

Riverbank Public School P&C Meeting

Minutes of Meeting Held Wednesday 21st February 2018

Meeting Opened 9.00am

Attendance – Jodi Brodie, Carolyn Mitchell, Jeanie Brown, Raveen Nand, Cindy Wright, Ralph Saad, Hayley Kim, Outi Persson, Gemma Matheson, Kaeesh Ralhan, Sarah Pilgrim, Reema Sohal, Sarah-Jane Finlayson, Elana King, Anshuk Bansal, Ashina Sharna, Sunniya Zaheea, Gelareh Chawla, Mansi Saxena, Ritesh Sahu Karina Montein, Simval Gador, Tantania Cheng, Sheily Bondali, Sukhal Kaur, Bitu Goudarzi.

Apologies – Kristy McGuinness, Rachel Scott.

1. Welcome by Mrs Brown

2. Formal Opening – Jodi Brodie

- Lesley Parsons has stepped down as President and thank you for all her hard work and dedication to the P&C
- Kristy McGuinness is our interim president until the AGM
- 4th April may be the date for the AGM, to be confirmed.

3. Mrs Brown report.

- Mrs Brown expressed her sincere thanks to Lesley Parsons on her exceptional leadership as president of the P&C for the first 3 years of Riverbank Public School.
- Welcome back to all our Riverbank families and a special warm welcome to those students and their families who are joining our school community. We hope you enjoy a long and happy association with our school. We take pride in setting high expectations of our students. They are the very centre of our structured learning environment, which offers exceptional opportunities for all. Our school is focused on the personal success and wellbeing of every student, enabling them to grow into respectful, responsible and successful students who build strong relationships.
- At Riverbank Public School, we strive to build a safe, inclusive and secure learning environment. Our Restorative Practice approach provides a framework for building respectful relationships, effective communication, personal and social responsibility and a sense of belonging.

- Students, staff, parents and community members are encouraged to participate in all aspects of school life. Parents are valued as true partners in the education of their children, contributing their initiative, energy, time and expertise to the school. At Riverbank, all students have the opportunity to attain knowledge, skills, values and attitudes enabling them to be reflective, self-sufficient and self-motivated lifelong learners.
- Riverbank is a large school and continues to grow daily. Our school has grown from 290 students in 2015 to 1100 in 2018. This year we have formed 42 mainstream classes and 3 support classes for students with special needs. Out of the 42 mainstream classes, we have 38 straight grade classes and 4 composite classes.
- We have formed the following classes:
 - 10 Early Stage 1 - Kindergarten
 - 14 Stage 1 - Years 1 and 2
 - 10 Stage 2 - Years 3 and 4
 - 8 Stage 3 - Years 5 and 6
- Our Meet the Teacher sessions gave parents and carers a chance to hear about the learning opportunities on offer for various stages in 2018. Thank you for giving up your time to attend and collaborate with us in your child's learning journey. If you have any further questions or anything you would like to hear about in more detail, please contact your child's class teacher.

Welcome and Staffing

- Riverbank has certainly come to life over the past three weeks. The children have settled quickly into their new classes and have adapted well to new routines. I would like to thank all the staff for their tireless efforts ensuring our students have enjoyed a seamless transition into their new classes.
- Mr Grant Rimmer and Mrs Lisa Sereni will be relieving in the Deputy Principal role this term. In addition, we have three teachers relieving in Assistant Principal positions: Mrs Neldner, Mr Cain and Miss Brunetta.
- I would also like to welcome the following new staff to RPS: Mr Rimmer, Mrs Mathews, Mrs Henman, Mrs Lie, Mrs Muzikant, Miss Stevenson, Mrs Muir, Mrs Fisher, Mrs Moroney, Mrs Kemp, Miss Maher, Mrs Beard, Mrs Kennedy, Ms Smith, Mrs Narayan and Mrs Georgakopoulous.
- I would also like to welcome Mrs Smith to our School Learning Support Officer team and we welcome back Mrs Hannigan from maternity leave.

