

ROSEVILLE PUBLIC SCHOOL

P & C Minutes

General Meeting 16th March 2017



Meeting Opened	7:38pm
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Attendance:	Victoria Muller, Melissa Munn, Val Maguire, Sean Moran, Peter Grant, Mark Fleming, Deb Lane, Suzie Walker, Nikki Collett, Rachel Davidson, Eloise Smith, Jia Fan, Sonia Baillie, Kristina Yu, Jo Ives, Terrence Beard, Aeron Caulfield, Erin Jabour, Belinda Shearer, Emma Gracey, Deb Versluis, Leon Cai, Sinead Hatton, Krista Moore, Belinda Renshaw, Hellen van Milt, Kaje Pickering, Lanie Martin, Melissa Solomon, Lucinda Frantz, Yvonne Counsell, Jax Darling, Deborah Kellahan, Kate Hopman, Rochelle Speldewinde, Cassie Zubrinich, Jane Highfield, Lisa Elliott, Ritu Khanna, Stefan Meisiek, Rebecca Wang
Apologies:	Anna Lloyd, Jennifer Stephenson, Reece Coleman, Symone Archer, Gen Verman, Mark Stewart, Melinda Stewart, Lisa White

CLASS PARENT MEETING

Val welcomed all the class parents and thanked them for volunteering this year. She went through the fundraising calendar of events and the focus on 'cooling the school' this year. Please find the calendar of events in the reports section of the minutes.

Suzie discussed the responsibilities of the Class Parents and reminded them that the P&C is here to assist in events wherever necessary. Suzie will send out a copy of her reading template to K-2 class parents.

The class lists are still being finalised. The process will be simplified going forward so parents only need to 'opt in' once.

Action

- *Suzie to provide reading template for K-2 class parents.*

GENERAL MEETING

The meeting opened with Melissa and Val explaining the focus of the P&C for this year is 'cooling the school'. During February many of the classrooms reached temperatures of over 35 degrees. This is not conducive to teaching or learning.

Along with the fans for the assembly hall, the P&C is looking into cooling solutions for the library and upper Archbold/Duntroon classrooms.

As specified within the Treasurer's report (attached) – most fundraising for the year will go towards cooling.

Minutes

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

Proposed	Terrence Beard
Seconded	Jax Darling
Carried	Yes

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Matters arising from previous minutes

Action Point	Responsibility	Outcome
School to implement food policy for birthdays and educate parents	Sean/Deb	Complete
Allergy Committee to meet with Deb Lane re. date for mufti day	Melissa Solomon	Complete
Secretary to provide email addresses to Aeron Caulfield	Victoria	Complete
Book in coffee carts for Mothers/Fathers Day events	Melissa/Suzie	Complete

Correspondence

Fundraising magazines, Letter from Sydney Alliance Council regarding joining a submission to Greater Sydney Commission for affordable housing.

New Members

4 new members since the last meeting – total members 116

NEW BUSINESS

Vote on Expenditure in excess of \$1000 for assembly hall fans

The assembly hall requires a more effective cooling system. The school has received a quote for \$16,280 to install two 'Big Ass' fans. There is only one supplier of this type of fan, therefore only one quote has been sourced.

These fans are recommended for large spaces where air conditioning is ineffective.

The P&C will fund these fans and 'gift' the money to the school so GST is not applicable. The Treasurer in his report outlined the strong position the P&C was in giving us the ability to purchase the fans.

The school will fund the ongoing maintenance and servicing of these fans. The school has spoken with Asset Management and they are happy for the school to proceed with the installation.

The vote was unanimously in favour of purchasing the fans.

Proposed	Sonia Baillie
Seconded	Rochelle Speldewinde
Carried	Yes

Working with Children check – P&C officer role

The school is required to set up an official register for all P&C employees who work with children, We have one year to implement this. All employees will be required to have a working with children check. This includes canteen employees and band employees.

The P&C is required to have a member fulfil the role of keeping the spreadsheet up to date.

