

RYDE EAST PUBLIC SCHOOL GENERAL P&C MEETING MINUTES

Date: 7 June 2017
Opened: 7.30
Present: As per register
Apologies: Kelly Centelas

Minutes of previous meeting:

Accepted: Alice Seconded: Siobhan

Business arising from previous meeting:

- Update on progress of Club Grants application : Steve to mention in his report
- Music Committee new finance tool recommendation : Lina to mention in her report
- Promotion of Building Fund & request for donations : has taken place and over \$1000 donated so far
- Update on progress for Social Media committee recommendation on best way to promote businesses supporting school activities : for further discussion at tonight's meeting
- Mr White to discuss key priorities for Sports and how P&C can best support school in this area : to be discussed at tonight's meeting
- Mr White to update process for reviewing school uniform: Mr White presented documentation for reviewing school uniform and left copy with P&C Exec. This includes:
 - Checklists
 - To review we have to form a committee or working group – including exec staff parents and students
 - Collect data about uniform & have discussions
 - Organise options that go out for consultation
 - Documented & promoted & developed
 - Introduced over 3 year period if changed
 - Make decision about future reviews
- Update on progress of implementing https for Sentral website : Mr White confirmed this has now been implemented
- Presentation by Prefects – unfortunately not available however they had a request for the P&C to consider running the Walkathon as a yearly event.
 - Gen wanted to confirm this would not place pressure on the teachers as this was the reason why the bi-annual timing had been set up previously.
 - She also commented that there is now an opportunity for Sports Committee to support it.
 - An idea to use online tools to help manage it and provide prizes/incentives for the kids was also suggested for consideration. Another idea around theming it and having a Colour Run one year was suggested.

Correspondence in:

- Inner West LEGO Brick fair Invitation & Fundraising idea suggestion email
- Fundraising ideas
- P&C Federation Newsletter – to be circulated via Facebook going forward

Correspondence out:

- Grant application
- REPS Music Festival TWT & Northern District Times press releases

Reports:

Principal's Report – William White

- Thank you to Steve for grant application – if we are successful – excavator & bob cat would cut costs significantly
- Thank you to Marlene & Robin for organising music festival – support was amazing – lots of positive comments – great showcase for the school. Great team effort
- Visit from City of Ryde council yesterday who did a report on the Canteen.
 - Weren't happy with the water damaged to cupboards under the sink. Has contacted Assets at the Dept. – Santina is the officer in charge for us now – looking at what was promised to school last year – trying to get hands on info and will contact school by next week as to whether we have moved up the list (was 97 on list previously). Insurance claim possibly – given water damage. Further update next meeting
 - Electric thermometer – needs replaced/located
 - Passed on details to Lisa this morning – no comment on benches – was not in report
- Enrolments – have large number of out of area enrolments already for next year. In August school has to put in anticipated enrolment numbers. Need to know what local enrolments are by end July. Will be promoting it for those planning on joining school next year – particularly those existing families with siblings. It is crucial time – we are at 512 pupils – if we get to 514 then we can go on review for Deputy Principal Role – it is preferred to get this review started in August – rather than having to wait until later in the year which would further delay the confirmation of this additional Staff role that would enhance support to teachers and school. 63 year 6's are leaving at end of the year.
- Reports are going out on last week of the term – hoping to get them out Monday week 10.
- Excursions Update – school now has to cancel excursions within 24hrs as otherwise they still have to pay bus companies – outside of 24hrs they transfer deposit across to new date. As such depending on weather forecast cancellations are sometimes necessary to avoid additional cost to families for re-booking the transport at a later date.
- School is being validated on Sept 7th by external assessors who will look at evidence of how school is performing against school excellence framework.
 - Some of this framework focuses on community. Mr White to get evidence sets amongst other things – will be calling upon P&C and Executive to provide input and demonstrate activity delivered against key criteria.
 - Positive Behaviour for Learning (PBL) is one evidence set. In next few weeks – small committee of teachers across stages will be involved in reviewing whole system approach to behaviour in the school. This will start with looking at values and expectations – and then progress to explicitly taught expectations and common language used across school.
 - Come up with core values need to have staff students and community input. A survey will be going out to everyone for expectations (e.g. learning, safe, personal best etc.) – survey monkey open for a few days to get responses in and will take it from there
 - Values that will be chosen need to be applicable in classroom and outside/different settings and will be used to set expectations for each.
 - Will review survey feedback to look at most popular – come up with lessons with a framework on how the value/expectation is applied across all situations – at front gate / in hall/ on back oval/ etc. etc.
 - Reward system may be reviewed – baby steps and small changes will occur over time

