

RYDE EAST PUBLIC SCHOOL GENERAL P&C MEETING AGENDA

Date: Wednesday 15th February 2017

Opened: 7.35

Present: As per register

Apologies: Meagan Ottowell, Marlene Mifsud, Steve Hackett, Kerry Rookes, Sharon Cunningham, Terese Consetini, Kat

Minutes of previous meeting:

Accepted: Tully Sharp-Butler

Seconded: Lina Diaz

Business arising from previous meeting:

- Badajoz update to follow
- Voting in President / VP Admin & Management
 - Previous AGM had proposed and confirmed joint President Role – this has subsequently been reconsidered and an alternate structure proposed. This new structure confirms the following Executive Roles for 2017
 - President – to be voted in this meeting (as per below)
 - V.P. Admin & Management – to be voted in this meeting (as per below)
 - V.P. Fundraising – previously voted & confirmed @ AGM (Siobhan Reynolds)
 - Treasurer – previously voted & confirmed @ AGM (Terese Consetini)
 - Secretary – previously voted & confirmed @ AGM (Nicole Shore)
 - Community & Marketing – previously voted & confirmed @ AGM (Steve Hackett)

Motion:

- President Role:
 - Genevieve Webb nominated as President by Siobhan Reynolds – Seconded Lina Diaz
- VP Admin & Management Role:
 - Alice Robins nominated as VP Admin & Management by Siobhan Reynolds – Seconded Nicole Shore

Correspondence in:

Council – emailed asking to release personal details in relation to the Badajoz crossing issue to local residents. Gen responded informing them no.

Correspondence out:

Nil

Reports:

Principal

- Fantastic to see community support – spoken of by Sharon Sans
- Meet the teacher night – very well attended
- School connection with parents and visa versa is important – the role you play binds kids more closely to the school and their learning – has been shown to have a positive influence
- Enrolments – 512 – Kindy 87 – half of school numbers in the K-2 years
- Expecting we will continue to grow – Stage 3 (62/57 6/5 respectively)
- 2019 – 540 students expected – 2 additional teachers
- AP position off class – to be taken by Nicole Doig – focus on School Welfare program – provided immediately by Dept. usually only give after 12 month proof you will hold your numbers over 510
- 525 is next magic number – as this would enable school to get a Deputy Principal –in this case the 4th AP position would move back to a teaching role -would need to hold 525 for at least 12 months to be eligible so are anticipating it for 2019

- Badajoz Crossing – Engineers have been out – could go to Land & Enviro court on appeal – working hard to try to limit any grounds for appeal. Really important to follow the rules re crossing / parking etc – make sure we respect the rights of the residents – this is the opportunity for appeal. Spread the work need to show our actions = our words – will be promoting it in newsletter a lot.
- Need to ensure no double parking / over driveways including our own – stick to the path really important – Promote Safety
- Patrols will be facilitated via Sydney Highway Patrol / Council to ensure we sending right message – this is done for a proactive point of view
- Grand parents need to be reminded/made aware as we are being watched
- Child safety is priority and the principle reason why we are pursuing this
 - ACTION – promote via class parent and Facebook page
- Communication – going to be a real focus at the school in the coming months
- School looking at fool proof methods to communicate to parents quickly – eg Meet the Teacher Night – aiming to set something up by Term 2
- Mr White aiming to provide response to any query within 24 hours between himself & his exec team. They may not be able to resolve an issue in this time frame but will be responding and then ensuring subsequent progress is communicated
- Harmony Day – was 22nd (LifeSkills program clash) – now 21st March
- End term 2 / term 3 preferred & promoted for Walkathon
- Prospective Parent tours will be starting end March by Mr White on a Thursday

- Nicole Doig & Rosanna Flammia tabled the below WISH LIST with request for consideration for P&C to fund these items in 2017

- 2017 REPS Wish List for P&C

-	* Technology	
-	- Interactive Portable Whiteboards - \$4000 x 5	\$20 000
-	- Portable Devices	\$20 000
-	* Classroom Furniture	
-	- Swivel stools -11	
-	- Collaborative tables – 2	
-	- Bean bags for library – 5	
-	- cube stools/ottomans for library	\$15 000
-	* Classroom/ Playground Resources	
-	- \$150 per teacher	\$4 000
-	- Kindy resources to be updated eg. Home corner, toys blocks etc	\$2 000
-	- Large playground building blocks and equipment for social Groups during lunch time	\$7 000
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-	Total	\$68 000
-	Possible extra – additional lunch seating for Stage 3 students?	

