

ROSEVILLE PUBLIC SCHOOL
P & C Minutes
Annual General Meeting 30th November 2017



Meeting Opened	7.40pm
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Attendance:	Melissa Munn, Sean Moran, Deb Lane, Val Maguire, Mark Fleming, Reece Coleman, Terrence Beard, Rosamund Akayan, Paris Zhang, Jeremy Geale, Lucinda Fratz, Sue Napoli, Suzie Walker, Brett Kensett-Smith, Jennifer Stephenson, Aeron Caufield, Yvonne Counsell, Jax Darling, Elissa Chighine, Lyndsay Tottenham, Victoria Muller, Grace Wang
Apologies:	Peter Grant, Anna Lloyd, Symone Archer, Melissa Solomon, Sinead Hatton, Belinda Shearer

ANNUAL GENERAL MEETING

Minutes

Move to accept the Minutes of the Annual General Meeting 16th February 2017

Proposed	Suzie Walker
Seconded	Valerie Maguire
Carried	Yes

1. 2017 Audited Accounts – Reece Coleman

Reece Coleman tabled the audited accounts for the year ended 30 September 2017.

Reece noted that the accounts represent a different period to previous years with a September year end.

All departments recorded a profit for the period, with an overall surplus of \$193,161 for the financial year.

During the year the P&C contributed \$404,252 to the school for the year, including \$63,422 for education programs, \$68,000 for “cooling the school” initiatives, \$22,500 for grounds maintenance, and \$250,000 toward the grounds development project.

As at 30 September 2017 the P&C has \$469,166 of cash, including \$206,886 in reserves, which represents two years of operations for both the band and the P&C.

Melissa Munn congratulated Reece, Peter and Sonia on the improvement of the financial disciplines for the P&C including continued implementation of the ZERO system, improving cash management (including simplifying bank accounts) and the preparation of these audited accounts.

Melissa proposed, Reece seconded, and the resolution to adopt the accounts was approved.

2. President’s Report – Melissa Munn

P&Cs exist to help make schools a better place for our children to learn. They do this by encouraging social interaction and by fundraising to pay for services and facilities that the school wouldn’t otherwise have. But, parents don’t always realize what the P&C is doing for their school. With this in mind, we decided to have a key focus for our activities this year - to “Cool the School”. And, we did it! Thanks to the entire school community’s hard work in fundraising, together with voluntary contributions, we’re excited to have funded the following items which will help the children and teachers at our school feel more comfortable on those hot summer days:

- new big fans for the Hall

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- air-conditioning for the Library
- air-conditioning for the Williams building top floor classrooms.

In addition to this, we continued to fund literacy and numeracy support staff and professional grounds maintenance, and Year 6 purchased new playground equipment as their gift to the school.

The P&C also worked towards other goals in 2017 and we're proud to have achieved the following:

- A simplified collection system for P&C voluntary contributions. This proved to be a success with over 80% participation in line with other schools in our area
- End of financial year and AGM date changes to assist with budget, audit and general handover processes
- Development of new policies for Working with Children Check, Code of Conduct, Grievances, Work Safety, Social Media and Privacy
- Engagement of a bookkeeper and casual canteen employee
- Upgraded website
- New approach to sponsorship offering more opportunities to local businesses
- Review of band conductor contracts

A key disappointment has been the increased costs and delayed start of the Phase 3 Landscaping Masterplan to build a new adventure playground, retractable cricket nets and an outdoor classroom. Costs have risen significantly during the lengthy government Asset Management Unit (AMU) tender process and, as a result, we are looking at reducing the scope of work to fit within the budget that was set over 12 months ago. We have sent a formal complaint to the department explaining why we think this delay is unacceptable and are awaiting a response.

On a more positive note, each of the year groups took charge of an event and ran it superbly. Events such as the Welcome Picnic (Yr 6), Men's Shed Rugby night, Mother's Day breakfast (run by Yr 5 dads), Father's Day Breakfast (Yr 2), Election Day Cake Stall (Kindy), and the Glow in the Dark Disco (Year 4) were once again a terrific success and so we say a big thank you to all the volunteers for all their hard work. Our major fundraising events this year were the Mexican Fiesta (Yr 3) which raised over \$55,000, and the Readathon (Yr 1), which raised over \$14,000. These events are only possible thanks to the wonderful people who offer to run them.

