Jeremy Wade, Kate Wasson (Deputy Principal), Phillipa Watkins and Vatin Zima

A quorum is present

Apologies :

Sonya Debono (Strings), Angelene Ctercteko (Green Team)

3. CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

Motion: That the minutes of the 1st July 2025 General Meeting be confirmed.

Proposed: Erin Ford (Comms)

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

4. PRESIDENT'S REPORT

a). The new term has certainly started with an absolute bang and flurry of activity! Once again I've been struck by staff dedication over and above regular duties.

b). Thanks to all volunteers, especially our amazing canteen team, for the effort at the Athletics Carnival. That was a wonderful day to see the community rally around our kids (and a fair bit more pleasant weather than last year!)

c). A major focus has been on preparing for the upcoming General Meeting and our motion around BASC coming under the P&C. This is a significant topic and it's been a good process so far of consideration and due diligence. Thanks again to Luke Whenman for his role leading this.

d). Acknowledgement to William Mitchell for his role in exploring ways to fight for the longevity of the Deputy Principal's role. This will be an ongoing endeavour!

5. TREASURER'S REPORT

a). Internet domain has been renewed and insurance certificate has been renewed for another year

b). Flexischool ABN has been updated.

c). Working with the Comm team on Centenary events.

d). Request to move a formal motion to approve the $2,500 for Signage project. Quotes attached.

a). https://drive.google.com/file/d/1GZ9eenV7oX1aj_TVo2zZOEfne51IXYFj/view?usp=sharing

b). https://docs.google.com/document/d/1G-zVp1fMFOg89OjrobYe1miMJn-mLEIQ/edit?usp=drive_link&ouid=105939184156882812726&rtpof=true&sd=true

c). https://drive.google.com/file/d/1iQVF580KvKN9ObcpKXMRlYRZvI61GwgN/view?usp=drive_link

e). Proposed signage project Eva Guo

a). Supported: Luke Whenman

b). Seconded: Mike Stalenberg

5. PRINCIPAL'S REPORT:

a). Thank you to the P&C for your help/support at last term's Centenary Assembly. We very much appreciated your assistance, especially with the afternoon tea.

b). External Validation

a). This term we undergo External Validation. This is a process that occurs every 4 years in all NSW DoE schools. We have prepared a submission showing evidence of practice and this will be examined and discussed with an external panel on 26 August 2025. We have also prepared 'Future Directions' for PHPS as we start a new school planning cycle next year. This will also be discussed with the parent community.

c). NAPLAN Results

Year 3

Assessment	Needs Additional Support	Developing	Strong	Exceeding	% of Exceeding 2025
Reading	2	8	23	37	53%
Numeracy	3	6	30	30	43%
Spelling	1	12	33	23	33%
Grammar and Punctuation	4	8	32	25	36%

Year 5

Assessment	Needs Additional Support	Developing	Strong	Exceeding	% of Exceeding 2025
Reading	2	5	38	24	38%
Numeracy	2	7	44	16	23%
Spelling	1	8	31	29	42%
Grammar and Punctuation	4	7	34	24	35%

d). Question from (parent), about scratch - Kate to chat with STEAM teacher (get name.) and followup on question.

e). 2026 Dance Spectacular. - Aidan asked for an update to the June meeting discussion, advising that some people/businesses have indicated interest in helping/supporting the event going ahead in similar format.

a). Alison responded by saying the school is working through issues related to dance spec 2026 planning as follows:

i). With Student Numbers decreasing, casual teacher resources will be reduced, one of whom is a key dance spec organiser Simone Partridge.

ii). To maintain learning priorities and dance spec resourcing (Simone) additional funding support would be required for ~1 Day a week @ at a current estimated cost of $26/27k next year

iii). The school will be looking at these issues more closely to identify potential solutions over the coming weeks.

