



MINUTES REPS P&C Meeting – Term 2 2019
Wednesday 22 May 2019 at 7.00 PM

Date: 22.5.19

Opened: 7.10pm

Present: As per register

Apologies: Brian Downton, Tully Sharp-Butler, Kelly Centellas, Rupert Su, Nick Barnes, Lisa Cowgill, Alice Robins

Correspondence In:

- P&C Federation Newsletters Plus P&C Federation Election Day Correspondence – message from the Federation President posted to Facebook page (copy supplied at end of minutes)
- Mothers Day and other Fundraising opportunities – forwarded by school office
- Email from Annie Duarte to Chris re ceasing the Coffee Van on Friday's now that assembly not held at this time. This email also confirmed \$362.42 was raised for REPS whilst they were operating. Chris flagged he is in touch with them about coming on less frequent basis – hopeful that it will be re-instated in due course
- Email thread to executive regarding use of P&C channels to promote school activities after parent email received by Connie Volger about use of the Class Parent channel for updates.
 - This prompted brief discussion about introduction of school Facebook page – addressed later as part of Katrina' plans for revising the school communications channels and plan.

Correspondence Out:

- Communication with participating schools for upcoming Music Festival – Emma Thompson facilitating
- Communication with local businesses as part of Community Roll – see Rupert Su report

Minutes of previous meeting:

Accepted: Nicole Shore

Seconded: Sam Tucan

Business arising from previous meeting:

- Katrina to include School Plan she presented at meeting in school newsletter for all parents to read.
 - Done over 3 newsletters during Term 1 – see wk 6 8 and 10 newsletters
- Katrina to raise options regarding new fence driveway gate options with the Dept.
 - Spoke with department. Automated gate on Badajoz Road will be connected to a TV camera in office and buzzer so it can be opened for deliveries etc during the day.
 - She has also spoken to them and they are working on a solution for setting up a timer and/or leaving it open at the before and after school hours as per current arrangement
 - Thank you /acknowledgment to Katrina for taking action in this regard
- Tully to confirm OSCH numbers over a given week and P&C to write a letter to help support Katrina's communication with the Department regarding new school fence and drive way gate options.
 - done
- School will be looking at using the ap more and also introducing other channels to improve communications going forward as well.
 - done
- School Watch - Need more volunteers
 - Ongoing
- Music Committee - Positions vacant in the committee AND need replacement(s) for Lina and Lisa who will not be running the program in 2020



- This is till a priority – with not only Lina / Lisa stepping down but also 3-4 Year 6 parents who hold key roles on Music committee leaving the school at end of the year. Lina flagged don't need musical background – main skill needed is being organised
- Action – P&C exec and Music committee members to meet before next meeting to look at solutions and determine plan.
- No one to take it on will mean we cant run the program
- Sam – suggested communication go out to this effect to make sure parents are aware of the consequence if we cant find someone to take on coordination.
- Can building fund be used to pay for the footpath?
 - Confirmation from Teree is that the level of Building Fund currently is all needed to cover the additional appliances and equipment needed for the canteen
- Revision of VP Administration Title to VP Sponsorship & Community
 - Carry over – Nicole Shore to confirm with Federation of way this is done before next AGM

1. Presidents Report (including updates from other areas of P&C not presenting)	Chris Seeto		
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President Report – Chris Seeto

Welcome to Term 2 everyone. Apologies to everyone that I wasn't able to attend the last meeting as I was away on work. Thanks to Sophia and Nicole for covering for me.

There's been a lot happening in the P&C over the past few months. Aside from the successful events run in Term 1, we have also found new leaders for the Disco, Book Club and School Banking. Thank you to Sam Younes, Erica Berkovich, Sarah Zhang and Brooke Snelling for taking these on, and if you feel there are rooms for improvement in how any of these programs are run, then please feel free to share it with me.