- Examples of what school has received for Infants to use in playground was displayed and discussed. As mentioned at last meeting this equipment has been purchased to help the Infants students in particular by providing constructive play options for lunch times.
 - School has reviewed the rostering of teachers for lunch time periods to incorporate greater supervision of the kids and to help with these additional activities, which will be put out during second half of lunch period. Extra teachers have been placed on duty and school has made changes to teachers' rosters to support it.

Presidents' Report – Genevieve Webb

- We've had a huge few months with fundraising events Mother's Day Breakfast, Mother's Day Stall, REMF and Disco – a massive Thank You to all involved but Siobhan, Steve and Marlene. Siobhan to give a full update on each event and Thank you Siobhan for your hours and hours of coordination and management of these events.
- Steve has been doing a fantastic job getting in touch with all our partners and working with the community, putting in grants for our school oval to be upgraded, getting rugby players to visit the school and being in touch with media outlets for REMF. Thanks Steve for everything you've been doing.
- Disco – it was decided that parents are no longer allowed in the hall during the disco unless they are a volunteer. This makes it easier for the teachers to manage the children as their behaviour changes with parents around, we can also identify the parents there as volunteers. Last Friday had 209 tickets sold for the PJ Party and another 27 who purchased tickets on the night. We have had a shortage of volunteers for the Primary group again. A big Thank you to Disco team Rachelle, Sharon and Lara and their team of volunteers, it's a big job to coordinate these discos and very busy on the night so THANK YOU.
- June we will have our Walkathon and July our trivia night – Siobhan will also give an update on where we are at there.
- Executive team met also last week to discuss progress of fundraising events, music and canteen subcommittee issues all of which updates will be provided at today's meeting.
- We are a wealthy P&C and with voluntary contributions coming in at about 45K this means we will have to contribute the remained 23 K from the general fund to meet the initial school request of \$68K.
- Life Skills program – really good & thank you. Even better if messages could come home – had no idea of the key words being used for example, if information could be shared it would enable parents to help reinforce the messaging. Opportunity to attend was helpful to know what the program involves & how it feels. Ideally would be great to get more notice if the opportunity to be involved again arises.
- Size of group – how kids respond varies
- Having something of their own – benefit of peer group environment – trusted setting – know the words resilience
- I'd also like to thank the teachers for the opportunity of inviting the parents in to review the life skills program that the children are currently completing. I think it is a wonderful program and was great to see the kids in action. Some feedback would be to get some of the key messages to come home so we can re-enforce if we want to as well as some prior notice to take part in these events.

VP Fundraising Report – Siobhan Reynolds

Update on Term 2 fundraising activities:

