



# TORONTO PUBLIC SCHOOL P&C ASSOCIATION

## MINUTES

**Date:** Tuesday, 9 February 2020

**Time:** 6.30pm - 7.54pm

**Venue:** Via Zoom

**Attendees:** Ben N, Kim W, Trish W, Tamara P, Shannon B, Andrea L, Jess S.

### 1) Welcome and previous minutes

#### a) Acknowledgement of Country (Ben N)

#### b) Apologies

Nil

#### c) Approval of previous Minutes (Ben N)

General meeting held 1 December 2020

Motion moved by: Shannon Burns

Seconded: Andrea Lundy

#### d) Business arising from previous minutes (Ben N)

Nil

### 2) Reports

#### a) President's report: Ben N

AGM in the next meeting: We are awaiting the audit. The positions available will be President, Vice President x 2, Secretary and Treasurer. A membership fee will be required to vote be elected for the position (generally \$2). AGM date to be advised once audit received.

Taxi zone: Request to remove or reduce size of taxi zone at the front on Renwick Street.

Request was forwarded to School Infrastructure NSW (SINSW), an entity within the NSW Department of Education. Contact has been made with Greg Piper and Mayor Fraser for a further update.

Minutes: Kim agreed to allow minutes, constitution, by-laws to be uploaded to the Toronto Public School website under P&C.

#### b) Principal's report: Kim W

See attached.

#### c) Treasurer's report

P&C	\$4,371.10
Canteen-Reno	\$31,015.07
Uniform	\$1,360.34
Canteen	\$7,448.82

The books have been completed and will be dropped at the auditor this week.

Accepted by: Tamara P

Seconded by: Ben N

#### **d) Canteen**

We would like to open the canteen more days. We need volunteers to do this. A volunteer is needed on a Thursday who is able to open and run the canteen with all current P&C members unavailable. A 'need volunteers' note will be sent out as well as posted to FB. Kim will ask parents at the 'meet the teacher' afternoon tomorrow.

Meal deal could possibly be held on the Thursday of the last week, this would be the Easter hat parade. Will need to check dates and activities on the school calendar.

#### **e) Uniform shop**

Skorts, some of the girls are having trouble with the fit of them. Samples from new supplies will be continued to be looked into and ordered.

New logo will not be enforced for a long time. This will allow current stock to be able to be continue selling.

#### **f) Correspondence received**

Uniform brochures, fundraising brochures, bank statements.

#### **g) Events upcoming**

Pick dates for the easter raffle, and any further events to ensure they do not clash with any school business on these days

'What's happening at TPS' on FB is a great idea. Upcoming dates for activities will be included so parents have dates to arrange days off work etc.

### **3) General business**

#### **MOTIONS**

These motions are in addition to the prescribed constitution.

You can find the constitution here: <https://www.pandc.org.au/constitutions-for-nsw-pc-associations/>

#### **Motion: New bylaws of the Toronto Public School P&C Association (See Attachment 1 below)**

**Mover:** Ben N

**Seconder:** Shannon B

- 1) Association is formed for the benefit of the students of the school – **passed**
- 2) Annual General Meeting - **passed**
- 3) General meeting dates - **passed**
- 4) Membership fees - **passed**
- 5) If meeting does not meet quorum – **not passed**
- 6) Meeting conduct - **passed**
- 7) Agenda available prior to meeting - **passed**
- 8) Officer position vacancy - **passed**
- 9) Expending of monies - **passed**

Bylaws to be uploaded on to the Toronto Public School P&C page.

#### **Parking issues**

Several complaints from parents regarding parking in the kiss and ride for an extended period of time. Staff at TPS cannot enforce the parking zones.

#### **Entry to the school during school hours**

Several complaints from parents that when trying to pick their children up prior to the bell time. Staff have not answered the phone and had to wait for a long time at the front. Under COVID restrictions can the gate be unlocked to allow parents to attend the office to pick up their children? Kim stated that the phone will continually ring even when staff are on the phone. Will be managed.

**Should P&C Meetings be held in person for the remainder of the year?**

Next P&C meeting will be held on Friday week 8 in the library as a get together. AGM to possible occur afterward pending the receipt of the audit (need 28 days-notice required).

**Parents allowed in to school grounds on pick up / drop off**

As a result of the COVID restrictions being lifted. Can parents enter the top of the school grounds or allow an area for parents to wait inside school grounds to pick up their children. Under current restrictions this still is not allowed. Only allowed for the first few weeks of the term to assist K-2 students.

**Next P&C meeting**

A meet the P&C morning tea could be held. This will give people to meet the P&C and to give information on what the P&C does. This could be held at our next meeting – Friday morning week 8 in the Library.

**CLOSE OF MEETING: 7:54PM**

Toronto Public School

## P&C Principal's Report

9.02.2021



### Organisation for 2021

- 181 mainstream students
- All three Special Education classes are at capacity
- 8 mainstream classes
- We need approximately 4 new students for the Department to fund our 8<sup>th</sup> class. Currently funded from our SBAR. In 2020 we required an additional 12 students as the beginning of the year and had these enrolments by May. The nature of the school is that we have families coming and going through-out the year.
- We have three new members of staff in mainstream:

Miss Sing is a targeted graduate. This is her first year teaching. Miss Sing has Year 2 class and will be supported by Mrs Evans, our Instructional Leader and through Beginning Teacher funding.