Other commentary from Nicole Doig & Rosanna Flammia as it relates to the list included:

- Laptops getting old / ipads no longer updating – classroom use by kids
- Smartboards – getting to the end of their day – interactive portable whiteboards are the preferred option – would like one per board per building initially - \$4-5k each
- Furniture – looking at making the Library a fun space to be as increasingly used during lunch time with growth in number of kids at school
- K-2 class have increased – engine room tables are needed to accommodate extra classes - \$15k
- Each stage has 8-10 ipads – laptops
- Upgraded resources for kindy rooms (home corners/puzzles) is required - with 4th class they have had to split the existing resources, which were already tiring, for 3 classes to accommodate the extra class.
- Social skills and play issues – looking for lunch time activities – K-2 don't know what to do .. wander around at lunchtime – play equipment will provide structured safe opportunity particularly for the younger stages.

Motion: Genevieve Webb proposed to commit to spending \$70k on the listed items – Alice Robins seconded

Other comments related to wish list:

- For other Equipment – a toy drive idea suggested by one parent – as could help collate quality puzzles and other games etc that could be useful within the classroom
- Meeting attendee flagged question regarding technology and use of refurbished laptops as he worked in IT. Nicole Doig / Rosanna Flamia indicated ipads could be topic for discussion. School currently looking at exchange option with Apple. They also flagged Department covers support for only certain brands so this can limit what they purchase/ use. Also flagged that they look at need – what enhances learning for the children was criteria no. 1

Presidents Report

Welcome to 2017 everybody, I hope you are all ready for another great year with the school.

I'd like to take this time to quickly introduce the Executive Team to you:

- Genevieve Webb – President, 3rd and final year. I have 2 daughters one in year 2 Emilia and another still in day care who will be 4 this year. I work fulltime for a medical device company in a Performance and Learning role across APAC. I'll be responsible for the successful functioning of our P&C, being the main liaison for the school and ensuring the parent community are part of the decision making process, acting as the P&C Association's spokesperson when public statements or actions are needed and ensuring the rest of the team is supported across our activities and events.
- Alice Robins – Vice President, Administration, and Management
- Siobhan Reynolds – Vice President, Fundraising
- Nicole Shore – Secretary
- Terese Consetini – Treasurer
- Steve Hackett – Community and Marketing Officer

We also have the following sub committees within the P&C

- Music – led by Lina Diaz who has had a very busy start to the year with all the music lessons so well done Music team and I'll let Lina intro herself now .
- Canteen led by Kelly Centellas.

Other functions that the P&C are responsible for and require volunteers are:

- Book Club
- Banking
- Preloved uniforms
- School watch

Our P&C is a great team and we welcome you to join us wherever you have an interest and can help.

The executive team met earlier this year to clarify our roles and responsibilities, we are all now clear on who is looking after what as we've just detailed. We will be sharing the load across the activities the best we can to ensure that no one is overloaded and feeling overwhelmed and have the full week covered should we need a parent representative at school. We also calendared most our usual fundraising events which Siobhan will take us through in her report.

We have also established new email addresses which will be used by P&C team members, and G drives so we can effectively store templates, processes and have a better way to hand over to future P&C team members. Thank you to Dianna Rich who took the time to set up each email we will be using going forward. This will be published in an upcoming newsletter once completely finalised.

Another matter we discussed was the P&C contribution which we decided to raise by \$10.00 this year. We have not raised this contribution in 2 years and we felt that with increasing prices of items, our potential need for support across some P&C functions like canteen where we are need to engage our temporary workers on more hours the \$10 was justified. This is also in line with other local schools contributions.

So that's pretty much it from me – I look forward to working with you all and getting to know you better!

