

Dobroyd Point Public School P&C Meeting Minutes

Wednesday 21st November 2018

School Library 7:00pm

1. OPENING

Attendees: Darren Mitchell (President), Susan Morrissey (Principal), Mirko Nad (Vice President), Marcus Trimble (Secretary), Fiona Berriman, Marni Patterson, Gabriel Virgona, Fiona Berriman, Lisa Sweeney and Jaimee Gates (OHSC)

Apologies:

2. ACCEPTANCE OF MINUTES FROM PREVIOUS MEETING (OCTOBER 2018)

Moved: DF

Seconded: MN

3. BUSINESS ARISING FROM PREVIOUS MEETING

a) Landscaping Stage 2

Ongoing. Stepped/tiered soft fall option is preferred. Mirko to continue seeking quotes and will look into riser edge material.

b) Parent nominations to be on selection panel for canteen tender

The tender for the canteen has been advertised. Fiona Berriman will fill the parent position on the tender panel.

c) Community Underwriting Small grant - to be completed and submitted. Grant to fund an outdoor learning area around the orange tree outside the library.

4. PRINCIPAL'S REPORT

- Stage 3 students participated in 3 x Interrelate sessions
- 2019 Kindergarten Orientations & Transition Program is underway. The first orientation morning was held on 26/10/18. Great presentation by Julie on behalf of the P&C Anna spoke about the BayRun, representatives from SRC & Scripture also gave presentations. The first transition morning was held on 9/11/18 and the final morning will be held on Friday 23/11/18.
- K-2 Students participated in their public speaking competition.
- Positive Behaviour for Learning (PBL) implementation is well underway. Students have been participating in lessons explicitly outlining behavioural expectations. Student response has been very positive. The official PBL launch will be held on Friday 15 Feb 2019 (Term 1 Week 3)
- A school-wide homework review is currently underway. Parents have been invited to participate in an online survey. The survey will be open until Fri 23/11/18. Results will be available at next P&C meeting.
- The school underwent a financial & WH&S audit on 5/11/18.

- Students were treated to a wonderful musical experience organised by Mrs McLachlan. The Musica Viva company presented Da Vinci's Apprentice, which was a great combination of music and Italian. It was a very worthwhile experience for our students.
- Our local police liaison officer gave a Cyber Bullying presentation to Students in Years 3 – 6.
- Mrs Palmer & parent volunteers hosted an afternoon tea for Premier's Reading Challenge participants. Two afternoon teas were held, one for K-2 students and one for students in Years 3-6.
- Our wonderful book club coordinator Catherine has started full time employment and cannot continue the position in 2019. Julie has kindly offered to take over the position.
- Learning support information from 2018 - 5 parent volunteers, Sara Touchard & 1 x student learning support officer have been facilitating the MultiLit program this year. 18 Students have participated in the program, with 12 completing the program. Sara has identified students in Year 2 who will be targeted for the program in 2019. Sara also works with each class and offers remedial and extension activities to students. Student Learning Support Officers work in all classes across the school. Each class gets 2 – 3 sessions a week.
- Marni Patterson presented information about the Innovation program that has been operating across the school 1 x day a week. Students have participated in robotics, coding and problem-solving activities. The school currently has DoE STEM Share kits which have been used by all students.
- The school is currently trialing a mathematics program called Matific as a possible replacement for Mathletics. Matific offers improved user interface and a wider variety of activities. Class teachers are currently trialing the program and will decide which program to use in 2019.

5. PRESIDENT'S REPORT

6. TREASURER'S REPORT

Current account tabled. Attached separately.

7. GENERAL BUSINESS

- a) Budget and spending allocation for 2019 - motion and vote on at December Meeting.
Proposed P&C budget allocation for 2019 to be voted on at December meeting:

Learning Support	\$35-38,000
Innovation program	\$15-20,000
Landscaping	\$29,000
Mathletics	\$4,500
- b) Book Club Coordinator - nominations for someone to fill the role in 2019. Call for a replacement for 2019
- c) Ohsc - update / management report
- d) "The Innovation Project". Marni Patterson presented the P&C funded Innovation program. A series of programming/robotics/STEM activities and projects undertaken
- e) Flags at Waratah School Crossing - should these be brought in and out during school hours

