

ROSEVILLE PUBLIC SCHOOL

P & C Minutes

General Meeting 18th May 2017



Meeting Opened	7.30 pm
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Attendance:	Melissa Munn, Val Maguire, Sean Moran, Peter Grant, Mark Fleming, Reece Coleman, Lisa White, Aeron Caufield, Rochelle Speldewinde, Terrence Beard, Eloise Smith, Symone Archer, Lyndsay Tattenham, Elissa Chighine, Suzie Walker, Melissa Solomon, Grace Wang, Belinda Shearer, Sinead Hatton
Apologies:	Victoria Muller, Kristina Yu, Stefan Meiseik, Jen Stephenson, Sonia Baillie, Deborah Kellahan, Mel Stewart, Jax Darling, Kaje Pickering, Deb Lane, Gen Verman

Minutes

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

Proposed	Aeron Caufield
Seconded	Eloise Smith
Carried	Yes

Matters arising from previous minutes

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

Correspondence

- Fundraising magazines
- P&C Federation Magazine
- Press releases – P&C Federation
- P&C Federation AGM is coming soon – we are invited to submit motions

New Members

12 new members since the last meeting – total members 125

NEW BUSINESS

Motion: That WWCC are required for volunteers at band camps, using the appropriate process of a WWCC Officer doing verifications.

We are putting together a policy for WWC which will be distributed shortly, but is not ready for approval at this meeting.

In the meantime, next Band Camp is happening on 26/27 May have asked for WWC checks to be done prior to the formal policy being approved. We already have 14 parents who are approved for WWC who are intending to volunteer for band camp, and 2 others are in the process of getting their approvals.

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Proposed	Rochelle S
Seconded	Lisa White
Carried	Yes

MM led a discussion in relation to the upcoming policy, and who should be required to have WWC checks. It is the intention that all paid employees, P&C executives, volunteers for band camp, band co-ordinators, people working in the clothing pool and volunteers at the school disco should be required to have them. Other roles are under consideration, such as reading volunteers, canteen volunteers and other volunteers. Particular concern is where adults will potentially have direct and unsupervised contact with children.

While we would like to have as many volunteers as possible having WWC checks as soon as possible, we also need to weigh up the logistical challenges of getting these checks in place for events coming up in 2017. The intention is that we will gradually roll out WWC to all volunteers at the school, as appropriate, over time. If there is any doubt, the organiser of the event/activity would have to check with the P&C's WWC Officer.

Sonia Bailey and Reece Coleman are currently the WWC Officers, but Mark Fleming has agreed to take over from Reece Coleman. Aeron Caufield will amend the website with a link explaining how to apply for WWC checks.

REPORTS

President - Melissa Munn

No written report

Treasurer – Peter Grant and Reece Coleman

The report was tabled and is attached

The focus this year is to improve financial transparency of the P&C this year. We approved the consolidated budget at the last meeting, we have consolidated the bank accounts and have appointed a book-keeper to oversee the accounting process.

We are running in line with or slightly ahead of budget. Year to date we have made a profit of \$33k vs a full year budget of \$88k. One key feature to date has been the voluntary contributions which are sitting at \$89k so far vs a budget of \$80k and \$23k raised last year. Fundraising is also so far above budget (Mothers Day breakfast and Welcome Picnic). Band is also progressing to budget.

We have also made a \$250k deposit with the NSW State Government in relation to the landscaping project.

Principal - Sean Moran

The report was tabled and is attached

SM spoke to his report. He thanked the school community and parents for their contribution to a number of events so far this year or upcoming, including the Mothers Day Breakfast, the Year 3-6 Cross Country Carnival, the Year 6 Bourke Camp, Allergy Awareness Day, RPS Readathon and Bounce Back Seminar.

In relation to the Bourke Camp the highlight was the interaction between our kids and the kids from Bourke. The kids had a great time. Some of the issues that SM would like to work on for next time include making it more sustainable from a staff perspective, having some more time at Bourke, considering alternative transport

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to Bourke such as train (bus trip was very long), more physical activity, quantity and quality of food. SM is happy to take any other suggestions. There was a discussion about how we could get more parent feedback in relation to the camp.

Grounds - Sean Moran

The report was tabled and is attached

The bulk of funds required (\$300k of which \$250k was donated by P&C) has been deposited into a trust account with the Department of Education. Tenders are currently underway, and work is expected to commence in Term 3.

Action: Val Maguire to follow up with Shana Hennessey to discuss the potential for landscaped elements to be auctioned off or sold (eg. sleepers).

SM notified the P&C that the school would be funding a replacement of the soft fall area for \$29k. There was a discussion about whether the wooden huts should be removed because we will have outdoor classrooms near the basketball courts as part of the new landscaping plan. General consensus was that the wooden huts or an alternative seating arrangement in the same location should remain.

