

## RYDE EAST PUBLIC SCHOOL GENERAL P&C MEETING AGENDA

**Date:** 12.12.17 **Opened: 7.40pm**  
**Present:** As per register  
**Apologies:** Rochelle Robinson, Kerryn Martin (poss) Philip Ward Cap , Sim – preloved

### **Minutes of previous meeting:**

Accepted: Von Seconded: Steve

### **Business arising from previous meeting:**

**Volunteering Online System** – Chris and Gen revisiting

Kiss & Ride – update to follow

Sports Shirts – agreed and progressing this. Working to add them in come Winter 2018

**Correspondence in: P&C Federation Fundraising**

**Correspondence out: Thank yous leaving school – certificate Federation P&C Forum**

### **Reports:**

- **Principal (Mr White)**
  - o late last week Roads & Maritime services – school zone to be increased 400 meters – will be now beyond round about on both Twin & Badajoz
  - o Thank you to P&C for all the support this year and particularly the Music Exec and formation of Sports committee
- **Nicole Doig**
  - o Working with staff to develop strategic plan further
  - o Looking forward to next 3 years
  - o Thanks to everyone for a great year
- **Katrina Verinder (new Principal introduction)**
  - o Facebook posting of her introduction
  - o Thank you for welcoming me to this meeting
  - o Excited about working with us
  - o Thanks William & Nicole D. and Exec – for hand over
  - o Seamless transition hoped for
  - o Previous Experience – was at Mt Druitt as class room teacher for 9 years – moved to Concord West as Asst Principal – most recently has been Deputy Principal at Denistone. Also has worked as Curriculum Advisor within State Office.
  - o Already has spent time in school as part of planning day with Exec – is aware of class structures and organisation – working together with Exec to develop the 2018-2020 school plan – doing some work already – will involve parent body students and staff further going forward.
  - o Plan in 2018 is to get in to classrooms as much as she can
  - o Likes to be hands on – come up to chat with her at any time
  - o Programs in place already at school are great initiatives – L3 PBL new focus on reading etc. – she is looking to support existing and also will look at new initiatives to continue to enhance learning outcomes
  - o Wished William all the best at Hornsby Heights

- **President (Gen Webb)**
  - o WOW what an awesome year we've had! Congratulations to all the award winners and our new Prefects and Captains, Presentation day was as exciting as ever!
  - o A huge THANK YOU to the following parents who have worked tirelessly with the P&C over the years and are now leaving the school: Suzanne Kimpton, Belinda Rossi, Rosetta Shaheen, Alison and Jeff Clarke, Sally Langford, Tracey Lochrin, Nerradene Wolken, Carol Crane, Dianna Rich, Chris Stanley, Justine Stehn, Tina Biniaras, Tomoko Barnier, Sharon Sagnella, Nicole Pearce, and Widya Tambun.
  - o Without all the support the parents, grandparents and friends give to the P&C we wouldn't be able to achieve the great things we achieve each year.
  - o There are a number of us stepping down this year and we are moving to more event management style volunteering so as to break the jobs down and make it more manageable. We are always looking for new members to join the Executive team or Music, Sports or Canteen committees
  - o Thank you Katrina Verinder for taking the time to join the meeting tonight to introduce yourself and address our parent community for the first time.
  - o I heard all about the fantastic night the year 5 and 6 kids had at the Year 6 Farewell last Friday so a massive THANK YOU to the organising committee, Suzanne and team, for pulling together that magical night. Thank you also to the Kiss & Ride team for all your hard work and communication to the school community on how we are to use Kiss & Ride in 2018. Please keep your eye on the newsletter for further updates and information on how to make Kiss & Ride a safe and effective process for us all.
- **Preloved uniforms**
  - o No specific report however going well. Very profitable and contributing well to P&C thanks to donations from families of old uniforms.
- **Banking (provided by President)**
  - o 61 new accounts - \$1895
  - o Elspeth stepping down – banking coord needed at end of 2018
- **Book club (provided by President)**
  - o Caroline – Parents spent \$14500 - new loop system makes it much easier - \$4500 worth of free books - \$3700 spent this year for library & for prize cupboard. Gifts
  - o May be looking for another helper
- **Grounds**
  - o No report
- **School Watch**
  - o No report
- **Social Media (provided by President)**
  - o 277 Members – Facebook Group – up 28%
  - o Instagram Page – promotion of Fundraising page to thank sponsors – tag in their handles and share it more widely – no pictures of kids.
- **Treasurer (Terese Consentini)**
  - o Good to see so many new faces
  - o 6 Accounts – different cost centres for each one
  - o Honoured commitment to school resources
  - o New Bell & Paging System - \$30k + \$20k interactive boards - \$51k donated to pay for these
  - o Working Account - \$84k – main fundraising event account
  - o \$107,553.81 Donated to the School this Year
  - o Pickles cheque waiting on this
- **Building Fund (provided by President)**
  - o Nothing specific to report
  - o We promote this to the school community every year around May just prior to end of tax year.
  - o It is the tax deductible donation mechanism for the P&C