- **Disco in Term 2:** PJ disco party went really well – 149 infants came and 87 primary. Disco made \$1,670.
- **Mother's Day breakfast:** was held on Tuesday 9th May. 409 mums and kids in total. Raised over \$1,500. Great success for first event. Fantastic to get so many dads' involved (20) in the volunteering and a great opportunity to thank all the mums who work so hard at the school over the course of the year. It has real momentum now and should hopefully become an annual event.
- **Mother's Day stall:** held over 2 days - Wednesday 10th May and Thursday 11th May. Raised \$3,765. Low on family donations this year – would be good to think about ways to improve that for next year. Kindy parent saved the day with a large quantity of donations from his company – Australian NaturalCare Products. Suggestion to hold some items back for later in the day / 2nd day also taken on board.
- **REPS Music Festival:** held on Sunday 28th May. P&C had a cake stall, BBQ stall and sushi stall. Whole event (including school registrations) raised approx. \$8,700. Between 30 and 40 volunteers involved in P&C side of events which is a fantastic result.
- **Walkathon:** will be held on Wednesday 14th June. We are hoping this will be the P&C's biggest fundraiser of the year. Sponsorship forms have now gone home with every child. Donations due in by Friday 23rd June.
- **Trivia Night:** will be held on Saturday 29th July. Trivia Night Committee is looking for new members to join the Committee and the inaugural meeting for 2017 will be held ASAP. First action is call out to REPS families for donations of prizes – e.g. holiday homes, prizes from businesses etc.
 - PA system planned as the item we will be raising monies for. School due to get quote on Friday. Asking for options that include rapid communication and an integrated music system rather than bells. It would also have an automated bell and enable phone connection in to all class rooms
 - Prefects give announcements over PA system – can be an option which Nicole Doig has seen done at other schools – this could replace their current role ringing the bell.
 - Overall the PA system improves safety & helps with emergency evacuations and ensuring all of school grounds covered.
- **Bunnings BBQ:** Kelly Centellas has contacted Bunnings about getting a date in their diary for November. Activity will be run by Steve Hackett, Bill Olsen and Chris Seeto. They will need volunteers from within school community to help in the run up to the event and on the day.

Suggestions Raised

- Suggestion made to look at spreading events out more as has been a particularly busy term. It would also spread the ask for volunteers.
- Cinema fundraiser idea to run family movie night at local cinema. Going to explore for later in the year.

- **Art Calendars Update –Tully Sharp-Butler**
 - Timing needs to be confirmed
 - Request for payments to be managed through flexi schools – cash / coins was administratively difficult and very time consuming last year
 - Considering a flat rate for all items as well this year
 - Tully to confirm timing with Nicole Doig / school.
 - She mentioned that it is possible for families to load their own photos / do own artwork OR use the artwork the kids do with their teachers in class.
 - Recommendation for any item is that bright colours work best / collages have also been good in the past. Stencils are not as successful when printed.

Community and Marketing Officer Report – Steve Hackett

Football boot drive – 48 pairs were donated. These were sent with Rotary to the Northern Districts of NSW to help families affected following the recent devastating floods

- Rugby 7's Visit – A group from the Women's Rugby 7's and the Waratah's visited the school in May. The students attended an assembly and got to touch a gold medal. A training session with the Stage 3 students was held following the assembly. The kids received some little footballs and hats
- Mother's Day Breakfast – 409 people attended. An army of Dad volunteers assisted on the day. Special thanks also to Bresic Whitney for donating the coffee van. Thanks also to Bill Olsen, Marty Webb and Chris Seeto for being involved with the organisation and the teachers for getting the kids to draw portraits of their Mums. About \$1500 was raised for the P&C.
- NSW Club Grants application has been submitted on the 31st May. The body of work that has been submitted is for improvements to the bottom oval for around \$12,000. Awaiting feedback on application in late July/August.
- Ryde Music Festival – assisted with the media releases both before the event and post event. The festival was featured in the Weekly Times (TWT) and the Northern District Times. Organised insurance through P&C Federation. Assisted Siobhan with organising volunteers for the day, in particular the BBQ group. Thanks to Bill Olsen and Chris Seeto for helping organise the BBQ crew with me.
- Athlete's Foot – continued relationship building. From boot sales this year there is an approximate \$800 donation. Currently working out how to best utilise this money
- Projects now working on:
 - A shoe tying lesson for the students, sponsored by Athlete's Foot
 - Trivia night
 - Cocktail night for new Kindy Parents – hosted by Year 1 parents