School Council - Kate Cooper

No written report

There was a discussion about trees in the street surrounding the school that may need to be trimmed for safety reasons because they block sight lines of pedestrians. Symone Archer volunteered to assist Sean Moran to work with the School Council in relation to this issue.

Band Committee – Belinda Shearer

No written report

Belinda reported that the band committee is running smoothly, with a strong team of band parents, and thanked the accounts team (led by Reece) for the improvements that have been made this year. Band camp preparations are well advanced.

Clothing Pool – Jen Stephenson

The report was tabled and is attached

MM read out JS's report. Sales have increased dramatically, stock has been an issue but is now resolved. Stock levels of high-volume all year round items (eg. socks) will be increased to cover supplier issues. New Navy Shell jackets are a hit. Certain slow-moving items are being deleted, such as skivvies, old style sports jackets and fleeces. There will also be a new supplier for the school bag.

Canteen - Jax Darling

No written report

Canteen profitability is down year to date. In response, they have changed the menu (partly in response to new healthy eating guidelines) and increased prices, and changed suppliers. Sushi will be increased to

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Weds/Thurs/Fri. There are other new items as well. Paid staffing levels have increased. Profitability is expected to improve as the year progresses.

School Website Update – Aeron Caulfield

The report was tabled and is attached

Year 6 Committee – Jane Latta

No written report

General Fundraising/Social 2016 – Suzie Walker

No written report

Mothers Day was a success with 580 attendees. Very positive feedback. The function made a profit of around \$1,000 which is higher than expected, due to the food supply being at wholesale prices, and fruit cups being made up by the committee themselves.

Lisa White gave an update on the Readathon. The slogan is "reading is cool". Historically they have raised \$20k, but this time we are targeting \$12k - \$15k (lower due to more prizes) which will be directed toward air conditioning the library. There will also be the first "great Roseville book swap" where children bring in a good quality book and take another one – LW encourages parents to support this new initiative. All money will be via PayPal.

Grace Wang spoke about sponsorship, and will approach Westpac, Woolworths and a local real estate agent in relation to sponsorship opportunities. RC agreed to work with Grace to develop a plan to maximise sponsorship revenue this year.

Grace is also working on introducing a Mandarin classes after school. This would be targeted at non-native speakers. The cost would be around \$15-\$18 per student per class for 1.5 hours.

Suzie Walker reported that the Entertainment book is available this year online, but will not be actively promoted.

There was a discussion in relation to the Social Function being organised by Year 3. There was some concern about ticket prices in excess of \$60. It was noted that we should not be trying to make money from the ticket price (just cover costs), so that more people come and instead try to make the money from auctions. There were mixed views on whether alcohol should be included in the ticket price or BYO or whether there should be two ticket alternatives: with alcohol or no alcohol.

Allergy Committee - Melissa Solomon

No written report

Sports Committee - Genevieve Verman

No written report

Banking - Fiona Grellman

No written report

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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

Meeting Action Points

Action Point	Responsibility
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
Sean Moran to speak to school council about tree trimming	Sean Moran / Simone Archer
Aeron Caufield to update P&C website with WWCC information (how to apply)	Aeron Caufield
Reece Coleman to work with Grace Wang to develop a sponsorship plan	Reece Coleman / Grace Wang

Meeting Closed – 9.15pm

Next Meeting
Term 2, Thursday 15th June 2017

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

Victoria Muller
Secretary
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REPORTS

Treasurer's Report – Reece Coleman and Peter Grant

Well the first few months of 2017 have been busy in the P&C “Finance Room” and we sincerely thanks all the Conveners, past Treasurers for their assistance over the past few weeks. Improving our financial transparency is a key focus for the P&C this year. This includes streamlining and simplifying our overall processes wherever possible & we have gotten off to a strong start!

With everyone's help so far we have:

- Appointed two new Treasurers for the P&C in Reece Coleman & Peter Grant;
- Handed over the Treasurer role from Suzy Zhao;
- Developed and passed the first truly integrated budget for 2017 for the RPS P&C (now being entered in to Xero);
- Migrated all of our bank accounts to Westpac, cleared up signatories and closed our old accounts;
- Appointed a paid bookkeeper to process our Xero accounts to ensure consistency of our process and ease pressure on volunteers;
- Implemented a fortnightly payment cycle for creditors;
- Reconciled and cleaned up our legacy reconciling items in Xero so we are ready for audit this year;
- Cleaned up our chart of accounts in Xero to provide better reporting;
- Confirmed our correct GST status and ATO requirements for our building fund;
- Implemented a very successful method of collecting Voluntary Contributions, which has already driven a higher take up than 2016; and
- Made our contribution to the NSW Education Department Asset Management Unit for the new playground renovations.