A big heartfelt thank you to all of the sub-committees, each of which rely on volunteers to run their own smooth processes. Thank you to all the parents who work tirelessly in canteen, clothing pool, the band program, community noticeboard, banking, homezone, allergy, sponsorship, sports, website, school watch, and men's shed. We say a sad good-bye to some sub-committee convenors but also look forward to welcoming new convenors into these roles and the new ideas and enthusiasm they will bring. A huge thanks also to class parents who do a fantastic job in communications between the P&C, teachers and parents. All of these sub-committees rely on parent volunteers. If parents are unable to fill these roles, we are in danger of discontinuing events or increasing costs to supplement activities otherwise performed by volunteers.

I can't praise the superb RPS teaching staff highly enough. They are the reason why parents want their children to come to this school. They are led by the fearless and tireless team of Mr Moran and Ms Lane who seem to be here at all hours. Thank you so much. Your dedication to this school and our children is truly appreciated.

Finally, I must thank all of the Executive Committee who were an incredibly strong team this year. As usual, there was much behind the scenes work with special meetings, phone calls, and emails! A very sad thank you to the team members who are moving on - Val Maguire (Vice President), Peter Grant (Assistant Treasurer) and Vic Muller (Secretary). All your hard work and friendship has been greatly appreciated and you will be missed very much.

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3. CURRENT EXECUTIVE AND SUB COMMITTEE POSTIONS DECLARED VACANT

4. NOMINATION OF OFFICE BEARERS

The following candidates were nominated and appointed as Office Bearers to the Roseville Public School P&C Association for 2018:

	Position	Nominated	Nominator	Seconder
1.	President	Melissa Munn	Lucinda Franz	Terrence Beard
2.	Vice President 1 / WWCC Officer	Mark Fleming	Reece Coleman	Brett Kensett-Smith
3.	Vice President 2	Rosalind Akayan	Reece Coleman	Elissa Chighine
4.	Treasurer	Reece Coleman	Val Maguire	Mark Fleming
5.	Assistant Treasurer	Yvonne Counsell	Reece Coleman	Mark Fleming
6.	Secretary	Jeremy Geale	Reece Coleman	Lucinda Franz
7.	Social/Fundraising Coordinator	Suzie Walker	Val Maguire	Aeron Caulfield
8.	Sponsorship Coordinator	Grace Wang	Yvonne Counsell	Reece Coleman
9.	Auditor	Peter Grant	Reece Coleman	Elissa Chighine
10.	Allergy Committee Coordinator	Melissa Solomon	Yvonne Counsell	Elissa Chighine
11.	Band Convenor	Belinda Shearer	Reece Coleman	Brett Kensett-Smith
12.	Banking Coordinators	Emma Gracey	Val Maguire	Lucinda Franz
13.	Canteen Coordinator	Vacant		
14.	Clothing Pool Coordinator	Jennifer Stephenson	Elissa Chighine	Suzie Walker
15.	Community Advertising Coordinator	Ronald Eilering	Suzie Walker	Melissa Munn
16.	Home Zone Coordinator	Belinda Renshaw	Val Maguire	Jax Darling
17.	School Watch Coordinator	Symone Archer	Melissa Munn	Elissa Chighine
18.	Sports Committee Coordinator	Vacant		
19.	Website Coordinator	Aeron Caulfield	Jax Darling	Jennifer Stephenson
20.	Tuckerbox Coordinator	Aeron Caulfield	Jennifer Stephenson	Jax Darling
21.	Legal/Risk Advisor	Vacant		
22.	HR Coordinator	Vacant		
23.	Multi-Cultural Liaison	Paris Zhang	Grace Wang	Suzie Walker

Congratulations to all 2018 Office Bearers and thank you to all our departing members.

