Meeting commenced: 7:05pm (Chaired by President, Warren Spooner)
Attendance and Apologies read and accepted as per ‘Attendance Sheet’.
Apologies: Max Broadbent, Michelle Sommerville, Tracey McDonald, Louise Turmine and Louise Bradbury.
Minutes of the previous MONTHLY meeting (19 SEPTEMBER 2012) read and accepted.

Moved: Nicki Walpole
Seconded: Matthew Sommerville

Matters Arising from Previous Meeting (19 September 2012):
Disabled Parking – signage/access issues
Signage is still to be installed/painted and as yet no cover has been installed.

Matter discussed further by persons present at this meeting – discussion and counter claims between Mr. Graham and Mr. Franck O’Connor (parent at the school) and Mrs. Jo Turner (parent at the school and current co-Vice President of the EPS P&C). Issues argued about included: poorly designed paths that include steps near G Block and engineering specifications and adherence to access guidelines; poorly constructed disabled car park accessed from Ian Street, now required to have more concrete work completed and the latest concrete pad being insufficient due to high lip still existing along the path that leads from this designated car park to the school hall (grade of path and height an issue); general lack of suitable wheel chair access at multiple points at the school and how this affects parents and students from participating in all activities at the school.

Mr. Graham provided verbal evidence; including his frustration with the process from funding allocations, engineering requirements and his reliance on other DET sections to complete the projects correctly, against his qualifications as a Principal, not an engineer. An overview of DET staff involved with this work to date was provided, including their roles and responsibilities and how it fitted within a framework when these types of works are undertaken. Mr. Graham also provided the chronology of events regarding the car park / wheelchair bays very clear to those present at the meeting. Mr. Graham also made the suggestion that at previous recent P&C meetings the P&C were urged to write to the AMU (Mr. Bo Boesen) highlighting the existing issues with the wheelchair drop off ramp. This had not happened while the complaints about it continued. Mrs. Jo Turner stated this was because she was seeking clarification about Mr. Boesen’s details and the department the letter needed to be forwarded to.

Mr. Graham stated he was happy to meet with officials from DET/AMU, members of the P&C and Mr. O’Connor and Mrs. Turner to resolve these remaining issues.
Some suggestions were raised from those present about pre-planning requirements for all new matters like and to be considered and adhered to. This preventing insufficient work being completed that requires rectification work at further cost.

During this discussion Mrs. Jo Turner wanted it recorded that she felt intimidated by Mr. Graham’s demeanor. A claim denied by Mr. Graham. Mr. Graham did apologize to Mrs. Jo Turner if she felt intimidated during the discussion.

**Action item:**
Jo Turner has drafted a letter obo EPS P&C to the contractor to acknowledge work that has been completed, but to indicate there are still some matters outstanding. Letter to be sent to the contractor. Letter drafted and handed to Warren Spooner at this meeting.

**Action item:**
Mr. Spooner suggested the matter be discussed further with input of Mr. O’Connor and Mrs. Turner and Mr. Graham and a letter of complaint about the work conducted on the construction of the disabled car park and pathways/access issues be sent via the NSW Department of Education. This letter to include a request to have documentation provided to the EPS Principal and EPS P&C detailing the guidelines and requirements relating to these works. This to be used as a guide and for assistance with any future works in the school.

It is hoped an advice and reply, including requested documentation, will be available for discussion at the November 2012 EPS P&C meeting.

Mrs. Jo Turner suggested a suitable access point to the school could be at the current pathway from Ian Street that has an existing pathway to the school administration office. This to be included in the letter of complaint as a solution to some of the access issues at EPS. **Matter open.**

*Refer to section “Principal’s Report” also.*

**P&C Uniform Room**
Work to be completed re: window surrounds
**Action item:** To be completed at the next working bee (if time permits) on 14/10/2012. Work has been completed by Dean Jacobs
**Matter closed.**

**Uniform**
**Action item:** Draft survey completed by Jamie Pajtl. Final survey to be completed.
**Matter open.**
Playground cubby houses
Action item: Mr. Graham has contacted Metrol (Matthew Lynch). Materials have been ordered and delivery expected soon. Construction of cubby houses to be completed over the weekend of Saturday 03/11/12 and if required, Sunday, 04/11/12.
Matter open.

