Minutes of the Monthly Meeting of the Artarmon Public School P&C
held on Wednesday 28th November 2012 at 8.00pm (in the Kameraigal Room)

Attendance: 18 as per attendance book

Apologies: Danielle Hawker, Sarah Bisley, Brian O’Gallagher, Annabelle Taggart, Rebecca Cambridge, Gladys Berejiklian

Chair: Ian Dyson

Minutes: Ruth Gibson

Meeting Opened: 8.01pm

Item 1 Attendance and apologies

Item 2 Minutes of previous meetings

Motion: That the minutes for the P&C meeting held on Wednesday 24th October 2012 be accepted

Moved: Anna Curran
Seconded: Linda Whittaker
Motion Carried

Matters voted on since last meeting None

Matters arising from the Minutes None

Item 3 Correspondence

3.1 Submission to Council from the P&C re the Master Planning for Thomson Park

3.2 Joint letter to Brad Hazzard MP, the New South Wales Minister for Planning and Infrastructure and Minister Assisting the Premier on Infrastructure NSW, in respect of the Channel 9 site from the following four local primary schools Artarmon, Willoughby, Cammeray, Northbridge and Willoughby Girls High.

3.3 Email to and letter reply Gladys Berejiklian

Item 4 Status Update on Action items from Prior Meetings

<table>
<thead>
<tr>
<th>Raised</th>
<th>Issue</th>
<th>Action</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>28 March</td>
<td>Traffic</td>
<td>Ian Dyson to contact WCC regarding the provision of bike safety training</td>
<td>Heldover</td>
</tr>
<tr>
<td>Raised</td>
<td>Issue</td>
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<tr>
<td>24th Apr</td>
<td>School Exec</td>
<td>New School website being set up.</td>
<td>In progress</td>
</tr>
<tr>
<td>Apr</td>
<td>Centenary Building Fund</td>
<td>Report back on the use the funds were put to and the centenary engraved plaques.</td>
<td>Done</td>
</tr>
<tr>
<td>19th Sep</td>
<td>School Exec</td>
<td>Set up the Artarmon Public School Public Library Fund</td>
<td>Approved by ATO</td>
</tr>
<tr>
<td>22nd Aug</td>
<td>Band &amp; Strings</td>
<td>Table Subcommittee Rules by end of year</td>
<td>Heldover to Feb meeting</td>
</tr>
<tr>
<td>22nd Aug</td>
<td>Playground Equip</td>
<td>School Exec to pass on the playground equipment details to Ian Dyson</td>
<td>Heldover</td>
</tr>
<tr>
<td>Apr</td>
<td>School Exec</td>
<td>Voluntary Contribution status. A note went out with Newsflash on the 28th November seeking final VC for 2013 and outstanding School invoices</td>
<td>Ongoing</td>
</tr>
<tr>
<td>19th Sep</td>
<td>School Exec</td>
<td>Will report back on how the School benefits in 2012 from the Coles and WW programs. WW Done – Newsflash 24 Oct</td>
<td>No news yet from Coles</td>
</tr>
<tr>
<td>19th Sep</td>
<td>Treasurer</td>
<td>$20,000 be provided to the School for the second computer lab</td>
<td>DONE</td>
</tr>
<tr>
<td>19th Sep</td>
<td>Treasurer/Secretary</td>
<td>Arrange for audit of subcommittee accounts</td>
<td>Ongoing</td>
</tr>
<tr>
<td>19th Sep</td>
<td>Sponsorship /Donations</td>
<td>Prepare Policy on Sponsors – Assistant Secretary</td>
<td>Heldover to 2013</td>
</tr>
<tr>
<td>24 Oct</td>
<td>School Exec</td>
<td>Can the Anti-Bullying policy be amended to include notification to parents where a child has been a victim in a reported incident of bullying The School Exec has amended the policy to incorporate this request. In addition the 2011 policy has been amended as the DEC definition of bullying had changed slightly. The revised policy will tabled at the February meeting</td>
<td>DONE</td>
</tr>
<tr>
<td>24 Oct</td>
<td>Fundraising</td>
<td>Ian Dyson asked the School to provide a document on School letter head requesting the transfer of $20,000 as part payment for the second Computer Room</td>
<td>Not required as it was minuted to be paid in P&amp;C minutes</td>
</tr>
<tr>
<td>24 Oct</td>
<td>Council/BASC</td>
<td>P&amp;C to send a letter to council regarding the Master Plan for the redevelopment of Thomson Park. Annabelle Taggart to prepare</td>
<td>DONE</td>
</tr>
</tbody>
</table>

**Item 5  New items on Notice**

5.1. **Update on Northern Sydney Regional Council of P&Cs Public Meeting November 26th – Ian Dyson**

Coverage of the meeting in the Northshore Times and Sydney Morning Herald reported over two hundred attended the meeting. Many local Principals including our Artarmon Principal Louise Green attended.
The MC was Charlie Powell, the Roseville P&C President. The following people addressed the meeting:

- David Hope, Convenor, Northern Sydney Regional Council of P&Cs,
- Steph Croft, Executive Member, Northern Sydney Regional Council of P&Cs & Willoughby Girls High School P&C President
- Northern Sydney DEC Regional Director: Jane Simmons
- Mayor of Willoughby: Pat Reilly
- Mayor of North Sydney: Jilly Gibson
- President of Teachers Federation: Maurie Mulheron
- DEC Director of Planning and Delivery: Tony McCabe
- Minister of Transport and Member for Willoughby: The Honourable Gladys Berejiklian.

The following motions were put to the public meeting and all were passed unanimously:

- The Department to produce a Regional Master Plan with short and long term solutions that includes a time line of actions.
- The Department to actively engage the community at local Government and P&C level in the formulation of plans and actions.
- The Government to provide the funding to meet its statutory obligation to ensure that local children have access to public schools in their area with decent infrastructure and playgrounds.

To keep in touch with this issue go to the following website [http://nspac.org.au/](http://nspac.org.au/) and [https://www.facebook.com/NorthernSydneyPandCs](https://www.facebook.com/NorthernSydneyPandCs)

5.2. Voluntary Contributions for 2013 – Ian Dyson

The P&C will resume collecting Parent Voluntary Contributions in 2013. In 2011 and 2012 the School collected the Voluntary Contributions. The President expressed the view that the P&C must prepare a marketing message to parents explaining what voluntary contribution are used for as a way to increase the number of families making a voluntary contribution to the School.

The plan involves a communication to the School Community before the end of the year, sending the VC request in the first weeks of Term 1, setting up payment tables at the Kindergarten Information evening (13th February), the Year 5 OC information evening (13th February) and the parent teachers interviews (26/27 February) to facilitate payment processing, and using the Thermometer poster in the hall for progress to the voluntary contribution target rather than the fundraising target.

The President has made an appeal to parents, who had noted their marketing expertise on the P&C Contact forms, to become involved in the marketing of voluntary contributions to the School Community.

There was some discussion about the whether P&C funding towards STLA (learning support) would come from Voluntary Contributions or fundraising. In the past over $20k per year has been provided for this purpose. The view of the P&C Executive is that fundraising be used to buy things and that annual costs be covered by voluntary contributions. The P&C Executive also view the STLA funding as of the highest priority within the voluntary contributions. The School Executive’s preference is that STLA is not funded from voluntary contributions.
Item 6  Treasurer’s Report

✓  Highlights on Finances

1. The P&C Executive met with Louise Green in early November as per the Association Rules “to receive and examine proposals from the Principal and Deputy Principal for expenditure of Association funds” as an input into the 2013 Budget. Louise provided the School’s wish list of items from which the P&C could select a fundraising target for 2013 and also discussed was the allocation of Voluntary Contribution funds, target and process.

