Riverbank Public School P & C General Meeting

Minutes of General Meeting Held Wednesday 25th March 2015 @ Riverbank Public School Staffroom

Attendance
Lesley Parsons (President), Belinda Turkmani (Vice President), Jeannie Brown (Principle), Stephen Trovato, Kristy McGuiness (Secretary), Cindy Wright (Treasurer), Rachel Scott, Darshan Lal, Andre Moreitz, Payal Wachhar, Bradford Wright, Brenda Chen, Carrie Partridge, Joanne Ellingham, Joe Debrinacat, John Smith, Muriel Mastrippporto, Parminder Singh, Rhiannon Smith, Aleem Mohammad, Prabhjot Kaur, Sarbjeet Dhillon, Birinderpal Singh.

Meeting Opened 7.03pm

1. Welcome and Formal Acknowledgement

President, Lesley Parsons acknowledged the Dharruk People and Land. She also welcomed parents, citizens and school executives.

2. Work Health and Safety / Code of Conduct

Mrs Brown and Lesley Parsons sign and witness papers

3. Acceptance of New Financial Members

Vinil Chandrashekar, Patricia Cordoba, Birinderpal Singh, Prabhjot Kau, Sarbjeet Dhillon
Seconded by Darshan Lal

4. Apologies

Jian Li, Balwinder Kaur, Subbash Subbash, Peter Scott, Kate Mepherson, Pamela Smith, Karen Lambert Mitchell, Rachel McKey.
Seconded by Muriel Mastrippporto

5. Mother Day Stall

- Discussion as to whether the $1000 given to help buy gifts was a donation or a loan. Paul, Darsham, Belinda and Aleem confirmed it was a donation.
- Example of gift and price list is handed out by Belinda.
- Approx. amount of gifts was discussed. Estimate of 1 ½ gifts per child
- Mother’s Day Stall will be held at the School on the 7th of May
- Discussion of possible gift-wrapping table by year 6 students to fundraise. Parents would donate gift wrap.
- Discussion of Standard price of $5 per gift.
- Discussion of different tables for different priced gifts
- Majority Vote = $5 per gift.
- Belinda to Buy Presents Thursday 26th March. Belinda to pay and Treasurer to reimburse.
6. P&C Levy / Contribution
- Vote for Levy or Contribution – Majority Vote = Levy
- Levy will be a yearly amount, Discussion on not making Levy too high because of outlay from families already made.
- Discussion of marketing correctly what the Levy is for. i.e. P&C need the money to help buy the things that other Schools already have.
- Discussion of whether the Levy will be capped. Vote = No Cap
- Vote of the following amounts:
  - $40 per child, per year = 3 votes
  - $60 per child, per year = 5 votes
  - $80 per child, per year = 8 votes (Majority Vote)
- Lesley and Cindy to work Logistics etc.

7. Subcommittee's Elected
   - Environmental / Garden - No Volunteers
   - Sponsorship - No Volunteers
   - Events / Fundraising - Parminder Singh and Belinda Turkmani
   - Marketing - Andre Moreitz
   - The Ponds High School - Carrie Partridge
   - Band - No Subcommittee
   - Traffic - John Smith

8. Presidents Report
- Jeannie Brown and Lesley had a meeting with Rod Nolan from Harcorts. Rod has agreed to a donation of $500 from every sale to the P&C. Donation will be banked and presented at year end.
- Discussions with Smartline Mortgage Brokers with a similar deal as above.
- Hand over all Secretary Duties to Kristy.
- Meeting with Cindy regarding hand over of all Treasury Duties. Lesley will be looking after banking until we receive ABN.