Q to Genevieve – Do we need to vote for the increase in contribution? Genevieve confirmed no need as quorum ok

Treasurer

- Genevieve Webb provided update on Terese's behalf

REPS P&C Fundraising Report – 15th February 2017

- **Background:** P&C fundraising events held throughout the year contribute to buying equipment etc. for the school. Give examples of what has been purchased in the past.
- **2016 fundraising total:** P&C raised \$78,000 from fundraising events in 2016.
- **REPS 'Wish List':** Mr White has submitted the school's wish list for the year and the P&C Exec are currently considering the requests and this will be open for wider discussion during tonight's meeting.
- **Fundraising target for 2017:** will be approximately \$50,000 to continue to keep a healthy financial balance in the accounts.
- **Fundraising activities for 2017:**
 - **Disco in Term 1, 2 and 4:** the first disco will be on Friday 31st March. Theme will be announced closer to the date. Tickets to the disco will be purchased through Flexischools. Looking for volunteers to help the Disco team run the event – both at the infants and the primary disco.
 - **Mother's Day breakfast:** will be held on Tuesday 9th May. First time the P&C have run this event but we know there is a lot of interest within the school community for this given how many working mums there are now at the school. It will follow a similar format to the Father's Day breakfast. Looking for dad's to join the Mother's Day breakfast committee and will be looking for approx. 20-25 dads to help on the morning of the event.
 - **Mother's Day stall:** will be held over 2 days. Wednesday 10th May and Thursday 11th May. Stall will be held from 8.30am near the school hall on both days and after school on both days. Looking for volunteers to help run it.
 - **REPS Music Festival:** annual event held at the school. 2017 is the event's 20th anniversary so it's going to be a huge celebration! Marlene Richardson will be heading up the organisation again this year. Lots of schools from the surrounding areas attend so it's a great opportunity to show the best of our school while fundraising. P&C will run a number of activities including a BBQ, cake stall, raffle etc – looking for volunteers to help

- **Walkathon:** held on Tuesday 13th June. This will be the P&C's biggest fundraiser for the year. All children are encouraged to participate and will be sent home with sponsorship forms – family and friends can sponsor kids for number of laps.
- **Trivia Night:** now in its 3rd year – great way for parents in school community to get to know each other. Held in the school hall on a weekend night. There are currently 2 potential dates for the night – Saturday 24th June or Saturday 29th July. P&C need to decide on a date and start promoting it.
- **Father's Day breakfast:** run by Kelly Centellas and an annual event. Will be held in the school hall on Thursday 31st August. Big need for volunteer help in the run up to the event and on the morning.
- **Pre loved uniforms:** run by a school mum – Simone Hazelhurst. Open in the canteen every Tuesday morning from 8.30am – 9.15am. Need to encourage all parents at the school to donate second hand uniform. All funds received go to P&C.
- **Cake stalls:** usually 2 cake stalls a year. One at an election (if one being held during 2017) and one at the REPS Music Festival in May. Run by Nicole Pearce and Yvi Roberts. Looking for volunteers to help run stall closer to the date.
- **Bunnings BBQ:** P&C have an opportunity this year to hold a BBQ at the local Bunnings Store. We have an existing relationship with Bunnings through Kelly Centellas. Need to approach Bunnings to pick a suitable date. Activity will be run by Bill Olsen and Chris Seeto. They will need volunteers from within school community to help.
- **Art calendars:** annual activity run by Tully Sharp Butler in Term 4. Each kid will be encouraged to do a piece of art work in class and this art will be used to create calendars, computer mouse pads, greeting cards etc which parents will be able to order. Further details to follow.
- **Entertainment Book:** run by Sharon. For each book sold through the P&C, the school gets \$14. Will be promoted through newsletter and Facebook page.
- **Fundraising sub-committees:** as there are now so many P&C fundraising events throughout the year, the P&C Exec would like to establish sub-committees for each of the big events – which would include Mother's Day breakfast, Father's Day breakfast, Trivia Night, REPS Music Festival, Bunnings BBQ, Bunnings BBQ etc. Most of these activities already have a team leader but it would be great to get approx. 3-4 other parents involved in each committee to spread the load of work. Anyone interested??
- **Follow up from Light Up East Ryde event:** event held in November 2016. Lots of remaining stock following event so a number of events were run in December (including a stall at the Carols on the Common and a stall outside the P&C President's house) which helped to shift a lot of stock. P&C has now broken even and all remaining stock can be sold at various fundraising events throughout the year – in particular, on the Mother's Day stall.

Community

- Looking to apply for some Grants – Ryde Council Community Grant info session but found out that P&C did not qualify
- Would qualify for Club Grants – Steve is looking in to this for May
- Meeting with Breswick Witney to discuss support opportunities in line with last year – due to take place on Friday
- Contacted – Rebel Sport/ Athletes Foot
- Arranging meeting with Amazing Paints
- Ritchies – IGA running again and cards/keyrings handed out at meeting and were to be distributed at kindy welcome morning tea.
- Football Drive – used football boot collection also due to happen again this year.

