Minutes of the General Meeting for Richmond Primary School P & C Association Inc. held at Zephyr Cafe.
Tuesday 18 June 2013

1. OPEN. WELCOME. ATTENDANCE AND APOLOGIES.
The meeting commenced at 9.30am.

1.1 In Attendance
Phil Beeck (President), Lidia Cesconetto (Vice President), Cheryl Pech (Secretary), Mike Dean (Treasurer),
Liz Cumming, Rosa Chiappini, Liann Cooper, Sandra Chapman, Lisa Dentith, Anna Hayne, Tammy
Anastasakis, Tanya Dean, Meredith Fonti, Sara Millenbach.

1.2 Apologies
Andrea Lisewski, Kirsten Woods-Lyon, Nikki Miller, Millie Sayer, Jane Baker, Andrew Foley, Mandy Martin,
Sarah Levalds, Kate Spencer, Peta Van Heemst.

1.3 Confirmation of minutes
Executive Meeting 15 May 2013
- Motion: Is it your wish that I sign the minutes as a true and accurate record of the meeting of 15 May
  2013? Moved: Phil Beeck; Seconded: Tammy Anastasakis. Motion carried.
General Meeting 21 May 2013
- Motion: Is it your wish that I sign the minutes as a true and accurate record of the meeting of 21 May
  2013? Moved: Phil Beeck; Seconded: Lidia Cesconetto. Motion carried.

2. BUSINESS ARISING FROM PREVIOUS MEETING

2.1 Fete finances
Mike Dean again requested assistance with fete treasury. Tammy Anastasakis will ask Alex. Action: Tammy.

2.2 Dads and Sports afternoon
This will possibly be held in Term 3; Lisa will talk to Andrew. A fee around $10 per family will be set to cover
costs. (Kidz ’n Sport charges $500 for two hours.) Action: Lisa and Andrew.

2.3 Bullying policy
If an issue arises, parents are encouraged to follow the policy, see the classroom teacher, Lisa Dentith or
staff in administration. Attachment: Bullying Policy.

3. CORRESPONDENCE

3.1 Incoming
- Western Australian Education Awards 2013 recognising outstanding achievements and contributions of
  school and staff are now open. Nominations can be submitted at
- National Excellence in Teaching Awards: call for nominations. Nominations can be submitted at
- Murdoch College: letter requesting opportunity to attend P&C Meeting to provide information. There
  was no interest in this because parents do their own research and members do not wish information
  from high schools to be presented at P&C meetings.
4. REPORTS

4.1 Treasurer – Mike Dean

- Report attached
- Balances to 31 May:

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<tr>
<td>Cheque (900109)</td>
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<tr>
<td>Canteen (900889)</td>
<td>$2,797.68</td>
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<tr>
<td>Fete (10265381)</td>
<td>$3,227.58</td>
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- Treasury books always available at meetings and by contacting Mike Dean.
- Fete account signatories have been updated.

4.2 School Council – Sara Millenbach

- Report attached.
- Chaplaincy still vacant. It is considered to be a good resource for families. The school will advertise for a youth worker if the position is not filled by a chaplain.
- Annual report on school website.
- Suggested use of fete funds:
  - Development of undercover area main priority. Lisa will obtain a quote from the Education Department and have it presented as staged estimates.
  - Solar panels
- Sara attended the East Fremantle workshop for developing a Community Strategic Plan. Approximately 60 community members attended and topics included traffic management and calming, pedestrian access and safety. Input from the workshop will be used to amend The Draft Community Strategic Plan, which is available at the Town of East Fremantle website [http://www.eastfremantle.wa.gov.au](http://www.eastfremantle.wa.gov.au)

4.3 Fete – Jane Baker

- Report attached.
- School community involvement needs to be encouraged:
  - More talk in playground.
  - Discuss at class dinners and coffee mornings.
  - Rosa pointed out that parents new to the school, in particular Kindy parents, may not realise that the fete is only held every four years. The onsite ECE centre has one quarter of the school population. Rosa will email class lists to remind parents to sign up for the school newsletter so they will also receive the fete newsletter.
  - There is a need to emphasise that the fete is about having fun, not just making money.
  - Jelly, play dough and plate breaking stalls may suit Kindy, Pre-primary and Year 1 parents.