2. The P&C Executive recommends that the 2013 fundraising target be $25k towards the purchase of a class set of ipads. Money raised in excess of the $25k target to be allocated to the reinstall of playground equipment and work on outdoor play spaces.

3. Social Night raised $23,566 net of expenses which brings our YTD fund raising to $71,780, 20% over our $60,000 target before the Christmas Carol Night;

4. $5,000 of the money raised on the Social Night is donated to the School Centenary Building Fund. Louise has advised this will be used to install outdoor lighting around the School Hall.

5. Closing balance of cash at P & C is now $131,810. Executive has motions to:

   i. Allocate $65,000 from Uniform Inventory sale on the reinstall of the Playground equipment and work on outdoor play spaces (see Motion #5 below);
   ii. Transfer $10,563 to school after $20,000 transferred on 23rd Nov (see Motion #1 below);
   iii. Transfer $5,000 to School Band to purchase new instruments (see Motion #2 below).

As a result, $52,087 (plus money raised at the Carol Night) will be carried over. The P&C Executive recommends a minimum of $50,000 be held in reserve each year and carried into the following year.

✓  Motions

1. Motion: The P&C Treasurer transfers $31,563 to the School bank account. ($20,000 of which was transferred on 23 Nov 2012). This takes the total provided to the School to $60,000 for the second computer room;

   Moved:  Jane Lin
   Seconded:  Ian Dyson
   Motion Carried

2. Motion: $5,000 to be transferred to School Band for purchase of new instruments in line with the 2012 budgeted amount;

   Moved:  Jane Lin
   Seconded:  Ruth Gibson
   Motion Carried
3. Motion: The 2013 budget includes a target amount for voluntary contributions of $100,000;

Moved: Jane Lin
Seconded: Ian Dyson
Motion Carried

4. Motion: The P&C use the thermometer to track progress in 2013 to this voluntary contributions target (rather than being used for the fundraising target).

Moved: Jane Lin
Seconded: Ian Dyson
Motion Carried

The P&C will provide all voluntary contributions collected to the School as soon as practical after collection. The credit card transaction charges on $100000 will be $1500 which will need to be covered by other revenue streams.

In 2012 the P&C finances were increased due to the drawdown of stock on consignment from the uniform shop in the transition to be managed by Pearl Pacific. This is a one off benefit and it is the view of the Executive that it should be spent on items to be enjoyed for many years rather than on recurrent expenditure.

5. Motion: $65000 to be placed in Special Allocation for the Reinstall of the Playground equipment and work on outdoor play spaces;

This motion is on notice to be voted on at the February 2013 meeting.

The P&C raised the money for the install of the playground equipment which was removed to make way for the two storey demountables. The equipment is in storage and some of it may be used again.

✓ Update on 2012 Audit Process

1. Financial reports for the first half of 2012 have been completed at Sub-committee level and forwarded to auditor together with bank statements;
2. Auditor has started to query on transactions and internal control processes;
3. After Auditor approves the first half of 2012 financials, a consolidated financial report will be prepared for Auditor to sign off.

✓ Budget for 2013

1. The Budget for 2013 together with the audited 2012 Finances will be presented at the February AGM as per the Association Rules
2. Seeking input from Subcommittees on what funding they wish to have budgeted for 2013 and a few words in support of the amount (ie to purchase instruments, for landscaping, for Harmony day, for Walk to School Safely day etc)
3. Seeking input from Canteen on the amount the P&C should budget for the three sausage sizzles in 2013 - in 2012 the amount raised is $2682. Confirm a budget of $2400 for 2013 and
confirmation from Uniform Subcommittee on the amount to be budgeted from Pearl Pacific of $15000.

4. At a previous Finance meeting the decision was taken that all Subcommittee costs are borne by the Subcommittees. In 2013, similar to PAYG

   a. The relevant shares of Workers Compensation be back charged to Band and Canteen
   b. The insurance costs for property of $14 per $1000 to be charged back to Band, String and Canteen.

The Treasurer is currently seeking input from Canteen, Strings, Band, and Clothing Shop for the value of property the P&C needs to insure. (Laptop computers, mobile phones or musical instruments are excluded). It is very easy to under insure so we would wish to be careful not to under insure. We have been unable to find the documentation stating the dollar amount of property each Subcommittee sought to be insured when insurance was last reviewed in 2011. Perhaps the subcommittees have files from the previous review. If so can they provide the Treasurer with a copy. The cost of insurance is $14 per $1000 insured and **in 2013 these costs will be transferred back to each subcommittee**. This is to ensure each area of activity within the P&C covers all their costs.

**February 2013 AGM**

1. The P&C Finances need to be audited to be presented at the AGM and then the audited accounts must be provided to the P&C Federation within 4 weeks of the AGM. This requirement is one of only two legal requirements of incorporation. The other requirement is to accept the standard Constitution as tabled in NSW Parliament.

2. The plan is for each subcommittee to submit to the Treasurer bank statements and financial reports by the 17th December with actuals up to Nov 30th and estimates up to Dec 31st. Then with a follow-up on the 30th January. Thus our auditor can be supplied with everything in December and start the process.

3. The P&C Executive wish to report on the number of parent volunteers in the School at the AGM in February. Would each Subcommittee be able to report back on the number of people filling subcommittee positions plus the number who have assisted through the year.

4. Going forward the Executive would like each subcommittee to submit financial reports to the Treasurer and to the P&C meeting for Jan - June at the August meeting and for the full year to the auditor by and at reported at the AGM in February each year.

Jane Lin
Treasurer

**Item 7 Reports from Principal, Deputy Principal and Assistant Principal**

**Item 7.1 Principal’s Report – Louise Green**

1. ATO approved the set up of the Artarmon Public School Public Library Fund
2. Coffee Cake and Chat being held on 6th December for Mums and Dads of families that are leaving. There are currently 45 RSVPs.
3. Kevin Yang is the National Shot Put champion. Congratulations
4. Louise Green attended the State finals of the Public Speaking Competition to hear Daniel Selvadurai speak.
5. Staffing. Some farewells: Daphne Scott retiring, Margaret who assists Ros in the library is leaving, Mrs Moran is leaving to have a baby and Ms Cooper is transferring. There will be three new teachers in 2013.
6. There are 34 classes this year and 36 are expected next year. There are 36 classrooms available so no additional demountables are needed for 2013.
7. The new second computer lab will be relocated over the School holidays to the top of the Abbott Rd hall. The current location near the School office is a perfect classroom size and the upper hall in Abbott Rd not suitable for a classroom but will be refurbished and carpeted, with a new wall at one end to become the new computer lab.
8. Architects are visiting the School before the end of the year to start a Master plan for the School site, the P&C President and a representative from Willoughby Council will be invited to participate.
9. A new computer system is being rolled out by the DEC through all schools in NSW. This was the reason for the systems being down for a week recently. There is one issue in that the students will no longer have space on the system so students in years 3-6 will be issued with USB sticks instead.
10. Several families have not yet paid their Term invoices and the School is following up.
11. Louise thanked Sarah Bisley and Adrienne Byrne for their positive attitude in working together to look at combining positions and making some policy/processes common across Band and Strings
12. Louise thanked everyone who has contributed over 2012
13. The new Empowering Local school is unlikely to come into effect truly at APS until Semester 2 2013

Item 7.2 Deputy Principal’s Report – Ryan Shepherd

1. The School is unable to email to Hotmail accounts.
2. The year 6 production involving 130 students is being held on Monday and Tuesday evenings. It is scripted and written by the teachers. A big job for the teachers and a very enjoyable evening.
3. The election of the 2013 School leaders is underway. The students wishing to run for a position were given 30 minutes to prepare a speech. The speeches occurred today and were of a very high standard. The 6 leaders and two School Capitals will be announced on Presentation Day.

Louise and Ryan were asked if they would be willing to review the policy of selection of school leaders with the criteria around OC and mainstream designations. Louise and Ryan agreed to review the Policy in Term 2013. This has been heldover to the March 2013 meeting.

