

- DATE:** 28th November 2017  
**LOCATION:** Robertson Public School Library
- PRESENT:** Susan Mathews (SM), Michelle Oehm (MO), Kim Haylen (KH), Alice Richards (AR), Kathleen Betts(KB), Cathy Roodenrys (CR), Renee Moore (RM), Michelle Little (ML), Natasha Blenkinsopp (NB) Kellie Anne Hinchcliffe (KAH), Mary Creagan (MC),
- APOLOGIES:** Kathryn Murray (KM), Jo Souter (JS), Ellie Di Bella (EDB), Jodi Hidasi (JH)
- DISTRIBUTION:** Above listed people, P&C financial members and Robertson School Administration

The meeting opened at 6.33pm

- We would like to open the meeting with an official thank you to Michelle Oehm for her many years running the school canteen and fundraising events. We will miss Michelle a lot next year when she is no longer a school parent

#### **Minutes of 24/10/17 Meeting**

Motion: Minutes of 24/10/2017 be accepted.

Moved:NB 2<sup>nd</sup> ML

#### **Notes from last minutes:**

- Firewood update! Damian would like to bring a team in to the school grounds on the first week of school holidays to cut the wood still waiting in the playground. He will arrange this with Susan (SM) The sale of the wood will then take place early term 1 next year

#### **Correspondence In:**

- Seton First Aid Advertising material
- Letter from Veolia Mulwaree Trust - unfortunately our request for funding for the concrete pathway was unsuccessful. Kym (KH) will follow up with them to get some more information on how we might be more successful in future applications.
- Anonymous letter discussed in general business
- Letter from parent Kirrilee Bracht discussed in general business

#### **Correspondence Out:**

- NIL

**Treasurers Report:** Kathleen presented a report. See Attachment.

- There is an uncashed cheque of ours sent to the Lions Club last year as a thank you for the use of their BBQ. Kathleen (KB) has followed up with them and they have advised the cheque has been lost. Decision made to reissue the cheque. Alice (AR) will email a copy of the letter sent in 2016 to Kathleen (KB) who will arrange another cheque to be sent.

If you disagree with any information contained herein, please advise immediately.

- Michelle (ML) has kindly looked at the general ledger with Kathleen (ML) and confirms that the discrepancy mentioned previously appears to be human error. She suggests that in future this can be automated in Excel to prevent this happening again.
- Susan (SM) enquired as to the amount remaining on the Breakfast Club loan. Kathleen (KB) will look into it and confirm with her.

**Uniform Report:** Kym presented a verbal report.

- Michelle (ML) has kindly taken a look at the uniform shop accounts and put together some updated figures about available funds and outstanding invoiced both in and out.
- Stock levels are good with plenty of smaller sizes for incoming kindergarten families.
- Kym (KH) is still working on following up the unpaid accounts we are due from school families. It is at \$1200
- One PSW and one Poppets order remain unpaid by us. Kym (KH) is following up with them
- Ellie (EDB) will be taking a step back from the Uniform Shop next year so we are in need of a new volunteer to help Kym in 2018. Natasha (NB) and Michelle (ML) have kindly offered their support but we will seek to find someone outside the current committee first. Kym (KH) to place a notice in the newsletter
- There are a few open conversations about the running of the uniform shop such as access to the bank account, ordering procedures, payment options and opening hours that can all be dealt with when the new volunteers are confirmed.

**Canteen & Fundraising Report:**

Michelle Oehm presented a verbal report.

- The canteen is going well and Kellie Ann (KAH) is doing a fantastic job taking over for next year
- Spud Day for the year 6 fundraiser will be going ahead tomorrow Wednesday 29th and at the moment they have made \$410 profit. The P&C/canteen are happy to cover the cost of any drinks sold as part of this event
- The Christmas Raffle is going ahead and donations are currently being accepted. Tickets will be sent out with children this week

**Music Report:**

No music report as Jodi was an apology

**Principals Report:**

Susan Matthews presented a report. See Attachment.

**General Business**

- Veolia Mulwaree Trust Update - as discussed above our grant application was unsuccessful but we will aim to keep applying. Kym (KH) will get some feedback on how we could improve our chances
- School Bell - an anonymous note was received in the P&C mailbox asking if the community was consulted about the purchase of a new school bell system. Susan (SM) confirms that a new system is being purchased due to safety concerns about the bell currently being used. She explains that the update is necessary for many reasons (the current bell is a safety hazard, an updated emergency alarm and school PA system is required). It is agreed that this is a school issue rather than a community one
- Recent Donations. The school has recently received some very generous donations from The Robertson Garden Club, Tour De Cure and a raffle run by Pizzas In The Mist. We are

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very grateful for this kind generosity. Susan (SM) explains that some of this money will be used to put towards the new school bell and emergency system. Pizzas In The Mist have advised via the school Facebook page that their raffle is currently at over \$3000. They have asked us to put together a wish list of items to spend it on but would like the focus to be on educational resources or technology to be used in the classrooms. Susan (SM) mentions that the teachers have requested new “engine room” desks for their rooms and we agree this would be a great suggestion.