- **VP Admin (Alice Robins)**

- Kiss and Ride Update - Over the last few 6 weeks a committee of parents partnered with the school to streamline the kids and ride process. Drawing on successful processes from other local schools as well as the City of Ryde Council, thus process has been refined for the REPS needs and the communication of the process has begun. Parent volunteers have been handing out the information Rach afternoon at kiss and ride as well as communicating through the newsletter. The Facebook page is also being used for Handy hints. The registration process will open first day of school 2018.
- School Process – teacher on duty determines requirements
- Supervision will only be on school side of street – ask that parents on other side of road follow the same approach
- Been better – much smoother this week.
- Registration process – forms to be handed in asap

2018 Opportunity - New Coles School Rewards program starting next year

- **Sports Subcommittee (Brian Downton)**

Minutes of subcommittee meetings – provided (see separately attached)

Report – Brian Downton

- **Athletics Training:** Continues to have strong numbers.
- **Uniform update:** Designs for polo, singlets and soccer top have been voted on and we are proceeding with process for winning design. Coopers Teamwear is selected supplier.
- **Banner/flag purchase update:** 4 x spikes to be purchased for house flag banners. Lightweight REPS flag also to be purchased. 3 varying designs to go to Rachael, Nicole and William shortly so purchase can be finalised.
- **Fundraising:** Christmas Raffle completed and was quite successful. Total amount TBC (approx. \$2500) and winning tickets drawn on Fri 8th.

**Proposed Sports Committee fundraising schedule for 2018**

- Term 1: Bunnings Sausage Sizzle: Kelly has obtained date of Feb 18th & has secured both sausage sizzle and cake stall
- Term 1: Outdoor Movie Night: exec team has approved this as our first major fundraiser for 2018. Fran has worked hard to put it all together and has all relevant information required for the event. Looking to hold on 7<sup>th</sup> April – Saturday Night – just after Daylight Savings ends so movie can start a little earlier at more kid friendly time.
  - Katrina flagged she has been involved in one in previous school and another attendee suggested talking to Truscott Street who ran one earlier in the year – Katrina to contact them.
- Term 4: P&C Sports Committee Christmas Raffle: worked incredibly well this year and would look to keep as T4 fundraiser in 2018
- Date TBC: Colour Run Event: Initial conversations have occurred with CUA and we have registered for a 2018 Colour Run event. Doing so gives us a significant discount on the event cost. Date will be confirmed early next year when REPS Calendar is finalised. Early conversations with Nicole and Gen indicate this may be a Term 1 event however we would love it to remain where it was in 2017 if possible.