A parent raised a concern about the process for the election of School leaders whereby students were told they could be pulled out of class on any day and have 30 mins to prepare a speech. This had caused some anxiety for some students. Mr Shepherd confirmed that students were told in advance that speeches would be made sometime during the week. They are not told of the specific day.

Another concern was raised by a parent about the process for naming of the two School Captains from 6 student leaders. The parent wanted to confirm if the past process would be used this year. In the past the 6 successful students were presented on stage and then two were announced as the
School Captains, without the children being informed prior to being presented on stage. The concern raised was that for those children not selected to be School Captains have to deal with their disappointed in a public forum. It was the parent’s view that this process rather than celebrating the six students’ achievement in being selected by their peers highlights the “failure” of the four students who did not make School Captain. The parent asked the School Executives if the 6 children could be informed prior to going on stage so they could have time to compose themselves. The School Executive has agreed to review this process when the Student Leadership Policy is reviewed in 2013.

Louise and Ryan were asked if more notice might be given to the election of house captains as in the past this had occurred without notice on one day and some children could be away who would like the opportunity to run for the office.

**Item 8 Sub Committee Reports**

**8.1. Before and After School Care Report**

The BASC Committee tables the BASC Report covering the work undertaken over the past 12 months.

In summary, the Committee has been unable to find a suitable venue within walking distance to the School that meets the National Quality Framework. Thus there is no venue that can be accredited for Before and After School care. The Department of Education and Communities has assessed the School site as unsuitable.

The Committee has been able to find an accredited provider based in Northbridge, Kids Capers, willing to bus Artarmon School students to and from their facility returning the children to Artarmon School by 5.45 for collection upto 6pm. In addition Kids Up Front is planning to offer an activity program on Mondays and Wednesdays in the School hall until 5.30pm. This is not accredited child care. The Committee will continue to work with Willoughby Council on longer term solutions.

The BASC Committee recommends that parents take their concerns to the Local Members of Parliament. The Members of Parliament are perhaps not fully aware of the scale of the problem and the risks presented for the youngest children in the school communities. P&C representations in meetings with both local members have communicated the need for additional BASC places. The two members of NSW Parliament are also the people who may be able to convince the DEC to change their stance about BASC services being run on the Artarmon School site as education is a state responsibility. It is only with feedback such as yours that the situation has a chance of changing. Please send your feedback to Gladys Berejiklian, Member for Willoughby willoughby@parliament.nsw.gov.au and Anthony Roberts, Member for Lane Cove lanecove@parliament.nsw.gov.au

The Subcommittee would like to recognise the contribution that Rebecca Cambridge has made in progressing this important work over the past 12 month. Rebecca and her family are leaving the School at the end of this year.

**Annabelle Taggart**
BASC Convenor
8.2. Multi-Cultural Report

Over the last 6 years I have had the pleasure of meeting and working with many parents as part of the P&C Multi-Cultural Committee projects we engaged in.

Thank you to the many families who have volunteered along the way - whether it be organising Festivals and Harmony Day events; fund raising; operating art & craft stalls; preparing & sharing cultural food; interpreting and translating P&C and school documents; hosting Drop n’ Chat parents morning tea; facilitating adults beginner English classes or supporting ESL families.

My sincere ‘Thanks’ to the following core team of wonderful parents who have worked so well together at MC, always enthusiastic and generous with their time, energy & talents - Atsuko Porman, Aki Azuma, Anney Huang, Alice Hung, Yoshi Hayashie, Lee Young, Habiba Douadi, Sheila Kallayil and Gwyn Denton.

Thank you for your contribution to the school community.

Lee Salionas
Convener 2012
Multi-Cultural Committee

Ian Dyson thanked Lee on behalf of the P&C for her many years of involvement in the School Community. Her contribution, devotion and encouragement has been enjoyed across the whole School Community.

8.3. Traffic Report - no report this month

8.4. Social and Fundraising

The School Social Night on 3 November 2012 proved to be another very successful FUN fundraising event for 2012. The Theme “Bond – shaken not stirred” was visible all through the night starting with martinis and margaritas served on arrival, amazing decorations, Bond trivia and of course the amazing costumes including many James Bonds, Bond girls, and some of the evil characters including Odd Job (who won best costume) and Blofeld (also a winner of best costume).

The School Social Night raised $23,928 and the 2012 APS P&C Fundraising Committee has now exceeded its $60,000 fundraising target for 2012 by more than $10,000.

The live auction included 4 items that were auctioned for a total of $5,000 for the direct benefit of the School Centenary Building Fund. These four items were:

- Principal for a day
- Naming the Abbot Road COLA
- Naming the McMillan Road COLA
- Naming the School Hall

This year there were 17 beautiful artworks for silent auction, presented as collages of origami from every class in the school. The students will no doubt be very proud of their direct contribution to reaching the $60,000 fundraising target for their new computer lab, and we hope to see this fundraising activity continue in future years.”
Thank you to all 8 of the amazing Bond Girls Suse Mitchell, Michelle Voukelatos, Sara Bennett, Kate Edmunds, Keshani Desilva, Vanessa Leong, Kirsty Albert, and Jenny Dow who put an unbelievable amount of time and effort into ensuring the success of the night.

The final event for the year is Carols on Friday 7th December.

A group of year 2 parents have already met twice to discuss the role of the Social and Fundraising committee for 2013. The first meeting for 2013 has been scheduled on Tuesday Feb 5th in the evening. More details regarding this meeting will be communicated closer to the time.

Robyn Anderson/Ruth Gibson
Social and Fundraising Committee Co-ordinators

Ian Dyson thanked the husbands of the Bond Girls for their assistance in removing the balloon strings from around the fans, Ladders were sourced from Kennards for the task. It was noted that there were strings from previous events also found around the fans, and Ian suggested in future helium filled balloons not be let loose to float to the ceiling.

Liz Jones advised that over $21000 of orders were placed this year through the Scholastic Book Club. This effort has raised $2800 for the library and a similar amount for purchases/resources for teachers.

Liz will be looking for someone to take over the convening of Bookclub in Term 1 next year as it will Liz's last year as a parent at the School.

8.5. Sustainability Report

Sustainability is now providing a "Green tip" in each Newsflash - an interesting or useful snippet relating to saving energy, green cleaning etc. Hope families find them beneficial!

Also thinking about potential projects for 2013.

Georgie Roussac
Sustainability Coordinator

8.6. Gardening Report

The Gardening Committee in conjunction with the Multicultural Committee held another very successful Drop & Weed morning last Friday the 23rd November.

With over 10 volunteers again, mainly made up of the ‘Gardening Grannies’, we spent nearly 2 hours weeding and tidying up the school grounds behind the library and the band room.

We also worked on weeding and clearing the rubbish from the adjoining street between the Tennis centres and McMillan Road, an ongoing pet project of mine.

A special THANK YOU must be made to Anney who has baked delicious homemade muffins for every Drop & Weed morning tea.

These Drop & Weed mornings have grown in popularity and will become more regular in 2013.
Wednesday 14th of November saw the inaugural DROP & MAT morning held in the School Hall. Concern over correct posture and care of one’s body when it came to tasks such as Gardening brought Lee Salionas and I together to discuss the possibility of running a Pilates class to teach anyone willing to attend some correct postures for the body & mind. So with the support of the School, the Gardening Committee and the Multicultural Committee introduced our first Pilates for Parents class.

With much appreciation our expert instructor Cathy Eaton, mother of Claire Yr6 and qualified Pilates teacher, patiently led over 18 women through many invigorating yet rewarding exercises to improve our posture and breathing techniques. In the case of Gardening, these exercises will help support our bodies during physical labour such as weeding, lifting and general garden maintenance.

So successful was this class that another one has been scheduled for Wednesday 5th of December.

