

ROSEVILLE PUBLIC SCHOOL

P & C Minutes

General Meeting 15th June 2017



Meeting Opened	7.38 pm
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Attendance:	Melissa Munn, Val Maguire, Sean Moran, Peter Grant, Reece Coleman, Victoria Muller, Deb Lane, Deborah Kellahan, Genevieve Verman, Kate Hopman, Jax Darling, Jen Stephenson, Grace Wang, Symone Archer, Lisa White, Aeron Caulfield, Lyndsay Tottenham
Apologies:	Eloise Smith, Belinda Shearer, Suzie Walker, Vanessa Heah, Kaje Pickering, Sascha Hillebrand, Melissa Solomon, Kate Cooper, Terrence Beard, Mandy Laura, Lisa Elliott, Mark Fleming

Minutes

Move to accept the Minutes of the General Meeting 18th May 2017

Proposed	Aeron Caulfield
Seconded	Lisa White
Carried	Yes

Matters arising from previous minutes

<u>Action Point</u>	<u>Responsibility</u>	<u>Outcome</u>
Val Maguire to follow up with Shana Hennessey to discuss the potential for landscaped elements to be auctioned off or sold (eg. sleepers).	Val Maguire	Further discussion required – see under Fundraising.
Sean Moran to speak to school council about tree trimming	Sean Moran / Simone Archer	Underway Kuringgai Council has been contacted about the various trees that we believe require assessing and probable rectification/removal. Feedback was logged and we were informed that there was currently a 6 week wait in regards to tree inspections. SM made contact with the RMS and requested a review of the footpath area along the Western side of Boundary Road, Roseville between Bancroft Avenue and the pedestrian lights at Boundary Rd/Addison Avenue intersection. A request was made that a pedestrian safety barrier be erected in this location. Awaiting response.
Aeron Caufield to update P&C website with WWCC information (how to apply)	Aeron Caufield	Complete The WWCC how to apply is up on the website: http://www.rpspandc.org.au/index.php/our-sponsors/working-with-children-check
Reece Coleman to work with Grace Wang to develop a sponsorship plan	Reece Coleman / Grace Wang	Underway

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Correspondence

Fundraising magazines
P&C Federation Magazine
Press releases – P&C Federation
Gonski funding letter from Primary Principals Association
Gonski funding letter from MP Simon Birmingham

New Members

0 new members since the last meeting – total members 125

NEW BUSINESS

Motion: That the P&C adopts the policies for Working with Children Checks (WWCC) for employees and volunteers, Code of Conduct, Grievances, Work Safety, Social Media and Privacy.

The P&C received feedback in regard to the new policy, this was taken on board and modifications made to wording where necessary.

The motion was voted on and passed unanimously.

Proposed	Reece Coleman
Seconded	Val Maguire
Carried	Yes

The code of conduct will be attached to P&C membership forms.

It was recommended the policy be reviewed every two years.

Action – Aeron Caulfield to put the policy up on the RPS P&C website

Discussion regarding potential amendment of by-laws pertaining to the date of the AGM, date of end of financial year and frequency of P&C general meetings.

There was a discussion regarding changing the frequency of P&C meetings to “at least once a term”. The P&C By-laws will need to be amended. Many other schools in our area conduct two meetings in Terms 1 and 2 and only one in the winter terms. Where necessary if it is a busy term, they can be conducted more frequently.

It was also suggested to change the AGM from February to November. This would help with the changeover of committee members, setting the budget and the financial audit.

This would have a follow on effect and the financial year would need to change from end November to end September so audited accounts could be presented at the AGM.

General consensus was positive. The Executive will follow due process and a vote will take place at the August meeting,

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Gonski funding discussion

The School and P&C have received information from the Primary Principals Association regarding the changes to the Gonski funding plan. Sean highlighted the following changes which could impact our school:

- Will see only 40% of the funding of the original agreement honoured, bringing about a small increase of \$50 per child per year for the next ten years
- Means that schooling for children will not be funded according to need
- Abandons the increased role for the Federal government in the funding of disadvantaged students, over 80% of whom attend public schools
- Will abolish the requirement of the Federal government to increase, by 4.7% annually, funding to a school until it reaches the school resource standard
- Will lock in different funding roles for the Federal and State governments instead of developing an integrated model as originally proposed by Gonski

This is not a great result overall and doesn't match the original model. It is estimated RPS will receive \$65K, \$100K less than the original model. These figures are not locked down.