Reece Coleman in his capacity as Treasurer has agreed to the role. Sonia Baillie volunteered to assist.

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Book Day discussion

Deferred until next meeting

Fundraising ideas – ‘name a sleeper’

Deferred until next meeting

REPORTS

President - Melissa Munn

The report was tabled and is attached

Melissa thanked everyone for volunteering to be class parents.

Treasurer – Peter Grant and Reece Coleman

The report was tabled and is attached

Peter reiterated the strong position the P&C is in. The main focus for the last month has been putting the budgets together with all stakeholders.

The budget was presented and accepted unanimously.

Proposed	Rochelle Speldewinde
Seconded	Eloise Smith
Carried	Yes

Principal - Sean Moran

The report was tabled and is attached

Sean mentioned how well all classes were functioning with a big focus this term on children’s relationships.

The voluntary contribution has been paid by families of 288 children and stands at 46%. The total amount so far is \$55,000 which is a great effort.

Sean passed on the schools condolences to the family of Mark Balthussen. The Balthussen family were part of the school for 17 years and were wonderful volunteers. The P&C’s thoughts are with Sandy, Charlie, Tyler and Cody at this time.

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Grounds - Sean Moran

Recent correspondence from the AMU has asked for the school to transfer \$250,000 into a Department of Education before work on the landscaping can commence.

Sean and Melissa to look into this further and check the safety of the transfer.

Action

- Melissa to speak with past P&C Presidents – Tim Haddow and Charlie Powell

School Council - Kate Cooper

The report was tabled and is attached

Canteen - Jax Darling

Most of this term has been spent learning about the new NSW Healthy Canteen Guidelines. RPS is in a good position and should only need to make minor changes to some foods.

There will be large scale menu changes in term 2 with a continuing focus on less processed food and more freshly prepared food. Jax will prepare a notice for the bulletin outlining the term 2 changes.

Volunteer numbers are drastically reduced particularly on Fridays. Jax is looking into creating an additional paid position on a Friday to assist.

Commercial refrigeration will be a focus for 2017.

Clothing Pool – Jen Stephenson

No report

Year 6 Committee – Jane Latta

No report

Band Committee – Belinda Shearer

Belinda thanked the new band committee for coming together so well this year and getting organised so quickly. The focus for 2017 is policy and procedures. There has been very positive feedback from parents to date.

The new band management system is working well and invoices will be going out soon.

There are 40 children across all the bands with allergies. The band committee is working very closely with the allergy committee to ensure band practise is always a safe place.

The band intensive is being held on Saturday 18 March.

Everyone has received new music for 'Musicale' later in the year. The theme will be 'A Night at the Movies'.

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Allergy Committee - *Melissa Solomon*

Melissa confirmed that the Allergy Awareness Mufti Day will be held on Tuesday 16th May

Sports Committee - *Genevieve Verman*

No report

School Website Update – *Aeron Caulfield*

The report was tabled and is attached

Banking - *Fiona Grellman*

No report

School Watch – *Symone Archer*

No report

General Fundraising/Social 2016 – *Suzie Walker*

The Year 6 Welcome bbq was a great success with a total profit of \$3000.

It has been decided to remove the entertainment book from our fundraising efforts. It only raises around \$500, but is quite a lot of work. This has been taken out of the budget.

Art Auction – it was raised that the artworks produced each year for the fundraising social are very time consuming and often don't raise very much money. In 2016, \$10,000 was raised, with just under 50% coming from Kindergarten and year 6. This will be further discussed with the convenors of the Year 3 committee.