Parking Permit
Discussion surrounding ongoing issues of safety and space in and around EPS. Suggestions include Permit Scheme, expanding current car park on Ian Street; install a boom gate; Kiss and Drop Zone off Bronwen Ave (bottom end of school grounds).
Signs installed.
Action item: Work has been commenced but yet to be completed with the installation of some signage.
Action item: Mr. Graham to contact Mr. Bosen (DET) regarding inspection of the school for other suitable parking areas. A suggestion is in Ian Street near the entrance to the school (covered walkway and level ground).
Matter open.

Footpaths
Need for footpaths along Bronwyn Ave, especially during inclement weather to allow access for EPS parents. Contact has been made with Local Riding Member (Kay Fraser) who has inspected the site.
Matter open.

External Lighting at OOSH
OOSH need to contribute/cover costs for same.
Action item: OOSH to get quotes for lighting. Mr. Graham spoke with OOSH – Nathan Langham undertaking quote. No further action by P&C – OOSH covering costs of the lighting.
Matter closed.

DOLA (Warren Spooner)
With a lack of funding support by State Government, consideration to be given to EPS P&C funding the project instead. The current quote is $39,000 (without furniture) for the structure.
Action item: Mr. Graham to speak with Mr. Bosen (DET) regarding building protocols to be followed if the DOLA is constructed. In this regard Mr. Graham has just received the Self Management Guidelines (refer to “Principal’s Report”) that will assist with any submissions regarding this project.
Matter open – pending submission to advance this project.

MOTION: (Louise Bradbury)
“The EPS P&C to provide funding for the construction of the DOLA, dependent upon the submission of updated quotations that include full costs for structure and furniture (tables and chairs)”.

Seconded: Matthew Sommerville.
Vote on the Motion (with amendment) held and by way of show of hands – CARRIED.

**Action item:** Item to be included in next EPS newsletter to inform the community about the Motion and building project. Mr. Spooner to arrange.  
**Matter closed.**

**Working Bee** (Warren Spooner)  
Next date will be Sunday, 14/10/2012. Work to include clean up of the school grounds in preparation for the Spring Fair.  
**Action item:** Item to be included in next EPS newsletter about the next working bee.

**World of Maths** (Sandra Elsworthy)  
External group of presenters who conduct a day long maths activity (circuit learning) service in the EPS. Question about this being conducted by EPS teaching staff instead.

Mr. Graham confirmed his support for the program in its current format and by the external provider. Learning and program is aligned to request by school community to 2011 School Improvement Plan outcomes. The current program provides a professional level of instruction and supply of materials that has proven to be a successful way of engaging students.

**Interactive Whiteboard / EPS funding support** (Louise Bradbury)  
Projected student enrolments at EPS in 2013 indicate 550 students. There will be a need for another interactive whiteboard in a new classroom.

**MOTION:** “EPS P&C provide funding for the purchase of one new interactive whiteboard for installation in the anticipated new classroom to meet the increasing student enrolments in 2013”.

Vote on the Motion held and by way of show of hands – CARRIED.

**Action item:** Item to be included in next EPS newsletter to inform the community about the Motion and building project. Mr. Spooner to arrange.  
Completed.  
**Matter closed.**

**REPORTS:**  
**Correspondence** – (Warren Spooner obo Tracey McDonald) – no report (no items received).  
Moved:  
Seconded:

**President** – (Warren Spooner) – report attached and tabled.  
Moved: Karen Taylor  
Seconded: Nicki Walpole
**Treasurer** – (Sandra Elsworthy) – reports attached and tabled for August 2012 (all accounts) and end of September 2012 (Canteen only).
End of August 2012 position:
General Account Total Income Year to Date is $50,047.15 and Total Expenses Year to Date of $35,465.04, leaving a net profit of $14,582.11. Total funds at bank are $89,767.53

Moved: Donna Jones
Seconded: Natasha Bilton

**Canteen** – (Karen Taylor) – report attached and tabled
Financials (end of September 2012):
Total Income for September is $5,826.08 less total cost of sales being $631.94, less expenses of $986.25, leaving a net profit of $4,207.89. Total funds at bank are $26,951.83.