I've also been speaking with the P&C Federation about a couple of items I wanted to get some advice on. Firstly, we've been constantly discussing having an agreement on a monetary amount that the general P&C and each sub-committee can spend up to, as an "emergency" fund, as long as one of the P&C executives, and the Treasurer approve. Generally, as you know, any expenditure, outside of the normal expected expenses has to be voted on and approved at a P&C meeting, which can be impractical, as we only meet once per term. It turns out that it's possible to agree on this amount at this meeting, then we can write it up as a policy. I would like to put this forward as a motion, to agree on \$500 being the amount that the General P&C, Music Sub-Committee, Sports Sub-Committee and Canteen Sub-Committee can spend up to, in case of emergency, with approval from the Treasurer and one of the Executive Team.

Also, I would like to put in place processes and procedures for any grievances or complaints that might arise within the P&C. After getting advise from Ms Verinder, putting a procedure in place for a situation, if it should arise, means that myself, or any of the Execs have guidelines on how to deal with the situation. I have received a sample outline from the Federation,

Thank you to everyone who has attended tonight. I'm happy to see so many programs and events happening through the P&C and people enjoying the volunteering that they are doing. We have a large group of parents at the school with many diverse occupations, skills and hobbies. Think about how the things you love to do can benefit the school or benefit the kids and I'm always available to discuss these new ideas.



Motion – Pre-approval provided to the SubCommittees and VP Fundraising in their capacity of supporting Fundraising events for the school to spend up to \$500 in one go for items and activities where a motion can not be brought up at the next P&C General meeting in a timely manner. All spending undertaken in this way **MUST** be presented / reported at the next P&C General Meeting – Treasurer and Chair from sub committee to inform at least one of the Executive prior to spending – this ensures that confirmation of funds being available is sought prior to money being expended.

Presented by : Chris Seeto

Second: Sam Tucan

Unanimously Agreed

ACTION : Above motion to be written up as a policy to be ratified and adopted at the next meeting. Chris Seeto to draft this and circulate for next meeting

Chris also raised a new Complaints & Grievences policy – as provided and recommended by P&C Federation. Aims to ensure clear guidelines are understood and available in the event that a member of the school community wishes to formally complain about the P&C or any of its executive or other volunteer acting in a P&C capacity

- Discussion occurred around the unlikely nature of getting complaints but having this available would assist not only P&C but also school in directing anyone with an issue to follow the agreed approach to resolve the issue.
- Circulated the draft document (copy attached at end of minutes)

Come along to meeting

Comment: Bill Olsen - Complaints should be able to be tabled without person coming to a meeting – could be difficult for person to raise issue in a public forum.

Where an idea or suggestion is put forward the individual putting the idea forward should be encouraged to attend to present the idea in person. It is not the responsibility of those on P&C Exec or in key roles to take on the issue for another parent – although of course should you similarly feel/agree then tabling the issue yourself is an option.

Need to engage parents and use all channels to encourage participation throughout the year.

P&C Roles - Recruitment Discussion

With Music Committee recruitment focus conversation was held around the potential of a max 3 year or other term for key P&C Exec positions – others P&C's do this and it ensures opportunity for fresh ideas and new members of the school community to have the opportunity to get involved. Min Term / Max Term – need for a min term possibly more important.

If max term was something we wanted to put forward then option for the individual who steps down to re-apply for this role in event no one else available and they are happy take it on for a further year.

Comment noted –no action at this point.

Job Descriptions – P&C pages on school website to be used to provide summary of roles

ACTION ITEM - P&C Exec to work with School to confirm content and best location(s) for these



2. Principal's Report	Katrina Verinda	20 min	6:55
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Thank you to everyone for supporting all of the events we have had and the work that you have done that has gone into organising them....

- Election BBQs
- Disco
- Mother's day breakfast
- Mother's Day Stall
- REPS Music Day

NAPLAN online

This year we have undertaken NAPLAN online. Year 3 students have done the writing assessment on paper and the others online Year 5 have done all online. There were some major disruptions on Tuesday 14 May, when year 5 undertook the writing assessment, so any students who was disrupted during the test will have the opportunity to re-sit the assessment. Notes went home to all these parents today.

Work around the school:

Footpath

As you know, we have had a lot of work being done around the school, which supports us in making ongoing improvements. Hopefully you will have noticed the new footpath leading into the school from Badajoz Rd and the replacement of rooves around the school. The Department has replaced the roof on three of our buildings and will continue this initiative to replace all of the rooves around the school, which is fabulous news!