While this has been done our sub-committees – Band, Clothing Pool, Canteen and Fundraising have all had more time to devote to their programs, delivering great results all around. It is worth reiterating that each of the sub-committees retain ownership of the key financial decisions and processes that affect their respective programs.

Our objective in creating the bookkeeper role is to centralise those elements of the process that are common across all programs (e.g. the processing and payment of invoices).

Financially we report that

- Voluntary contributions up until the end of April amount to \$89,222 against an annual budget of \$80,100
- Most of our business units are now operating consistently or better than the prior year. The Canteen has returned a loss of \$5,522 up until mid-May, marginally better than the loss of \$6,375 for the comparable period last year. Sales are up 12% YoY and the Gross Margin has increased from 29% to 33%. We continue to monitor the financial result of the change in the Canteen menu and consider the need for price rises to meet the increasing cost of the Canteen.

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- Clothing Pool income is consistent with the prior year and again we are monitoring margins and costs as new uniform items are introduced (particularly with regard the winter uniform).
- Fundraising income is up 30% YoY thanks largely to the success of this year's Welcome Picnic and Mothers' Day Breakfast.

Concurrently we have also drafted a proposed Working With Children Check Policy (WWCC) that we will shortly circulate for P&C Approval.

In the interim we have taken the initiative to work with the Band Committee to pilot Working With Children Checks for volunteers at the upcoming Band Camp. 16 checks have now been completed for Band Camp Volunteers – interestingly, 14 out of the 16 volunteers had existing WWCC clearances, suggesting that the introduction of a WWCC Policy will not be onerous on our Volunteer community.

Principal's Report – Sean Moran

With Term 2 moving swiftly along, I would like to thank a number of parents and teachers for giving up their time and expertise to assist the school in a number of ways. Since our last P&C meeting a number of significant events have taken place. I'll outline some of the major ones below. However, we all know that there is constant volunteering occurring across RPS at all times. Efforts which contribute to areas such as the governance of our school, the maintenance of safe travel systems, the various organisation of fundraising events, upgrading of accounting procedures and the continued high level functioning of the clothing pool and canteen just to name a few are always appreciated and admired.

Mothers' Day Breakfast:

Last Friday, the annual RPS Mothers' Day Breakfast was held in the Richmond Hall. Another huge amount of parents and children were in attendance and, from my perspective, everything ran exceedingly well. However, I know that for this to happen a large amount of preparation and implementation work was required. Many thanks to Val Maguire and the Year 5 committee for all of their efforts and to the army of Dads who helped out so extensively as well. It was also wonderful to be entertained by the Year 3-6 Choir and the Intermediate Band. Many thanks to all of the students involved, the parents who supported and their respective conductors, Miss Bickersteth and Mr Randall.

Year 3-6 Cross Country Carnival

Following a postponement last term due to inclement weather, the Year 3-6 Cross Country Carnival was held at the St. Ives Showground on Tuesday 2nd May. It was a beautiful day and the children made the most of it. Everyone tried their best and some fantastic performances were recorded. As with all of our carnivals, many parents volunteered their services and greatly assisted the running of the event by being track marshals and by selling refreshments at the finish line. We are always very grateful for your time. Thanks also to all of the staff involved on the day. In particular, our carnival coordinators Miss Sidwell and Mrs Weber.

Year 6 Bourke Camp

Our first Year 6 Bourke Camp was completed late last term. Well done to all of the students who attended on their wonderful attitudes throughout. They had a great time and truly valued the experience. There were many highlights including the Western Plains Zoo, The Paddle Boat ride

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down the Darling River, the tour of the Dubbo Goal, the apple picking, the Jenolan caves visit and the tour of the Bourke Township. However, from my perspective these events were clearly outshone by the interactions that occurred between our students and the students of Bourke Public School. Both sets of Year 6 students, in particular, had been well prepared for the visit and were proactive in talking to each other and getting to know one another. From our perspective, our students learnt so much about life in a remote and largely indigenous community.

I would like to offer a huge vote of thanks to the whole Bourke Public School community. We didn't expect a reception like the one we received. They really looked after us well and their efforts made the trip even more memorable.

I would also like to thank Mrs Ipsen, Mrs Cocks and Mrs Titmarsh for their attendance. It was an amazing trip for the children but a very tiring one for staff. However, they all fully realised the value for the students and were absolute stars throughout. Thanks also to Ms Lane and Mr Brown for continuing to man the office at RPS and to Ms Fern for her incredible amount of organisational work.