Next Meeting Date: 12th December 2018

Treasurers Report

30/09/18 - 20/11/18	Opening balance Cash reserve acc		104,533.91
	Deposits	0.00	
	Interest	40.07	
	Debits	-	
	Fees	0.00	
	Balance		104581.16
	 <u>Expenses</u>		
	expense total		0
20/11/2018	Closing balance		104,533.91
30/09/18-20/11/18	Uniform shop acc		
	Opening Balance		27,933.57
	Deposits	7,881.60	
	Interest	2.51	
	<i>Debits</i>	10,235.72	
	Fees	93.74	
30/09/2018	Balance		25,013.22
30/09/18-20/11/18	Building fund acc		
	Opening balance		9387.7
	Deposits	1,638.14	
	Interest	0.86	
	Debits	0.00	
	Fees	0.00	
31/09/2018	Balance		11026.7
30/09/18-20/11/18	Bay Run Acc		
	Opening Balance		41,293.18
	Deposits	2,363.69	
	Interest	3.69	
	Debits	2,018.08	
	Fees	0.00	
31/08/2018	Balance		41642.38
30/09/18-20/11/18	Payment acc Invoices are paid from		
	Opening balance		4656.04
	Deposits	0.00	
	Interest	0.75	
	Debits	1908.41	
30/09/2018	Balance		2748.01

DOBROYD POINT OSHC CENTRE MANAGEMENT REPORT TO P&C

Term 4 2018

Record and Discussion. Comments Follow Up Actions from previous meeting:

Item	Comments	Action/timeframe

Staff

Our staff this term are consistent with previous terms, with familiar faces in both permanent and casual staff.

Our staff have recently completed training in Conscious Discipline and Work Health and Safety.

All Educators are required to respond positively to families and address any issues of concern. We rely on feedback to ensure that this occurs effectively.

Staff survey of internal communications results has revealed that the current communication methods within the centre are running smoothly and efficiently.

Staff continue to receive regular updates and information relating to the National Regulations and Standards via emails, fact sheets, website links and Primary OSHCare as well as external training.

Staff photo boards indicate the responsible person for each session, Nominated Supervisors and Certified Supervisors, as well as Education Leader of the Centre (Jaimee Gates) as per National Quality Framework requirements. The identification of these roles enables families to see who is the person in charge and what their responsibilities are, at any given session.

Enrolments

Current enrolment numbers are approximately an average of 42.4 in the afternoons and 41.6 in the mornings. Numbers in attendance at VC during the September/October holidays was an average of 23.8 children per day.

Our re-enrolment and enrolment of Kindergarten children for 2019 will be advised in the coming months and will be managed by parents via the My family Lounge parent portal.

By invitation from Susan Morrissey, staff attended the Kindergarten Orientation session at the school on the 26th October.

Centre staff then attended the Kindergarten Orientation morning tea afterwards and we are in the process of following up with interested families for 2019.

With a number of children who have additional health and care needs attending the centre we are currently requesting updated health and allergy information for all children. This can be updated via the parent portal

Programs

Annual program survey results have indicated that families and children are happy with the variety of activities available at the centre. Many children would like the opportunity to participate in gardening, cooking and sensory experiences. This gives staff the opportunity to critically reflect on all aspects of the Centre program and routines and identify areas of strength along with areas that require improvement.

We can confirm the continuation of our healthy lifestyle and activity program based on these principles for 2019.

Ongoing reviews of children's feedback and wish list ideas assist Educators and Management to determine priorities for children and resources in 2019.

Identified items for purchase and renovation over the January period are new mats and soft furnishings for the centre in 2019.

National Quality Framework

In accordance with NQF requirements of our service to promote parental involvement, an Invitation to Participate Notice has recently been issued to families. This communicates our Term 4 Goals which have been created from feedback received, our own review of practice, and our Quality Improvement activities which are ongoing. It also invites families to share their working and home lives, make suggestions and /or become involved at the Centre in practical ways.

We have further developed the Primary OSHCare website to include a portal to important links and resources, giving families better access to information and resources pertaining to the NQF and what it means for the OSHC sector, families and children. This is now located in the OSHConnect link located in the footer of the Primary OSHCare public website.

Primary OSHCare services are now moving through the next cycle of Assessment and Ratings process which culminate in a visit by an Approved Assessor and a comprehensive report which details our performance against the National Standards.

All centres that have been assessed against the Nation Quality Standards have so far met the Standards and in many cases, we are found to be exceeding them - these are outstanding results in our sector where most services are deemed to be "Working towards" them.

Community

The date of our Community meeting this term is the 12th of December. Please look out for the agenda and sign up sheet if you would like to attend. These meetings form an important part of the feedback and improvement cycle.

This term in centre we will be acknowledging several community initiatives and cultural days of significance such as Dobroyd Point's Twilight Markets, Diwali, Make a Difference Day, Pink Ribbon Day, Eid, Kindness Day, Recycling week, National Water Week and International Day of People with Disabilities.