Boundary Fence

To keep you updated, I have been informed that the tender process for the construction of the permanent fence has been finalised and the Department of Education have engaged a company to undertake the work. The Department is working hard to ensure that the work is completed in a timely manner, however, at this stage I do not have a start date for this work. I will let you know once I am informed. Thank you for your patience in relation to this matter.

Canteen Upgrade

Please be aware that the canteen we be **closed from Monday 20 May** until further notice, to enable the upgrade to begin. We apologise for any inconvenience. The work is due to begin next week. The Dept has engaged a contractor through the tender process.

Some new appliances will need to be purchased for the canteen.

OOSH

I have been contacted by a representative of the Department who has been given the project to manage. He contacted me to say that he would be in contact to arrange a site meeting to discuss options. I am still awaiting for this communication to notify everyone.

Roofing

Currently the Dept has replaced three rooves. We have been approved to have the other four rooves replaced. This is currently going through the tender process and hopefully work will be commenced and completed shortly.

Asphalt

Our school's infrastructure team have been assessing the asphalt near the admin building (tree roots have damaged it) and in between the Year 2 and Kinder rooms. We have requested the trees be removed and the asphalt relayed. They are currently getting quotes of this work.



IPads

The iPads have arrived – 85 new iPads and four new charging stations. This came to a total of \$60 000

Discussion about funding allocation from previous meeting:

It was voted to contribute funds to the footpath that has been laid. Teresa said that she did not believe the P&C should pay for the footpath and would like these funds to go towards educational delivery for the students. We have spent \$15 000 on reading resources, so we are more than happy to change the funds to support the reading program instead if you are happy for this.

Contribution of P&C Funds:

Could you please provide us with a letter stating that we can utilise the fund collected from the P&C voluntary contribution for the items that were approved at the last meeting:

- Class money for teachers - \$150 each
- \$30 000 for technology
- \$15 000 for footpath / reading resources

Playground (Quad Area)

I would also like to request \$75 000 to go towards our school playground. We would like to be able to provide students with activities and options around our playground to support their social development. Currently we have a lot of grass and amazing grounds, but we are having quite a few issues on the playground with students not knowing what to play or how to play appropriately. We would like these funds to go to supporting our student's social development.

Could we please have a cheque for the \$75 000

Otherwise these are the other options as discussed in the first meeting:

- Technology (iPads to support the Science syllabus implementation) - \$40000
- Reading Resources - \$15000
- Class money to be spent on classroom resources (as per 2018)
- Quad area playground space - Upgrade sensory playground - \$200000-\$300000
- Resurfacing of tennis courts - \$60000
- Community Garden \$10000
- Painting and line markings on asphalt - \$20000
- Playground upgrade - top oval - \$200000
- Front entrance to the school - Twin Road - \$20000
- Footpath from Badajoz - \$15000

Feedback on Communication Strategy – present and seek feedback

Other notes re Principals Report & discussion

- Huge thank you to everyone – for supporting all the events
- All the effort and support makes a huge difference to the school
- Adopt a Farmer day – great to see school get behind this
- NAPLAN Online – Tues 14th May – 49 of Year 5 students disrupted
- NESSA – Board of Studies – have offered for Year 5 to resit any test done – only those who were affected – parents have option for kid to resit it – system errors Not WIFI issue (Sam Q)
- 35 min to just get year 3 kids – kids start panicking
- WIFI Data Point - \$15k purchased
- Technology Q – Bill – mothership suggestion could it have been applied
- Charging station for laptops – not in place that is very accessible – re think for future



- I pads - \$30k allocated have been purchased – 85 purchased – 20 per stage and 5 for music/pe – mobile charging stations plus carry boxes – easy to manouver and recharge each evening
- 85 I pads cost \$33000 –apple tv now connected to each interactive whiteboards – ipad work can then be presented up on the interactive whiteboards plus charging etc came to \$80,000
- Footpath – Katrina raised concerns she had discussed with Terese on the use of P&C funds for the footpath. School had spent similar funds on Reading Resources so Katrina indicated the monies could be allocated to these instead if agreed.
- Discussion was held about the historical use of P&C funds but all agreed to keep as is given it had been voted on by a well attended P&C meeting and also publically promoted via P&C Facebook Page.