5. GENERAL BUSINESS

5.1 School banking – Sandra Chapman

- Information for Commonwealth Bank presented, as this was most readily available and the program has good rewards. [https://www.commbank.com.au/personal/youth-students/school-banking-program.html](https://www.commbank.com.au/personal/youth-students/school-banking-program.html)
- Rewards include $5 to school for every account opened; students earn tokens, which can be redeemed for moneyboxes, torches, etc.
- Not a large amount of work but a lot to be gained. No fees. If a child already has an account there is no need to open a new account.
- Questions: do we gauge parents’ interest before setting up? Minimum numbers required?
- If Sandra is staying at the school and is happy to coordinate, then we will look at proceeding.
- NAB also has a program.

5.2 Disco

- Friday 2 August at the Tricolore Club, East Fremantle. End of Week 2.
• Years 1-3 parents supervise their own children.
• Twelve volunteers required to supervise Years 4-7 and to vacuum and clean toilets at the end.
• Volunteers so far:
  • Mike Dean, Liann Cooper, Anna Hayne, Phil Beeck, Lisa Dentith.
• Student council will sell tickets, which include entrance, drink, crisps, glow stick.
• Ticket price – last year was $8. Need to establish costs.
• Circulate consent form information to executive committee, who will decide whether consent required. **Action:** Cheryl.

5.3 **Before school care – Katina Bowie**
• Katina is a pre-primary parent and would like before school care at Richmond PS. Camp Australia would provide the service, since they already provide a good standard of after school care, however, minimum are required. Katina requests that interested families contact her: bowiefamily@bigpond.com
• **Letter attached.**

5.4 **Treasury business—Mike Dean**
• Appointment of an ATO public officer required. Mike nominated for the position, and was seconded by Phil. **Motion carried.**
• Appointment of auditor: Sonja Michelson.
• Commonwealth Bank Staff Community Fund is inviting applications for grants for organisations which support the health and wellbeing of children.
• Mike submitted an application for a grant to resurface the tennis/basketball court from the Commonwealth Bank Staff Community Fund, which supports the health and wellbeing of children. Thank you Mike.
• Lidia has a grant list and will aim to choose a few to put into newsletter at the appropriate time to seek parent help in completing the application. **Action:** Lidia.

6. **OTHER BUSINESS**

6.1 **Operation Christmas Child - Anna Hayne**
Anna has generously volunteered to run the program this year. School families have previously done it through the chaplain. She will put information in the newsletter and encourage boxes to be filled in Term 3, before the fete. Anna can supply boxes and has information DVDs and posters. Thank you Anna and go for it!

6.2 **WACSSO Conference 3-4 August: call for agenda items – Lidia Cesconetto**
Lidia asked for agenda items for the annual conference. The meeting suggested that WACSSO could clarify the type of events the Liability Insurance covers. Prior to running the Dads and Kids camp the opinions of WACSSO and the insurer, Centrewest, appeared to differ. Events such as the disco also require insurance. WACSSO could publish a list of risk management issues.

7. **THANK YOU AND NEXT MEETING**
Phil thanked those in attendance.
The next meeting is Tuesday 20 August at 7.30pm in the school library.

8. **CLOSE**
The meeting closed at 10.30 am.

I sign these minutes as a true and accurate record of the meeting.

Date:

Phil Beeck, President.
1. Rationale

Bullying is not accepted at Richmond PS.

Bullying is *repeated*, unreasonable or inappropriate behaviour that has the potential to offend or harm, thus creating a risk to the victim’s safety and health.

Everyone in the school community has a responsibility to prevent bullying. This includes students, staff, parents and bystanders.

Everyone in the school has a right to a safe environment, free from bullying.

2. What we consider to be bullying

**Direct Bullying**

Direct bullying behaviour may include, but is not limited to:
- abusive, insulting or offensive language in the context of face-to-face, telephone calls, texts, emails, or social networking sites;
- behaviour or language perceived as frightening, intimidating, humiliating or degrading;
- spreading malicious rumours;
- inappropriate comments about a person’s appearance, lifestyle or their family;
- teasing or making others the brunt of practical jokes;
- interfering or tampering with a person’s personal effects or work equipment;
- harmful or offensive initiation practices;
- undue pressure to produce work or meet impossible deadlines;
- isolation of workers from others; and
- physical assaults or threats.

