

President's report Term 3, 2016

This report contains my personal notes of meetings I have attended since the last P&C General Meeting. It includes discussions held at recent Council meetings (T2 W6 and T3 W2) and at the workshop held at the end of T2. These notes are not official minutes, which are produced for some of these meetings; Council minutes are published on the school website.

This report is produced for transparency and is intended to help members understand ongoing conversations. Many of these conversations are continuing and have yet to reach an agreed end point. The report documents the current status of discussions.

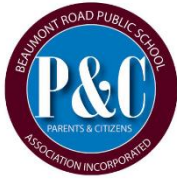
It includes activities that are not mentioned elsewhere in subcommittee reports.

1. Master Plan – noted by Council and passed over to the Principal for his use

- 1.1. The Council has noted the master plan (T3 W2 mtg) and passed it over to the Principal for use as guidance on future decisions. It will be published on the school website.
- 1.2. It was recognised that the current document focuses on planning for buildings (locations and functions). It does not encompass the original five themes. P&C members hadn't had the chance to re-review the final document since the presentation of the early concept in November 2015, although the P&C had submitted a response to the consultation and individual families had replied privately. The Principal publicly acknowledged the recommendations for an OOSH building at the T2 OOSH meeting.

2. Workshop on roles and responsibilities proposed a way forward

- 2.1. I thank the parent representatives (Jane Coad and Tim Jenkins) on the School Council and the Principal (Malcolm McDonald) for taking part in the workshop held at the end of term 2. This workshop was convened in support of my original request, supported by P&C members at the T2 GM; it was designed to determine the roles and responsibilities of the Principal, School Council and P&C so that those three bodies are covering all the tasks needed by the school community, without duplication or omission.
- 2.2. The workshop was extremely helpful and a proposal came out of discussions. The key points of the workshop proposal are summarised below for clarity, although it must be stressed that this is still a proposal and not yet finalised. It was agreed that the Principal would document the outcome and communicate it to the school community:
 - Principal runs the school, manages the school finances and makes all final decisions; separate project team for the OOSH facility
 - School Council is an advisory body providing oversight from parents and teaching staff
 - P&C provides the voice of the parents for major decisions at the school and manages the P&C finances



2.3. The Principal, parent representatives on Council and P&C president and VPs are meeting on 11 August to continue discussions and to progress a draft governance matrix written in simple English. Draft matrix to be presented to Council in due course.

2.4. At the recent Council mtg (T3 W2), the Principal summarised the June workshop and shared his vision for an advisory Council “giving words of wisdom” on questions and issues. The Principal wants the P&C to understand that “it makes its own decisions and is not subordinate to the Council.” It was recognised that the Principal makes the final decisions: for example, the P&C is raising funds for play equipment but the Principal must approve the final design, function and location.

3. The Principal has proposed a project team reporting to him to manage the provision of the OOSH contract, service quality and facility

3.1. During the June workshop, the Principal proposed that he should oversee the provision of the OOSH service at the school and suggested a separate project team of parents to manage the provision of an OOSH building. The project team or subcommittee should report directly to him and not to the School Council or P&C.

3.2. The Principal has already had public meetings (T2 and T3) with parents who use the OOSH service to contribute feedback on their use of the OOSH service. I understand that parents are generally extremely happy with the OOSH provider and the service.

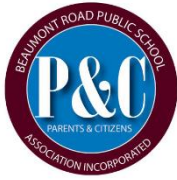
3.3. The Council agreed to base budget planning for the building on an estimated cost of \$300,000 (T2 W6 mtg). The ultimate budget costs for the OOSH building will be finalised after the DEC approval process is complete.

3.4. The Principal has written to the Department, asking for approval on the pre-fabricated building. There has been no reply yet.

3.5. The school is holding funds in reserve for the pre-fabricated building. The school has applied for a grant (\$30K from the Community Building Partnership program) for the OOSH building. The P&C is holding \$46,800 in reserve for the purchase of capital items for the benefit of students at BRPS, particularly those students who attend the OOSH care service at BRPS; those monies were transferred to us as part of the voluntary wind-up of the former Beaumont Road OHSC Association.

3.6. In the event of a funding short-fall the Principal may approach the P&C for a contribution. I understand that the Principal feels such an approach is premature before Department approval is granted.