Moved: Natasha Bilton
Seconded: Jamie Pajtl

**Band** – no representatives or financial report noted.

**Fundraising** – (Nicki Walpole) – no written report
Thank you for all helpers/volunteers for Spring Fair 2012. No further fundraising events are scheduled for 2012.
**Action item:** A survey for completion by school staff and parents to be drafted
**Action item:** 2013 Spring Fair date to be identified: Saturday 19/10/2013. Sandra Elsworthy to contact amusement ride proprietor to confirm tentative booking for 2013.

Moved: Jamie Pajtl
Seconded: Sandra Elsworthy

**School Watch** – no representative or report

**Grounds** – no representative or report
Working Bee conducted on 14/10/12 in preparation for the 2012 Spring Fair.

**Principals Report** – (Mr. Graham) – report attached and tabled
**P&C donation to Callam Lang** – representing NSW at the National Athletics Carnival.
**Action item:** Cheque made payable to Lang family to be drawn and presented to Lang family.
2012 Spring Fair
Congratulations to all involved for another successful fundraising event for EPS.

Disabled car parking
Located at the end of the Ian Street car park. Being prepared with signage to be installed (issue discussed in length during ‘Matters Arising From Previous Meeting’ session).

Wheelchair drop off and pick up area (Ian Street car park)
Lip of concrete ground down during school holidays; concrete pad put into corner space that was causing some concern (issue discussed in length during ‘Matters Arising From Previous Meeting’ session).

Bandfest
Great results last week with ‘Learner Band’ receiving a Highly Commended; Jazz and Concert Bands won trophy for their sections.

Cubby Houses
Already discussed re: working bee

DOLA
Already discussed – guidelines have been received. Need some assistance from engineers, contractors and managers to run this project to completion.

Staffing
Teacher merit selection currently underway for kindergarten.

2013 Student Enrolments
Projecting 550 to start in 2013. New classroom required and being discussed with Transfield.

2013 School Improvement Plan
Now underway. 2012 NAPLAN results analysis underway.

Semester Two Student Reports
Home Monday, 10 December 2012 (Week 10, Term 4)

2012 Presentation Day
Split format this year. Friday 07/12/2012 – Years 3 to 6 at Warners Bay HS; other grades and graduation ceremonies to run throughout the day.

Moved: Sandra Elsworthy
Seconded: Karen Taylor

General Business:
Ethics Classes (Jo Turner obo Louise Turmine, Ethics Coordinator)
Letter read by Jo Turner detailing the status of Ethics Classes at EPS and the need for a coordinator from 2013 onwards.
**Action item:** Item to be placed in EPS newsletter for expressions of interest for new coordinator. Jo Turner to draft article.

**Scholastic Book Club (Jo Turner)**
Need for assistance and parent volunteers

**Action item:** Item to be placed in EPS newsletter for expressions of interest for new coordinator. Jo Turner to draft article.

Position and program overview to be presented at Kindergarten orientation.

**Spring Fair / rostering / staffing (Donna Jones)**
Need for more volunteers. Some discussion conducted and ongoing thought to make it an incentive-based system; have classes designated to particular activities/stalls.

**Suggestion box (Sandra Elsworthy)**
To be placed in school foyer area – to be used to suggest ideas for P&C and all other matters.

**Canteen (Warren Spooner)**
Overview of Healthy Guidelines and Policy.
Some discussion about whether it applies to classroom activities such as birthday parties. General consensus that full disclosure by parents in consultation with teachers, e.g. children with allergies is sufficient.

**Cubby town (Jacqueline Bell)**
Working bee on Saturday 03/11/12 and if required Sunday 04/11/12. 8:30am start.

**Dogs in school grounds (Jo Turner)**
Some issues highlighted dangers and possible confrontation with dogs and owners in grounds on weekends and after school operating hours.

**Action item:** Item to be placed in school newsletter highlighting owner responsibilities.

**Mr Andrew Cornwell, MP, Charlestown State Electorate**
Provided an overview of the current Government procurement system – issues, impediments, solutions and implications for funding.

Education specific issues:
- e.g. Flashing Lights
- e.g. Community Building Partnership Scheme – funding initiatives and guidelines.
- e.g. Local Schools Local Decisions – overview of scheme and positives.

**Meeting concluded:** 9:14pm

**Next meeting:**
**Monthly Meeting – Eleebana School staff room**
**Monday, 19th November 2012**
7pm