ACTION ITEM – No change to prev agreed P&C funding at this stage

- Comment – There was a perception that funding from P&C was a matter of the school simply shuffling Deck chairs – rightly or wrongly. –perception

Katrina response - Appreciate all the funds that they can get – they will work to identify items that are tangible and that could be fully funded by P&C

- Fence – contracted work to start – 3 schools due to be done so no official date as yet
- Canteen Upgrade – closed now – volunteers helping clean out – everything moved
- Canteen Store Room Clear out – going to see if room in p&c general store room and the container
- Company – start up meeting with them next week – 8 week completion window or up to 12 – no time set yet
- New Airconditoner
- Osch upgrade – person from Department going to take on project – going to contact her to contact her to make meeting
- 3 x building roof replaced – other 4 x also replaced
- Playground upgrade and grant application approved –

Quad area across from library - \$200,000 towards that – using it for interactive sensory play space. Designs / plans – meeting next week. Parent and student engagement will be sought.

- \$200-\$300k anticipated for Quad - have \$200k approved looking for support of each difference
- Lina Suggestion – good to have a fundraising goal
- Resurfacing the Tennis courts is another need / option
- Top Oval project – dependent on pending changes to Osch building so awaiting update on this before looking at spending \$'s towards this area to save re-doing.
Top Oval – anything not spent on quad area – would be applied to revamp of top oval area.
Big space but not much for kids to do – kids struggling with open space and no structured play

ACTION ITEM : School need letter from P&C stating we give authorisation

ACTION ITEM: Invoices to be sent from school to P&C for our accounts / records



-- 9pm – approval to continue meeting sought – all agreed --

- School Facebook/ Coms platform – sheet handed out -
- Q – Is School Facebook Page a closed group ? No it is a public page in line with department guidelines – no comments or sharing enabled –designed for one –way communication at this point and focus will be on updating and building parent’s understanding of the educational focus of the school.
- General view shared that newsletter useful opportunity to communicate with parent community
- Website useful when looking in to sending your child to REPS – opportunity also to link newsletter and social media post back to content saved/created on website to save duplication

ACTION ITEM: Katrina grateful for feedback – looking to share with her team and finalise communications plan with this in mind

3. Finance Update	Terese Cosentini	5 min	7:15
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NO REPORT

5. Subcommittee Reports			
a. Fundraising	Sophia Andersson	10 min	7:25

NO REPORT

4. VP Sponsorship &Community Update	Rupert Su	5 min	7:20
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Community & Sponsorship Report

The main purpose of Sponsorship Money is to off-set the cost of running an event. We have two major events on the calendar – Music Festival and Brick Fair – and a number of smaller fundraising and at-cost events. The aim of the Sponsorship Team for the year as to try and get one, two, or three “major” sponsors to support the School via a “big” donation of \$2,000 or more.

We have had a few setbacks so far in our quest for sponsorship. We have approached our past sponsors and most past sponsors of the School have been unable to continue or, if they did, was through an “at-cost” model.

The Music Festival was able to secure some extant sponsorship thanks to the hard work of Lisa Uys but, again, we are short on the sponsorship balance this year.

Thanks to the hard work of our Principal Katrina Verinder and Business Manager Jessamy Bath, I understand there has been progress on the WWC issue and we’re now able to progress full steam ahead with the Ryde Brick Fair organising. And with the success of the recent media events in Sydney relating to Lego, I am hopeful that we can make some progress with sponsorship and/or publicity for the RBF.



I would like to mention that we were able to secure a minor victory with Woolworths Top Ryde with them part-sponsoring the March BBQ fundraiser with limited supplies of snags, rolls, bacon, and eggs. We were the official winners of the Humans of Eastwood Unofficial Democracy Sausage Taste-Off for the State Election but we lost to Kent Rd for the recent Federal Elections and no free Woolies snags; so perhaps the sweet honey taste of free sausages helped the BBQ Team put extra love into grilling those sausages in March. As always, the BBQ and Bake Teams do an amazing job!