**Indirect bullying**

Indirect bullying is less obvious and more difficult to identify. It is repeated behaviour intended to cause humiliation, undermine or disempower an individual. Examples include:
- deliberately excluding, ignoring or isolating a person;
- unreasonably overloading a person with work;
- setting tasks beyond a person’s skill level;
- applying restrictive work rules without justification;
- denying access to information, consultation or resources;
- over-monitoring an employee with malicious intent;
- denying opportunities for meaningful work;
- invasion of personal space; and
- unfair treatment in relation to accessing entitlements such as leave or training.
3. Policy

1. Bullying may be reported to any staff member
2. The class teacher will intervene initially to try to resolve the issue at a classroom level
3. Where it remains unresolved or it involves children from different year levels, the school administration will become involved. Parents should advise the administration if the issue remains unresolved.
4. Parents will be consulted and informed where bullying is suspected.
5. Reports of bullying will be investigated immediately following procedural fairness.
6. Incidences of bullying, once resolved will be followed up at a later date.
7. Parents are asked to actively consult the school and follow up whenever they suspect bullying.
8. The student service team – Chaplain, Psychologist, Deputy or Health Nurse, may be involved to resolve issues.

4. Definitions

**BREACH OF SCHOOL DISCIPLINE**
Any act or omission that impairs the good order and proper management of the school.

**BULLYING**
When an individual or group misuses power to target another individual or group to intentionally threaten or harm them on more than one occasion. This may involve verbal, physical, relational and psychological forms of bullying. Teasing or fighting between peers is not necessarily bullying.

**BYSTANDER**
Bullying also involves children who may not be directly involved in the bullying nor are they directly bullied, who are referred to as “bystanders”. A bystander is someone who sees the bullying or knows that it is happening to someone else.

**CODE OF CONDUCT**
Describes the school community’s expectations of student behaviour and management procedures to implement the code. The school council assists with the formulation of the code of conduct, including specific behavioural consequences and serious breaches of discipline that adversely affect or threaten safety. The school dress code does not form part of the code of conduct.

**CONFLICT**
Involves a disagreement where one or both party’s needs are not being met. It does not involve an abuse of power, even if the parties do not have perceived equal power.
CYBER BULLYING
This involves the use of information and communication technologies such as e-mail, text messages, instant messaging and websites to engage in the bullying of other individuals or groups. This technology provides an alternative means for verbal, relational and psychological forms of bullying.

HARASSMENT
Offensive, humiliating, threatening, abusive or intimidating behaviour that is directed at individuals or group/s for either perceived or real attributes. It includes gender, religious, age, race, and sexuality based harassment.

PHYSICAL BULLYING
This includes repetitive low level hitting, kicking, pinching, pushing, tripping, “gangs up”, unwanted physical or sexual touching, and damage to personal property. High levels of physical assault may be classified as violence.

PHYSICAL CONTACT
When a staff member uses physical touch but not to the level of restraint for the purpose of caring for, correcting or directing a student. In most instances this will involve little or no force.

PHYSICAL RESTRAINT
When one or more staff members use bodily force, intentionally, to limit a student’s freedom of movement against their will.

PROCEDURAL FAIRNESS
A process that demonstrates procedural fairness is one in which:
- decision makers act fairly and provide reasons for decisions;
- the person affected is given a fair hearing;
- all parties to a matter have an opportunity to put their case where an adverse decision or finding is made; and
- all relevant arguments are considered and irrelevant arguments are excluded.
TREASURER’S REPORT – JUNE 2013

- Reconciliation Reports for May 2013
- Bank Statements
- Additional remarks/clarifications

Main P&C Account – 900 109

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<td>Kindy Fruit</td>
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<td>Advertising income</td>
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<td>Kindy Fruit</td>
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<td>Bank statement 31 May 2013</td>
<td>$ 28,731.64</td>
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<tr>
<td>Variance</td>
<td>$ -</td>
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Remarks:
- Voluntary contributions received
- Kindy fruit contributions received

June items pending – Disco ($250), WACSSO Affiliation fees ($851), Canteen insurance ($393), RPS photocopying ($460) – Total $1955, hence estimated balance for this account end of June is $26,431.

Disco balance ($250 – for payment by 2nd Aug).