Sunday 28th October we had a Gardening Bee afternoon and again a small but extremely hard working group weeded and tidied up garden beds on the perimeter of McMillan road.

I must single out Fiona Suandana and her daughters, Tiani & Jacinta for their commitment not only helping out on this particular day but ALL year. Fiona and her girls have turned up to ALL our Gardening Bees and without their help & support very little work would be achieved.

Anna Curran
Gardening Convenor

8.7. Band Report

OC Orientation

Jazz Band performed recently at the OC Orientation.

End of Year Music Breakfast

The Band and String Ensembles combined to perform at an End of Year Music Breakfast which was held on Friday 23rd November starting at 7:30am. It was a great morning of music. 132 parents attended the event. Thank you to all for joining us to help celebrate another year of music.

The Band Captains, Chwen Sern Sim, Miriam Alperovich, Nellie Zydenbos, Anna Dutschke, Emily Donohoe and Andrew Wu did a great job as MC’s of the event.

Thank you to all parents from the Band and Strings programs who helped in the organisation of the event and on the day and particularly to Leesa Baker, Kate Edmunds and Mary McCarthy who set up and organised a fantastic breakfast.

Performance with Northern Youth Symphonic Wind

On Sunday afternoon, 25th November, Senior Band performed in an afternoon of music with NYSW. Students from Artarmon had the opportunity to hear a National Championship Band play as well as some very talented soloists.

Jazz Band to Play at the Artarmon Night Markets Friday 30th November at Wilkes Ave

Jazz Band and Senior Strings will be playing at the Night Markets this Friday from 6:00pm. Parents are welcome to come along enjoy the markets and listen to Jazz Band and Senior Strings play.
Christmas Cakes and Mince Pies Fundraiser at Carols Night

This year Bakers Delight Artarmon is generously offering our Band program $5 from the sale of every Christmas cake or $2 from the sale of each pack of mince pies they sell to Artarmon School families.

Bakers Delight will be running a stall at Carols Night to take orders for Christmas cakes or mince pie packs. They will also be selling these products on the night.

P&C Website

We have been working with the P&C who are setting up a website which will allow:

- online registration for band/strings/guitar
- a shop with online payments by credit or debit card for band fees, band music bags which will help in tracking payments
- secure login for band committee with access to document storage so that all committee members can access documents they might need such as the band master list and all documents are stored in the one location for the future
- online copies of band policies, tutor policies, calendar of upcoming events
- and much more

The website will make registration for band and strings easier and allow online access to information.

It will require a website administrator as a new position on the committee who will then become responsible for updating website content.

Band and String Policies

We have been working with the String Convenor Adrienne Byrne to update our policies to ensure consistency (as far as possible) between the Band and String Programs. These include:

- tutorials being held during school hours for both programs
- priority to students who learn multiple instruments for before school, lunch or recess tutorials as one of their tutorials
- tutor fees being the same for band and strings
- the Tutor Coordinator for Band now looks after all tutors at school

Band Fees

From next year there will be two sets of fees payable in Semester 1 and Semester 2.

Semester 1 fees cover – Band Fees and Hire Fees

Semester 2 fees cover – Band Camp and Band Intensive

The Band Fees now cover transport for competitions so there will be no separate collection. This will simplify the collection of money during the year.
**Band Committee for 2013**

A request for volunteers was sent out to all year 3 parents and OC parents for all the vacant positions for the Band Committee. A request will also be sent out to current Band Parents this week. We have received volunteers for a band co-convenor, tutor coordinator and music coordinators (2).

There are many vacant positions still to be filled as follows. We are still looking for one or two Band Co-convenors to help our co-convenor next year.

**Vacant Positions**

- **Band Co-Convenor (1 or 2 positions)**

  The Band Co-Convenor is responsible for overall organisation in conjunction with the Band Convenor. They liaise with the school, music director, band co-ordinators & tutor co-ordinator to ensure smooth running of the band program.

- **Band Camp Co-ordinators (3 positions)**

  The Band Camp Coordinators organise the Term 2 weekend intensive & Term 4 band camp.

- **Fund Raising Committee (2 positions)**

  The Fund Raising Committee organises fund raising activities eg the Band breakfasts.

- **Instrument Co-ordinator (1 position)**

  The Instrument Co-ordinator organises repairs, maintains the instrument register & organises the annual check.

- **Competitions Co-ordinator (1 position)**

  The competitions co-ordinator organises anything relating to our bands in competitions.

- **Band Co-ordinator (1 position)**

  The Band Co-ordinator sets up rosters for supervision of band practice; sends out correspondence, looks after their band at performances; assist with return of music at end of the year; ensure band uniform worn to performances.

  Rosters need to be set up each term (with the exception of training band) as band members change during the term.

**Upcoming Events and Dates for the Diary**

**Term 4**

- Artarmon Progress Association Community Event – Jazz Band - Friday 30th November 6pm to 6:30pm Wilkes Ave Artarmon
- Carols night Friday, 7 December 5:30 to 7:30pm
- Presentation Day – Jazz Band – Tuesday, 11 December 9.15 am
- Presentation Day – Jazz Band – Wednesday, 12 December 9.15 am
• Band Auditions Thursday 13 and Friday 14 December
• OC Band Auditions – Monday 17 December

2013
• Band information night – Wednesday 30 January 2013, 7pm
• Jazz Band Auditions – Thursday 31 January 2013
• Band AGM (Band Room) - Tuesday 5 March 2013 7pm
• Band Camp – Saturday 26, 27 October
• End of Year Band Concert – Sunday 24th November

Sarah Bisley
Band Convenor

Adrienne Byrne thanked Sarah Bisley for the work she has done in 2013 for the band and strings, getting the website prepared and for the work done documenting all band roles and procedures.

8.8. Strings Report

String students had a very full calendar in November with the highlight being the Music Breakfast concert. All three String ensembles performed and it was especially beneficial for the less experienced students to have this performance opportunity.

Senior Strings also performed at Kindy and OC Orientation and the APA Night Markets.

The Combined Strings Day was held at Lindfield PS on Sunday November 4. There were 70 students from local public schools including many students from Artarmon. The day consisted of tutorials and rehearsals and culminated in a mass performance of a composition by our director, Adrian Mansukhani.

The final events of the year include Senior Strings performing at Presentation Day and all the strings ensembles joining with the Band for the Carols Night. Gwyn Denton has volunteered to co-ordinate the Gelato Stall at the Carols Night, our last fund-raiser of the year.

In summary, 2012 has been a year of growth for the String Program.

1. Through the generous funding of the P & C we have been able to gradually expand our Instrument Hire Library to ensure we are capable of meeting the changing instrument sizes of our current students and also the incoming 2013 students. This funding has been critical in ensuring the long-term sustainability of the program.

2. The establishment of Training Strings has been a significant achievement for the Strings Program and is an integral part of the development of our young string players.

3. The String and Band Convenors have worked together to align policies and develop a more cohesive approach to the Band and String programs. Sincere thanks to Sarah Bisley who has given generously of her time and expertise, including much input into the band and string requirements for the P & C website.
4. The Strings Committee expanded significantly this year and was invaluable in the smooth running of the Strings Program. My sincerest thanks to everyone for their contributions and in particular to Gwyn Denton and Mary McCarthy for their tireless support throughout the year.

Finally, thank you to Louise Green, Ryan Shepheard, and Caroline Alford for supporting the String Program and being appreciative of the importance of the creative arts in the education of Artarmon students.