3.7. District P&C produced asset guidance in Dec 2015 which states that “P&Cs should be aware that if they pay for a demountable to go on the school site as a band room, OOSH or clothing pool room, it becomes the Department’s property not the P&C’s, and may be taken, removed to another school or used as the Department considers appropriate.” This



concern is documented in the Council's communication to the school community on 24 May 2016 – "summary of feedback from consultation".

4. Council agreed to form a Finance subcommittee – details to be worked out

- 4.1. The Council agreed to form a Finance subcommittee to give the Principal assistance with preparation of the school budget (T2 W5).
- 4.2. The terms of reference and composition will be finalised once the roles and responsibilities exercise is completed. The Finance subcommittee does not include giving any direction on the use of P&C funds.
- 4.3. School finances were not discussed in detail at the T3 W2 mtg due to time constraints. Financial reports will be circulated in advance for future meetings

5. Council elections will be held in T1 2017

- 5.1. The Council agreed to extend its term by four months and schedule elections in T1 2017.
- 5.2. The parent representatives to Council will be elected at the P&C's 2017 AGM. We need to determine the exact process.

6. Council is working on a Library Fund constitution and liaising with the P&C

- 6.1. Library Fund constitution – ongoing work to finalise the draft
- 6.2. P&C update – noted T3 W2. Teachers liked the report detail as it "kept them in the loop" but it would be good to table relevant specific issues in the Council agenda. The question of a similar document from the Council for P&C meetings was raised. We discussed how to ensure the P&C is representative of playground demographics.

7. District P&C hosted by BRPS – 30 May

- 7.1. Powers of P&Cs in relation to P&C funds: P&Cs decide on their funding. [Department has rescinded its guidelines on School Councils](#). Riverside HS has a good finance committee with representatives from the school, parents and students; it considers budget submissions.
- 7.2. Playground shade – case study from Manly Village PS (MVPS): The MVPS P&C president is a GP and his presentation was fascinating. He outlined their reasons for installing shade: UV on pre-adolescent skin is particularly harmful and an Australian/New Zealand study showed that children get more than half their UV exposure in school playgrounds. He shared their experience of working with the Department's Asset Management team. The MVPS shade project took two years from start to finish. MVPS P&C used their Building Fund to pay for a shade audit, which cost around \$3,500.
 - Note: BRPS P&C members voted to prioritise shade at the T1 general meeting but did not allocate funding. The shade requirement emerged from the 2013 survey and is still current for school families: 6 submissions (of 30) to the master plan consultation expressed a desire for more shade to be provided. The shade requirement at BRPS has



yet to be scoped. Andrew Hutton and Rob Drinkwater have volunteered to work on this priority.

7.3. Community use of school facilities: P&Cs now need to sign an agreement to use school facilities. Previously exempt. Enforcement of DEC policy will depend on individual principals.

7.4. Governance: The P&C Federation is planning to issue an annual booklet (idiot's guide) to help P&Cs manage governance and operations.

7.5. New Lindfield school on UTS site: still scheduled to open 2019. No detailed update.

8. Canteen committee – 23 June and 3 Aug

8.1. Renovation project: Meredith Holt presented detailed drawings for internal refit. Canteen staff were happy. Internal work scheduled for Spring holidays

8.2. Term 3 prep: discussions on menu items, recruitment exercise for staff vacancy

8.3. Volunteer problem tabled separately on the T3 P&C agenda

9. Employment matters

9.1. Staff appointments: Carol Kinnimont has accepted the post of canteen supervisor and Richard Palmer has accepted the new post of uniform supervisor, following a recruitment exercise. The vacancies were advertised in the school bulletin T2, W10 and by email to parents. Applications closed on 22 July. I invited Gemma Brown and Joshua Gadsden to sit on the interview panel with me; this opportunity to conduct staff interviews offered them career development and their presence provided me with independent perspectives on candidates. The interviews were held on 4 August. The unsuccessful candidate has been informed and feedback offered if required.

9.2. Pay review: P&C staff members are employed under various Fair Work Awards. Fair Work reviews the pay rates annually and announces the new pay rates on 1 July. I reviewed our current pay rates against Fair Work's 2016 review and recommended an increase in the hourly rate for the canteen supervisor role. The P&C Executive accepted the recommended increase. The Treasurer will implement the new hourly rate with retrospective effect from 1 July 2016.