**Areas for discussion at P&C meeting**

- **Sports Committee morning trainings for 2018:** proposed shift to Thursday morning. Focus area TBC once Gala Day entries are known however, T1 will more than likely be Fitness Through Fun Games (first 4-5 weeks), then shift into a Cross Country Focus in preparation for the school carnival.
- **Gala Day Competitions & Trainings:** the two Gala Days that REPS will enter in 2018 have not be decided yet. However it would be beneficial to know these as early as possible to assist with planning - pending new principals approval.
- **Colour Run Date:** as above. Having a date would be advantageous in allowing us to book event and organise
  - Term 3 – School to confirm best time – as it disrupts school week have looked to hold it on a shorter week in recent years. Preferable also to run on canteen day so can be combined with Pack Day
  - Communicate with Beverley to lock in date

- **VP Fundraising Report (Siobhan Reynolds)**
  - Bad Moms Christmas Movie fundraiser: event was held on 2nd November. We sold 96 tickets and with ticket sales and raffle, made a profit of \$1,700. A successful event that could definitely be run again. Big thanks to Jo Lewis for organising the inaugural night.
  - Ryde East Keep Cups: we have sold approx. 100 cups through Flexischools. We will be selling the cups at the local election next Saturday and expect them to be very popular. A plan to sell the remaining cups to Kindy 2018 parents on the first day has been proposed. Sold 112 cups so far and made a profit of \$786.30 (112 cups cost us \$1,172.70 to purchase and we've made \$1,959 through Flexischools)
  - Fundraising activities held at local election: P&C will run a BBQ at local election held at school on 16th December.
  - Role of Vice President, Fundraising: I am stepping down at the end of this year. The P&C Exec have introduced a Fundraising Committee for 2018. Parent helpers have been found for all of the major events planned for next year. The Exec is still looking for a Chairperson for this committee – this role will have oversight of all of the activities.
- **Art Calendar update (Tully Sharp-Butler)**
  - Next year sorting to be done in staffroom
  - \$1400 made
  - Low kindy sales – need to promote and explain it to new families/kindies – run earlier in the year.
  - Pictures of previous ones used to help promote it
  - Flexischools amazing – hickups – records available to make contact directly
  -
- **Community (Steve Hackett)**
  - Football boot drive – over 50 pairs were donated. These were sent with Rotary to the Northern Districts of NSW following the 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.
  - 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.
  - Assisted with the organisation of the Council Election BBQ in September and the Federal Election BBQ for the 16<sup>th</sup> December
  - Athlete's Foot – continued relationship building. From boot sales this year there is an approximate \$1200 donation.
  - Assisted with Trivia Night planning and coordination of prizes, set up and general organisation of the night.
  - NSW Club Grants application has been submitted on the 31<sup>st</sup> May. The body of work that has been submitted is for improvements to the bottom oval for around \$12,000. Application was unsuccessful
  - Regular meetings and promotion of our relationships with key contacts – Bresic Whitney, Athlete's Foot, Rebel, Amazing Paints etc
  - Support with Sports Committee establishment

## Additional Community Plans for 2019

- Planning underway on a Kindergarten welcome event for February 2018
- Continued relationships with current community partners and building of new community relationships.
- Source further grant opportunities
- Bigger and better Mother's Day breakfast event
- Continued coordination of other P&C events – Trivia night, BBQ, Music Festival etc.
- IGA – need to revisit

### **Request - \$1000 Welcome to Kindy Night**

Propose – Tully Second – Von

13 Yay 0 Nay

- Nick to assist
- Q re Yr 1 not Yr 6
- Concern about its viability going forward – can it be sustained
- Should it be more of a Welcome to REPS evening rather than just kindy's
- Yr 6 Decorations can be re-used
- Important to get new kindy parents involved in school community and ideally with P&C
- Coxs Road Mall have offered to support the evening

### - **P&C Music Subcommittee (Lina Diaz)**

- Minutes of subcommittee meetings - Submitted
- Report – Lina Diaz

We have concluded the musical year with a very busy term with a summary as follows.