Upcoming Events

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>7 December</td>
<td>Carols Night</td>
</tr>
<tr>
<td>12 December</td>
<td>Presentation Day</td>
</tr>
<tr>
<td>13/14 December</td>
<td>Instrument recall</td>
</tr>
<tr>
<td>December</td>
<td>Instrument inspection</td>
</tr>
<tr>
<td>18 December</td>
<td>Instrument re-issue</td>
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</tbody>
</table>

Adrienne Byrne
Strings Convenor

8.9. Uniform Report

Nick Logan has kindly made a contribution towards the new replacement soccer shirts. Nick Logan previously sponsored the current set of soccer shirts purchased many years ago and currently being replaced. Cath is organising for the shirts to carry Nick’s logo. Next year when the new soccer teams have been selected and the shirts are presented and suitable thankyou to Nick for his generosity will be organised.

8.10. Canteen Report

Our canteen is very busy and efficiently run to service the 860 kids who attend Artarmon Primary. We do over the counter sales at recess, lunch and on Fridays after school.

We do all of our lunch ordering through an online system called Munch Monitor. There are currently 1143 student accounts in Munch Monitor (some double ups occur with both parents having an account for each child).

We served 2,569 lunch orders in Term 1 (cumulative total for 2012 is 2,569)
We served 4,528 lunch orders in Term 2 (cumulative total for 2012 is 7,097)
We have served 4,973 lunch orders in Term 3 (cumulative total for 2012 is 12,070)
We have served 4,191 lunch orders to 30 Nov in Term 4 (cumulative total for 2012 is 16,261)

We served 233 orders on 22 Oct, our highest day of orders in 2012. In 2012 to date, our highest selling items are: 5957 traffic light ice creams (our highest selling item for the year, despite being introduced part way through the year); 4256 frozen fruit cups; 4212 packets of jumpies; 3705 hash browns; and 3696 garlic breads.
2012 Canteen Committee

There are currently 19 people on the canteen committee with each person doing a small distinct portion. This is working well. However, to avoid confusion, please use myself, Kali Lawrie, as a single point of contact for the canteen at the canteen email address artarmonschoolcanteen@gmail.com We will need another group of volunteers, so please contact us if you are interested to hear about our roles in 2013.

Sausage Sizzles

Our last sausage sizzle for the year at the End of Term 3 Sausage Sizzle on Friday 21 September raised $844.79 which was transferred to the P&C to be used to provide items for our gorgeous kids.

The next sausage sizzle at school will be the last day of Term 1 in 2013.

Thanks to all those volunteers who made this years sausage sizzles such resounding successes!

Sales from McMillan Road Hall

The SRC kids and a canteen volunteer have started selling traffic light ice-blocks (50c) and frozen fruit cups (80c) on Wednesday and Thursday lunchtimes from the McMillan Road hall kitchen.

A huge thank you to Michele, the canteen volunteers, Mr Coombs (who organises the SRC roster) and the amazing SRC kids who volunteer their lunchbreak to make a difference for their peers.

Volunteers

The canteen cannot run without it’s brilliant volunteers. The legendary Catharine Miller, our volunteer co-ordinator and her wonderful assistants, Jeannette and Jack, continue their fabulous job. However, at the end of year, as fatigue sets in and people increase their work commitments, it becomes more and more difficult to fill all of the shifts to keep our kids healthily fed.

The volunteers have been excellent at responding to last minute requests and we are on track to be open every day during Term 4.

A huge thank you to all of the amazing 232 volunteers involved to keep the canteen running in 2012!!

Stocktake

Our last Stocktake for the year is scheduled for Tuesday 18 December.

Canteen Levy

Families who order more than 20 lunches a term without volunteering in the canteen are charged a levy. If that family does volunteer later on, the levy is refunded. The amount of the levy is one hour of a casuals wages + loadings so we can pay a casual to replace their volunteering. We would much prefer everyone volunteered!

Invoicing has been finalised for Term 3 – one family won the ordering race by having 112 orders in Term 3! 34 invoices have been sent out for Term 3. Invoices will be sent out for Term 4 soon.

14 days later, if these children place an order, it is cancelled & refunded and the child is given a plain sandwich (eg cheese) so they don’t go hungry. Hopefully, they will complain loudly to their parents!
Renovations & Health Inspection

Some renovations were conducted on the school canteen during the Christmas holidays in preparation for the increase in students expected in 2012. The additional space, extra bench and a commercial dishwasher has certainly increased the efficiency of the canteen.

The new sink which is the height & width to match the new commercial dishwasher has been completed and now we are waiting for the replacement of the tap with a spray “mixer” hose. This is a necessary part of the renovation to allow the dishwasher to be thoroughly cleaned to ensure we are up to health & safety standards.

The canteen passed it’s health inspection at the end of November, however, work needs to be done to the southern wall to stop the paint from peeling, which is, obviously, a health hazard. The P&C have written to the school to request this work to be done during the holidays.

Kali Lawrie
2012 Canteen Convenor

- The Canteen has had it second Health Inspection by Willoughby Council and have passed
- A chest freezer has been donated to the Canteen
- Munch Monitor has been recently purchased by a large corporate. The Canteen Committee continue to be very happy with the service provided by Munch Monitor.

8.11. Website Subcommittee – no report this month

9. General Business

9.1. Collection of Membership Fee - DONE

9.2. Standard of School uniform at important School days - heldover

9.3. 2013 Dates to be confirmed and Plan for AGM / February meeting

Wednesday February 27th 2013, AGM
Wednesday March 27th 2013
Wednesday May 22nd 2013
Wednesday June 26th 2013

This meeting clashes with State of Origin 2 in Brisbane. The meeting start time will be changed to 7pm.
Wednesday July 24th 2013
Wednesday August 28th 2013
Wednesday September 18th 2013 (third Wednesday)
Wednesday October 23rd 2013
Wednesday November 27th 2013

Meeting closed at 9.45 pm.
Ian Dyson - Chair for the meeting

Confirmed _____________________ (President)  ____ / _____ / ___ (date)

Topics for future meetings:

1. Bullying Policy
2. Process for selection of School Captains
**Artarmon Public School P&C Minutes 28<sup>th</sup> November 2012**

**Artarmon Public School**  
*Parents and Citizens’ Association*  

<table>
<thead>
<tr>
<th>P&amp;C Office Bearers</th>
<th>2012</th>
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<tbody>
<tr>
<td>President</td>
<td>Ian Dyson – 0411 227 030 <a href="mailto:iandsdyson@hotmail.com">iandsdyson@hotmail.com</a></td>
</tr>
<tr>
<td>Vice President</td>
<td>Karen Pearson – 0414 682 879 <a href="mailto:kptwo@hotmail.com">kptwo@hotmail.com</a></td>
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<td>Correspondence</td>
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<td>Treasurer</td>
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<td>Assistant Treasurer</td>
<td>Jay Jay Yang - 0421 135 900 <a href="mailto:jingjuan@hotmail.com">jingjuan@hotmail.com</a></td>
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<td>Secretary</td>
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<td>Assistant Secretary</td>
<td>Brian O’Gallagher <a href="mailto:ogallagher@optusnet.com.au">ogallagher@optusnet.com.au</a></td>
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<td>Robyn Anderson - 0418 422 619 <a href="mailto:artarmonfundraising@gmail.com">artarmonfundraising@gmail.com</a></td>
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<tr>
<td></td>
<td>Ruth Gibson – 0418 249751 <a href="mailto:artarmonfundraising@gmail.com">artarmonfundraising@gmail.com</a></td>
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<td>Canteen Committee</td>
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<td></td>
<td>Sheila Kallayl – 0404 077 536 <a href="mailto:skellayil@hotmail.com">skellayil@hotmail.com</a></td>
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<tr>
<td></td>
<td>Rebecca Cambridge – 043 840 093 <a href="mailto:rebecca.cambridge@au.ee.com">rebecca.cambridge@au.ee.com</a></td>
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Artarmon Public School
Parents and Citizens' Association
Before and After School Care

This document is a report to the APS P&C meeting of 28 November, 2012 on the research and findings of the Before and After School Care (BASC) sub-committee. The sub-committee have been working throughout 2012 to identify equitable and affordable options for Artarmon students in order to resolve the shortage of BASC places.