Annual General Meeting Closed – 8.14pm
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GENERAL MEETING

Meeting Opened	8.15pm
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Attendance:	Melissa Munn, Sean Moran, Deb Lane, Val Maguire, Mark Fleming, Reece Coleman, Terrence Beard, Rosamund Akayan, Paris Zhang, Jeremy Geale, Lucinda Fratz, Sue Napoli, Suzie Walker, Brett Kensett-Smith, Jennifer Stephenson, Aeron Caufield, Yvonne Counsell, Jax Darling, Elissa Chighine, Lyndsay Tottenham, Victoria Muller, Grace Wang,
Apologies:	Peter Grant, Anna Lloyd, Symone Archer, Melissa Solomon, Sinead Hatton, Belinda Shearer

Minutes

Move to accept the Minutes of the General Meeting 19th October 2017

Proposed	Melissa Munn
Seconded	Reece Coleman
Carried	Yes

Matters arising from previous minutes

Action Point	Responsibility	Outcome
Post AGM, new executive to decide appropriate members to send to the P&C Federation conference in 2018.	Exec	Ongoing
Melissa and Vic to organise and send letter.	MM, VMu	Complete
P&C Exec to meet regarding the potential need to change the scope of landscaping project	Exec	Complete
Jo Geale to send Mark Fleming the list of volunteers to check against the WWCC register	JG, MF	Complete
Vic and Val to organise 2018 Year 6 Committee – and Yr 5 helpers for graduation evening.	VMu, VMa	Complete
Men's Shed to promote Golf Day via bulletin	PN, MS	Complete
Melissa to confirm Tim Ford will organise Xmas Lights competition	MM, TF	Complete
Reece to discuss sponsorship possibilities with other real estate agents.	RC	Ongoing
Reece to have brochure to be delivered to school and sent home with all children	RC	Complete
Communication will be sent to the whole school community regarding the upcoming AGM and the positions available – Vic to organise.	VMu	Complete

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Correspondence

Fundraising magazines
P&C Federation E-newsletter

New Members

0 new members since the last meeting – total members 125
P&C Membership Fee for members in 2018 to remain at \$1.00

REPORTS

President - Melissa Munn

Melissa has been invited to drinks with Paul Fletcher as part of his community engagement strategy.

Band conductor contracts – we have received legal advice from Williamson Barwick in relation to amending the band conductor contracts and are implementing recommendations. One recommendation was that we obtain workers compensation insurance for band employees. The treasurers will progress with this recommendation.

Treasurer – Reece Coleman

This year we plan to spend \$60,000 for the school to pay for new laptops for all Stage 3 students. This was approved as part of the Budget (approved at the last meeting). Money to be transferred to school so laptops are ready for the start of next year.

We also Budgeted \$20,000 for a gas line to be installed to the canteen so that we can install a gas BBQ, and we have received a quote of \$15,000 for this line. We are also considering the alternative of an electrical BBQ for the canteen which may involve an electrical upgrade. It was agreed that it is unlikely the new BBQ will be in place in time for the welcome picnic.

We are still looking for a (paid) book keeper to replace Elissa.

Bank signatories – we need to remove Peter Grant and instead add Yvonne Counsell. We also need to remove all former signatories on the PayPal account. New PayPal signatories will be Reece Coleman and Yvonne Counsell.

Principal - Sean Moran

Thanked and congratulated the P&C for their contribution to the school this year, and noted the amount of money raised and contributed to the school community this year. Made a special mention of the P&C executive.

Thanked all of the people who are vacating their roles this year. Val, Peter and Vic for their service and dedication to the P&C executive as they vacate their roles. Also thanked all of the sub-committee members. Special mention to Jax for her contribution. Thanked Kate Cooper for her contribution to school council who is vacating having served 3 years in that role. Also Gen Verman, Sonia, Elissa and Fiona Grellman.

Thanked teachers for their contribution during the year, and all of the other parents and volunteers who have contributed this year.

Special mention of Year 6 kids and parents including families who are now leaving the school.

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Mentioned Ms Bottomly who has published an RPS poetry book which is available for purchase through the library for \$15.

Full report is attached.

Grounds - Sean Moran

The report was tabled and is attached

With respect to the grounds project, Mr Moran reported that there was not expected to be any material over-runs in the quoted costing and that the project could commence as soon as January.

The P&C approved for the project to commence as soon as possible.