Canteen Sub-Committee Report – Kelly Centelas, REPS P&C Canteen Coordinator

- Previous canteen committee meeting was done on Wednesday 31st May 2017. Included new members.
- Pricing to be completely overhauled for Term 3
- New menu items received very well including the New Burritos & Toasties
- Walkathon Sausage Sizzle locked and loaded and have received over 140 orders. Looking for BBQ helpers so please let us know
- Fresh foods deliveries investigated from Harris Farm Boronia Park and with also a sponsorship opportunity
- Deliveries of produce and items to be investigated
- Father's Day Breakfast confirmed Thursday 31st August 2017
- Volunteers still a problem with parents NOW NOT **"TURNING UP"** to their shifts.
- Investigating rostering app.... Stay tuned
- Therefore we have a new reminder system in place to ensure parents DO NOT FORGET THEIR ROSTERED ON SHIFT
 - a. Weekly roster in the newsletter
 - b. Weekly roster on FB Kindy & Reps Portal
 - c. Reminder call system from staff on Wednesday morning the week prior.

Suggestions & Discussion

- Genevieve asked for greater understanding by school community of running of the canteen as often don't have enough volunteers.
- Suggestion made that Ap being considered to help manage volunteers for Music Program might be worth looking at for canteen also

Music Sub-Committee Report - Lina Diaz, REPS P&C Music Coordinator

- The music program has been very busy since the last P&C Meeting.
- Unfortunately we had to make the decision to cancel the Vivid Music Day as there were only 53 registrations, which represents a third of the students in the program. This was very disappointing for those children who were very much looking forward to the day as well as for the tutors as they had all been making preparations for the day. The decision to cancel was not taken lightly as this required a lot of additional work for me and various members of the committee. Additional rehearsals were and are being scheduled for the various ensembles and the bands. The REPS Band is particular were the most affected by the cancellation of the day. There is also the additional workload on both the music treasurer Widya and the P&C Treasurer Terese with the arrangement of refunds.
- Since then, the Guitar and the String Ensemble performed at the Mother's Day Breakfast which was an opportunity greatly appreciated by the students. The guitar ensemble in particular learned a lot as they had a lot of difficulty hearing each other. At the Kindergarten information morning, the String Ensemble again performed to a very appreciative audience. There were soloists who also entertained the gathering parents; Coral I. sung and played guitar and Jake H. played trumpet.

- At the Ryde East Music Festival, both our bands performed which has not been the case for many, many years. The students wore their new band shirts (which looked great) and performed brilliantly. This event provided our students with an opportunity to learn to cope playing under “stress” in a competition setting. The music program also raised funds for the Northern Rivers Conservatorium of Music through the raffle and the buskers’ station. We raised just under \$400 which we will be transferring shortly. The band stall raised approximately \$1000 for the music program. The buskers’ station worked very well in the morning, but not in the afternoon as our students were busy preparing for their performance in the hall. We will run this again next year with some tweaking. The registration form worked particularly well.
- The REPS Band and the Recorder Ensemble will both be performing at the Wahroonga Music Festival on the 18th of June. The REPS Band will be conducted by Mr White on the day as Mr G has trouble making alternate travel arrangements; his original flight was cancelled and he can’t get back in time. Mr G will be conducting the kids at the week 8 Gold Card assembly next week. Thank you to Mr White for your willingness to conduct the band at Wahroonga.
- Our development team of Robyn Hirano and Vange Longford have been very hard at work setting up our website and also the forms that we’re hoping to use for registrations for 2018. They are currently looking at the best value for our money so that we can implement digital signatures for the contracts and the permissions to be alone with the tutor.
- Next term we’ll be running an infant’s string group, the information went home yesterday and already there is a very healthy interest. The online form is working very well at the moment which is very encouraging.
- Festival of Instrumental Music (FOIM) preparations are well underway with the first combined rehearsals happening in week 10. The students will be accompanied by their conductors as well as Mr White for the strings and me with the recorders.
- The Rock Band and Emma D have sent in video auditions for individual items at FOIM or the Primary Proms (in Town Hall). We should hear back the results of those auditions by the end of the week. There is also a solo singing available for “Six Ribbons” which Coral will audition for and a treble recorder solo for the “Red Boots” which Emma will audition for. We really hope that a positive response is received, but much is gained by the process of having a go and sending in an audition. There are also Eisteddfods coming up in August for the Rock band and the Recorder Ensemble, and the Performance Band will be participating at the NSW Schools Band Festival at UNSW.
- I’m pleased that we have a new Strings Contact Parent, Joanne Nelson, and Nick Barnes has volunteered to take over the reins as treasurer for next year. Many thanks to you both.
- We are looking for 2018 contact parents for guitar, percussion and brass. The ideal time to come on board is partway through term 3 when we start preparing for next year.
- The timpani have received a major upgrade and are now on wheels! Thank you to the Ryde City Concert Band for allowing us to make the modification and for the continued loan of the timpani.
- We currently have \$30,034.00 in the bank but we have approximately \$7,500.00 in expenses to come out.
- Development of our website will continue so please, we are after feedback. The web address is www.rydeeastmusic.wordpress.com
- Our next music sub-committee meeting will be on the 27th of June at 7:30pm in the Long Room – all welcome.