Our End of term multi-cultural event will be an International Christmas feast at the centre in the last week of term.

A survey regarding Christmas closure has been issued in order for us to make decisions about how many days after school finishes (19th December) we will be open in December and for January Vacation Care opening dates. The Centre will certainly be closed between 24th December and 8th January 2018.

Review and Feedback

Recent survey feedback has indicated that there are a variety of family needs in relation to how information is displayed and communicated to make it most accessible. Whilst many families indicate they prefer email contact, some say that they receive too many emails and too much information. Other families have indicated that they are not aware of the program or menu display. We endeavour to continue to request feedback and respond to it to suit as many families as possible.

A Menu survey was also recently issued to all children and families.

Communications

The following emails/notices/correspondence has recently been issued to families.

- Christmas closure survey
- Summer menu survey
- Customer satisfaction survey

We rely on families to provide their most current contact details and to notify us if they are not receiving this information consistently.

Policy review

Policies for review this term include:

- Medication and medical conditions
- Determining a responsible person
- Tobacco, drugs and alcohol free environment
- AIDS
- Staff health and safety
- Indoor and outdoor supervision
- Email use
- Dress code
- Event etiquette
- Staff review and appraisal
- Staff supervision, development and in-service training
- Social Media

- Internet use
- IT policy philosophy and IT equipment
- Videos, films and multimedia
- Statement of principles
- Emergencies, evacuation and lockdown
- Anaphylaxis

Policy Revision 2019 is currently being revised to reflect the annual reviews and modifications suggested by Staff, families and children. Notifications of any changes to Policy will be sent to families, with a one-month notice period given for any change. Policy Rev 2019 will be published in January 2019, with regular notifications of Policy revisions being advised to families on an ongoing basis.

Prepared by
Suzanne Blythin,

MANAGEMENT REPORT



Reconciliation AUSTRALIA RECONCILIATION ACTION PLANS

Our Cultural Competence program continues to evolve. Improved knowledge and understanding of our Aboriginal and Torres Strait Islander cultures takes centre stage this term as we develop our Reconciliation Action Plan (RAP). We will continue to update the community and invite engagement as we progress this important program.



We are also getting organized for the 2019 school year. Our team actively support the schools Orientation Program and in 2019 we transition to a fully online enrolment and bookings system for the first time ever. We look forward to an easier and more streamlined process. Want to know more? Ask your Coordinator.

Remember, you can find out what we have been up to by liking us on Facebook, checking out our weekly summaries and newsletters, viewing the activity journal in centre and attending our regular termly meetings. Your Co-ordinator is also available each day to discuss our program too.



Welcome back to term 4. As usual we have a full and exciting program planned. During term 4 we also mark the many traditions and celebrations that occur at this time of the year ahead of the summer break.

Safe, happy and comfortable children; collaborative relationships with families and communities and thoughtful program and practice are some of the many standards we work to provide every day. We continuously explore and refine our approaches to behavior and recognise that many communities we support have embedded approaches. Alongside our professional developing and training program that runs continuously, this term we commence several significant staff development initiatives.

Our 2018/19 **Future Leaders** group have convened, with their first tasks being to set some personal and career focused goals to pursue over the next 9 months. This year, their stated goals range from a focus on the progression of our Values led service delivery; to inspiring programming and philanthropic goals. We never cease to be amazed by the vision and enthusiasm of this group.

We always aim to complement and extend school programs into those we offer to ensure consistency and cohesion. This term we will explore two programs, firstly welcoming a representative from the DEC **Positive Behaviour for Learning** team who will brief us on **PBL** protocols that are popular in many of our schools, along with the Restorative Practices approach. We are very excited about this partnership and the opportunity explore PBL in more detail.



This term, our service has been focusing on embedding the concept of conscious discipline amongst our children and staff. Dobroyd Point OSHC is lucky enough to have been chosen as one of the pilot centres within our organization to launch this amazing program. This approach to behaviour management is centered around the idea that when children feel safe and connected to their peers, their educators and to their environment – positive behaviours and relationships develop. There is a strong focus on skill building in children to aid in conflict resolution, as well as various mindfulness, connectedness and breathing exercises which are implemented daily to help to get our brains ready to face any challenges that come our way.

Concurrently, our Consulting Psychologist, **Beth Macgregor** launches a 12 month professional development program entitled **“Conscious Discipline”** with our senior team. Conscious Discipline supports and reinforces positive behavior approaches through social emotional learning, discipline and self-regulation. Conscious Discipline skills help build safe, connected, problem solving environments. We are thrilled to be piloting this innovative program.

Updates will be shared with families as we progress through these courses.