School Council - Kate Cooper

No report

Canteen - Jax Darling

Jax noted that there is currently no nominations for convenors of the canteen. In the meantime the members of the committee will perform the role of the convenor (including Valerie, Donna, Erin, Rochelle & Felicity, Elissa).

Jax noted that the level of volunteering was not sufficient to appropriately staff the canteen at the current level of operation.

Sue Napoli volunteered to find some resources from her company to assist in workshopping the long term strategy for the canteen.

Clothing Pool – Jen Stephenson

JS reported that a lot of the old stock has been cleared out of the inventory of clothing pool. JS reported that the new uniform options have successfully been rolled out. JS also spoke about the roll out of “rag tag” for lost clothing.

Elissa asked whether the convenor role should be a paid position. Melissa responded that the convenor and sub-committee roles cannot be a paid position. Val noted that we could have an employee in clothing pool (like Hilla in the canteen), but that person could not be on the committee.

Social / Fundraising – Suzie Walker

The report was tabled and is attached.

It was noted that the Annual Golf Day has been cancelled due to low numbers, it will be re-scheduled for Term 1, 2018.

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Band Committee – *Belinda Shearer*

The report was tabled and is attached.

Allergy Committee - *Melissa Solomon*

No report

Sports Committee - *Genevieve Verman*

No report

School Website Update – *Aeron Caulfield*

There was a discussion around the auction process for the Stone agency services. Online bidding is now open until 14 December. Discussions included how to ensure registered bidders are in contact with Stone prior to/during the bidding process so payments don't fall through. Discussions to be continued offline.

Banking - *Fiona Grellman*

No report

School Watch – *Symone Archer*

The report was tabled and is attached.

Community Advertising - *Ronald Eilering*

No report

Home Zone – *Belinda Renshaw*

The report was tabled and is attached.

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NEW BUSINESS

1. *Motion to accept the new sub-committee rules for the Band*

Proposed	Victoria Muller
Seconded	Brett Kensett-Smith
Carried	Yes

Meeting Action Points

<u>Action Point</u>	<u>Responsibility</u>
New band conductor contracts to be finalised	Belinda Shearer
Workers compensation insurance	Reece / Yvonne
Finalise WWCCs for new band conductors	Belinda / Mark
New BBQ	Reece
Find paid bookkeeper	Reece / Yvonne
Change bank and Paypal signatories	Reece / Yvonne
Commence grounds work	Sean Moran
Find new canteen convenor	Canteen committee
Canteen strategy	Sue Napoli / canteen committee

Proposed Meeting Dates for 2018

- Term 1 – Thursday 8 March – this will include the class parent info evening
Term 2 – Thursday 14 June
Term 3 – Thursday 23 August
Term 4 – Thursday 22 November – AGM and Christmas Drinks

Meeting Closed – 9.25pm

Next Meeting
Term 1, Thursday 8 March 2018

Victoria Muller
Secretary
markandvicmuller@hotmail.com 0411 134 544

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REPORTS

Principal – Sean Moran

I would like to start my final report for the year by thanking all of our many parents and wider community members who have been involved with or have supported the RPS P&C throughout 2017. It's been a massive team effort and so much has been achieved via fundraising and other voluntary initiatives. As well as the usual wonderful support of our students and their families in a variety of ways, both in and out of the classroom, the team goal of 'Cool the School' has well and truly been achieved with a range of cooling options being installed in the hall, the library and throughout the top floor of the Williams Building. Thanks so much to everyone for their efforts and for their support.

In particular, I would like to make mention of the P&C Executive. Thanks so much to Melissa Munn, Vic Muller, Val Maguire, Reece Coleman, Peter Grant and Mark Fleming. They have done an outstanding job and I know that everyone will join me in thanking them for their extensive voluntary efforts. In particular, I would like to make mention of Val, Peter and Vic who are vacating their roles. Thanks so much for all of your dedication to the families of RPS.