The School is again collecting the Woolworths Earn & Learn stickers and collection points are available at the School Office, Top Ryde, West Ryde, Eastwood, Marsfield, Macquarie Centre, and Boronia Park. Thank you to Jason Barber for assisting with setting up the boxes and being regular sticker collector. I'm happy to report we have a box full of stickers from Top Ryde just from 10 days! The School will collate and count the stickers at the end and report to Woolies for some good old reward money, so keep up the good work and keep those stickers coming!

A reminder that we get substantial support from Rebels and Athlete's Foot through their school rebate program – so each time you buy at Rebels or Athlete's Foot, make sure you mention Ryde East Public School so that we can get a credit on your purchase. As of 30 April, we have \$1,095.21 available for the P&C for fundraising and sports.

The Sponsorship Team is continuing to look for opportunities so if you have any suggestions or leads, please feel free to email me at rydeeastpc@gmail.com.

Rupert Su

Vice President, Community & Sponsorship
Ryde East P&C

5. Subcommittee Reports			
d. Canteen -	Kelly Centellas	10 min	7:55

NO REPORT – Update via Chris Seeto in Kelly's absence

Motion – To cover costs for Canteen upgrade we use up to existing funds in Building Fund

Presented by : Chris Seeto

Second: Sam Tucan

All agreed

Motion: \$1500 to purchase new lap top for canteen

Presented by : Chris Seeto

Second: Sophia Andersson

All agreed

Motion – mum wants to buy - \$100

Presented by : Chris Seeto

Second: Sam Tucan

All agreed



5. Subcommittee Reports			
b. Music	Lina Diaz	10 min	7:35

Music Sub Committee – NO REPORT

- Creative Kids Vouchers – so far saved \$7500 parents accessing this scheme
- Music Day – Miss Freya was part of event all day – K to 6 – over 100 kids
- New Woodwind Tutor – Patricia Santoso
- \$24000 in bank – all expenses from music day still to be paid

5. Subcommittee Reports			
c. Sport – Motion re Colour Run and prizes	Fran Hahlos	10 min	7:45

SPORTS COMMITTEE REPORT

- **Splash & Dash Colour Run** was a successful event at the end of Term 1. Huge thanks to the teaching staff for helping with planning and coordination, all parents who volunteered on the day, the students who participated and also raised money and of course a big thank you to the Brian Downton, Kate John, Kerryn Martin, Alice Robins and Steve Barlow who coordinated the whole event on behalf of Sports Committee.
 - **The event raised approx. \$16,408**
 - We are waiting on final breakdown of costs, but here is an indication:
 - **School Fun Run organisation cost: \$1411**
 - **School budget to choose prizes: \$4235**
 - **Sundries/costs: \$500**
 - **Class parties: \$600**
 - **Cash raised for P&C/school: \$9,300**
 - Sports Committee would like to look a different ideas for 2020 and welcome any feedback and ideas.
 - The classes that raised the most money in each stage will be awarded \$150 each to spend on a fun “Class Party”, at the teacher’s discretion. The winning classes are:
 - **Kindergarten: KJ**
 - **Stage 1: 1J**
 - **Stage 2: 4M**
 - **Stage 3: 5/6S**
- **Morning Training sessions** are continuing in Term 2 on Monday and Wednesday mornings.
 - **Monday morning session** is run by Sports Kickstart and term 2 is focusing on soccer skills. *There are 37 students registered for the program in Term 2.*
 - **Wednesday morning session** is run by Steve Barlow and independent coaches. The sessions have been very popular and many of the children who placed in the top 10 positions at the school cross country had participated in the program. Term 2 the group is broken into two groups: Group one is training for Zone Cross Country and Group 2 is doing fun athletics skills and games. After zone the group will be focusing on Athletics skills for the upcoming carnival. *There 29 participants registered for Term 2.*



- Morning Sports Committee Training Financials (Term 1 and Term 2 to date):
 - Income = \$2,849.55
 - Expense = \$2,110.80
 - Net Position = \$738.75
- **Gala Days:**
 - SC, in conjunction with the school, have submitted forms to attend two gala days in 2019:
 - NSW Netball Schools Cup: Wednesday 26th June at Willoughby. Years 3/4 and 5/6 categories.
 - NSW Touch Football Primary Schools Gala Day: 27th August at Morrison Bay. Years 3-4 & 5/6 categories.
 - SC has already been granted funds to contribute towards the cost of these activities to reduce the cost on students.
- **In school sport:**
 - As approved previously by P&C, SC is in consultation with Mr Hurkett to have Sports Kickstart run activities during Home Sport for the PSSA Winter Sport weeks in Term 3. Up to the value of \$1000.
- **Total in bank as at 17 May 2019 = \$36,829.54**