Men's Shed – *Michael Stone*

No report

Community Advertising - *Ronald Eilering*

No report

Home Zone – *Belinda Renshaw*

No report

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Meeting Action Points

Action Point	Responsibility
Suzie to provide reading template for K-2 class parents.	Suzie Walker
Melissa to speak with past P&C Presidents – Tim Haddow and Charlie Powell regarding the AMU transfer for landscaping project.	Melissa Munn

Meeting Closed – 8:57pm

Next Meeting
Term 2, Thursday 18 May 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

Principal's Report – Sean Moran

There have been many things happening across our school over the last few weeks. I would like to thank all of the parents and staff who have contributed to these programs and who have made them happen. Some of the major events have included:

- The URStrong seminars were held in the library on February 28. There was a large response rate, especially for the Year 3-6 session. The seminars were well presented with the children and parents being taught a range of wonderful strategies to promote stronger friendships and promote self-confidence. The strategies that were discussed and role played also relate well to our K-6 Welfare program: Bounce Back. Thanks to parent volunteer, Mrs Simone Stickle for all of her coordination and to Ms Lane and Mrs Willard for attending both sessions.
- The Ku-ring-gai Zone Swimming Carnival was held at the Ku-ring-gai Aquatic and Leisure Centre on March 7. The weather conditions were difficult, to say the least, but the children performed admirably and displayed a very high level of sportsmanship and manners. Thanks to all of the parents involved for supporting the day and to Miss Eadie and Miss Smith for attending and acting in a number of roles.
- Bourke Student Leaders visit RPS. The student leaders of Bourke Public School came to Sydney to attend the annual, Young Leaders Conference which was held at the Sydney Entertainment Centre. By all accounts, a great and valuable time was had by all. Many thanks to the Stallworthy, Carmody, Kensett-Smith/Munn and Strachov families for billeting and entertaining the Bourke students and their teacher throughout their visit. Thanks also to Miss Clague for coordinating the event and to Mrs Ipsen for attending the excursion.
- Our Mural has virtually been completed! Thanks to everyone who has gone out of their way to say how much they enjoy the Mural and the chance to watch the process being undertaken. Thanks also to everyone who provided feedback during the consultation stage which was administered by Ms Bottomley. Obviously we couldn't include all of the feedback that was supplied but collectively it certainly helped to ensure that the mural was closely linked to our school. Congratulations to artist Hugues Sineux on a job well done.

Some of the major events we've got coming up include:

- Our inaugural Year 6 Bourke/Dubbo Camp. As our regular P&C meeting attendees would know, this event has been a number of years in the making. The original idea was born primarily as a result of student, staff and community feedback, in particular feedback from parents encouraging the school to make our students more aware of global and local citizenship and indigenous issues. Over the course of the last couple of years we've undertaken a range of measures to address this. However, the instigation of an annual Year 6 camp to our Sister School is the crowning jewel, as we hope that our students can gain a first-hand perspective of what life is like within a remote town which contains a large percentage of Aboriginal people. Thanks again to all of the current Year 6 parents for their support.
- Our Year 3-6 Cross Country Carnival is being held at the St. Ives Showground On Tuesday 4 April.
- Our Year 2 Swimming scheme will be held throughout Weeks 9 and 10, commencing on Monday 20 March.

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President's Report – Melissa Munn

What a buzz already! There are lots of busy teams of people making all sorts of plans for fun events and activities for this year. Thank you to everyone who is taking on a role – whether you're continuing with a familiar role or are taking on something new – all your help and your enthusiasm is much appreciated. I think we must have set a new record for the number of positions filled at the AGM!

A big thank you to all the Year 6 parents, led by Jane Latta, who hosted a fantastic Welcome Picnic. They trialed a new version of Welcome Picnic with an extended food offering and a movie in the hall and it was a fantastic night.

Since then, the P&C executive have been working with Mr Moran to establish P&C priorities for this year and we're pleased to announce 2017 will be the year of ...

LET'S 'COOL' THE SCHOOL!

This year the P&C will be working towards helping our children and teachers feel more comfortable on those hot, hot days we've been experiencing lately!

We'll also be doing other important things such as continuing the work of previous committees to improve financial accountability and overall governance, updating the P&C website and completing Phase 3 of the Landscaping Masterplan. The Landscaping Masterplan is a huge, long-term project that will make better use of the limited grounds we have and will provide multi-functional outdoor spaces for our children to play and learn.