Welcome Picnic

- We certainly have encountered some extreme weather for the commencement of the new school year. Due to high temperatures and storms we have unfortunately cancelled the Welcome Picnic. We are planning a gathering in conjunction with our K-2 Easter Hat parade

School Priorities

- I look forward to working with the school's talented teachers, support staff and with our school community with the implementation of our priority areas, being Kindergarten and Stage 1 Language, Learning and Literacy (L3) program, Focus on Reading, Targeting Early Numeracy and a whole school focus on enhancing writing skills. Our main priority is to foster a learning culture that ensures all students reach their full potential to become successful learners, confident and creative individuals, and active and informed citizens.

Our new Strategic Direction for 2018 -2020 are:

- **Collective Teacher Efficacy**
- **Quality Teaching and learning**
- **Restorative Relationships**

School Finances

- Our school resource allocation model funds are allocated to the following areas:
 - **Professional learning**
 - **Literacy and Numeracy programs**
 - **Beginning teacher funds**
 - **English language proficiency**
 - **Low level adjustment for disability**

Key Learning Area budgets for

- **Science**
- **Technology**
- **History**
- **Geography**
- **PDHPE**
- **CAPA**

School Invoices

- Thank you for paying your term 1 school fees. Please ensure payment has been made by the **9th March**.
- This year we will not be able to take late payments for any excursions or events. Please remember to pay on time. As schools pay in advance for buses and excursion venues prior to the event, it is important parents do not miss deadlines

SCHOOL BELL TIMES - Changes in recess and lunch times:

- Changes in recess and lunch times due to the increase in student enrolments.
 - **Morning Bell:** 8.55am
 - **Recess K-2:** 10.30am - 11.00am
 - **Recess 3-6** 11:00am - 11.30am
 - **Lunch K-2** 12.45pm - 1.30pm
 - **Lunch 3-6** 1:15pm - 2.00pm
 - **Home Bell** 3.00pm

Swimming Carnival

- Congratulations to all of our wonderful students who participated in our swimming carnival last week. All students displayed brilliant sportsmanship, effort and resilience. It was lovely to see the students cheer on and help each other to achieve their best. Congratulations to those students who will be representing RPS at the zone carnival this Friday 3 March. A huge thank you to all the parents and carers who volunteered to support the carnival organisation by taking on various roles and by showing your support by attending on the day. I would also like to acknowledge the work of Mr Lamont and Mr Trovato and their team for coordinating such a successful event.

Harmony Day

- Riverbank PS is a diverse and supportive community with students from 53 different countries. We will be celebrating Harmony Day and our multicultural diversity on Wednesday 21 March. Students are encouraged to wear their cultural dress or orange – the Harmony Day colour – on this day. Harmony Day celebrates inclusiveness; respect and a sense of belonging for everyone. Classes will also participate in related activities during the day.

School Debating

- This year, students from our senior classes will be participating in the Premier's Debating Challenge. Every debate in the challenge is a 1-hour preparation debate. Teams do not know the topic or which side of the debate they are on until 1 hour before the debate starts. Once the preparation time is up, 3 speakers from each team take turns to speak, with a 4th silent speaker helping out during preparation and during the debate. We are also preparing for a whole school Public Speaking competition towards the end of term 2.

The National Assessment Program – Literacy and Numeracy (NAPLAN)

- NAPLAN is an annual assessment for students in Years 3, 5, 7 and 9. It has been an everyday part of the school calendar since 2008.
- NAPLAN tests the sorts of skills that are essential for every child to progress through school and life, such as reading, writing, spelling and numeracy. The assessments are undertaken nationwide, every year, in the second full week in May. Students in Year 3 and Year 5 will be sitting the tests next term. The tests will be conducted across Australia on the same days for all students according to the following timetable:
- NAPLAN is made up of tests in the four areas of:
 - Writing 15 May
 - Language Conventions (spelling, grammar and punctuation) 15 May
 - Reading 16 May
 - Numeracy 17 May
- In NSW, NAPLAN is administered by the Board of Studies.

University of NSW ICAS Competitions

- A permission note for the University of New South Wales ICAS competitions has been sent home for students in Years 2 - 6. The permission note and payment must be returned to the class teacher by no later than **Friday 16 March**. Late entries will not be accepted.