P&C Canteen Subcommittee

Flexi Schools

- 10908 Orders to date 2016 (over 22 orders per student to date average)
 - 487 registrations to date (increase of 25 in the past meeting)
 - Over 90% of the classes are now 100% registered for Flexi Schools
 - Total of 487 registrations to date.
 - P&L \$475 profit due to big payments for suppliers in month end and will bounce back next month.
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- Canteen Committee Confirmed – Keryn Martin, Nicole Pearce, Jo Tierney, Belinda Rossi, Kelly Centellas, Tonya Silbsy & Lisa Obrien
 - New Summer Menu commenced
 - Kindy Volunteer Drive
 - We are now changing the terminology 2 hour shifts to encourage more volunteers (getting away from All Day and EBH & LBH) 2 hour Am shift or 2 hour Pm shift? SIMPLE

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

P&C Music Subcommittee

The REPS Music Program commenced on Monday the 6th of February and were joined this week by the year 2 percussionists with 163 students in the program, up from 128 students last year. These are divided into the following areas:

- Brass – 8, with Richard Sandham and Philip Ward teaching French horn x 2
- Flute – 8, with Alanna Freeman and Jackie Brighton
- Woodwind – 14, with Scott Marshall. The break-up of the woodwinds being 1 oboe, 5 saxophones and 8 clarinets.
- Violin – 14, with Riri Matsuyama (Suzuki) and Michael O'Donnell
- Guitar – 30, with Nazli Bodaghi
- Percussion – 78, with Joe Gould
- Recorder – 11, with Sue Thorvaldson

This year the program is considerably different, the teaching hours and days have changed, we have new instruments on offer and the ensembles have also expanded. The only aspect which remains fairly intact is the year 2 percussion program having lessons starting from 1:00pm on Tuesdays and Thursdays. This will remain unchanged for the foreseeable future.

We have 6 ensembles on offer and they all commenced rehearsals last week:

- REPS Band – Joe Gould
- Guitar Ensemble – Nazli Bodaghi
- String Ensemble – Monique Turner
- Recorder Ensemble – Sue Thorvaldson
- Rock Band – Joe Gould
- Performance Band – Joe Gould

The Training Band and Senior Band no longer exist.

The REPS Band currently has 8 students in it, but will grow to have 15 members and the rehearse on Mondays before school. Unlike the Training Band, students will join the REPS Band when their tutor deems them ready for ensemble work. They will participate in the REPS Music Festival and the Wahroonga Music Festival. This will be in addition to school performances.

The Performance Band requires that all members audition in order join the band. Auditions were held last year in term 4 for the current cohort of 23. They will also participate in the REPS Music Festival and they will take part in the NSW Schools Band Festival run at the Uni of NSW. These are in addition to school performances.

Our Recorder and String Ensembles are beginning their preparations for the Festival of Instrumental Music. Only children from years 3-6 will take part in that performance, but everyone's preparation will be the same. Our performance date at the Opera House is the 5th of September.

We are currently looking at opportunities for our Guitar Ensemble and the Rock Band to perform outside of school.

Tutor fees have increased for this year to \$40 per solo half hour lesson. The annual \$30 fee and the weekly band fee of \$7 remain the same. The percussion students will also be charged a \$10 fee to cover wear and tear and servicing of percussion equipment. The Ensembles will be charged a weekly fee of \$10. The Band and Ensemble fee is used to cover the cost of the conductors.

Our current balance in the music account is a very healthy \$21062.91, of which we will need to put some of this towards the continuing servicing of all instruments. Over the holidays percussion instruments were serviced by Joe Gould. Band instruments were also serviced after consultation with the instrument tutors. Our area of focus for this year will be servicing of the remaining band instruments and the guitars.

Also, we would like to request agreement from the P&C for the purchase of the following:

1. Electric guitar \$200
2. Oboe \$2500
3. Band uniform shirts \$1000

Total - \$3700(approximate)

With the increase in numbers additional percussion instruments might need to be purchased.

At our meeting of the 30th of November, it was agreed that a new A/C unit be installed in Room 4. As this has not happened yet, could the unit in the Band room be installed in room 4 and a new unit be installed in the band room instead. The current unit in the band room is not sufficiently large to cool / warm the space and is better suited to the smaller Room 4.