As many people would know, the idea for this camp emerged primarily via parent survey responses. As the plan has developed, community have played a significant role in offering suggestions etc. Thank you for everyone who has provided feedback thus far. It has been overwhelming positive. However, there have also been some great ideas put forward as well for future improvements. Please make an appointment to come and have a chat with me or send an email if anyone has anything further to add.

From my perspective, the children had an incredible time with immeasurable benefits occurring. However, it was hard for staff. This was primarily the case because of catering arrangements, where many of the meals had to be served and organised by staff and the fact that we slept at the Zoo and followed this by sleeping in the Bourke PS Hall. We've already got some ideas about improving these aspects which I'll communicate at P&C meetings when options become clearer. The other main area of focus is on seeing if we can extend our time at Bourke PS at all, as this really is the overriding outstanding benefit of the experience.

Allergy Awareness Mufti Day

Today the Allergy Awareness Mufti was held. This followed a discussion at a P&C meeting some months ago. With in excess of 30 students being on our Anaphylaxis register each year, it is certainly a very relevant cause for RPS. Thanks to everyone for their support and, in particular, to Ms Lane, Melissa Solomon, Rebecca Wang and other members of the allergy committee for their coordination.

RPS Readathon

The Readathon is in full swing! Thanks to parents and teachers, in advance, for their support of this fantastic fundraising event. This year, the format has been adapted slightly to make the Readathon more competitive in our older grades. Lisa White is coordinating again this year. She and her team have one another wonderful job. I know that we all really appreciate their efforts.

Bounce Back Seminar

As detailed previously, throughout the year we are placing a large amount of time and effort on responding to feedback delivered during our 2016 Anti-bullying surveys. As such, a Bounce Back parent seminar has been organised by Miss Madden and her Welfare Project Team. The purpose of doing this is to provide parents with the opportunity to become familiar with the content and concepts covered within the Bounce Back program in the hope that they can be reinforced at home. The seminar has been scheduled for Thursday 1st June.

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Grounds Report – Sean Moran

Landscaping Project

The bulk of the expected funds required for the upcoming major landscape project have been removed from the RPS account and placed in a Department of Education Asset Management Unit trust account. The total amount of funds transferred is \$300 000. \$250 000 was donated by the RPS P&C.

We are now awaiting the next stage of proceedings to be conducted by the AMU which is conducting the tender process. Reports are that this will occur in Term 2.

Replacement of Soft-fall area

As many people would have seen, the soft-fall area within the middle of the school is deteriorating. In particular, around the Supanova which we've had to close.

The school will be financing replacement of this surface. Cost estimates are approximately \$29 000 which is within the guidelines for self-management once approval has been granted.

Unfortunately, this work is not in line with the Landscape Masterplan. The proposed works to this area contained within the Landscape Masterplan are far more extensive and, given the current situation, we are not in a position to carry these out at this point in time.

One decision we do have to make is whether or not we retain the current huts? The upcoming major landscape project includes a series of outdoor classrooms which are designed to also act as community meeting points etc. The central zone has been designed to be better utilised by children and includes play equipment etc. One solution is to possibly purchase moveable picnic tables but this plan is open for discussion and feedback.

Clothing Pool Report – Jen Stephenson

Clothing Pool has very busy with the change over to winter school uniform

Online sales have increased dramatically. In 1 week we filled over \$6000 worth of online sales, and over \$4000 at door sales!

Socks have been a big issue at Clothing Pool. Unfortunately this was an inherited issue due to a manufacturers shortfall in ordering last year.

Good newswe have socks back in stock!

We had a very successful pop up store on Friday 2 weeks ago! Our Navy Shell Jackets were a hit, and online orders were available for pick up to help the school community prepare for winter uniform!

Our new Navy Shell Jackets have been a welcomed addition to our school uniform. The feed back has been really positive, and I personally think our students look the mickey mouse!

Moving forward I am working at streamlining the Clothing Pool business to work more efficiently. This includes;

- o Consolidating the uniform by removing additional uniform items that are not required; skivvies, old style sports jackets, fleeces
- o Price correction on all uniform items
- o New school bag roll out

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- o Increasing stock levels of year round items (SOCKS) to avoid shortfalls
- o Review of all manufacturers accounts to ensure RPS are receiving the best product at the most competitive price

Website Report – Aeron Caulfield

Events Listed on Website

- * Mother's Day Morning Tea
- * Readathon

Forms Created on the Website

- * Building donation form.

Website Upgrade

We have switched from annual to monthly subscription for our existing website, in anticipation of cut over to the new site within a shorter period of time. The skeleton structure of the new website is in place and we are currently undertaking a review of requirements to find the appropriate modules for use in the new site.