It was noted that this could impact RPS by –

- Voluntary Contribution may need to be increased to cover shortfall
- Increased enrolments due to smaller schools having to close

The Education Minister Simon Birmingham has contacted the School and P&C and requested that the school community be notified of these changes, and those interested are asked to take action and send a letter to the Senators. The P&C will advise asap how this will take place.

Action – Exec and School to discuss how to send feedback regarding Gonski funding

REPORTS

President - Melissa Munn

The report was tabled and is attached

MM spoke to her report and it was suggested that a uniform 'fashion parade' could take place at the Kindy Parent Orientation meetings.

Action – JS to workshop fashion parade concept.

Treasurer – Peter Grant and Reece Coleman

The report was tabled and is attached

It was highlighted that since the financial report was put together, the YTD profit had increased from \$22K to \$36K due to the readathon.

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Principal - Sean Moran

The report was tabled and is attached

SM spoke to his report and re-iterated his thanks to Lisa White and Aeron Caulfield and the team behind readathon. It has once again been incredibly successful and the Book Swap was a great initiative.

The Anti Bullying student seminars have continued to be well received. Parents are asked to look out for information in the bulletin about an upcoming seminar with renowned Child Psychologist Michael Carr-Greg.

Grounds - Sean Moran

The report was tabled and is attached

It is hoped that the landscaping can commence in term 3, it is still sitting with the AMU.

There was discussion about the replacement of the huts in the soft fall area. Sean tabled an example of the replacement they are looking at. It was agreed that the huts are useful and necessary. There has been feedback about the huts and potential risk for children climbing them. The risk has been assessed and they are deemed safe if chained to the large trees.

School Council - Kate Cooper

No written report

Band Committee – Belinda Shearer

There is a need for someone to take on the role of Musicale Coordinator. Musicale is a showcase of performing arts at RPS and has a rich history within the school.

Action – Advertise for a Musicale Coordinator in the bulletin.

Clothing Pool – Jen Stephenson

Jen reported that the Shell jackets have been selling very well, especially to the older children. She has concentrated on consolidating uniform items over this term and reducing stock levels. She has also conducted a review of the uniform items to ensure consistency with colour, sizing etc with the manufacturers.

There has been a suggestion from parents to add the option of trousers to the girls winter uniform. Jen showed a pair and further discussion by the School Council will need to take place before this is approved.

A new reversible school/house hat was displayed which will also be reviewed by School Council.

Canteen - Jax Darling

The healthy canteen strategy is going relatively well – the addition of fried rice and the pasta bake has been well received. Sushi has been added to the menu every day now.

In-house Pizza and vegemite scrolls have been added for winter as a recess option and are very popular. They are easy to produce and can maximise revenue.

There are lots of new parents who have volunteered, the roster is in a good position..

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Special Days will return in Term 3 and 4 as well as a re-launch of the famous chocolate chip cookie.

School Website Update – *Aeron Caulfield*

Aeron reported that she is on track to switch over the new P&C website during the school holidays.

Year 6 Committee – *Jane Latta*

The date for Mega Treats has been changed to Monday 26th June.

General Fundraising/Social 2016 – *Suzie Walker*

Readathon – *Lisa White*

- Lisa reported they were around the \$13.5K mark which is ahead of budget with funds still coming in.
- The Book Swap was a huge success and Lisa passed on her thanks to the teachers for their support of the concept.
- The trophies will be delayed for the presentation assembly but the pizza parties for winning classes will still take place next week.
- The book review might be removed from the Readathon and incorporated into Book Week.

Year 3 Art Auction – *Mandy Laura*

The report was read out in Mandy's absence and is in the reports section

- The sub-committee is looking at increasing the expenses budget above \$13K. The proposed budget, including expenses and revenue, is to be presented to the P&C Treasurers, after which a decision can be made about whether an EGM to vote on increased expenditure is needed.
- There was much discussion regarding the ticket price. General consensus was \$75 pp was too much.
- Every class will be producing art-works for auction.