Motion : Allocate \$460 to cover cost of Colour Run and Prizes and \$150 for class party

Presented by : Fran Hahlos

Second: Bill Olsen

All agreed

- Allocation for class party for winning class from Colour Run -Teachers to decide on format – some have suggestions for healthy options
- New Chair for Sports Committee sought for 2020
- Purchase of equipment – still confirming what is needed / what committee needs
- Swimming caps – black not yellow with yellow logo – replacing every couple of years
- Proposed Idea to purchase so kids can keep each year

ACTION: Fran to source / discuss with school and confirm cost

4. General Business Carried Forward			8:05
- Gluten free products for the canteen	Carried Forward		
- Local school buses (Jo Lewis)	Carried Forward		
- Parking and Twin Road congestion	Discussed		



Grounds & School Watch Reports – Philip Ward

Grounds

Thank you for the new path to Badajoz Road – a huge improvement!

This year, working bee attendances have been generally disappointing and communication seems to be an issue with parents not seeing the notes sent out and published in the newsletter. Suggestions for addressing this issue will be welcome.

30 adults and children came to the Year 5 working bee... including a family who is not Year 5 but wanted to help prepare our school environment for the Ryde East Music Festival, and a mother whose birthday was on our working bee day too. We had to work around several fixed and moving barriers set up by the roofing contractors, but still managed to address most planned tasks.

Significant achievements were:

- Spreading a truckload of new soft-fall material around the playground equipment
- Pressure cleaning the Covered Outdoor Learning Area (COLA) and hall toilets
- Mowing long grass in areas which cannot be done by the ride-on mower
- Levelling mounds left over where trees had been removed

Next working bee is scheduled for Year 1 on Sunday 23 June. We will be generally tidying the grounds and attending to the usual tasks. The rotary hoe has now been repaired so the clutch no longer slips and we will again be able to rotary-hoe the soft-fall area so children may continue to use the play equipment safely.

The Birdlife Project continues. With the aim of enhancing our school grounds as a wildlife corridor between Field of Mars Wildlife Refuge and Wallumatta Nature Reserve, children in our school's Natural Environment Group have been involved in a joint project with Birdlife Australia and City of Ryde Council. Three years ago we received a grant of \$2500 and this was delivered in the form of plants and gardening tools for the children to use. Scientists visited the school on several occasions in 2015 to assess the grounds and offer guidance for our children to make improvements which will be of benefit to desirable species of native birds. Last year a further grant of \$2000 was received with an Eco-Schools grant.

Because of all the fencing and works happening around the school we were unable to plant the last batch of 150 plants but, with access now available (thanks to Greg for fixing the gates), we recently began planting these in the area behind the tennis courts.

In conclusion, I should point out that the Grounds Committee was once a committee! Over the years its members have left our school community and the committee has dwindled to being just myself. It would be good to have at least three P&C members contributing ideas and sharing contacts / resources so our ideas and efforts are representative of our whole school community, including principal and staff. Anyone interested please let me know; aim is not to have regular meetings but simply to come together for decision-making as needed.

School Watch

As always a huge thank-you is due to the small but diligent team who maintained patrols throughout Term 1 and the autumn holidays. Happily we recently welcomed several new members to the team, and this has meant that those rostered now only patrol for a single one-week period during school term, and one three-day period during the winter holidays. It has been interesting with workers and odd fences around the school but we have largely managed to maintain our usual rounds and, to the best of our knowledge, there have been no untoward activities.



Conjestion on Twin Road – General Discussion

Sam idea – option for use of land in front of buildings on Twin Road to move boundary fence in closer to school buildings and in turn use space to widen road/create separate curb/bay for kiss n ride.