Thanks so much also to all of those parents or community members who have led the various P&C sub-committees throughout 2017. I know of some long-standing committee leaders who are vacating their positions and who we need to recognise and thank. Thanks so much to Jax Darling for all of your work with the Canteen, Kate Cooper for all of your work with the School Council, Gen Verman for all of your work with Sport and with Tuckerbox, Grace Wang for all of your work with Sponsorship, Sonia Baille who has acted as the RPS Auditor and Elissa Chighine who has acted as the RPS Bookkeeper. You've each added your stamp to your respective roles and have left your various committees in a great place.

Term 4 is always busy and it is also a time where Classroom Teachers reap the rewards of their hard work in establishing consistent procedures and expectations. In addition to our continued classroom focus the following major events have taken place: members of the 3-6 Choir have performed at the Opera House during the Ryde Spectacular, Year 6 have led the ever popular Pedlars' Parade, our PSSA Sport commitments have concluded (results to be announced shortly), the RPS Kindergarten Orientation Program has concluded, our Volunteers Thank You Morning Tea has been held, the Year 6 Mega Treats initiative has concluded, our Year 5 (whole grade) Leadership Day with Lorin Nicholson took place yesterday and, of course, the Year 3-6 Presentation day was held today. Thanks so much to all of the parents and staff who have been involved in presenting our students and community members with these opportunities.

In addition to everything else that has been occurring, the 3 year School Plan Community Survey has also been completed. In total, we received 84 responses which is a high response rate. The results are currently being summarised by our wonderful School Council representatives and will be released to community before the end of the year. The responses will be used to guide the formation of the 2018-2020 3 year School Plan, which will be presented prior to Term 2, 2018.

Throughout the next couple of weeks a range of milestones will be achieved, particularly by our departing Year 6 students and their families. More will be said to this group directly. However, I would like to acknowledge and thank them all. Personally, I feel that they've been a wonderful Year 6 group who have been a credit to the school. Thank you very much for everything you've done for RPS and for your generous gift of some outdoor gym equipment. All the very best for next year and beyond. We'll miss you and we'll think of you all as we complete our next set of chin ups!

Please make a note of the following dates below:

- Year 6 Review (production): December 5
- Year 6 Dinner/Disco: December 7
- K-2 Christmas Concert: December 12
- End of Year Picnics:
 - K-2: December 13
 - 3-6: December 14

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- School Leaver's Tunnel: December 15
- Final Day of School: December 15
- **Students in Years 1-6 return to school on Tuesday 30 January 2018**

Thanks again to everyone for your support this year. I hope you enjoy the holiday period with your families and friends.

Grounds Report – Sean Moran

As outlined last P&C meeting, the quotations that were obtained by Asset Management Unit regarding our planned landscaping project were above the original budget. At this point, we elected to explore options. Following discussion, it has been decided to accept a revised quote obtained by the Asset Management Unit to complete a major portion of the scope of works which was originally planned. This scope of works included the redevelopment of the cricket net area. This involves installing a retractable netting system, widening the existing concrete slab and laying synthetic grass across the entire area. It also involves adding a dedicated long jump pit.

In addition, three outdoor classrooms will be built along the currently disused strip of land adjacent to the basketball court and these will have gardens planted between them. The section of the original scope of work which is not included in the revised quotation is the construction of the Adventure Walk and associated paly panels and totems.

The total revised quote to complete the work outlined above is \$301 943.82

Once again, I apologise for the delay in getting this project started and I would like to thank everyone for their continued patience. I will forward details regarding next steps as they are communicated to me.

Band Convenor's Report – Belinda Shearer

Well, no one can say that this job is boring.

It has been a year of highs and lows (mostly highs of course) – our highlight being Musicale a few weeks ago where all the bands performed exceptionally well hosted by our amazing band captains - and the kids had a lot of fun.

This can only be achieved will strong commitment and support from the entire school community.

Summary for the year....

To date in 2017:

- * Implemented band CRM – My School Music
- * Implemented Xero invoicing and accounting system
- * All accounts overseen by the P&C
- * Band camps, intensive days and school performances/competitions
- * Implemented weekly ensemble emails to parents – updating them on rehearsal outcomes, details of music to practice, upcoming events
- Working with children checks for all tutors, conductors and parent helpers
- Revised our recruitment processes
- Implemented auditions for kids moving up in band
- Revised Conductor contracts
- Revised volunteer job descriptions and guidelines
- Auditioned new Conductors for 2018
- Revised our instrument replacement forecast
- Revised our fee structure for bans and instrument hire
- Purchased new instruments for 2018 - in line with our instrument replacement plan

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Accounts

Reece Coleman will present a summary of our accounts as part of the P&C. We should end the year with a small surplus of approx. \$700.