9. Treasury Report
- Cindy will Start Reporting at next meeting
- Raffle made $2087. Total sponsorship $1784
- All expenses have been paid including Membership Insurance, General Expenses. Total $1185.36
- February Book Balance $852.64
- Money in the bank $1700
- Treasury Reports below
Income and Expenditure Report

Month of: January 2015
P&C Steering Committee

**Income**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Balance</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Raffle</td>
<td>$305.00</td>
</tr>
<tr>
<td>Donations</td>
<td>$180.00</td>
</tr>
</tbody>
</table>

**Subtotal** $485.00

**Less Expenses**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donations</td>
<td>$180.00</td>
</tr>
<tr>
<td>Raffles</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Petty Cash</td>
<td>$ 0.00</td>
</tr>
</tbody>
</table>

**Subtotal** $180.00

**Bank Statement Reconciliation**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance as Per Bank Statement No</td>
<td>$0.00</td>
</tr>
<tr>
<td>Add un-presented deposits</td>
<td>$0.00</td>
</tr>
<tr>
<td>Less un-presented cheques</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**As per Book Balance** $305.00
Income and Expenditure Report
Month of: February 2015

**Income**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Balance</td>
<td>$305.00</td>
</tr>
<tr>
<td>Raffle</td>
<td>$1696.00</td>
</tr>
<tr>
<td>Donations</td>
<td>$0.00</td>
</tr>
<tr>
<td>Membership</td>
<td>$37.00</td>
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</table>

Sub Total $2038.00

**Less Expenses**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donations</td>
<td>$0.00</td>
</tr>
<tr>
<td>Raffles</td>
<td>$20.00</td>
</tr>
<tr>
<td>Petty Cash</td>
<td>$31.00</td>
</tr>
<tr>
<td>Membership/Insurance/Incorporation</td>
<td>$955.00</td>
</tr>
<tr>
<td>General/Administration</td>
<td>$179.36</td>
</tr>
</tbody>
</table>

Sub Total $1185.36

**Bank Statement Reconciliation**

Balance as Per Bank Statement No
Add un-presented deposits
Less un-presented cheques

As per Book Balance $852.64

Please note for the month of February that all expenses where paid on behalf of Lesley Parsons (LP) either by cash receipt (attached), and Membership/Insurance/Incorporation was paid by LP Visa, receipt attached.

Please note that Lesley Parsons has banked all monies (Income) pertaining to Riverbank Public School P&C Association into her Daughters account – Madeline Parsons. Student account. No account keeping fees or interest applicable.

Please note that the physical transfer and reconciliation of funds for February between the noted accounts of Madeline and Lesley Parsons occurred in March 2015, see attached statement(s) showing adjustments relative to Income & Expenditure Report for February 2015.

Changes to signage around the school precinct.

Riverbank Drive -
- No stopping from intersection of Hambledon rd due to width of lane.
- Outside High School entrance surrounding bus bay - No stopping signs to be erected.
- RMS School Zone Sign to be moved into Megalong Rd
- No stopping zone to replace no parking zone near intersection of Riverbank/Wentworth St.
- RMS school zone sign to be erected further up Riverbank Drive prior to Wentworth St.

Wentworth St. –
- From intersection of Riverbank - No Parking zone to be replaced by no stopping due to width of lane.
- No parking to be removed near intersection of Springwood
- Opposite springwood - No stopping zone to be erected.
- Proposed free parking area near school entrance to remain no parking (kiss and drop)
- No parking near pedestrian crossing to be replaces by no stopping as per legislation for pedestrian crossings.
- RMS to erect school zone signs in Springwood and Tomah streets.

- Request for parent helpers morning and afternoons for Kiss and Drop zone and crossing.
  Monday – Joanne Ellingham
  Tuesday – Muriel Mastripporto
  Wednesday – No Volunteers
  Thursday – No Volunteers
  Friday – No Volunteers

  All helpers to sign in and out
- Lesley to request help in the next newsletter


Class Structure for 2015 based on 315 students
1x Primary Principal
3x Primary Assistant Principals
10x Primary Teachers
1x Primary Teacher RFF
0.6 Primary Teacher Librarian
1x Primary Teacher Multi-categorical class
0.6 Learning and Support – Primary
1x Primary Student Support RFF
1x Primary School Administrative Manager Level 3
1.5 Primary School Administrative Officers
1 day per week General Assistant
Communication with parents

- Newsletters
- School App
- School Website
- School Information Booklet

School Vision Statement and values

- Please see attachment

School Management Plan

Draft Key Strategic Directions for 2015-2017 School Management Plan will be discussed during the May P&C meeting.

School Uniforms

The sale of winter uniforms will be on Tuesday 31st March from 7am to 5pm in the School hall.