We've had an expansion in committee positions, these being web site development, recorder contact parent and rock band contact parent. I am happy to report that all positions are filled. We do have several parents either leaving school or wanting to change roles at the end of the year, so the positions that will require filling will be Percussion Contact Parent, Guitar Contact Parent, Brass Contact Parent, Violin Contact Parent and Treasurer (for now). We'll start recruiting later in the year but it would be very advantageous if new members came from the current infants' cohort.

Finally, I have had a preliminary meeting with William White to discuss the direction of the music program in 2018 and beyond. There were challenges with the return of permission slips this year. The music program is currently investing time for the development of a website for the program and we hope to be able to manage the return of notes electronically in 2018, pending further discussions. The security of information is paramount and we will be working closely with the school on this.

Lina Diaz - REPS P&C Music Coordinator

- **Requests**
 - Electric Guitar and Jnr Oboe + shirts for the bands looking to update/replace them
 - \$3700 requested

Motion: to fund items proposed by Siobhan Reynolds – Seconded Suzanne Kimpton

Building Fund

- Nothing to report – will be putting out request later in the year

Preloved uniforms

- No report

Banking

- No report

Book club

- No report

Grounds & School Watch

- As always a huge thank-you is due to the small but diligent team who maintained patrols throughout the long hot summer.
- Happily there is very little to report; to my knowledge there has only been one instance of damage to school property in the past few months; this was outside the scope of School Watch and is mentioned in the Grounds report.
- After some serious security lapses towards the end of Term 4, Mrs Doig in her capacity as Relieving Principal met with the cleaners and I backed this up with some informal discussions with the head cleaner. Outcomes seem to have been positive with a reduction in the number of occasions we have found doors and/or windows unlocked or open after hours, but we will keep checking.
- Volunteers in the school watch team recently received the next roster which covers the rest of Term 1, autumn holidays and much of Term 2.
- We have a good team but would still like more to join our roster, so we can share the effort! Duties are to only observe and report; we do not place ourselves at risk. Members must always avoid confronting situations and leave it to school security patrols or police to take appropriate action.
- Anyone willing to join our team or who would like more information, please see me, send a note or email to the school office with your name, phone and email contact details and they will pass on your message.
- *Phillip Ward*

Other Updates provided by Philip

- Our school is one of value as wildlife corridor between Field of Mars
- Bird Life Australia grant – developed grounds by buying plants/gardening tools for kids to use – assessed grounds/ made improvements for desirable species of native birds
- 150 plants still to be collected and planted under grant
- 50 plants donated by community nursery & Ryde council donations
- Nearly all planting from last year has survived – someone walked off with a ‘Christmas Bush’ over Christmas School Holiday period
- Next working bee Sun 26th Feb
- Sunday 19th March – KINDY working bee

General Business:

- Facebook Page:
 - Music looking at a webpage solution rather than separate use of Facebook
 - Brilliant tool – need to be careful to make sure it is school focused
 - Facebook Admin team – messaging frequently about appropriateness of content
 - Flagged that education for school community – particularly new Kindy families around posting and use of Social Media as it relates to other children at the school. Recommended parent update be sent from Principal to help inform parents of the need for care.
 - No Facebook or other social media page is to use the official School Name or Logo without permission.
- Fencing concern raised by Jahida Zreika
 - Raised concern about safety of children at school due to low rise fencing and location of gates particularly at bottom oval where gate/fence is not locked and provides access to school grounds close to public bus stop
 - People entering school grounds and the risk this poses to security of the kids raised a concern. Requested consideration of higher fencing where gates could be locked during school hours to reduce ability for someone to enter school
 - Wanted to know if there was something that could be done to improve security of school grounds before an incident occurred.
 - Mr White flagged that in order to mount a case to the department for upgraded higher fencing you have to demonstrate one break in per day – otherwise school community would have to fund the fencing – which could be up to \$150k
 - Nicole Doig emphasised that children don't play near the boundary – at top or bottom of school grounds.
 - Safety for the kids – was emphasised as remaining as a key consideration for the school and broader community
 - Question as to whether existing gates could be locked however with required access to canteen and home school office at that entrance these cant be locked
 - Issue was taken it on notice – will look to get further feedback from wider school community regarding improving security & safety of school grounds.
- Disco
 - Dates need to be confirmed for Term 2 – 19th / 2nd June
- Swimming Carnival
 - School needs assistance from P&C to hand out ribbons at upcoming Swimming Carnival – Alice Robins & 1 other lined up to assist.

Meeting Closed: 10.05pm

Next Meeting: Alternating to a Tuesday – 28th March 2017