Conductors

We acknowledge and thank our Band Director Michael Connors. We are fortunate to have Michael continuing in this role in 2018.

Conductor, Bryan Randall tendered his resignation in Term 3, replaced by Vincent Fortado who came to us with a wealth of experience. He is currently undertaking a Doctorate in Conducting at the Sydney Conservatorium.

Junior Band Conductors play a vital role in the success of the program as they lay the foundations on which our intermediate band and concert band will be built on. It was agreed that Junior Band would go from 1 rehearsal per week to 2 per week in 2018. We auditioned many Conductors and after some negotiation, we are over the moon at securing a highly regarded Conductor for Junior Band next year. In order to do so we have had to alter our rehearsal time for this band to fit in with the availability of our new Conductor. At this point I would like to thank Mr Moran and other local schools for generosity in helping us reach a compromise on rehearsal times.

Junior Band 2018 will rehearse Monday mornings and Thursday recess.

Both Intermediate and Concert Bands have good retention outcomes for 2018.

Our Stage Band did exceedingly well this year under the guidance of Tim Ferrier, and he will continue with this group next year.

We are looking at the possibility of additional ensemble groups to keep older students engaged and younger member something to strive for / look forward to. Suggestion is for Percussion Ensemble or Drum Corp and an instrumental ensemble ie Contemporary Winds or Lower Brass Ensemble. Funding options were covered in the proposed 2018 fee options.

2018 band fees

It was necessary to review band fees for next year in order for the band to remain financial. This was the conversation that we just had to have.

Reece Coleman supplied a number of options as to how we could structure the fee increase so that it would be palatable to the majority of parents and hopefully would not impact on both our new and continuing members.

During the process we took into consideration the fee structures advice from schools around us. Even with the increase, we are still below many other local schools.

Part of the new fee structure means that extension ensembles will be "user pays".

We are sensitive and mindful to the fact that we don't want members to be excluded from the band based on their inability to pay fees and reiterate that anyone struggling with fees can contact Mr Moran confidentially.

New instruments for 2018

In accordance with our instrument replacement plan, we have ordered new some replacement instruments for 2018. A big mention to Karen Beder who oversees our instrument hire and maintenance. This is a massive undertaking which takes extraordinary organizational skills. Karen leaves our committee to be replaced by the enthusiastic Margaret Pike. We thank Karen for her commitment to the band. She has been a much-valued member of our team.

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Outlook for 2018 – enrolments

The outlook is good.

We anticipate from our online enrolments that we will have 76 (approx 34 IB + 42 CB) returning students and 53 new enrolments. This is a better outcome than anticipated.

Our new enrolment numbers are due to a highly successful recorder night and instrument tryout day. Kids loved it! Many thanks to the school and year 2 teachers for their enthusiastic support.

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.

There are many elements to running a band – from band co-ordinators to selling tickets at Musicale.

Junior Band was nurtured throughout the year by their band co-ordinators, Yanpeng Li, Margaret Pike, Catherine Staciwa and Lihua Liu. Catherine lead the team with her regular updates and emails. Catherine and Margaret also headed up band intensive days and have been busy re-organising the band rooms in their spare time (whatever “spare time” is !)

The Intermediate Band team for 2017 were Anthea Saunders-Lang, Sarah Jones and Jenny Chan. Always keeping their sense of humour – thanks so much.

Concert Band had one co-ordinator driving them, Juliet Aryana. Thank you. Not any easy task as the year 6's get restless towards the end of the year. She probably has to endure Mr Connors bad jokes as well.

Stage Band has enjoyed the ongoing dedication from their co-ordinators Fiona Grellman and Victoria Tong. Always there – always encouraging – always happy !

Band Camp. This requires a calm disposition and attention to detail. Who else could manage it but Catriona Harrison. Paul Nicholson and Jeremy Geale brought their expertise to the team and were instrumental in the camps overall success. And of course, the parent and teachers rostered on over the weekend.

