

P&C MEETING 12 MARCH 2024 MINUTES

Acknowledgement of Country: Lindsay Hodgson

Attendees: Kate Warner, Jen Jones, Lindsay Hodgson, Jody Hodgson, Paul Baxter, Rechaelle Sylvester

Apologies: Joe Williams and Mel Kilby

Business arising:

- **Parent Survey**
 - o Kate Warner to write draft questions for discussion at next meeting
 - o Jen Jones suggested parents given iPads to answer questions at parent/teacher meetings
- **Principal's Message:**
 - o Paul Baxter acknowledged that regular communication to the school community is needed and that he would begin writing regular newsletters
 - o Newsletter to include communicating the change in assessment focus
- **Review of Year 12 Awards sponsored by P&C**
 - o Not discussed, carry forward

Treasurer's Report:

- as of 6 March, \$25k in P&C account
- Greater Account to be closed
- canteen ticking away

Principal's Report:

- **Toilet Renovation**
 - o Paul Baxter showed revised design for J Block toilet with recessed doors to increase size and improve accessibility
 - o Paul Baxter applied for funding in the current round of the schools upgrade fund at DoE (\$250k) – if successful, can also convert bottom of F block into individual cubicles – would make 11 cubicles in total
 - o Biggest deterrent about current toilet blocks is lack of privacy – locks being broken and partitions needing to be higher
- **Cleaners:**
 - o Long-term understaffing – in 2023, understaffed by 40%
 - o Lost two cleaners at beginning of year
 - o Ventia have contract but say they can't get enough cleaners
 - o Meant to have four cleaners in morning, five in afternoon
 - o Last year some toilet blocks closed because they hadn't been cleaned
 - o Paul Baxter filled P&C in on what this means for the school:
 - Other staff are having to fill in
 - Grounds not being cleaned regularly enough
 - Vacuuming not regular enough - staff are vacuuming and cleaning own offices
 - Bins not being emptied on a Friday arvo – Paul Baxter often walks around school at end of week to empty bins
 - Jen Jones stocking bathrooms with toilet paper

- Paul Baxter has asked Ventia what they are doing with the underspend, but no adequate response has been provided
- Paul Baxter requested that P&C write to Kate Washington to seek support in resolving cleaning issues – toilets not being cleaned, bins not being emptied, classrooms not being vacuumed, grounds not being cleaned.
- Paul Baxter to draft letter to Kate Washington and send to Ventia beforehand – to give them an opportunity to resolve the issue first.
- Paul Baxter will also send a copy to Director of Assets, and the Director of Port Stephens Schools

Uniform:

- Continues to be popular, need to maintain stock levels, especially jumpers and long pants in the lead-up to winter
- Still trying to enforce children to wear black leather shoes
- Jen Jones to ask Lowes for new samples of blouse in response to feedback from parents that blouses are ill-fitting

Year 7 camp:

- Paul Baxter went and visited for ½ day

Hot cross buns fundraiser:

- Orders coming in; reminders of fundraiser will be sent out closer to Easter
- Great opportunity to build relationship with Bakers Delight who support our school with the Breakfast Club

Year 10 formal:

- A discussion took place as to whether the P&C should support the Year 10 Formal to ensure the organisation and execution of the event runs smoothly and safely
- Paul Baxter offered to seek feedback from the student executive as to best way to hold future formals

Next meeting: Tuesday 7 May