Action

- The Year 3 committee need to submit a budget asap to the P&C Treasurer for approval
- The committee needs to look at options for reducing catering costs eg. Inhouse catering

Rugby Night – *Melissa Munn*

- Saturday 24th June – 3:00pm
- Canteen is catering

Sleepers/Pavers – *Val Maguire*

- 18 months ago it was suggested that the 47 sleepers in the landscaping masterplan could be used as a fundraiser 'Name a sleeper', similar to the named bricks in the hall.
- If we are to go ahead with this, a coordinator needs to be identified.

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- Other ideas included naming a 'hut'
- These ideas could be used at the Year 3 fundraiser as auction items.

Action

- MM to speak with Year 3 Committee to ascertain if feasible

Spring Festival/Chinese New Year – Grace Wang

- There has been interest in introducing a fundraiser around the Spring Festival in February. This would be a valuable way of integrating our Asian families into the school community. The Spring Festival celebrates Korean, Japanese, Singapore, Malaysian and Thai cultures.
- The Spring Festival celebration could be combined with the traditional welcome bbq and be co-organised by the Year 6 Committee and Asian family volunteers.

Allergy Committee - Melissa Solomon

No written report

Sports Committee - Genevieve Verman

It was noted that there is not a full complement of zone cross country singlet tops for the participating children.

Action - Sean will look into the where the missing singlets are.

Tuckerbox – Genevieve Verman

There will be communication to the school community in the coming weeks to widen the volunteer pool for this valuable service.

Banking - Fiona Grellman

No written report

School Watch – Symone Archer

No written report

Men's Shed – Michael Stone

No written report

Community Advertising - Ronald Eilering

No written report

Home Zone – Belinda Renshaw

No written report

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Meeting Action Points

Action Point	Responsibility
Policy up on the RPS P&C website	Aeron Caulfield
Exec and School to discuss how to send feedback regarding Gonski funding	Exec/Sean Moran
JS to workshop fashion parade concept for Kindy Orientation	Jen Stephenson
Advertise for a Musicale Coordinator in the bulletin.	Belinda Shearer/Vic Muller
The Year 3 committee need to submit a budget asap to the P&C Treasurer for approval	Mandy Laura/Lisa Elliott
The Year 3 committee needs to look at options for reducing catering costs eg. Inhouse catering	Mandy Laura/Lisa Elliott
MM to speak with Year 3 Committee to ascertain if feasible to auction sleepers or huts at Art Auction	Melissa Munn
Sean will look into the where the missing zone singlets are, and if they need replacing.	Sean Moran

Meeting Closed – 9:18pm

Next Meeting
Term 3, Thursday 10th August 2017

Please remember P&C meetings are NUDIE – bring your own wine glass and look after our environment.

Victoria Muller
Secretary
markandvicmuller@hotmail.com 0411 134 544

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REPORTS

President's Report – Melissa Munn

A big thank you to all the wonderful volunteers who have helped with the following events.

- Mother's Day Breakfast: thanks to Year 5 parents (including dads!), led by Sinead Hatton, Val Maguire, Scott Harrison, Melissa Solomon and Kate Hopman.
- Allergy Awareness Day: thanks to our Allergy coordinators Melissa Solomon, Rebecca Wang and Miss Lane
- Readathon and the Bookswap: thanks to Year 1 parents, led by Lisa White
- Band Camp and Eisteddfods: thanks to loads of Band parent volunteers!
- Athletics Carnival food for teachers: thanks to our Sports Coordinator, Gen Verman

* Booked in to talk at the Kindy Orientation on 15 August.

Treasurer's Report – Peter Grant and Reece Coleman

Overview

From a financial standpoint the main focus over the past month has been the successful completion of the biannual stocktakes for both the Canteen and Clothing Pool – many thanks to the key representatives from both the Clothing Pool and Canteen for helping make this happen.

In overall terms, the P&C is tracking broadly in line with expectations. The overall profit for the year to date is \$22.5k, which compares to the budget for the full-year of \$88.0k. It is worth remembering that the year-to-date position excludes the budgeted net contribution of \$56k from our two key annual fundraising events – the Readathon and the Year 3 event. The year-to-date position also makes a full allowance for the P&C funding of educational programs to align with the collection profile in respect of the voluntary contributions.