Canteen Account – 900 889

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<td>Wages &amp; Super etc</td>
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Balance according to cash records | $ 1,836.15 |
Bank statement 31 May 2013 | $ 2,797.68 |
Unpresented chq - 2887, 2935, 2936 | $ 961.53 |
Variance | $ - |
Fete Account – 1026 5381

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<td>Var</td>
<td>$ -</td>
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- Fete Treasurer needed
- Deposit for dunking machine has been posted ($200), (not presented as of 17/6/13)

Mike Dean, Treasurer
18/6/2013
RICHMOND PS SCHOOL COUNCIL MEETING
12 June 2013, 3.05pm

Present: Lisa Dentith, Dave Carder, Peter Wade, Adele Gaskin, Sara Millenbach, Meredith Fonti
Apologies: Debbie Murphy,

Business arising: New member – Meredith Fonti (only nominee) as per last meeting’s declaration of vacant position.

General Business

1. Budget review
   a. Council reviewed Comparative Budget Report to date – approved.

2. Chaplaincy
   a. Discussion of need for this pastoral care position. Youthcare have advertised the position and there is no interest. Decision by Council that we will explore exercising our right to advertise for a Youth Worker too and see what comes of that. Councils can choose a Chaplain or a Youth Worker under the grant guidelines. Lisa to pursue.

3. Year 7 to high school
   a. Some discussion of effect of year 7 leaving at the end of 2014 and of the school planning to deal with this. It will have minimal effect here and the school has already been accepting more KP students to counteract the shift in upper primary numbers.

4. 2012 Annual Report
   a. This is on the school website and was circulated to Council.

5. Fete
   a. Brief discussion of progress to date
   b. Discussion of ideas for possible use of fete funds
      i. Development of undercover area into performing arts space – sound system, lighting, staging
      ii. Ipads in early childhood to support the early literacy program
      iii. Software such as Star Reading – maybe better to put on book list?
      iv. Garden / environmental project – water tanks, fruit trees…Discussion of available space.

6. Town of East Fremantle open house workshop re Strategic Community Plan. 17 June
   a. Agreement that Sara will raise some issues on behalf of the school, namely safety on Canning Highway – possibility of strategies such as a pedestrian bridge, safer pedestrian crossings.

Meeting closed: 4.14pm

Next meeting: Term 3 – Thursday 22 August 3.10pm
Please forward items for the agenda to Lisa
Fete Update #2

Progress continues..
John Curtin College of the Arts has expressed an interest in performing at the event - to be confirmed.
Melville SHS will be approached over the coming week.

No further stalls have been established. More stall holders are encouraged. Awareness for school community involvement needs to be encouraged - more talk in the playground.
Progress has been made on the poster. This will be presented at the next P&C Meeting.
Sponsorship letter has been done and letters are being sent out to the community.

Require a bookkeeper for day to day accounts and to liaise with Mike Dean.

Thank you to all those that have put up their hand to participate.

Jane

17 June 2013
Would you be interested in onsite Before School Care at RPS?

Hi everyone. My name is Katina Bowie and I am the mum of James, one of our pre-primary students here at Richmond Primary School.

Like many of you I am constantly juggling my before and after school care needs, which have ramped up since my son went full time this year.

As regular users of the Camp Australia after school service since the start of 2012, our family has been very happy with the level of care and service provided. We have watched it improve over time.

After a number of anecdotal discussions with parents from a number of year groups, it has become apparent that there is a growing need in our school community for an extension of the out of school care program at Richmond.

Namely, now is a good time to gauge school community interest from other parents who might also welcome a before school service onsite.

In order to demonstrate a case for the extension of the service to Camp Australia, we need to get an indication from families that would consider using a before school service. This doesn't just apply to working parents – anyone needing added flexibility as you juggle your everyday commitments should consider responding.

Therefore can I ask people who might be interested in an onsite before school care service to email me at bowiefamily@bigpond.com – include a rough idea of how many days and number of children you have that would use the service. I will then compile this information by volume not family name.

All responses will be treated as confidential and will be used only to indicate school community demand. Without a base load of users it is hard to make a business case for starting such a service at Richmond.

If you have any questions, I am more than happy to take your call on 0427 720 310.

Katina Bowie
RPS Parent