

P&C ASSOCIATION MEETING MINUTES

Date: 15/11/21

Venue: Online Zoom Meeting (COVID restrictions)

Attendance: Jackie Reavie (JR), Matt Soltau (MS), Jenni Davies (JD), Rob Feltsher (RF), James Brisebois (JB), Jennifer Jones (JR)

Principal: Justin Hong (JH)

Apologies: Cathy Butler

Principal's Report (JH):

1. **Brock Jansann** has been employed as the new **Head of Creative and Performing Arts**. This is a new position created for school due to the increase in student numbers. JH and JR were both on the interview panel and are very excited about what an asset Brock will be to the school.
2. **Year 7 enrolments:** Current enrolments stand at 230 students with the possibility of a few more. This will be the biggest year group of the school and will take the student population to approximately 997. The cap for the school is just over 1000 with our current infrastructure. Over the next few years, if this growth continues, then demountables will need to be added to the school grounds. JH noted that it is great that the school is growing as this indicates support and trust in the community. More students also results in more funding, facilities and teachers.
3. The **COLA** tender process is now finished and has been awarded.
 - a. The cost is >\$1m. The Dept. of Education will fund 70% of this. As noted in previous minutes, JH has been saving money for the last 2-3 years in preparation.
 - b. The next stage is for the Schedule of Work to be put together which will then provide us with a date for expected completion. It is hoped that it will be completed during the next school year.
 - c. The COLA will provide a weatherproof metal roof structure, over an area the size of 2 basketball courts. The ground surface will be redone, together with a retaining wall and electricity supply. The latter being really important so that portable speakers/PA systems/screen can be used for future events.
 - d. The COLA will be large enough to accommodate a whole school assembly.
4. It is now confirmed that the **Council will take over the entire maintenance of the school oval** so that they can use it for community activities. This will bring it up to the standard of the pitches across the road from school and will be a great asset to the school. Lights will be installed so that the area can be used at night.
5. JH and the school Executive are working through a proposal regarding **bell times for school next year** so that on Thursday afternoons the entire school will finish at the end of Period 5 (2.10pm). At present Year 11/12 have 2 free periods scheduled into their time tables. Years 7-10 are already more than compliant with the mandatory teaching hours that are set by the Dept. of Ed. meaning that no student will miss out on teaching time. This time will be used for JH to meet with the teachers as a whole, to aid the induction of all the new staff that are coming on board every year, and also to put into action the Strategic Plan developments (see below). Note, that all the other college campus schools are doing this already in some form. Also, any child who is getting the school bus will be supervised until the buses arrive. This will be formally communicated with the community before the end of the school year.
6. **Strategic directions for school in 2022:**
 - a. The Strategic Plan wasn't able to be followed this year due to Covid
 - b. Next year the focus will remain on **literacy**. There is really good data from this year. Unfortunately the school is not doing as well as it should do in reading and numeracy. There

will therefore be changes to the 20' session moving forwards to improve the outcomes in the following years.

- c. **Visible learning** – this was utilized during online learning in lockdown, with every lesson having outcomes that every student can easily achieve, outcomes that most students can achieve, and outcomes that are really challenging for the advanced students to achieve. JH aims to have these visible learning outcomes for every lesson next year so that every student will feel some success in each lesson they attend. This facilitates their love of learning different subjects.
- d. **Student well-being and classroom management.** The teachers will continue that plans that are already in place. JH noted that Cromer is known as a caring school who looks after their students.

Questions:

RF asked if there was a 'sweet spot' for student numbers with regards to funding and facilities? The basic answer is no. As student numbers increase, so does staffing, funding and facility provision. The current increase in numbers allowed for the Head of CAPA to be funded. Next year will see funding for another Head Teacher. The issue at present with the increase in student numbers is the problem with practical classrooms (art, music, science, TAS). For example, from next year, not every science lesson will be in a science lab. However, students will not miss out practical work as the teachers will plan their schedule carefully to allow for theory only lessons in normal classrooms when required.

Until the new COLA is built, there will be no whole school assemblies anymore due to student numbers. Bell times may also need to be altered to prevent overcrowding in the school grounds during recess and lunch.