Background

Artarmon Public School (APS) is experiencing significant growth and now has over 860 students. There are 79 places available at the Willoughby City Council run Artarmon Kids Cottage (AKC). This represents care for less than 10% of the student population. AKC is currently the only provider of BASC for APS. The growth in student population has resulted in a 2 year waiting list for places at Artarmon Kids Cottage. Due to demand AKC has temporarily closed the waiting list, it currently has over 100 families waiting for a place.

The shortage of places prompted a group of concerned parents to start addressing the issue and then to set up a sub-committee of the P&C in early 2012. The sub-committee charter adopted at the April 2012 P&C meeting the aim to “ensure that there are adequate {before and after school care} places available in Artarmon to meet the current needs of the parents and students attending Artarmon Public School”.

Executive summary

There is evidence in the survey results, the length of the waitlist at AKC and supported by demand at other comparable schools in the Middle Harbour Network that a gap between the demand and supply exists at APS. The gap is at least the number of current places (ie doubling supply is required) and it is anticipated that the shortfall will increase with growing enrolments and higher workforce participation rates of mothers. The lack of available childcare poses a potential risk to children attending APS and a significant cause of stress for affected APS families. In the absence of accredited childcare places, parents are using alternative care arrangements. The lack of before and after school care places is a key concern to many APS families and one of the new Naremburn Ward Councillors recently won election to Willoughby City Council with the issue as part of her platform.

The BASC subcommittee has worked extensively over the last 12 months to identify options for extending the availability of BASC places including:

- Locating a suitable off-site venue which complies with legal requirements and proximity to the school; however there is currently nothing suitable available in the short to medium term.
- Requesting the School Executive make the Artarmon school hall and other school rooms such as the library available for the purposes of BASC. The response by the Principal, Louise Green, is that the school buildings have been assessed as unsuitable for BASC.
- Working with Willoughby City Council (WCC) to look at increasing the number of places available at AKC, but due to planning constraints on the site it is limited to 79 places.
- Meeting both local members of state parliament to raise the issue.

The sub-committee has been unable to identify any suitable options for increasing BASC places for APS students in the immediate area for February 2013. The impact of this is that the demand for BASC will continue to exceed supply and will become more acute in 2013 as approximately 130 new kindergarten
students start. The situation is expected to worsen in future years as the number of children in the area increases.

It is the hope of the sub-committee that the Department of Education and Communities, Willoughby City Council, the School Executive and P&C will work together to ensure improvements in access to before and after care services for the Artarmon School students and their families, for reasons of equity, social cohesion, economic efficiency and safety.

Any solution needs to be able to accommodate at minimum 30 students initially and possibly as many as 90 and have the capability to increase as further demand warrants. Whilst work will continue on options outside the immediate area, problems with transportation and the scale of such options dictate that such options will not fully address the issue.

**BASC Sub-Committee – work undertaken over the last 12 months**

The BASC sub-committee has worked over the last 12 months to explore options for increasing the number of available places for before and after school care to solve this problem for an increasing number of APS parents. The following is a detailed report of the work undertaken.

**Comparative schools**

Most of the 19 primary schools in the lower mid North Shore are operating at well over intended capacity, some have now reached physical capacity with no room for further demountables and many have heavily restricted play areas. Artarmon is not the only school experiencing issues with capacity. The BASC committee have researched several schools on the lower North Shore in order to understand how BASC is managed at similarly oversubscribed schools. Many schools in the Middle Harbour network have onsite BASC, or a combination of on-site and off-site services.

The following Schools have BASC running in school grounds (this is not an exhaustive list of all schools in the Middle Harbour Network)

- Lindfield East
- Lindfield
- Chatswood
- Cammeray
- Greenwich
- Neutral Bay

At many Schools dedicated facilities are used such as demountables or halls. However, at least four schools, classrooms, libraries and halls are utilised by the BASC service. At Cammeray Public School and Lane Cove Public School, classrooms are used in addition to the School Hall (at Cammeray) and in addition to a dedicated room (at Lane Cove). At Lane Cove West the library is used for years 5 & 6 students as a homework club run by the BASC provider. At Chatswood, the School Hall is used for before and after school care.

Cammeray School have 170 places on the School site and while there are fewer students at Cammeray than Artarmon there is still unmet demand for places at Cammeray in 2012. Some children are collected and taken by bus to a BASC facility at Northbridge.
This gives an indication of the potential demand for places at Artarmon, that is at least 90 places more than currently available at AKC. This is consistent with the scale of the current waiting list at AKC, and when viewed in the context of similar parental demographics across the sample schools, thus provides a cross check on the level of demand.

The following table show the number of BASC places as a percentage of children enrolled in the school for a range of schools in the Middle Harbour Network. Several service providers stated they were in negotiations with Principals regarding either moving onto the school site or making use of more school facilities on site as demand for BASC places increases with increasing student numbers.

<table>
<thead>
<tr>
<th>Public School</th>
<th>2012</th>
<th>After School Places</th>
<th>% of Student numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Willoughby</td>
<td>939</td>
<td>75</td>
<td>8%</td>
</tr>
<tr>
<td>Artarmon</td>
<td>858</td>
<td>79</td>
<td>9%</td>
</tr>
<tr>
<td>Chatswood</td>
<td>823</td>
<td>75</td>
<td>9%</td>
</tr>
<tr>
<td>Lindfield East</td>
<td>738</td>
<td>75</td>
<td>10%</td>
</tr>
<tr>
<td>Roseville</td>
<td>568</td>
<td>60</td>
<td>11%</td>
</tr>
<tr>
<td>Lindfield</td>
<td>729</td>
<td>105</td>
<td>14%</td>
</tr>
<tr>
<td>Neutral Bay</td>
<td>845</td>
<td>120</td>
<td>14%</td>
</tr>
<tr>
<td>Lane Cove</td>
<td>815</td>
<td>135</td>
<td>17%</td>
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<tr>
<td>Lane Cove West</td>
<td>533</td>
<td>90</td>
<td>17%</td>
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<tr>
<td>Cammeray</td>
<td>767</td>
<td>170</td>
<td>22%</td>
</tr>
<tr>
<td>Greenwich</td>
<td>432</td>
<td>109</td>
<td>25%</td>
</tr>
<tr>
<td>North Sydney Dem</td>
<td>709</td>
<td>200</td>
<td>28%</td>
</tr>
</tbody>
</table>


**Survey**

The BASC sub-committee surveyed the school community to understand the demand and scale of the issue. The survey was sent out in July 2012 and was open for approximately 6 weeks. The survey generated 204 responses, which is an excellent response and demonstrates the importance of the issue to the school community.

**Survey key findings and considerations**

- The overall response to the survey shows that there is urgent demand for additional BASC
- In the period 2013 – 2015; 45.6% (93) of respondents indicated they have between 1 and 3 children starting at the school.
- This survey was only completed by parents with children currently at Artarmon School; therefore it does not factor new parents with children starting in the next 3 years where enrolments are set to increase and compound the problem.
- Willoughby City Council advised there are currently 104 families on the waitlist for care at Kids Cottage and the waiting list is currently closed for next year.
- 41.7% of respondents are on the waiting list for after school care.
- 39.7% (81) of respondents are on the waiting list for Artarmon Kids Cottage.
- The majority of demand from respondents is for after school care rather than before school care.
36.3% (74) or respondents are using Mandarin language, tennis coaching or other after school activities to substitute for the shortfall in after school care

84.7% (173) of respondents indicated proximity to the school was their highest priority for BASC

Willoughby City Council

WCC have been working closely with the BASC committee to identify options for addressing the BASC shortage. The options explored together include a mix of short term ‘band aid’ fixes and longer term, more permanent solutions.

