

# ROSEVILLE PUBLIC SCHOOL

## P & C Minutes

### General Meeting 5 March 2020



#### **GENERAL MEETING**

<b>Meeting Opened</b>	7:35pm
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<b>Attendance:</b>	Paul Nicholson (PN), Paul Vandeleur (PV), Rosamund Akayan (RA), Jeremy Geale (JG), Matt Davis (MD), Sean Moran (SM), Deb Lane (DL), Helen Yu (HY), Yen Phan (YP), Fiona Loveridge, Melissa Munn (MM), Jenny Sher, Elisa Chighine, Richard Gomes, Jane Wessling (JW), Tiffany Junee (TJ), Rebecca Healy (RH), Kristina Yu (KY), Suzanne Kirby (SK), Simone Farlow (SF), Brian Lewkowicz (BL), Lyndsay Tottenham (LT), Stew Hughes (SH), Belinda Shearer (BS), Richard Knorr (RK), Jess Brougham (JB), Joanne Xi (JX), Carmen Yang (CY), Emily Stott (ES), Mirek Pantoflicek (MP), Elise McDonald (EM), Melanie Whiting (MW), Rebecca Paton (RP)
<b>Apologies:</b>	

#### **Minutes**

Move to accept Minutes of the General Meeting November 2019

<b>Proposed</b>	Matt Davis
<b>Seconded</b>	Paul Vandeleur
<b>Carried</b>	Yes

#### **Matters arising from previous minutes**

<b><u>Action Point</u></b>	<b><u>Responsibility</u></b>	<b><u>Outcome</u></b>
No outstanding actions		

#### **Correspondence**

Fundraising magazines  
 Details relating to the new playground and the new electronic sign, both of which are covered in the Principal's report.

#### **Class Parents Welcome**

ES noted that now every class is represented by at least one class parent.

Paper presented and attached.

PV added sometimes he would reach out to class parents for canteen assistance.

#### **Year 3 fundraiser**

Indicative date noted as 29 August.

Discussion was then focussed on the class artwork and whether to auction or do art for all as the default option.

RA noted that having art for all as the default reduced the pressure on class parents.

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The idea of a default (non-compulsory) item like a tea towel was discussed which would enable profits to be maximised by obtaining bulk pricing from a supplier.

There was then much debate around what the aim of the project was and was there a specific target for the P&C.

ACTION – P&C to distribute targets to the classes and provide guidelines.

#### **Laptops**

A motion was proposed to cover the variance in actual to budget of \$6k in laptop maintenance.

Motion was passed.

AOB

CY reported on the Mandarin information / welcome night which received very positive feedback.

FL asked if in the current health environment was there anything additional that the parents could do. SM noted that they could reinforce the essentials around hygiene and hand washing protocols.

#### **REPORTS**

##### **Treasurer's report – JG**

Report submitted and read

JG noted that the possibility of bank account consolidation was being looked at to reduce cost and complexity,

##### **Principal – SM**

Report submitted and read.

SM thanked all the class parents and recognised the importance of their role.

##### **Band Committee – BS**

Report as read and circulated.

BS Noted significant issues regarding storage and that one instrument had gone missing. Also highlighted difficulties in getting a conductor for the string group. The possibility of obtaining a shipping container was noted.

##### **Clothing Pool – YP**

Report submitted and read.

YP noted that there were already some supply delays as a result of corona virus.

##### **Canteen –PV**

Report submitted and read.

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**Next Meeting Date**

Term 2 – Thursday 4 June

Meeting Closed at 9:00pm

**REPORTS**

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## **Principals Report - March 2020**

### **Principal's Report March 2020**

A huge welcome to all of our new and returning RPS families. Despite severe weather events and the effects of Coronavirus, our students have settled remarkably well and have engaged in nearly 6 weeks of quality teaching and learning. I would really like to thank our hardworking staff and parents for enabling this success. The factors I've just mentioned, on top of the usual challenges that the beginning of any year brings have meant that communication, routines and preparation have had to be extremely thorough. In particular, I would like to acknowledge and thank the members of our Chinese community. Initially the directives regarding Coronavirus were a request only. I can honestly say that I firmly believe that 100% of our affected families adhered to the requests in full and were clearly concerned about the safety and perceptions of others.

In 2020, our school has the most enrolled students in our 107 year history. Currently we have 655 students attending K-6. We have maintained 26 classes and we also have three part time English as An Additional Language or Dialect teachers, a part time Learning and Support Teacher, a part time Reading Support teacher, a part time Year 3 and 4 Robotics teacher, multiple Release From Face to Face teachers who primarily focus upon delivering our Science program, four part time School Learning Support Officers, a School Librarian, a part time School Counsellor and our wonderful Deputy Principal, Ms Lane. All of these teaching and learning staff are supported by our hard working Administration team. Moving forward we have expressed capacity concerns to the Department of Education. As a result our catchment area was recently reduced and this has had an impact upon enrolments this year.