Attendance and Travel

Due to recent changes to the DEC Attendance Policy, from the beginning of 2015 family holidays and travel are no longer considered under the Exemption from School Procedures. Travel outside of school holiday periods is now counted as an absence.

Parents are requested to visit the school office prior to travel to consult with the principal and to fill in an ‘Application for Certificate of Extended Leave – Travel’. Travel is considered to be domestic or international travel for the purpose of a family holiday, family business, bereavement or other reasons, and should be specified on the application. Educational, social and participation reasons should be specified on the application. Please include travel documentation, such as travel itinerary or e-ticket, with the application.

Where a principal considers that the travel is appropriate during school term, a ‘Certificate of Extended Leave – Travel’ will be issued. Please note that the absences will be recorded as “L” – Leave. Whilst I understand that travel during the school term is occasionally unavoidable, I encourage you to take holidays during school vacation periods whenever possible.

2015 School Calendar

- Please find attached our 2015 School Calendar

School Enrolments

Next term we welcome 15 new students to RPS. At the end of the first week of term 2 I will audit student enrolments as we will be entitled to a new class and therefore there will be a restructure of the current class formation.

School Survey

Please take the time to complete the school survey as your input is vital when it comes to planning school priorities for the next three years. The survey will be sent home first week back next term. I will be writing our School Management Plan for 2015-2017 throughout term 2. Building a positive partnership with parents and the community is essential for the growth of opportunities at Riverbank PS.
An overview of our achievements in

Term 1

Education
• Literacy, Numeracy, Science, Human Society and Its Environment, PDHPE programs supporting the implementation of the new curriculum
• Support for students requiring additional learning programs
• Curriculum differentiation

Information Technology
• New technology with interactive panels in every classroom
• A set of 30 netbooks and charging trolley
• Whole school wireless

Sport
• Swimming/Zone carnivals
• Students representation in Zone Teams
• PSSA
• School Sport K-6

Communication
• Fortnightly newsletters
• Fortnightly assemblies
• Monday morning assemblies
• Welcome Picnic
• Meet the Teacher Evening
• Open forums with the Principal
• Formation of P&C
• Parent Teacher Interviews

Performing Arts
• Choir
• Dance groups
• Chess

General
• Canteen
• Before, after and vacation school care
Our School Vision

Riverbank Public School, located in the suburb of The Ponds in the north-west of Sydney is a new K-6 primary school with approximately 330 enrolments for Years K-6. The school shares a site with The Ponds High School and will be a part of an innovative and energetic community approach to teaching and learning. The school has an emphasis on outstanding teaching and learning programs supported by ongoing professional learning of staff. Focus will be placed on the development of literacy and numeracy skills through Language, Learning and Literacy (L3), and Targeting Early Numeracy (TEN) programs and the use of technology to support and engage students in the learning process. A wide range of extracurricular activities will be established to extend and enrich student learning. The school has a support class and encourages a holistic and inclusive approach supported by strong student well-being programs. At Riverbank Public School we believe in building a safe, inclusive, secure learning environment in which children can develop a sense of belonging and wellbeing. We encourage children to take risks in this supportive environment in preparation for life-long learning. Collaborative planning and decision making will be a priority for the new staff, who together with our School Parents and Citizens’ Association will promote a shared vision.

Restorative Practices

Restorative Practices form the relational basis for Quality Teaching and Learning at Riverbank Public School. Our Restorative practice framework, because of its explicit nature, offers a common language and practice capable of fostering healthy relationships.

Student achievement is enhanced through Restorative values being embedded as a way of being and learning together. Our approach fosters individual responsibility and helps develop empathy. Inappropriate behaviour or choices and mistakes can be viewed as an opportunity for insight, learning and development in both the academic and social domains.

The explicit framework is inextricably linked to the Quality Teaching Framework and includes the following sets of questions to be asked by children, teachers and parents.