Sports Committee – NEWLY FORMED

- Brian to lead the sports committee
- Resources Grants Parent Help Carnivals / Zone Day / Parent Manager / 1 parent volunteer to help
- 6 people keen
- Brian to meet school
- Need to meet just before General Meeting at least
- To be guided by school - environmental bush walking group / physical activity high as part of program

Treasurer's Financial Report - Terese Cosentini

The P & C consists of 6 financial arms:

- General account – this account is basically where all our fundraising funds are banked for profit (as well as relevant expenses are paid from) Balance \$95k
- Such as approx.: Calendars \$1800, Discos \$2500, Entertainment books \$500, father's day (TBA), Mother's day stall \$3500, music festival \$8200, Pickles \$1600, Pre loved uniforms \$514, trivia night (TBA) there are also expenses associated to each event also.
- Year 6 account – this account is used for fund raising of chocolates, annual graduation tickets: a donation is made by the year 6, to the school annually from these proceeds. Balance \$15k
- Canteen account – this account is for the operation of the 3 day canteen service for the kids. There are high costs associated to this account: wages, super, payg, tax and supplier invoices. Balance \$15k
- Building fund- this account is money raised annually from donations made to the P & C that are tax deductible. (Currently in progress within newsletter) Balance \$12k
- Music account – currently we have a strong band program within the school. This committee works hard to accommodate students playing instruments. It's a busy account with lots of movement (Lina or Widya will be presenting their report) Balance \$30k
- Finance account – this an investment account. Money has been reserved into this account for long service leave, which is our responsibility to hold for employees and any future costs. One member of staff has worked for us since 1992. Balance \$30k
- Voluntary contribution – this is paid through school fees to date \$45K has been collected and will go towards school requirements.
- The P & C will supplement the difference and make a financial contribution before 31st October 2017. As discussed and agreed earlier in the year.
- The P & C committees and all parents collectively help our school volunteering their time. Fundraising activities are the main source of income that supports our school to purchase resources for the classroom or for our children's learning environment.
- Today we stand as a very healthy financial P & C where funds do fluctuate regularly. Our account balances are currently at \$200k.

Banking Report – submitted by Genevieve Webb:

- The banking program is going very well and we have opened around 53 new accounts.
- This brings a total 369 students registered in our school banking.
- We received \$810.69 for the first quarter this year for 2017
 - Opportunity to Promote to families that younger siblings can also participate – suggestion made to perhaps do a Kindy Promotion - Facebook

Banking Coordinator: Elspeth Orlandi

Pre-Loved Uniform Report - submitted by Genevieve Webb:

- Pre-Loved Uniforms is doing great, with over \$700.00 raised since the last P&C Meeting on 28 March.
- We have a pretty good variety of stock due to donations coming in each week, it may not be the best quality but we try to weed out the very bad to the not so bad.
- We have a large back of spares which can be used to supplement sick bay, please let Sim know what you need and we can bring them up.