In 2020, our school moves into the final phase of our current 3 year School Plan. Throughout this year we have a number of major focusses based upon this. They include: Continuing to embed our recently developed school wide Writing program – this will include continued refinement; providing our teaching staff with professional learning in the area of formative assessment with our ultimate goal being to reduce the amount of formalised assessment we conduct and to make assessment more relevant to adapting teaching and learning programs and activities and continuing to foster partnerships with the Pararoos and Bourke Public School as well as our potential new Sister School, Blaxcell Street Public School which is located in Granville. These relationships are all carefully considered as ways in which to steadily increase our student's levels of global awareness, something that is always identified as extremely important by our parent body.

Many thanks to everyone who completed the School Uniform survey administered by the RPS School Council late last year. Uniform has always been a source of great pride at our school and the high response rate demonstrated that this is still definitely the case. A detailed results package will be released in the near future but, on the whole, our community expressed a deep level of satisfaction with the current uniform and did not express a desire for great change. As always though surveys do bring out various trends and a couple that came to light were the introduction of girls shorts in the sports uniform as well as leadership blazers for our student leaders when they are representing the school in a public forum. A big thank you to Anthony Caulfield, in particular for administering the survey.

Recently, I was provided with information that our Electronic Sign application has been approved. There were a number of DA conditions attached to this approval. However, we will still be able to get a highly functional and visible sign installed where the current one is placed. Obviously it will be much easier to use. As a community, we previously decided to re-use the current one. So, we'll re-instate it in a different location.

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I have also been provided with advice regarding our Playground Equipment project. Moduplay have been awarded the tender and work should commence this month. This has obviously been a long process and it will be great to finally provide the children with some fantastic, engaging and modern equipment to enjoy. Our Student Representative Council leaders were consulted about the design and they absolutely loved it! We are also planning to plant a number of trees within the playground equipment area. Thanks again to everyone who has been involved in this process.

I would like to wish all students, parents/carers and staff a happy and successful 2020. At the core of everything we do is build positive relationships. I know that there have already been many events where this has occurred such as the Parent Information Evenings, including the translated version (Mandarin) that occurred following the Kindergarten sessions and that there are many more occurring in the near future, including the Welcome Picnic scheduled for this Friday. I look forward to catching up with as many people as possible at these events. I would like to thank everyone who has volunteered to be a part of the P&C, a class parent, a Band volunteer, a helper in the classroom or Canteen or any of the other volunteer opportunities that present at our school. This community involvement, coupled with the hard work of staff is what our school is built on.

Many thanks

Sean Moran  
Principal  
03/03/20

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**ROSEVILLE PUBLIC SCHOOL (RPS) BAND SUB- COMMITTEE**

**ROSEVILLE PUBLIC SCHOOL (RPS) BAND SUB- COMMITTEE**

P&C BAND CONVENOR REPORT – TERM 1 2020

Thursday 5 March 2020

Belinda Shearer – Band Convenor

First Band Committee meeting for 2020 was held Tuesday 18 February.

**Band Committee Positions Held for 2020**

Convenor Belinda Shearer

Music/Band Director Maddy Shearer

Admin Assistant Julie Edenhofner

School Liaison Michael Connelly

Special Events Brett Kennset-Smith

Treasurer Jeremy Geale

Instrument Co-ord Margaret Pike

First Aid Co-ord Rebecca Wang

Fundraising Co-ord unfilled

Band Co-ordinators

Senior Band Jenny Chan, Catherine Gunning

Intermediate Band Lyndsay Tottenham

Junior Band Richard Knorr, Dawn Goh, Edwina Dorney

Stage Band Fiona Grellman

Wind Ensemble Rebecca & Michael Connolly

Strings Claire Steele

Drum Corps 1 Ritu Khanna-Boyle

Drum Corps 2 unfilled

**Conductors**

We are excited to have started 2020 with the following conducting team:

Concert Band Maddy Shearer

Intermediate Band Megan Lipworth

Junior Band Gerald Steinmann

Stage Band Tim Ferrier

Drum Corps Gerald Steinmann

Due to the popularity of Drum Corps we have managed to secure Gerald for an additional rehearsal so we now have 2 Corps

Band Numbers so far this year

Concert Band 58

Intermediate Band 38

Junior Band 73

Stage Band 16

Drum Corps 1 11

Drum Corps 2 18

Total of 169 (not including Strings) which is up from 137 in 2019.

We are taking over the String Group and as a result we have over 10 enrolments. We have been already received a number of applications for the conducting role which we hope to finalise this asap.

We are hoping to add Brass Ensemble to our extension groups in 2020 and there is rumours about a rock band.

**New instruments for 2020**

In accordance with our instrument replacement plan, we will be ordering new instruments and tuba cases for 2020. We have a need to replace / add to some of our more expensive items, we are currently re-structuring our replacement plans. We have received 2 new Oboes this year

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already as well as some new wind chimes and percussion items. We love our new base drum trolley!