2019 High School Applications Forms

- 2019 High School applications forms will be sent home on 5 March. All forms are due back to school on Friday, 16 March. Failure to return these forms may result in loss of placement at a preferred school.

Important information

- The Department of Education recognises that some families will be subject to family breakdown. In the absence of any notification to the contrary, it will be assumed that both parents retain a shared and equal parental responsibility for their children and have been involved in making any decisions regarding their children's education. This means that the school will recognise that each parent has equal duties, obligations, responsibilities and opportunities in relation to matters involving the school. If any changes occur in your family relationships which have the potential to impact on the relationship between the school and your family, you are required to advise the school immediately. This includes providing copies of any court orders that may be obtained.

Safety

- The safety of our children is and always will be our first priority. As a school community we are working together to keep our children safe whilst travelling to and from school. We are collaborating to not only educate the students but parents and carers as well. For safety reasons parents are NOT permitted to use carpark for ANY reason, except those who have sought special permission from the school. Please DO NOT use the carpark as a thoroughfare to enter or leave the school or drop students off in the morning and pick-up students in the afternoon. This will be closely monitored to ensure the safety of our students.
- Late Drop off and Early Pick Up - If you are picking up your child early, you must go to the front office and sign them out before you collect your child from the classroom. If a student is late coming to school, you must sign them in at the front office before they go to class.
- The school's Kiss and Ride area is within the "No Parking" zone. You are allowed to stop your vehicle **only** to set down or pick up passengers. Your vehicle must not stop for **more than 2 minutes**. The driver must not be more than 3 metres from the vehicle. Highway patrol will be regularly patrolling our perimeter. The school has applied for a school crossing supervisor. Thank you for ensuring the safety of all of our students when entering and leaving the premises.

Supervision

- Students are not to arrive at school before 8.30am. Some students are arriving well before 8am. Students will be taken to OOSH if they arrive too early or are not collected on time of an afternoon.

School Information

- Have you changed your postal address, email address, phone numbers or work details? It is vital that we have correct student information. Please inform the school office if you need to update your information.

Tell Them Form Surveys

- I am delighted that this term, our school, like many others in the state, will participate in a Department of Education initiative: the Tell Them From Me student feedback survey. The survey aims to help improve student learning outcomes and measures factors that are known to affect academic achievement and other student outcomes. The focus of the NSW-wide survey is on student wellbeing, engagement and effective teaching practices. More information about the survey is available
- <http://surveys.cese.nsw.gov.au/information-for-parents>
- The survey is a great opportunity for our students in Years 4-6 to provide our school with valuable and quick feedback on what they think about school life, how engaged they are with school and the different ways that teachers interact with them. Schools in Australia and around the world have used the Tell Them From Me survey to help improve how they do things at school. The survey is confidential and school staff will not be able to identify individual students from their responses. The survey is conducted online and will typically take less than 30 minutes to complete. It will be administered during school hours between 14 March and 8 April.
- Participating in the survey is entirely voluntary, and a consent form is being sent home with students – if you do not want your child or children to participate, please return the consent form to school.

Allergies

- Anaphylaxis is a potentially life threatening, severe allergic reaction which occurs after exposure to an allergen (usually to foods, insects or medicines), to which a person is already extremely sensitive. We have a number of students at Riverbank Public School with anaphylaxis and similar allergic conditions and our staff undertake face-to-face and online training in providing an emergency response to this condition. The parents of our anaphylactic and allergic students work hard to educate their children about the risks of sharing food, as do our teachers.
- As this is a potentially life-threatening condition, we ask that you please consider these students before sending high-risk products such as peanut butter, Nutella and seafood in school lunchboxes. Please talk to your child about the potential risks of sharing food and ask them to wash their hands after eating any nut-based or seafood products. Thank you for your understanding, our anaphylactic children and their families appreciate your support.

Air Conditioning

- Air Conditioning has been installed in the library
- Classrooms will be phased as funds permit

Attendance and Travel

- 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.