7. DEPUTY PRINCIPAL'S

a). Thanks for the century and Liz for the merchandise. Sold out of mugs! Still T-Shirts available.
b). Book parade was amazing
c). HPGE (higher potential and gifted education.)- Interest Groups, Gibberagong, FOIM, FOCM, Poms, SNWMF, PSSA
d). STEMania community evening (Science week) - Tuesday Evening, 5pm and 6pm session.
e). SPECTRA open day(Science Week).
f). Kindy 2026 Familiarisation Sessions
g). I need assistance with wood work.
h). Fathers day breakfast, finding a spot around athletics.
i). Apologies on orders being behind.
j). Question: Do you need any help with Centenary shirts? Yes, please email!

8. SUB COMMITTEE REPORTS

Uniform Shop:

a). Total Sales in June: $4133.90 (133 items sold)
b). Total Sales in July: $1,994.20 (101 items sold) includes school holidays for 2 weeks
c). Winter Uniform
   a. Some winter uniform items are out of stock, and will not be reordered until next winter season, once a decision has been made on uniform review as some items might change. This is to reduce possible wastage as the lead time to receive any new stock is too late to receive in time for this season.
d). Uniform Review
   a. As discussed at the last P&C meeting a transition plan for up to three years would be in place to help manage any changes in sports and formal uniforms and reduce stock wastage during the transition. The main supplier we are working with to provide information on the everyday wear concept has advised it would take approximately 24-28 weeks (6-7 months) from approved designs to arrival of stock. This time frame includes finalising designs for manufacture, pre-production samples and approval process, overseas manufacture and shipping. Should decisions on new uniforms be made by the school/community by the end of Term 4 2025, this would mean that new

uniforms would be available to purchase from Term 4 (summer 26/27) for Kindy Starters 2027 and existing students.

b. The Uniform Shop will review this overall time frame against required stock of current uniforms for the upcoming summer season 25/26 and winter 26 to have adequate stock in both formal and sports options. Keeping in mind that the P&C will be cautious with holding excessive stock, there may be some adjustments made or there may be limited stock available in certain sizes. The school will need to provide an update on the progress of the uniform review to allow the uniform shop to make decisions on how much stock should be ordered. There are issues such as minimum quantities and lead time to order some of the formal uniforms, which the uniform shop will discuss with the school in the upcoming weeks.

Canteen:

a).

Gardens & Grounds:

a). The plan is for a trimming and mulching day on Sunday 24th August followed by a general tidy up day at K-2 on either 14th or 21st September in preparation for the Community Picnic.

b). The mulching day will include clearing the pile of branches on Trebor Road fence. The branches might need to be moved earlier if the planned shipping container (storage for dance spec things) arrives before 24/8.

c). Turf has been laid by Assets on the area of old demountable at 3-6 and the fencing is still in place. The rain will help it survive initially. Several rolls of turf were left over. These will probably be laid by G&G to extend the existing area of new grass.

d). Cliveas donated by Lucinda have been planted near the 3-6 office. They will gradually provide extra habitat for the resident blue tongue lizard.

e). Rotary WPH has donated a small number of native plants. There is a possibility that Rotary may help with replacing the very worn shade cloth on the shade house at K-2. PH Rotary constructed the shade house many years ago.

Band:

a). The Jazz Improvisation workshop which we ran at the end of the school for some of our SCB & JB students was really well received, and the students got a lot out of it.

b). This term is lining up to be quite busy, with the Australian Schools Band and Orchestra Festival this coming weekend, and Ryde Eisteddfod next week. Then later this term we'll have the Northern Sydney Symphonic Wind Ensemble Spring Music Festival, Music by Moonlight, and bands playing at school assemblies.

c). We've started running information in the school newsletter for recruitment for next year, and will be pushing out more information as the term progresses.
d). Finances are still adequate for running the program.
e). Still looking for someone to take on the band convener role for next year.

Strings:

a). The Junior ensemble commenced Week 2 with 14 students and is going well so far.
b). The main ensemble is playing in the Ryde Eisteddfod on Wednesday 13 August.
c). We are hoping the junior ensemble will be in a position to play at the Picnic day, in addition to the main ensemble.
d). Finances are stable.
e). We continue to struggle to get assistance with running the program and will look to recruit some parents from the junior ensemble once it has become more established.