JD asked whether there were any plans for a 2nd school hall/large space? JH has been asking for this for years and is hoping this will be not very far away. He encouraged parents to speak with their Politicians to advocate for the school. He also noted that no new buildings have been built on the Cromer campus since it was originally built 40+yrs ago.

Treasurer's Report (MS):

The Credit Union acct has finally been shut down and transferred to Bendigo Bank.

We have received significant COVID relief payments into the canteen fund, so should hopefully have up to \$70,000 available funds in the bank by the end of the year. Given that we have been unable to do any fundraising at all this year, and have provided the furniture for the year 7 area, this is a healthy bank balance to end the year on.

Balance bought forward		\$109,741.84
Income	\$11,073.40	
Expenditure	\$53,951.50	
Total In Bank		\$66,863.74
Girls Program	\$11,330.29	
Band	\$4,731.60	
Committed Expenditure	\$0.00	
Available Funds		\$50,801.85

President's Report:

1. **Parent Advisory Group (PAG)** – JR was invited to be part of the inaugural PAG that is a joint venture between all the Northern Beaches College Campuses. This will basically be a 'mega P&C'. All the

individual P&C Presidents were invited, with this initial meeting being held to brainstorm ideas and create a vision for it moving forwards. Ideas floated were to use it as a means to share resources that would benefit all the schools – such as successful grant applications, job application templates, fundraising ideas etc. The idea is to meet x1/term with the first meeting being held in March 2022. Once per year, there would be a larger meeting where all the College Campus Principals would be invited. Meetings are open to any parents of the school. JR is excited to be part of it and noted that our new year 7 area furniture is ‘the talk of the town’!

2. **Teacher’s Day cupcakes for International Teacher’s Day** – these cupcakes were provided to thank the teachers for the dedication to our students. JR received a lot of positive feedback regarding the cupcakes and noted that the P&C should be proud of this contribution. JH noted they were very good cupcakes and were the highlight of the day!
3. **Dates for 2022 meetings** (wk 2 and 7 each term) – The current proposed meeting dates are as follows: 7th Feb, 7th March, 2nd May, 6th June, 25th July, 29th August, 17th October, 21st November with a note that the first meeting date may change as this is traditionally set to coincide with the Year 7 Open Evening for parents.

Other Business

1. **Canteen Representative Update** (JR) – Lisa has formally moved to another role within the school but has been very supportive of the new canteen manager Jenny. KP presented Lisa with flowers and a gift to say thank you for all her work over the last 5 years. JR noted that at handover, the canteen was in impeccable order and the handover was flawless and offered a big thank you and note of appreciation to Lisa for providing this.

There is a position vacant for a casual canteen staff member that has been advertised on SEEK. Unfortunately there have been no interviews yet, however the other staff members are currently working extra hours to cover the gaps.

2. **Government Grants Update (JJ)** – JJ noted that the PAG could be really useful for grants applications.
 - a. **Environmental schools grant** – JJ has delved more into the fine print of this grant and has realized that the grant application need to orientated to sustainability solutions for the school – for example soft plastic recycling or food waste management. It also needs to be tied into learning objectives for the student to learn about school sustainability overall. This requires collaboration with a staff member and will be developed next year.
3. **Fundraising Update** – as it is now so close to end of the school year, this will be discussed further in the New Year.
4. **Other:**
 - a. JH noted that the SRC is getting bigger and bigger and needs projects. JJ has a project for them.
 - b. JR noted that we really need a fundraising committee for next year.
 - c. Teacher’s end of year gifts were discussed. JH requested more cupcakes!
 - d. A general discussion was had regarding the attraction of new members to the P&C for next year. This is to be discussed further before the first meeting of the new year.
 - e. JH congratulated JR on the work she has done this year in her first year of Presidency, under difficult circumstances. He also thanked the whole P&C for their efforts.

Close: The meeting was officially closed at 8.50pm

Next Meeting: To be confirmed. Will coincide with the Year 7 Parent Evening at the beginning of term 1.