Sun Shade Policy

Approaches to support the planning and implementation of comprehensive sun safety at Riverbank Public School include:

- No Hat No Play
- Sunscreen is provided in all classrooms
- Temperatures above 32 degrees, students remain indoors during recess and lunch
- K-2 and 3-6 have separate lunch times allowing students to have greater access to shade
- Sporting activities are cancelled
- Students eat recess and lunch in or just outside their classrooms
- All classrooms have portable air conditioners

Parent-Teacher Interviews

- Parent-Teacher interviews will take place in Week 10, this term. This is a wonderful opportunity for parents to meet with teachers to ask specific questions about their child's learning needs. As in 2017, interviews will be booked via our parent portal. A note will be sent home this week explaining how to book a time with your child's class teacher. Please remember that school staff are available to meet with you throughout the term so feel free to contact your child's class teacher at any time to make an appointment. Appointments can be made by speaking with the teacher directly, via the school's email or through the office.

Dropping Off and Picking Up students

- A 'Kiss and Ride Zone' or 'Drop-off and Pick-up' area utilises existing 'No Parking' zones around schools. In these areas, drivers may stop to drop off or pick up children, however No Parking rules apply:
 - Maximum stop time is 2 minutes
 - Driver must remain in or within 3 metres of the vehicle
 - Vehicle must not be left unattended

Additional safety tips for school zones:

- Always drop-off or pick-up your child from the designated area, following the school's procedures
- Make sure children use the footpath-side door when getting in and out of a car
- Make sure the hand brake is applied when the vehicle is stationary
- Never double park
- Never park across a pedestrian crossing
- Never undertake a U-turn in close proximity to the school.

Safety Tips for Students

- Stay buckled up until the vehicle has stopped in the 'Drop-off and Pick-up' area
- Make sure your school bag and other items are in a safe position, e.g. on the floor
- Be ready to get out of the car with your belongings when the car has stopped and you have unbuckled your seatbelt
- Always get in and out of the backseat of the vehicle through the safety door - the rear footpath-side door.

New Building

- The plans for our new building of 15 classrooms is now on display in our school foyer. The work is due to commence in May and will be completed by the end of 2019. An alternate entrance to the school will be on Wentworth Street near our basketball courts.

2018 School Information Booklet

- Please refer to our school website for our 2018 Information booklet.

School Uniforms

Changes to Uniform Ordering Procedures

- With the increase in student enrolments, please be advised we have renegotiated the arrangement with our uniform supplier Back to Basics School Wear. The P&C Executive were consulted and I announced the change in agreement at last week's P&C meeting. As from March 1 the only school uniform item that can be purchased at our school office will be student hats. All other purchases will need to be made online through Back to Basic School Wear who will deliver to the school on a Tuesday and Thursday and items will be sent to classrooms. Alternatively, for an additional fee items can be posted directly to your mailing address. Their link will be placed on our website by 1 March.
- Back to Basics will provide an opportunity for parents to try on and purchase winter uniforms at Riverbank Public School at a date still to be confirmed in March. The front office will also have sample sizes to assist with future orders.
- We are looking forward to continuing our close relationship with Back to Basics School Wear to maintain high quality uniforms for our students.

4. Treasury Report- Raveen Nand

- 2017 Financial Report given.
 - Total funds - \$14,747.17
- P&C Levy
 - 2015 - \$80
 - 2016 - \$40
 - 2017 - \$40
 - 2018 - ?
- 2018 P&C Levey proposed as:
 - \$40 per child, \$70 per family, \$100 Contribution or what can be afforded

5. Fundraising

- Mothers Day
- Fathers Day
- Easter
- Movie Night
 - Upfront cost is \$4500, \$2000 of that amount is for screen hire.

6. Parking and Traffic around Riverbank

- Walking School Bus was suggested to take cars off the road
- RMS Lollypop person to manage pedestrian crossings
- Increase of Highway Patrol
- Cones for Kiss & Drop – to manage the direction and to stop people cutting the line.
- A Traffic Co-ordinator is needed but no volunteers to take on this role.

7. Meeting Dates

- AGM 4th April depending on audit – 7pm
- 30th May – 9am
- 22nd August – 7pm
- 31st October – 9am