Badges and Band T-shirts – are now a thing! Badges have been a labour of love for Simone Stickles and Melissa nailed it with the Band T-shirts, The kids loved it all.

Music Library and purchasing – Kate Ney – also with no child in band. Kate freely offers her advice and expertise to the band. She is happy to continue on next year in this role.

Musicale – special mention to our talented set designers Brett Kensett-Smith and his trusty assistant Ellie Shearer. Maddy Shearer for transporting additional drum kit. Melissa Solomon always there for back up and always there when we need her. All the volunteers who collaborated – thank you

2017 Committee

In addition to our band co-ordinators, our committee for 2017 were:

Paul Nicholson and Melissa Solomon as Vice Convenors. Pau co-ordinated all the competitions and events and it should be noted that Melissa maintained her strong support to the band despite not having a child in the programme. Maybe she is just crazy.

Simone Stickles – she is the talent behind our Bulletin entries every week. She takes the minutes and keeps us all on our toes

Reece Coleman (Treasurer) did a tremendous amount of work on our accounts and financial projections. Always supportive and always positive. A definite “can do” guy. An excel genius!

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Claire Macdonald, Vanessa Heah (Finance Co-ordinator), Selena Courtness, and once again Karen Beder (instrument co-ordinator).

Finally, a special mention to Melissa Munn. Her time commitment to the band and her ability for long-term vision is awesome.

We will miss those who are leaving us this year. We have appreciated all your input and support this year.

Plans 2018

Proposed objectives for RPS band program:

- * Increase numbers in all ensembles
- * Engage and retain students – to make Band fun for all
- * Strive for improvement at performance level and enjoyment level
- * Ensure the Band program is financially viable (accounts)
- * Attract and engage quality Tutors and Conductors
- * Initiate / increase performance opportunities
- * Encourage extra ensemble groups
- * Nurture love of music for all students
- * Ensure the program remains open and accessible to all families

We look forward to a fantastic 2018.

Social/Fundraising Report – Suzie Walker

Year 4 Disco Report – Jo Geale

By all accounts, the Glow in the Dark Disco was a successful night and enjoyed by the kids and it also made a profit.

This year, it was decided early on to change the theme from Halloween to something else and the Glow in the Dark theme was suggested and decided on early on.

The uv lights, glow stick bracelets and flashing necklaces went down a treat with the kids.

The previous DJ, DJ Andy was not available for the required date but DJ Kit Kat was suggested and her services were booked in early on.

As it turns out, the change of DJ turned out to be a good thing - she certainly knew how to control and engage the kids, especially the notoriously difficult to please 5 & 6 graders.

I had heard positive feedback from quite a few different people that she was great and we should book her again in the future.

Although things ran smoothly on the night, there were some issues that cropped up during the planning stages and ticket sales.

The first major issue was that ticket sales were significantly down from last year.

Total numbers from last year were 473 versus 368 for this year, a difference of 105 students.

The breakdown from the year groups is more telling.

	2016	2017
K-2	221	191
3-4	128	112
5-6	124	65

The main difference was that 60 less 5-6 students attended from last year (only 29 from year 5 and 36 from year 6 attended this year).

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This was really disappointing as the year 6 students were asked prior to the disco if they would like to attend as there was talk about not inviting year 6 this year.

The majority voted yes they would still like to attend but that obviously did not translate in ticket sales.

I was told based on past history that there would be a rush of tickets the day before and day of ticket sales cut off but this didn't eventuate.

Ticket sales were extended for an extra day to allow some emails to be sent out to year 5 & 6 class parents to try and drum up some more sales but only about 3 more tickets were purchased.

The second major issue was getting the year 4 parents to help volunteer on the night. We did not fill up all required spots prior to the disco but thankfully, other year 4 parents who had already helped out, stepped up to help where required pulling double shifts. I went by the previous years roster but some of the shifts could be reduced (grounds supervisors and bbq helpers didn't need as many people but needed more people for in hall supervision and in the canteen).

The third issue was changes within the organising committee with the head organiser changing several times.