<table>
<thead>
<tr>
<th>When Things Go Wrong</th>
<th>When Someone Has Been Hurt</th>
</tr>
</thead>
<tbody>
<tr>
<td>What happened?</td>
<td>What did you think when you realised what happened?</td>
</tr>
<tr>
<td>What were you thinking of at the time?</td>
<td>What impact has this incident had on you and others?</td>
</tr>
<tr>
<td>What have you thought about since?</td>
<td>What has been the hardest thing for you?</td>
</tr>
<tr>
<td>Who has been affected by what you have done? In what way?</td>
<td>What do think needs to happen to make things right?</td>
</tr>
<tr>
<td>What do you think you may do to make things right?</td>
<td></td>
</tr>
</tbody>
</table>

The process is empowering as it takes people from the past to the present and gives them hope for the future. It empowers them to make things right and heal any harm that has been done.

A restorative classroom setting is one that values dialogue through an inclusive approach where everyone expects to be heard and through this participatory process students develop the capacity to learn that emotions are an important and legitimate expression of healthy dialogue. This process helps students to deal with conflict, tensions and difference in respectful ways that engender trust and foster healthy relationships.
RIVERBANK PUBLIC SCHOOL CODE OF BEHAVIOUR

• We share the voice space by listening actively to others and expressing ourselves confidently.
• We follow instructions by being in the right place, at the right time, doing the right thing.
• We use build ups by saying encouraging, affirming things to others.
• We keep our hands, feet and objects to ourselves so that everyone is safe.
• We own our own behavior because we choose how we behave.

Help Increase the Peace (H.I.P) Keys

Values Reflected in our HIP Keys:

The HIP program offers a whole school approach to building relationships through communication, cooperation, trust building and conflict resolution.

GREEN KEY

Think Before Reacting

By
- playing safely
- playing in bounds
- walking in the classrooms, and school building
- thinking before saying or doing something
- showing independence and initiative
BLUE KEY

Respect Yourself

By
- telling the truth consistently (integrity)
- handing in property you find
- using appropriate language
- caring for the school
- being polite
- caring for your own things
- caring for your classroom
- being accountable for your actions

YELLOW KEY

Care for Others

By
- being kind, considerate and helpful
- sharing
- being friendly
- using build ups
- listening, speaking in turn
- speaking quietly

RED KEY

Work Together for a Non Violent Way

By
- listening to others’ points of view
- being a responsible bystander
- using build ups
- keeping hands, feet, objects to yourself
- using positive body language
- actively engaging in learning
- cooperating in a team environment
- creating a safe positive climate
- making things right after harm has been done
Expect the Best

By
- making an effort with school work
  - completing homework
  - asking for help when you don’t understand
  - following instructions
  - knowing you will be listened to
  - looking at situations in a positive way
  - having a go, taking a risk
  - knowing a mistake is just a ‘muck-up’ and we learn from it

- Andre thanks Mrs Brown for her efforts over the past 6 months
- Discussion of “Out of Area” enrolments – We are only taking enrolments from within the school zone.
- Capacity of students is 550 – Demountable classrooms will eventually be erected.
- 90% of funding given to the school went towards technology, 10% furnishings
- Discussion of what is missing on site, and which are priority
  - Shade – i.e. extending the COLA to cater for more enrolments next year
  - Air-conditioning
  - Playground equipment
  - Sporting Equipment – There is enough for where we are now and we can also utilise High School Equipment E.g. High Jump etc.

Belinda asked Jeanie what she thinks we need. – Her answer, Technology.

Discussion of a decision on where the P&C think money raised should go – High Priority is extending the COLA, Air Conditioning is a 10 year plan, Technology also a High Priority. Possible sponsorship for playground equipment.

12. IT / Technology – Mr Stephen Trovato
- Plan for 6 to 8 16gig IPad in every Kindergarten, year 1 and year 2 classes.
- Plan for more Mini Laptops for Years 3 to 5.
- BYOD (Bring your own device) for year 6 to follow through to high school
- Discussion of BYOD IPad for smaller children but too much responsibility.
- No Computer Lab – Portable Trolleys instead

Technology Budget
- 2015 - $25 000
- 2016 - $60 000
- 2017 – $20 000

Fundraising from the P&C to help with these Budgets

- Andre’s suggestion – to survey all parents
• Jeanie suggests combining survey. Possibly online or have senior students survey parents in person.

Meeting Closed 9.12pm

Action: Cindy to follow up on ABN and Bank Accounts
Possibility of P&C Facebook Page