In terms of funding support provided by the P&C for key initiatives – in addition to the \$250k contribution made in relation to the Landscaping Master Plan we have also funded the acquisition of the fans for the School Hall (\$14.8k) and made a \$5k contribution for the maintenance of School Grounds.

FY17 YTD Profit & Loss Account

The table below summarises the Profit & Loss Account for the consolidated P&C and its core operating segments for the 2017 fiscal year to date (i.e. 1 December – 11 June) compared against the approved budget for the full-year:

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	June YTD	FY17 Budget
<u>Total P&C</u>		
Total Revenue	288,370	538,316
Cost of Sales	(83,378)	(177,339)
Other Expenses	(182,483)	(272,944)
Net Profit / (Loss)	<u>22,508</u>	<u>88,032</u>
<i>Net Margin (%)</i>	7.8%	16.4%
<u>Band</u>		
Total Revenue	57,725	91,510
Cost of Sales	0	0
Other Expenses	(48,759)	(85,783)
Net Profit / (Loss)	<u>8,966</u>	<u>5,727</u>
<i>Net Margin (%)</i>	15.5%	6.3%
<u>Clothing Pool</u>		
Total Revenue	62,727	108,500
Cost of Sales	(42,785)	(91,035)
Other Expenses	(719)	(1,000)
Net Profit / (Loss)	<u>19,222</u>	<u>16,465</u>
<i>Net Margin (%)</i>	30.6%	15.2%
<u>Canteen</u>		
Total Revenue	58,483	137,500
Cost of Sales	(40,593)	(86,304)
Other Expenses	(23,492)	(43,912)
Net Profit / (Loss)	<u>(5,601)</u>	<u>7,283</u>
<i>Net Margin (%)</i>	-9.6%	5.3%
<u>Fundraising</u>		
Total Revenue	17,273	107,500
Cost of Sales	0	0
Other Expenses	(9,774)	(42,450)
Net Profit / (Loss)	<u>7,499</u>	<u>65,050</u>
<i>Net Margin (%)</i>	43.4%	60.5%
<u>Other</u>		
Total Revenue	92,161	93,306
Cost of Sales	0	0
Other Expenses	(99,739)	(99,799)
Net Profit / (Loss)	<u>(7,578)</u>	<u>(6,493)</u>
<i>Net Margin (%)</i>	-8.2%	-7.0%

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Principal's Report – Sean Moran

It's been 4 weeks since our last P&C meeting and throughout that time the annual RPS Readathon has been at the forefront of everyone's mind. As in past years, the event would not be successful without the support of the entire community. The theme of "Reading is cool - Read to cool to the school." has been well and truly embraced. Thanks so much to students, parents and teachers alike. In particular, I would like to thank Lisa White and her team of supporting parents for all of their hard work. It's been a huge task which has been carried out with much enthusiasm. The addition of the 'book swap' was a huge success. The children loved getting their hands on some new reading material and really embraced the concept of sharing. The ice blocks were a huge hit as well!

The Ku-ring-gai PSSA Zone Cross Country Carnival was also held recently with our team performing admirably. The students worked hard in the lead-up with Miss Sidwell conducting weekly training sessions. Some outstanding performances were recorded by RPS students. However, I have to say that I received many comments regarding our student's outstanding conduct from our attending parents as well as various teachers from other schools. We're always extremely proud when we receive this feedback. Well done to all of the students involved and thanks to all of the parents for their support. Thanks also to Miss Sidwell who coordinated our involvement.

Throughout the weekend of May 26 to 28 the Senior Band Camp was held at the Collaroy Centre. The weather was amazing and the camp ran extremely well. Both conductors reported a high level of improvement in the student's performance which is fantastic and they certainly sounded amazing during the end of camp concert. Thanks so much to all of the parents who supported the event and to Mr Brown, Ms Bottomley, Miss Eadie and Ms Lane who assisted with supervision and gave up large portions of their weekends. Special congratulations and thanks also goes to organisers: Catriona Harrison, Jeremy Geale, Belinda Shearer and Paul Nicholson.