Miss Maxwell has three years teaching experience and has come to us from Eleebana PS. Miss Maxwell is working on 3 /4 with Mr Evenden and will be supported by Mrs Carter as her Curriculum Advisor and through Beginning Teacher funds

Mrs Shearer has joined us from Denistone East Public School and has ten years teaching experience. Mrs Shearer is on a job share with Mrs Robinson and will teach 5/6SR three days a week.

- Mrs Carter will continue in the Primary Curriculum Advisor role that was introduced in 2020. Our Primary students significantly benefited from the support that this role provided for our Primary teachers. We have greater consistency in teaching from one room to the next, and shared understanding of how we teach and why.
- Mrs Gayler will continue in the Wellbeing Coordinator role in 2021.
- Mr Murphy although permanently attached to Toronto Public School is continuing at Mannering Park Public School in 2021. This is a great opportunity for Michael to continue to develop his leadership capacity through experiencing a new school context.
- In December of 2020, Mr Beau Evenden was the successful candidate for our permanent classroom teaching position.
- Mrs Megan Evans was our successful candidate for our Infants Assistant Principal position. Mrs Evans has been our Instructional Leader for the last three years. 2021 is the last year for Instructional Leaders, Mrs Evans will continue her work in this role and Miss Ible will fulfil the additional AP responsibilities for 2021.
- We have received \$174 000 from the Department to support students who have been disadvantaged by COVID. This funding is specifically intended to support the development of reading and numeracy skills. 3 have three teachers employed across primary to support students. Miss Booth, Mrs de Sain, Mrs Cox and Miss Kelly will work on this program four days per week.
- We are currently working on our 2021-2024 Strategic Improvement Plan. As per our communication in 2020 our Strategic Directions are Growth and Attainment, Wellbeing and Partnerships. Opportunities to contribute to the planning process are ongoing.
- We have a get together for parents and carers of our Pondee kids on Wednesday Feb 10. We are very keen to work with our parents to develop our plans for Aboriginal Education at TPS.
- Our COVID response evolves in response to Department guidelines. The guidelines are developed in consultation with NSW Health and it is essential that we follow them.
- Towards the end of 2020 there was an element of miscommunication within the community regarding what was happening with in the school. I strongly encourage parents or community members who have concerns

to pick up the phone and organise to meet with myself or a member of our executive team. I have endeavoured to address concerns to parents who have sought clarification. I wish to assure that all staffing appointments are made through a merit selection process, conducted through a panel.

- Maintenance works conducted through the school holidays: landscaping, Pressure cleaning and refurbishment of staff bathroom amenities.
- TPS successful application for 'Renewal Program' Application for our new canteen. This project is estimated to cost \$120 000. The state government will pay half. \$30 000 will come from school funds and \$30 000 will come from P&C funds. It has been a long wait but the project is intended to take place in 2021.

# Attachment 1

## Toronto Public School Parents and Citizens Association by-laws

### To accompany the Prescribed or Standard Constitution

1. The rules are made under the constitution of Toronto Public School Parents and Citizens Association.

### Association is formed for the benefit of the students of the school

2. The association is formed for the benefit of the students of the school, which will;
  - (a) Participate as much as possible in the activities of the school and communicate with all members of the school community;
  - (b) Co-operate in the activities of the Federation of Parents and Citizens Associations of the New South Wales; and
  - (c) Promote the interests of public education.

### Annual General Meeting

3. The Annual General Meeting of the Association shall be held in March of each year, in conjunction with and preceding the ordinary general meeting for that month. The agenda of the Annual General Meeting shall include the financial report, setting the annual subscription (membership fee) of the association for the ensuing year, reviewing the by-laws and policies of the association.

### General meeting dates

4. A general meeting of the association shall be held at least once per term.

### Membership

5. Any person eligible for membership may become a member or renew membership by paying the required membership fee of **\$2** to the Treasurer, at any general meeting. Membership will remain current until the close of the following Annual General Meeting. The Treasurer shall be responsible for maintaining an up-to-date register of membership.

### Meeting conduct

6. Each meeting of the P&C Association will be conducted as follows;

Welcome and formal opening of meeting

Apologies

Approval of minutes from the previous meeting (Receipt/Amendments/Adoption)

Business arising from the previous meeting

Reports (including President, Principal, Treasurer, sub-committee, representative)

Correspondence

General Business (including motions to be put on notice, or those already notified to the members)

Meeting Close

### Agenda available prior to the meeting

7. The agenda will be uploaded to the Toronto Public School P&C Association social media page at least one day prior to the meeting being held.

**Officer position vacancy**

8. A general meeting of the P&C Association may declare any Officer who has been absent for three consecutive meetings and accepted by the meeting, to have vacated their position and to have created a casual vacancy to be dealt with by means of Rule 6 of the P&C Association constitution.

**Expending of monies**

9. Any motion to expend P&C Association monies must be placed on the agenda for the meeting at which it is to be considered.