- We have received a letter from parent Kirrilee Bracht about bump it up walls being used in the classrooms and her concerns over the effect on students self worth and confidence. Susan (SM) explains the practical and educational benefits of visible learning and some of the research behind it. She (SM) is happy to provide this information to anyone interested and would be happy to consider some surveys within the school to assess the general opinions
- BYOD. Kym (KH) would like to discuss the involvement of the P&C in the schools new Bring Your Own Device initiative. Could we provide some funding to purchase devices? There will be many discussions about BYOD in the new year so we will carry this over into 2018
- Gift for Linda J and trophy are being organised for the presentation assembly. We agree that a Pizzas In The Mist voucher would be the perfect gift. Kym (KH) will arrange this and the trophy for the presentation
- Travel mug samples. We will carry this over to the next meeting as we are running short on time
- School Playground Chess Set discussions will also be carried over to the next meeting

**Meeting Closed at 8.20pm**

***Next meeting to be held Week 3 term 1 Tuesday 13th February 2018 commencing at 6.30pm in the School Library***

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**Robertson Public School P&C Association Monthly Financial Report**

**28th November 2017**

For period 23/10/17 - 27 Nov 2017

**General Account**

Income	Expenditure	Available Funds	Comments
		<b>Bank Statement</b>	
<b>\$1,777.15</b>	<b>\$2,171.99</b>	<b>\$12,421.15</b>	<b>Expendiure</b>
			\$1,847.99 Canteen supplies.
		<b>General Ledger</b>	\$324.00 Lunch Wallets 50 units in various colours
		<b>\$10,860.77</b>	
			<b>Income</b>
		<b>O/S cheques</b>	\$1,777.15 Canteen takings
		<b>\$809.38</b>	
		<b>Diff \$751.00</b>	Error in GL documentation, auditor aware

**Breakfast Club Account**

Income	Expenditure	Available Funds	Comments
<b>\$255.00</b>	<b>\$0.00</b>	<b>\$1,224.92</b>	<b>Income</b>
			Cash deposits only
			Awaiting new deposit book, no deposit possible 27/11/17

**Instrument Account**

Income	Expenditure	Available Funds	Comments
			Jodi Hidasi will present an updated verbal Instrument Account Report. Available
<b>\$</b>	<b>\$</b>	<b>\$4,413.30</b>	funds reported here, are representative of the CBA Netbank Account as of 28/11/17

**Uniform Account**

Income	Expenditure	Available Funds	Comments
			Eleanor Di Bella will present an updated verbal Uniform Account report. Available
<b>\$</b>	<b>\$</b>	<b>\$7,853.55</b>	funds reported here are representative of CBA Netbank Account as of 28/11/17

## Principal's Report November 2017

### External Validation

The external validation process is an important component of a system-wide approach to school excellence. Schools regularly self-assess their improvement efforts using evidence to support their reflections and an external validation panel considers the school's evidence, providing assurance to the school and the system that the progress being made either through the school plan or as part of their ongoing school focus area, aligns with the standards articulated in the School Excellence Framework.

Our school was validated at Sustaining and Growing across the three domains of Learning, Teaching and Leading. In order to move to Excelling it was evident that a focus on strengthening practices that engage our wide school community in conversations about student learning, data and progress is an area to develop.

### School Website

The process has commenced and I am working closely with Cath Doyle in the development of the site and the addition of new information as well as the tidying up and streamlining of current information.

Within the P&C tab we would like the committee to submit a passport photo as well as a brief 'bio.'

**As well as this a calendar of the regular fundraising events is required as well for this page.**

**Once the new website is set up I will look to set up a P&C member to have access to the website so that updates can be made directly by a P&C committee member.**

### Captains Speeches and Ministries

Captain nomination speeches will be held this Thursday at 11:30am in the Library. Parents are most welcome to attend. We will have two school captains in 2018 and all other students will be involved in ministries. There will be an expansion of ministries to accommodate the large cohort of Year 5 students ensuring every student has a leadership role.

Our Year 6 students were surveyed in regard to the implementation of ministries this year. It showed 82% of students were in favour of this new system of leadership. They reported that they were learning to be better organised, improving their communication skills, gaining increased confidence, developing new skills and were learning skills regarding how to be a member of a team. 82% were in favour of this system continuing.

Peer Support provides a further opportunity for Year 6 students to develop their leadership skills. 88% of Year 6 students stated they had developed more patience as a result of being a peer leader. 71% felt they had developed increased confidence, 53% believed they had developed increased people management skills and 35% felt they had increased their capacity to show empathy, lead and communicate better.

### Year 6 Farewell and Graduation Dinner

The Year 6 Graduation Dinner will be held at the Robertson Hotel on 11<sup>th</sup> December at 6pm-8:15pm. Cost is \$20 per student after subsidies from funds raised by Year 6. The Graduation Assembly is also to be held on 11<sup>th</sup> December from 2pm-3pm in the School of Arts hall.

### Reports

These will go home on 8th December. This year parents will be provided with an insert to demonstrate

growth made by the student in Reading Texts, Writing and Comprehension in Literacy as well as Addition and Subtraction, Place value and Multiplication and Division in Numeracy. Some information regarding the insert and how to ‘unpack’ the information will also be provided.

## **2018**

Students Years 1-6 return on Tuesday 30<sup>th</sup> January. Kindergarten students commence on Thursday 1<sup>st</sup> February.