In accordance with one of our major focusses this year, multiple Year 3-6 anti-bullying student seminars were held in the hall last during Week 6. The sessions corresponded with our school programs and were well received. One of the next big focusses for the Welfare Project Team is to create a simplified, parent-friendly version of the RPS anti-bullying policy.

The annual 'Healthy Harold' Life Education program commenced yesterday and will run until June 26. The various modules that the children work through as they move through the program each year focus upon: food and nutrition; personal safety; physical activity; cybersafety; safety with medicine and legal drugs; tobacco; alcohol and caffeine. Additional information can be found at:
<http://www.lifeeducation.org.au/what-we-do/life-education-in-schools/primary-school>

Recently, both Melissa Munn and myself have received information regarding Gonski funding from the NSW Primary Principals' Association. It refers to what the new proposed funding package results in for Public Schools. The main points are as follows:

The School Funding Amendment Bill currently before the Senate (already passed through the government-controlled Lower House):

- Will see only 40% of the funding of the original agreement honoured, bringing about a small increase of \$50 per child per year for the next ten years
- Means that schooling for children will not be funded according to need

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- Abandons the increased role for the Federal government in the funding of disadvantaged students, over 80% of whom attend public schools
- Will abolish the requirement of the Federal government to increase, by 4.7% annually, funding to a school until it reaches the school resource standard
- Will lock in different funding roles for the Federal and State governments instead of developing an integrated model as originally proposed by Gonski

Please be aware that the following events will be occurring in the near future:

- The Term 2 version of the Year 6 Mega Treats stall is scheduled for: Monday 19 June.
- The Stewart House Mufti Day will be held on June 29. Students are encouraged to dress in Blue and gold coin donations will be gratefully accepted. All proceeds go directly towards supporting Stewart House and the programs it facilitates. Stewart House is the NSW Department of Education's charity of choice. Stewart House is a facility located in Curl Curl and staff provide a range of physical and emotional support to children from varying backgrounds throughout a 12 day stay. Further information can be found at:
<https://www.stewarhouse.org.au/>
- The Year 5 Canberra Camp commences on July 19 and concludes on July 21.
- The final day of Term 2 is Friday 30 June and students return on Tuesday 18 July.

Many thanks to everyone for your continued support of and involvement in RPS. I hope that everyone enjoys the upcoming holiday period and I look forward to seeing you all again in Term 3.

Grounds Report – Sean Moran

As reported previously, we are currently awaiting on the NSW Department of Education's Asset Management Unit to prepare the relevant tender documentation for our upcoming major landscaping project. I have recently received information that our job has progressed up the queue and this documentation will be finalised within a couple of weeks. As such, the AMU are still hopeful that construction will commence next term.

In addition to our major project, we also need to replace the current soft-fall located in the middle of the school. Since our last meeting RPS has been formally approved by the AMU to self-manage this project as it is under \$30 000. A quote has been accepted and work is scheduled to commence during the second week of the holidays with the view to opening the area prior to the students return in Term 3. One point still to clarify is what we will do regarding the huts. All groups have clarified that they are required until the major landscaping project is complete. Initially, we hoped that the current huts could be retained but we've since been advised that they shouldn't. So we'll purchase some portable options. Please see potential photographs of what we are considering purchasing attached. All feedback is welcomed.

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Year 3 Art Auction – Mandy Laura

The planning for the fundraiser is well underway and we are pleased with how everything is progressing. The date has now been confirmed for the 16th of September and comm will start going out next week to the broader community.

The biggest issue we're facing at the moment is the lack of funding for alcohol. In previous years much of this has been donated but that's not forthcoming this year. But we haven't given up! The committee are still hitting the pavement, approaching various contacts and are hopeful that we can get some alcohol donated, but we need to be realistic and realize this cost will be different than years past.

The lack of donated alcohol clearly has an impact on the ticket price. We are planning to offer 2 ticket options which we think will be well received based on feedback the committee has obtained. Ticket price will be \$50. There will then be the option to include alcohol for \$25.

Having said that, the committee has loads of ideas on ways to make the night fun and successful and we're investigating a few new initiatives in an effort to encourage bidding on the art auction items and increase ticket sales. We can update more on these initiatives once they're confirmed.

All in all, we're on track and committed to making this an awesome night for all.