Pre loved Uniform Officer: Sim Hazelhurst

Facebook Page Report - submitted by Genevieve Webb:

- We currently have 234 members so continuing to grow.
- Please spread the word to any parents/families of the school who have not yet joined. The team is working as quickly as they can to accept any requests to join the page.
- The page is seeing a lot of traffic and we may be time to review how we want to use the page.
- Is it time to review how we use the page – need to find a way to say thank you to our sponsors. Purely based on info for
 - Thank you for sponsors – just after / linked to event
 - How you position it is important – very helpful
 - One night a week – Business Night – idea suggested
 - Priority things to be - use photo albums to not have it block up the feed.
 - No Advertising of businesses
 - Environment Day – other non-school events
 - Like our sponsors pages – one pager with rules/instructions

Admin team – Kerry Martin, Capucine Yeomans, Sharon Cunningham, Belinda Mortimer

Book club

- No report

Grounds – Mr Ward, Volunteer Grounds Coordinator

- Last working bee – phenomenal – 2 grades together worked well
- Extra gardens put in for Kindy classes to use to grow vegetables down near Oosh
- Working Bee – Yr 1 before end of term

School Watch– Mr Ward, Volunteer Grounds Coordinator

- Cleaners – change over now as cleaner leaving doors open etc – New Contractors now
- School watch helped over that period
- Cleaners to be called on in advance of music festival

General Business:

Lost Property Parent Suggestion

- I am wondering if the lost property was located in a more central location, children would be more tempted to rifle through it and find their belongings.
- There are some many bottles and some not very old. Similarly with the lunch boxes and containers, some mouldy too.
- Jumpers are abundant, some labelled yet no-one comes to claim them. Perhaps if the tubs were located under the awning in the quadrangle, children would be more exposed to the idea of these lost belongings. A tub each for bottles, containers, hats, jumpers/tops and another for non-uniform items. At the end of the day, these tubs would be moved to the

vestibule of the class rooms in that building, perhaps one of the grounds keepers could do that.

- At another primary school I know, during the combined assembly they get the older kids to go through the tub and call out the names when items are labelled. Unlabelled items hang around a bit longer until someone claims them.
- To improve the labelling rate of items in general, the first newsletter of each term a reminder could be written for parents to re-fresh the labels on their kids' items. A simple sentence in bold, "Time to re-label/label your child's jumper/belongings to enable a swift return when misplaced." could be used, or something similar.
 - Reminder to all parents to LABEL ALL ITEMS!
 - To help clear it – suggestion has been made to get SRC to help – which Mr White will bring up as an idea with SRC.

Kiss & Ride Parent Suggestion

- My idea is to start utilising one of the gates of the 'double' gate (currently semi-permanently locked) located along the school boundary closer to John Miller Street.
- If the kids who use K&D lined up along the fence near that gate, they would have a much clearer view of their parent's/guardian's car arriving at K&D area. Using that gate they would also have a much shorter distance to walk from behind the fence to the vehicle. This would mean the vehicles are at the K&D kerb for a much shorter period and the process of pick-up is quickened. The traffic flow would possibly also improve.
- Currently the kids need to use the one gate near the pedestrian crossing. It is a much longer walk from that gate. If the car they need to go to is 3rd or 4th in K&D queue it is quite hard for the children to see or recognise the vehicle as there are also pedestrians walking along the street and sometimes parents have a chat blocking the view for the kids. The delay in seeing and walking to the car makes the driver of that vehicle hang around longer, preventing other cars using the area or being able to pull away from the kerb.
- The gate near the pedestrian crossing would continue to be used by people who are going to cross the road or who are going to walk home along Twin Road in either direction.
 - MR White acknowledged that traffic flow on twin road due to the narrow nature of the street and the frequency of buses amongst other vehicles trying to pass is a big issue
 - Suggestion he made was to look at putting a submission to make a drop off/pick up bay using part of the nature strip on the opposite side to the school – where there is width to do so
 - Gate idea acknowledged however issue with it currently being locked – also safety for kids who were meeting parents on other side of road would still remain.
 - Further consideration of the potential solutions being undertaken by School

Meeting Closed: 10.15pm

Next Meeting: Tuesday 8th August 7.30