Bill –Bay not long enough on its own – issue would still remain with parking possible further down in front of neighbours

Other comment - Moving school property boundary difficult – would need to engage council.

5. Any Other Business			8:25
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- **Confirmed - 7pm for all P&C meetings going forward**

Next Meeting Scheduled Date : Wednesday 14 August - Meeting Closed : 9:45pm
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P&C Federation Correspondence In Re Election

Hello Ryde East Public School P&C Association,
For over 96 years, the Federation of Parents and Citizens Associations of New South Wales (P&C Federation), has long supported the rights of all children to attend an education system that is free, secular and open to all and has committed to highlighting areas of need within the public education in New South Wales.

"P&C Federation is committed to a free public education system which is open to all people irrespective of culture, gender, academic ability and socio-economic class which empowers students to control their own lives and be contributing members of society."

We encourage P&C Associations and members across the state to engage with federal candidates in supporting public education within the local community.

P&C Federation is supporting our members by providing this information kit attached. Also included is current Federal Members of Parliament details, useful web links and tips for successful lobbying.

We advise our P&C Association members to adhere to the electoral communications and authorisation requirements on the Australian Electoral Commission website www.aec.gov.au and be aware of the conditions surrounding financial disclosure and transparency.

Good luck with your endeavours P&C Association members.

Let's remember Public Education this Federal Election!

Susie Boyd - **President of P&C Federation NSW**



Proposed by Chris Seeto: P&C Grievance, Complaints & Disputes Procedures

The Ryde East Public School P&C Association is committed to providing an environment where all P&C Association members, volunteers to the P&C Association, employees of the P&C Association, staff of Department of Education and students enrolled at Ryde East Public School concerns are dealt with in a timely and appropriate manner.

A grievance or complaint may be received by the P&C Association in relation to a fellow member, volunteer or P&C Association employee. Where a complaint relates to a Department of Education employee or student the complaint should be lodged directly to the Principal in accordance with the policies of the Department of Education.

A grievance is a complaint about any situation, which is considered by the complainant to be wrong, mistaken, unjust or discriminatory.

Principles:

- * Complainants should not instigate grievances that are frivolous, vexatious or malicious.
- * Grievances and information arising from the handling of the grievance must be treated confidentially.
- * Concerns should be raised as early as possible after the incident relating to the complaint has occurred.
- * The principles of natural justice will be observed throughout. This means before a decision is made the person who has been implicated has the right to be informed about the nature and content of the grievance, have the right to be heard by an unbiased decision maker and have the right to have a witness present.

Procedures:

- * Complainants should endeavour to resolve the issue themselves with the relevant parties face to face.
- * If the grievance cannot be resolved informally, the complainant should provide written details of their concerns and the grounds for the grievance, to their immediate supervisor where they are an employee and to the P&C Association President or the Vice President where the complaint is about the President. Where the complaint is about the P&C Association Executive it may be raised with (insert an independent third party here) along with a copy of these procedures and all relevant policies.
- * The supervisor/President or person handling the complaint as described in these procedures will initiate an informal meeting with the complainant to discuss the grievance and may request further information which the complainant must provide.
- * The complainant may have an independent witness attend any meetings.
- * The supervisor/President or person handling the complaint as described in these procedures will provide written acknowledgement of the grievance being lodged within 7 days of receiving the grievance.
- * If the matter pertains to another P&C Association employee, member or volunteer that person will also be informed, in writing, within 7 days of the grievance being lodged. The person against whom the complaint is made will not receive a copy of the complaint unless written permission is expressly given by the complainant to share the document.
- * Grievances are to be resolved no later than six weeks after the complaint is lodged.
The outcomes of a formal grievance process may include (but not limited to): recommendation to amend policies, recommendation to alter practices, agreement by parties regarding interactions, access to training and development or disciplinary action including a restriction on membership or formal employment review as allowed in employment agreements and as permitted by the relevant Employment Award.

Where a person disagrees with an outcome of a complaint they may lodge an appeal or further grievance with any relevant government agency or relevant mediation service.

This grievance, complaints and disputes procedures policy is as adopted by the Ryde East Public P&C Association general meeting on (insert date).

Signed President: _____ NAME: _____

Witnessed Principal: _____ NAME: _____