1. Our Musical Variety Night was a great success with 26 items on the program with over 80% of students in the music program performing in the bands, ensembles, duets and solos. The highlight of the evening was the REPS Orchestra and their World Premiere of East Ryders of the Storm, Composed for them by Michael O'Donnell.
2. There were seven entrants for the Composition Competition with the winner to be announced at the Talent Quest. The entrants range from year 1 to year 6 and there is a diverse range of styles represented which is very encouraging.
3. Music reports have been completed and will be handed out during week 10.
4. Updates on the changes to our music program next year include:
  - a) Auditions for the Performance Band have concluded with students being advised of their results this week. At the same time, students have been identified for the Jazz Ensemble and the Rock Band with final placements decided early next year.
  - b) We have had significant growth in the number of students interested in learning violin and we are currently looking for an extra tutor.
  - c) Our current music contact parents are working on the timetables for next year and contracts will be sent parents via email so that they can complete them electronically. Lessons will commence in Week 2 of Term 1 in 2017.
  - d) Due to the growth in numbers in our school, the band room will be used as a class room in 2018. Morning rehearsals that were previously in the band room will now take place in the school hall. The current Room 4 will be set up as a percussion room so that the Year 2 Percussion Program can continue unaffected.

- e) To cater to the new student starting at REPS in 2018, there is a plan to start a new Intermediate string ensemble at the end of term 1 2018. Queries have already been made by parents of students starting in kindergarten 2018 to join the music program.
5. We would like to request that the air-conditioning to be put in Room 4, (as agreed to on 30/11/2017) be installed during the holidays.
  6. I would like to thank the music committee members for all their dedication and time towards the music program. I would especially like to thank the following music committee members, who are finishing at REPS this year: Carol Crane, Sharon Sagnella and Widya Tambun. We are currently conducting a review on the responsibilities of the various positions in the sub-committee as I will not be able to continue as coordinator in the current format A special thanks to Genevieve Webb, Alice Robins and the P&C, Mrs Small our teacher contact, and especially to Mr White for their involvement and support of the REPS Music Program.

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### **Requests & Other Comments re Music Program**

Air conditioning to be installed in to Room 4 – as previously approved

Location of new aircon already determined – Mr White confirmed unit has been ordered – waiting to hear re installation date

Review of positions next year – Lisa Cowgill has agreed to job-share Music Exec role.

Band manager – woodwind and flute contact parent needed

Thank you to Lina on behalf of School Community

- **Yr 6 Farewell (Suzanne Kimpton)**

- o Theme was Magical Memories
- o Great team helping on the night – lots of volunteers
- o Kids were amazing – yr 5 boys were amazed with the hall

- **P&C Canteen Subcommittee (Kelly Centellas)**

Minutes of subcommittee meetings – no meeting held for T4 yet

Report

- o Flexi Schools - 11319 orders to date increase of 38% year on year.
- o 487 registrations to date increase of 25 however need to reduce the amount of written orders.
- o P&L YEAR ON YEAR raised over \$8,915 profit which is in increase of 50 % from last year
- o Due to pack days on Monday and eliminating loss leaders etc.
- o Canteen Committee Confirmed 2018 – Kerryn Martin, Erica Berkovich, Nicole Hanna, Coralie Parsons, Kelly Centellas, Tonya Silbsy & Lisa Obrien (Belinda Rossi will be leaving sub-committee)
- o New Summer Menu will commence for term 1 2018
- o Did normal sushi day for Athletics Carnival made 80% increase on Athletics Day. Will implement a parents lunch pack also.
- o New rostering working well - improvement
  - New google docs shift reporting to begin in 2018.
  - Verbal phone call to next week shift working very well.
  - Still need more volunteers but it's a big improvement