Short term options -

- The council has an additional BASC facility in Chatswood which has 20 available spaces, due in part to onsite care being available at Chatswood Primary. This would involve busing children to the Chatswood facility from APS with a council provided/managed bus service.
- Discussed extending the Artarmon Kids Cottage service onsite but due to planning constraints and the particular location in a built up area it is not believed to be viable.
- Discuss if the process for prioritizing places on the waiting list could be changed (for example to limit the days per week per child) but this was ruled out as it would require a significant policy change and would negatively impact parents who currently have places.

Longer term options -

- The council has identified possible longer term solutions which it is actively pursuing and engaging with the P&C and the School in this process. Options include the potential redevelopment of Thomson Park which is located beside the school and is heavily used by the School. This would need to be in partnership with the School. In addition the Committee discussed with WCC the setting up BASC in other local Council owned buildings or utilising land owned by Council in Barton Road. At this stage there are no suitable buildings which comply with the aforementioned legislative requirements in terms of indoor and outdoor ratios. Therefore it would appear that the Thomson Park option may be the most viable, and the Council believes the Thomson park redevelopment option to be preferable. Any options available are significantly long term – in the region of 3-4 years minimum away.

Off-site venues considered -

The BASC committee has looked at a range of possible venues off school grounds both within walking distance (preferred) and requiring bus transport. No suitable venues have been identified. The following within walking distance of the School have been ruled out as unsuitable because they did not meet National Quality Framework (NQF) standards regarding indoor and outdoor space ratios –

- Artarmon Guide Hall
- Artarmon Bowling Club
- New Artarmon Library community hall (139 Artarmon Rd)
- Old Artarmon Library Elizabeth Road
- St Basils Church Hall

There were a number of facilities beyond walking distance considered but transport is a challenge because suitable buses with seatbelts, anchor bolts for booster seats and the purchase of booster seats for children under the age of 7 and the ability to cater for up to 100 children and the time taken to move children to offsite facilities proportionate to the time spent in care makes it less viable. In addition the parent
community has indicated through the survey that their top priority was proximity to the school. Despite these limitations the committee considered the following facilities –

- Gore Hill oval
- Anzac Club, Crabbes Rd Willoughby
- Willoughby Leisure Centre creche
- Northbridge Guide Hall

**Private Providers**

The BASC Subcommittee recommends that an external private provider be engaged to run a BASC Service once a venue has been found. There is no expectation of a parent body in setting up such a Service. Members of the BASC Committee have discussed this with private providers. One such provider is Kids Capers which run a BASC facility at Northbridge. The Service is run in leased Willoughby City Council facilities. Children from Northbridge attend. Kids Capers also collect children from Cammeray Public School and Willoughby Public School using a 25 seat bus to collect the children. Parents must travel to collect their children from Northbridge at pick up. This is only viable with a car.

**Activity based programs**

Activity based programs have been looked at by the BASC committee as an alternative solution for after school. However none of the activity based programs are accredited childcare providers. This option is not considered to be suitable after school care for two reasons –

- Activity based programs do not fall under the National Quality Framework (NQF) standards that were introduced with the objective to ensure the safety, health and wellbeing of children attending education and care services. While sport, language, and cultural activity programs may appear attractive as an interim option and offer alternatives to accredited child care they do not replace the need for a fully operational BASC facility.
- Activity based programs do not qualify for the child care rebate. Activity based programs are therefore on average double the cost of BASC and are not available currently BEFORE school so only resolves part of the problem.
- The children most impacted by the lack of places are the youngest and most vulnerable in the school therefore we must ensure they have fully accredited care for their safety. Families with older children have been in the system longer and a larger proportion have the before and after school care places they desire and in addition their younger siblings have priority of access as places become available.

**Legislative and policy requirements**

The committee have researched the legislative and policy framework for the provision of childcare services to understand the legal requirements that any BASC facility must abide by. This has been done through researching the new National Quality Framework legislation, the NSW Department of Education and Communities (DEC) policies and working with NETOOSH (a body partially funded by DEC). Key items worth noting –

- The new National Quality Framework (NQF) identifies indoor and outdoor space ratios. Under the national regulation 107 premises for Centre based care services must have 3.25 square meters of unencumbered indoor space for each child. Under the National Regulation, regulation 108 states the outdoor space must be at least 7 square meters of unencumbered outdoor space for each child.
- The DEC policy paper ‘Community use of School Facilities’ states - The Department of Education and Training encourages members of the community and education groups to use school facilities for
appropriate purposes, when they are available. This is a way of sharing a significant resource, and strengthening the partnership between schools and local communities.’ And specifically identifies BASC as an example of appropriate purpose in the Priorities for Community Use section.

- The Building the Education Revolutions Guidelines make it a legal condition of funding that ‘[T]he school must agree to provide access at no, or low, cost to the community to libraries and multi-purpose halls funded under this element of BER.’ (P6 Ver 6-15 March 2011).
- The PWC report NSW Infrastructure: Education Infrastructure Baseline Report, June 2012, lists the following strategies for improving infrastructure provision: *Increase community use of facilities out of school hours and through shared facilities where common needs can be met e.g. libraries, co-use of open space.*
- A recommendation from the Infrastructure NSW in the report Frist Things First, State Infrastructure Strategy 2012-2032 report delivered on the 5th October 2012 states, “Infrastructure NSW supports ... greater community use of facilities out of school hours i.e. libraries and, co-use of open space. These recommendation could be delivered through the Local Schools Local Decisions policy.” To achieve this DEC could provide support Principals with procedures and policies to facilitate greater community use and BASC would be an excellent place to state.
- There is currently no tier of Government with the responsibility to provide before and after school care services. Willoughby Council correctly states that it is not a Local Government responsibility. The DEC actually registers and regulates all the OOSH providers in NSW. So it would be helpful for the DEC to support the community use of School assets for before and after school care.

From this research it is apparent, the Department of Education and Communities has clearly stated policies that support the use of school facilities for community use and in the 5 examples listed BASC is stated. The school hall is used 2 afternoons a week by commercial organisations running activity based programs, which are not stated as priority in the DEC policy. The APS library and three classrooms above were built with BER funding and so would come under the legal condition to make them available for public use.

Currently the committee can report that they are not used with any consistency by community groups.

**Using Artarmon Public School facilities for BASC**

There have been a number of requests made to the committee from parents enquiring why the school facilities such as the hall and library cannot be used for BASC. On this basis the BASC sub-committee requested permission from the Principal to use the school hall and other buildings if required to provide onsite BASC.

The Principal advised in the P&C meeting on the 30th November 2011 of an assessment of the school site was completed by DEC Assets Branch in October 2011 and the School site was not suitable for BASC. The BASC Subcommittee has requested from the Principal a copy of the assessment. The formal report from the October 2011 assessment has not been made available. In response to the request from the BASC Subcommittee the Principal did supply a copy of a letter dated 15th June 2012 - see attached. This letter does not address utilising currently available school facilities such as the hall, library and classrooms as occurs is other schools Middle Harbour Network and elsewhere in NSW.

The committee has investigated using the school facilities and can report the following –

- Representatives of the P&C met with the Principal and representatives of the DEC including Assets Branch on 8 August 2012 and no specific reasons were given other than reiterating the assessment had been conducted in October 2011 and the school site was not suitable for BASC.
- The school currently leases the hall to organizations which run activities for children and is willing to lease the hall for activities to be run 3pm to 6pm as part of an activity program pitched to parents who need before and after school care. It is unclear to the Committee why the use of the hall for activities for students is viable however a fully accredited before and after school care service is not.
- At the August 2012 P&C meeting the BASC committee asked for a working group to be set up with WCC, the P&C and the School Executive. The Principal advised no member of the school executive
would be able to participate in a working group. Willoughby City Council has been accommodating and supportive in every meeting and is keen to engage with the DEC to plan land use near all schools in the area.