#### **Co-ordinators and Volunteers**

The success of the band is largely due to the dedicated parent volunteers. The program cannot be sustained without your ongoing support. The vast majority of our parent volunteers hold down full-time jobs outside of their home commitments. They are there first thing in the morning and packing away the band last thing in the day

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**CANTEEN REPORT - TERM 1 – P&C Meeting 05/03/2020**

**What's happening at Canteen:**

- Good News – The School Canteen has had very good start to the year with sales on track to be ahead of Term 1 targets. Term 1 numbers along with the end of 2019 sales have the Canteen on track to for another successful year ahead.
- The Canteen has seen great support from parent volunteers in the first 6 weeks of the year with no potential for Canteen Day CLOSURES due to lack of support.
- Hilla and her 2IC Oliva have had a good start to the year, and their teamwork is demonstrating to be a continued benefit to the canteens weekly operation.
- Hilla is planning a trip back to Israel at the end Term 1, so I (Paul Vandeleur) will step in for the last week of the term to support Oliva while she is away.

**Upcoming Events:**

- Canteen Special Day - TBC
- End of Term - Sausage Sizzle - Stay N Play 3/4/20.

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**CLOTHING POOL UPDATE**

**Clothing Pool Report, Term 1 2020 – P&C Meeting March 5<sup>th</sup> 2020**

- Clothing Pool had a busy start to the year. Year on year sales are in line with the 2019/20 forecasted budget.
- Winter stock is arriving, although there is a major delay with shipment of our Shell Jackets, due to coronavirus and some of the factories of our supplier in China had to shut down. The jackets are due to arrive last week of Term 1.
- Yearly indent order for our custom-made items was completed. I'm trying to get the stock to arrive after September stock take, but well enough time before our Kindy Orientation.
- Our new girls summer shorts and blouse uniform are well received; however sale was not as high as anticipated. And as we ease into winter, I still have lots of stock left for next summer.
- Clothing Pool is working on the following exciting projects:
  - o Staff uniforms
  - o School Water bottles
- It has been a great learning road for me starting at Clothing pool. Special thanks to Jen for always being available to help me getting a hang of things. And to all the mums who volunteer at Clothing Pool & jump in to help when the line is all the way to Mars. It's going to be a good year!

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#### TREASURER'S REPORT

Given the time of the year, the Treasurers Report is very brief this time around.

With the new school year:

- The Welcome Picnic is the first event on the P&C Calendar for the year. Last year a total of \$5,194.35 was raised on the night, with expenses of \$2,177.90, delivering a total of \$3,016.45 towards Year 6's fundraising target.
- We received an additional \$11,252.80 in fundraising revenue for the 2019-Year 6 class (vs budget of \$9,965), which included contributions towards the year 6 event, year book and dvd. The additional funds were offset by additional expenses of \$13,356.70 (vs a budget of \$11,000). Overall, this had a negative, unbudgeted impact on the budget for this year of \$1,068.90. However, as the 2019-Year 6 fundraising is spread across two financial years, it is noted that overall \$19,053.15 was raised vs expenses and including their gift of \$18,105.24 – leaving an overall surplus.
- Invoicing for Semester 1 Band Fees (Terms 1 & 2) is about to go out (probably next week). Once invoices have gone out, it will be possible to do a reconciliation of band back to budget.
- The P&C budget will need to be updated for growth in the Band this year. This will be presented at the meeting for term 2.
- Invoices for band this year will this use “Stripe” as opposed to Paypal, to allow parents to pay using credit cards. We currently pay paypal 2.7% of all transactions, plus a transaction fee of \$0.30. The fees of stripe are 1% less, which is a significant saving. Hopefully this will also solve the invoice problem which impacted some parents where Paypal did not work, requiring invoices to be re-issued.
- In the accounts, canteen sales for term 1 appear to be down slightly, however it is early in the term and not all sales are yet in the system. Sales for term 4 were consistent with budget \$39,124 v budget of \$40,125 and expenses were down on budget with \$35,759 vs budget of \$40,352. In summary the canteen continues to travel well and close to budget.
- Year to date clothing pool sales are slightly higher (\$59,052.89 vs \$58,184.12) which is consistent with our budget. Purchases are slightly higher than last year, but vary at this time of year depending upon stock levels.
- Voluntary Contributions are about to go out and are budgeted at \$95,000 for this year. This is a major source of funds for the P&C.
- Currently the P&C operates 9 bank accounts, including separate bank accounts for clothing pool, canteen, band and fundraising as well as reserve accounts. In the next term we will be looking to consolidate these accounts. This makes banking an accounting for the P&C much easier. The P&C also has approximately \$565,000 cash on deposit in general accounts which earn nominal interest. To insure we are paid some interest on these monies, we will be looking place a portion of these monies on short term term deposits with Westpac.

Jeremy Geale  
3 March 2020