2017 P&C Executive Goals

Goal	Actions
Spend \$357,000 on items for the school <ul style="list-style-type: none"> • Cooling for Addison top floor classrooms - \$50K • Hall cooling fans - \$17K • Library air-conditioning - \$15K • Landscaping Masterplan Phase 3 - \$265K • Playground equipment - \$10K 	<ul style="list-style-type: none"> • Simplify the voluntary contributions payment process • Continue key fundraising activities, e.g. Year 3 fundraiser and the Readathon • Source sponsorships and grants
Be financially transparent	<ul style="list-style-type: none"> • Employ a bookkeeper
Operational governance and compliance	<ul style="list-style-type: none"> • Appoint a Working with Children Check (WWCC) P&C Officer • Review employee contracts and conditions
Review P&C communication procedures, particularly the website and the new school app	<ul style="list-style-type: none"> • Upgrade website and review content • Review class list & P&C membership sign-up procedures • Use School App

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School Council - Kate Cooper

School Council conducted its AGM on 21st February with all members continuing for 2017 with the exception of a new community representative. The meeting discussed focus points for the year ahead and the upcoming Year 6 Bourke Camp. Further information and the minutes can be found in the school office or please see Mr Moran.

Website Report – Aeron Caulfield

Events Listed on Website

- Junior Band Intensive
- Yr 6 T-shirt Ordering

Updating the website for 2017

The website has been updated for 2017 to contain the dates of the meetings for 2017 and archiving the 2016 documents and references. The 2017 calendar has been added to the website.

Forms Created on the Website

In order to make the communication more available to parents, we are moving to digitise P&C forms so that the information can be submitted via the internet. The following forms have been created on the P&C website:

- P&C membership
- Social Event submission (for inclusion on the P&C calendar)
- Canteen Shift volunteer – to highlight the shifts that need volunteers

Sub-Committee Page Management

The webpages have become out of date in a number of sub-committees, with some pages referencing events from 2010 and with new executive appointments that may wish to update the content. We have set up a new user group management system in order to allow the sub-committees self-management of the content of their pages. The committee members will receive their own Front End login accounts (along with a user guide) which will allow them to update the content of the appropriate pages.

Website Upgrade

- A full back-up has been taken of the existing site as it was at the start of the year, including all historical content and that will be saved should it ever be needed for reference
- A tidy up of the website content has begun to remove or archive old documents (eg “Canteen will be open 1st Feb 2011”) to provide a cleaner cut over to the new site
- We have secured the free community hosting from Fluccs and that is where the new website is being built.

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RPS Community and Fundraising Calendar or Events 2017

Event	Group Responsible	Forecast
Term 1		
Book Day	P&C	Not for profit
Welcome Picnic	Year 6	\$3,000 Yr 6 fund
Term 2		
Readathon	Lisa White/Year 1	\$14,000
Mothers Day Breakfast	Year 5	\$750
Rugby Night	The Men's Shed	Not for profit
Term 3		
Father's Day Breakfast	Year 2	\$1,500
Art Auction & Party	Year 3	\$42,000
Halloween Disco	Year 4	\$1,800
Term 4		
RPS Golf Day	The Men's Shed	Not for profit
Musicale	Band	\$1,500

Where else does the money come from?

Canteen Contribution	Canteen	\$7,000
Clothing Pool Contribution	Clothing Pool	\$16,000
Voluntary Contributions	All	\$80,000

P&C Financial Commitment 2017

Masterplan Landscaping Stage 2	\$265,000 (reserved funds)
Educational Initiative/Teacher Aide	\$10,000
Literacy Support	\$50,000
Astroturf Sinking Fund	\$5,000
Garden Maintenance	\$15,000
P&C Expenses (bookkeeping, insurances, bank charges)	<u>\$20,000</u>
	\$100,000