- Homework is a part of school expectations and for families with children in before and after school care (or needing before and after school care) find it difficult to fit homework into their schedules, particularly if they are arriving home after 6pm. The demands of homework are higher in the years 3-6. The BASC Subcommittee have considered the option of homework focussed BASC service for years 3-6. If children are working on homework in a supported way then the children are not running around and using a classroom or the library could possibly be less of an issue for the School. WCC would be willing to work with the school to split the service provision by year group across two BASC services – for example Kindergarten to year 2 at Kids cottage and Years 3-6 in the School Library and/or Classrooms. This should be considered further.

- Previously OOHS (out of hours care) was provided on the Artarmon School site. The room used would not service the demand that currently exists (and is used for School resources) but it is worth noting that the service has been provided previously on school grounds. The following plaques were from 2000 when the service was opened and the Certificates of Appreciation for local businesses who provided funding to set up the service.

**BASC support to families without BASC**

To help assist new 2013 kindergarten families faced with no before and after school care, the Committee have undertaken the following

- Prepared a flyer providing details about the range of activity based programs available were children are collected from School, and suggesting shared nanny care or sharing pickup arrangement with other families as option they may wish to pursue.

- Held a Meet and Greet on August 16th at a local park to allow incoming Kindergarten families to meet other families in the same situation. A second Meet and Greet is scheduled for the 18th November.

- Initiated the process of working with Willoughby council and Kids Capers so as to provide access to a limited number of offsite BASC places in Chatswood and Northbridge.
• A further option for families is to consider sending their child to an alternative “Out of Area” School. Another local Public School is known to have accepted out of area enrolments on the basis of need for before and after school care. Cases are known of families leaving the suburb, (selling their home) to relocate to a suburb and school with available before and after school care places. In another case one parent has resigned the job to work from home solely due to the lack of before and after school care places.

• The BASC Committee has fielded many queries from parents seeking assistance with this issue and many emails thanking them for seeking to address the shortage issue, as this is significant issue for them.

• The BASC sub-committee have attended and advocated for families on this matter through P&C Meetings to ensure that the issue is known and understood by both the P&C Executive and the School Executive. The BASC Committee since before it formal formation as a subcommittee has completed all tasks of it, completing a Charter and submitting a written report prior to each P&C meeting to ensure all parties are aware of the efforts and actions being taken.

Future Work

In 2013 the BASC Committee will continue to:

1) Work with Council on longer term solutions.
2) Continue to work with Council to find a way for Artarmon students to access the spaces at the Council run Chatswood OOSH Service
3) Provide information to families in Artarmon Public School community relevant to before and after school care.

The view of the Committee is that the only way that Before and After School Care will in future become available on the School site is for local Members of State Parliament to become engaged and involved with this issue. The P&C President has met both the MLA for Willoughby and the MLA for Lane Cove face to face to ensure they are aware of the shortage of BASC places for APS parents.

If before and after school care is a concern for you, it is recommended you write letters to our local elected representatives. They may not be aware of the scope of this issue unless informed by their constituents. It is suggested that your representations to the two NSW representatives be directed primarily to the Department of Education and Communities as the sub-committee has a strong relationship and excellent support from Naremburn Ward councillors and the officers of WCC.

Our local Members of NSW Parliament are:

Gladys Berejiklian
Member for Willoughby
280 Willoughby Road
Naremburn NSW 2065
willoughby@parliament.nsw.gov.au
A service principally conducted to provide instruction in a particular activity (for example, a language class or ballet class) is excluded by the National Law and are not within the scope of the National Quality Framework and are unlikely to be brought into the National Quality Framework in the future.

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011, Australian Children's Education & Care Authority, November 2011, pages 74 & 75; also found in Regulation 2011 No 653 Education and Care Services National Regulations under the Education and Care Services National Law, 9 December 2011 pages 124 & 126
## After School Places

<table>
<thead>
<tr>
<th>Primary Schools</th>
<th>2012</th>
<th>After School Places</th>
<th>% of Student numbers</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Artarmon</td>
<td>858</td>
<td>79</td>
<td>9%</td>
<td>Kids Cottage, off site. Run by Council</td>
</tr>
<tr>
<td>Cammeray</td>
<td>767</td>
<td>170</td>
<td>22%</td>
<td>Run by parent body 170 on site; overflow use Kids Capers Northbridge (~10 per day)</td>
</tr>
<tr>
<td>Chatswood</td>
<td>823</td>
<td>75</td>
<td>9%</td>
<td>75 places on school site run by Cubby House; overflow to Council run facility at Chatswood Oval which has vacancies</td>
</tr>
<tr>
<td>Greenwich</td>
<td>432</td>
<td>109</td>
<td>25%</td>
<td>Run by parent body on School site with dedicated facility</td>
</tr>
<tr>
<td>Lane Cove</td>
<td>815</td>
<td>135</td>
<td>17%</td>
<td>Run by parent body; Longueville Road (LCOOS) site (K - 2) and Lane Cove Public School (LCPS) site (3 - 6)</td>
</tr>
<tr>
<td>Lane Cove West</td>
<td>533</td>
<td>90</td>
<td>17%</td>
<td>Run by private provider, dedicated facility built by Council on School site; also use the School Library for Homework club for years 5-6</td>
</tr>
<tr>
<td>Lindfield</td>
<td>729</td>
<td>105</td>
<td>14%</td>
<td>Run by parent body in School grounds</td>
</tr>
<tr>
<td>Lindfield East</td>
<td>738</td>
<td>75</td>
<td>10%</td>
<td>In school grounds; dedicated building P&amp;C funds; takes casual bookings; can accommodated up to 100 but typically run 75</td>
</tr>
<tr>
<td>Neutral Bay</td>
<td>845</td>
<td>120</td>
<td>14%</td>
<td>Dedicated space on school grounds.</td>
</tr>
<tr>
<td>North Sdney Dem</td>
<td>709</td>
<td>200</td>
<td>28%</td>
<td>Two providers. Council run service for 3-6 in a community building offsite. KU Services run on site using the School library, a dedicated space and busing the Kindergarten children to on offite KU facility.</td>
</tr>
<tr>
<td>Roseville</td>
<td>568</td>
<td>60</td>
<td>11%</td>
<td>Off site community facility run by Council.</td>
</tr>
<tr>
<td>Willoughby</td>
<td>939</td>
<td>75</td>
<td>8%</td>
<td>Kids House 30; Naremburn after School Care 45; Kids Capers 25</td>
</tr>
</tbody>
</table>

After School places sourced by phoning each provider Oct/Nov 2013
Dear

I write in response to your question received at a recent NSW 2021 Forum, regarding Out of School Hours Care (OSHC) services at Artarmon Public School. The NSW Premier, the Hon Barry O'Farrell MP, has directed your correspondence to the Minister for Education, the Hon Adrian Piccoli MP. The Minister has asked me to respond on his behalf.

I appreciate your concern regarding the availability of OSHC services at Artarmon Public School. The Department of Education and Communities encourages community use of school facilities and, as you point out, this is reflected in our Community Use of School Facilities policy.

While the policy encourages schools to make school facilities available for community use, the policy states that only space not required for educational purposes can be made available for other uses. For a range of reasons, different schools have varying amounts of surplus space, which is why some schools are able to provide space for community organisations and other schools are not.

To review the availability of space at Artarmon Public School, a site inspection was undertaken by the Department with the school Principal on 21 October 2011. The review confirmed that the school does not have sufficient surplus space to accommodate an OSHC service.

Artarmon Public School is a large and growing school on a relatively small site. Current and projected enrolments are such that the school is unlikely to have surplus space into the foreseeable future.

I hope this information is of assistance, and thank you for raising this matter with the Premier.

Yours sincerely

Hugo Harmstorf
Deputy Director-General, Finance and Infrastructure
15 June 2012