This meant a proper handover with last year's organisers was not done which created a few last minute logistical issues.

As we were running out of time, I took charge and ran with the majority of the organising which in some respects made it easier to get things done.

From a financial perspective, it was a success with revenue from ticket sales \$3049 vs \$3607 from last year, obviously down due to lack of numbers from previous year.

However, revenue from the canteen was up from last year (\$1121 vs \$783 from last year).

The big hits were the sausages sandwiches which all sold out (approx 300 sausages) and the lolly bags using the left over lollies from last Halloween.

Expenses were \$1868 for disco and \$369 for bbq, total of \$2387 but this does not include the cost of the stock ordered through Hilla. This was approximately the same as last year (\$2405).

This meant an overall profit of \$1783 for the whole night (subject to verification from Reece as does not include final paypal fees and canteen stock).

I will collate all the information from this year ready to pass on for the next organisers.

2018 Year 6 Committee – Val Maguire and Vic Muller

A very keen bunch of 15 parents met recently to form the 2018 Year 6 Committee. The following team leaders were decided across all the different areas. We are still looking to entice someone to take on the DVD production and Mega Treats organisation – watch this space.

Event/Activity	Team Leader/s
2017 Year 6 Graduation and Parent Cocktail Party	Gabbie Aurisch
T-shirts	Kate Habkoug, Eloise Smith
Welcome Picnic	Sinead Hatton, Vanessa Heah, Kara Young
Year 6 Parents Drinks Night	Freeke Van Som
Year Book	Ronald Eilering
DVD	
Mega Treats	Vic Muller
Cross Country Canteen	Kate Hopman, Sascha Hilebrande
Graduation Disco and Year 6 Parents Cocktail Party	Jen Stephenson, Kate Sterritt, Melanie Abbott, Mascha VDB, Mel Robertson
School Gift	Kate Cooper, Kate Stage
Treasurer	Angela Gourlay
Meeting Chair	Val Maguire
Minute taker	Vic Muller

ROSEVILLE PUBLIC SCHOOL

P & C Minutes

Annual General Meeting 30th November 2017



Welcome BBQ Update – Sinead Hatton

The 2018 Welcome BBQ will be held on Friday 23 February from 5:30pm.

The flyer is ready to go and will be sent out first week of the school. Suggest we put it in the Bulletin in the last week of term this year.

All the users of the school hall have been invited to attend– currently we have 6 groups confirming their involvement.

The format of the afternoon will be similar to this year – with a BBQ and now an Asian Food Stall. The canteen will be open for treats and there will also be a movie in the hall (with a gold coin donation)

School Watch Report – Symone Archer

I would like to thank Mr Moran, Melissa Munn and Dr Atul Bhargava for their advice and assistance upon transitioning into the School Watch Coordinator role.

This year we have formulated and documented School Watch Volunteer Guidelines. These are designed to articulate the scope of the volunteer's duties when they perform School Watch, with a view to adopting appropriate safety measures for our volunteers on-site outside school hours. We also hope that the Guidelines will encourage more parents and members of the community to volunteer because they can see the scope of their duties before volunteering.

With much thanks to Aeron Caulfield, these Guidelines are now available on the P&C website. Aeron has also kindly created a sign-up form for volunteers; and reporting forms so that it is easy for volunteers to contact the School Watch Coordinators to report anything unusual at school.

Going into the holiday period and 2018, the focus is on encouraging more volunteers to sign-up!

Homezone Report – Belinda Renshaw

HomeZone has continued to operate smoothly throughout 2017 as a partnership between the P&C and the school. Thanks must be given to Mr Moran, Ms Lane and Mrs Willard who oversee HomeZone every afternoon.

There are currently 72 RPS families registered for HomeZone and thanks must also be given to the parents and carers who volunteer an afternoon each term to assist. There has, however, been a decline in active parent volunteers in Terms 3 and 4 with a number of dates on the parent roster unfilled.

To further improve the flow of traffic through the area, it would be great to see more use of name signs. These signs are issued to families when they register with the Parent Volunteer Co-ordinator for HomeZone. To encourage users to register, communications have been made throughout the year via the Bulletin, the RPS app, flyers and emails to existing users.