### **MONDAYS (ONLY 2 HOUR SHIFTS)**

- 2 x 9.15 – 11.30
- 1 x 11.30 – 2pm

### **WEDNESDAY (ONLY 2 HOUR SHIFTS)**

- 1 x 9.15 – 11.30
- 2 x 11.30 – 2pm

### **FRIDAYS (ONLY 2 HOUR SHIFTS)**

- 2 x 9.15 – 11.30
- 2 x 11.30 – 2pm

### **ITEMS TO BE ORDERED**

- Ordering for the following needs to come from PC NOT CANTEEN
- 1 x Gas bottle leaking
- 2 x Urns
- New BBQ to be purchased from Bunnings for 2018

### **Store Room Update**

- Need a dedicated person on the PC Catering to manage the items for BBQ Help Days, and items requiring Urns etc. BUT they must have responsibility for it and its contents as it is not canteen equipment or supplies. If canteen needs to use urns/BBQ etc it would only be minimal and we would check/ replace gas if needed (everyone who uses gas should replace for next usage).
- P&C catering have their own cupboards for catering different events (on hall side of canteen) and stock should be checked before each event so no over buying does happen. Class parents have been great to come in and check.
- The main issue is both store rooms. People are not checking stock available before for events, which leads to unnecessary purchasing and overstocking of store rooms. This is a greater cost outright, as well as a loss when excess stock expires.
- I know everyone is tired after an event but I think dropping and not sorting out, organising and labelling according to use is becoming a bigger issue. Many times there is over ordering and stock has to be thrown out (expired) and equipment is not suitable for use at the next event.
- All equipment should be checked on a regular basis and maybe it could be an P&C working bee to maintain equipment?

### **Fathers Day Update**

- We fed over 600 mouths on Fathers Day Breakfast 2018
- Most items were fully donated or at cost price
- We had our major sponsor Bunnings sponsor the prizes and gift bags
- WE raised over \$3500 clear profit which is donated to Fundraising REPS.

## General Business:

- General Comment Re Newsletter – could school look at format being mobile enabled to make it easier to read online – esp given increased use of school app to access the content by parents
- P&C Federation Forum – early 2018 ...Date to be confirmed

## REPS group for blood donations – presented by Éireann Cameron

**Request** – seeking permission to register the school with Aust. Red Cross – as REPS or REPS P&C – to create a tally board & in turn generate interest amongst the school in giving blood .. also can start internal ‘friendly competition’ with other schools etc.

- 100 people donating blood – will save 300 lives
- Activate community awareness

**Request** - Option to get Donor Bus – to park on or near school grounds to facilitate blood donations amongst school and local community

- Idea of having a bus – makes it convenient – education for kids visibility also good
- Good opportunity to educate kids and community
- New Horizons partnership idea suggested – as they have some car park space that may accommodate a Donor Bus - Or do it during school holiday

Idea to move forward was agreed by group. Use of REPS P&C for registration of group if school can't get approval under REPS alone

**Bi Law consideration** – provided for comment & will be promoted in order to give necessary 1 months notice to school community:

- Suggested – no person will serve more than 2/3/consecutive roles in the same position
- Suggested – what rules are to be given thanks – life membership / outstanding or commendation /contribution service
- Suggested – anyone sitting on teacher merit panel be a financial member and represent views of P&C
- Suggested – running costs – spend up to X – Sports Music Canteen Executive
  - Servicing of instruments
  - Normal usual habitual - not withstanding - set an upper limit \$2k – must be communicated with the Treasurer
  - Review standard against past costs
  - Sub committee policy document – will be reviewed to check any existing stipulations

## Keep Cups Motion

– To purchase Keep Cups for teaching staff to help promote sustainable giving & to role model to kids

Up to \$750

Propose – Siobhan            Second – Brian

Yay – all in favour Nay – 0

## Motion re New Banner –

- To purchase to promote Election Day BBQ's

\$300

Propose – Alice – Second – Phil

Yay - 18

**Meeting Closed: 9.30**

**Next Meeting: 28<sup>th</sup> February 2018**