Communications and Fundraising Report:

Upcoming

a). Some big call outs for volunteers coming up:
- Father's Day Breakfast Friday 5 September
- Father's Day stall
- Downtown markets booked for Sunday 21st September
- Bunnings BBQ fundraiser Sunday 28 September
- Trivia Night (12th September) and Picnic Day (18th October)

b). These events will be where we make the majority of our money for the year so we will need all the help we can get

Parent Comms (Social Media, Newsletter and WhatsApp)

c). Thanks to everyone who is informing us of what needs to be communicated to school families - this is feeling more streamlined
d). Similar to last month - we welcome feedback to make parent communications as easy as possible for everyone

Centenary assembly and merchandise

a). Thank you to all of the families who supported the centenary assembly afternoon tea either by donating, dropping off a plate or volunteering on the day. We cannot run these events without volunteers and we are grateful for all help
b). The afternoon tea and the follow on event at Hotel Pennant Hills that was funded by the P&C were well received (note that payment for the room hire, food and drink has been claimed)
c). A pretty successful uptake via Flexischools and square in person. Still active on Flexischools. Thanks to Kate for distributing merch as orders come through.
d). We are still securing quotes and options for the Centenatree.

Raffle/Sponsors and Prize Donations

a). We are in the process of collating and categorising donations. We will print certificates and start featuring sponsors in our Newsletter and via social media

b). Reminder that if anyone has prizes or items to donate please contact us

Trivia Night

a). Bookings are now open and 6 tables already sold so please hurry if you want to secure a spot.

b). Theme: 100 Reasons to Celebrate - come dressed from any personal celebration, historical event or decade of the past 100 years.

c). Note that there will be some alcohol purchases claimed after the event for prizes on the night

Picnic Day

a). We have completed a shed audit and communicated with stall holders about available items. Massive thanks to Chris L, Pip and Gareth for help with this

b). Plan is to use up any items we can from previous fetes. As there are a lot of signs that say fete, we are considering whether we can put up the old fete signs to promote the event

c). Still finalising map and space allocations, resources needed and payment methods (for stalls and gate donations)

d). Utilising a central sign up link for getting volunteers for all the stalls - we encourage people to sign up and help however they can as this will be a big day

e). Hoping to hold a mufti day towards the end of term to gather lolly donations. We'll be reaching out to the school soon about this.

Green Team :

a). Green team (angelene - co-leader) in detailed planning for our clothes swap initiative for picnic day October 18th.

b). Feel free to contact us for support on this. phpsgreenteam@gmail.com

c). **Return and earn**

a).

9. CORRESPONDENCE REPORT

a).

10. BUSINESS ARISING FROM THE PREVIOUS MEETING

a). School signage - Proposed in the treasury report.

11. GENERAL BUSINESS

a) BASC motion - Gareth and Luke provided summaries of the process thus far in terms of the BASC entity needing to transition, and the due diligence conducted by the P&C

regarding BASC's financial status.
Motion proposed: That the Pennant Hills BASC should terminate its current interim licence arrangement with the Department, be dissolved, and be incorporated within the PHPS P&C. This proposal carries the proviso that BASC presents the P&C with a clear plan of future financial stability around staffing numbers along with a robust transition plan from Agnes to a new director.

Motion proposed by: Luke Whenman Seconded by: Paul Hill
In favour: In person 10, Online 29
Abstained: In person 1
Against: 0
Motion carried

b) Bain Maries - Audited Stored room contents. 7 Bain Maries, not in tip top condition, but potentially a surplus of equipment. Unlikely to use in the future, and a potential safety concern. Would we be happy to look at donating them, or wanting to recover money for them? Exploring options for selling for scrap, and or recycling. (Hornsby scrap metal)
c) Father's Day Breakfast - 5th September. Proposing a grab and go.
d) Interrelate session about puberty for stage 3. Further Discussion and wrangling of volunteers. Erin will chase up. Mrs Hercus (the counsellor here) used to work at Interrelate so we can liaise with her too.

12. DATE OF NEXT GENERAL MEETING

Tuesday **2nd September** at 7.30pm, in person in the K-2 Hall, and Zoom.

13. CLOSE

The meeting closed at 9.21PM