

TRSC RICHMOND RIVER HIGH P & C ASSOCIATION COMMITTEE 2018

President: Branca Mircev
Secretary: Sonya Gibbons
Treasurer: Patricia Stuart
Vice President: Marie-Chantelle Pelletier
Vice President: Kris Hill

P&C Minutes 10/Sept/2018

Meeting Opens: 5.30pm

Attendance: Trish Stuart, Kris Hill, Marie-Chantelle Pelletier, Sonya Gibbons, Fiona Lotherington, Joye Spink, Denise Whitney, Mary-Jane Pell. Danny Bethune, Ian Gillies.

Apologies: Kathy and Laura

Minutes of last meeting: Joye moved that the minutes of the last meeting be accepted, seconded MJ. carried.

Business arising from minutes of last meeting:

1. MJ will follow up with Lisa and Catherine why some equipment has dropped off the canteen asset register? Action MJ to follow up.
2. Donation of \$2000 to Rivers Rock musical donation receipt? requested by RRHS drama teacher Dimity McKinlay. MJ chasing up.

Correspondence:

1. From the P&C newsletter there are scholarships to study the 2019 HSC applications closing October. <https://teach.nsw.edu.au/get-paid-to-study>. Do we need to advertise this widely?
2. Students get paid to study The NSW Department of Education have scholarships open to HSC students who want to become teachers. Successful applicants will receive financial support during their study at university and a permanent teaching job once they graduate! Apply NOW <https://teach.nsw.edu.au/get-paid-to-study> Action- sonya to Forward to Eden Weir

Treasurer's Report: Attached

1. To reinvest term deposits @ 2.7% when mature in mid Oct 2018.with signatories Trish and Sonya Moved, Marie-Chantelle. Kris seconded.
2. All bills to be paid. Moved Sonya. Seconded Kris.
3. Trish to check superannuation funds for canteen staff. Yes account is set aside for same.
4. Do we get income from solar panels? Unidentified income in Admin account. No money is being received from solar panel. Trish did identify money in account with canteen.
5. Office of Work Ombudsman - announcement of **pay-rise** to Minimum Wage of 3.5% to \$18.93 from 01 July 2018. Trish has updated P&C.

Canteen subcommittee report:

- Volunteers questioning if they have insurance – Trish checked today -Yes, they do.
- All need WWC – action Kathy to double check each person. WWC certificate is free for volunteers. Can Kathy give a copy of each volunteer's certificate to the P&C for the record.
- Half day race day 20th Sept - canteen will close. Staff to be paid as Public Holiday. (Takings last year-not worth opening).
- Laura to be manager (check with committee re pay upgrade) whilst Kathy away and Kelly working. Agreed.
- Does Kathy know how much long service she is due- Trish to look back over bank statements to calculate.
- Kathy has time in lieu- 36.5hr – will use with holidays.
- Kathy has discrepancy re change over from casual rate div by 52 till the 24/8/2018,
- Norco tender being reviewed for next 2-year period. Preferred supplier due to local business. Kathy will follow up. Good history of dealing with them.
- Canteen bottles not being recycled. Year 12 – SRC -MJ will ask.

Principal's report: attached

President's report: Branca doing well and will be back to work 20th Sept. 2018.

General Business:

- School bus is back on the agenda. Donation from charity, school and P&C to contribute 1/3 of cost \$27500 each. Motion to donate the money from Kris, Seconded by Marie-Chantelle. Cheque written and handed to MJ.
- Rivers College report- handouts and notes from Fiona. Thank you, Fiona.
- Massive thank you to treasurer Trish who with her vast experience of law and business has spent hours and days and weeks sorting through the canteen issues which has included a complete review of the current situation, general book keeping reviewing past years, liaising with the auditor confirming award wages, canteen employees' contracts, award conditions, canteen business structure, trust structure, insurances and indemnity issues. I/We are to acknowledge the gap in the general P&C members skill sets required for this review.

Discussion held re the future of the P&C managing the canteen.

Motion made for the P&C to hand the responsibility for running the canteen to school for 2019. Motioned Joye, seconded Kris carried unanimously.

- New members need to be updated and forwarded to the P&C Federation. Moneys collected from Danny and Ian as new members.

Next meeting: 12th Nov 2018 Meeting close: 7.25 pm

RRHS P & C Treasurer Report Monday 10 September 2018

End of Financial Year (EOFY) Reporting Obligations

- **PAYG (Pay As You Go)** statements given to employees and PAYG EOFY statement lodged at ATO (Australian Tax Office).
- **Activity Statement** 2nd Quarter lodged (with amended 1st Quarter figures).

Australian Charities and Not for Profit (ACNC) Annual lodgement completed with out fines. Trish signed off.

Workers Compensation Renewal paid and Declaration of Wages completed (28.07.18). **Superannuation** Paid.

Insurance payout received for losses associated with Cyclone Debbie (\$250 plus \$1018.81). Banked into Admin Account.

P & C Federation **Public Liability Insurance** renewed with Committee Members Insurance and Volunteers insurance added.

Term Deposits

\$50,000 put into a 3 month Term deposit at 2.7% to coincide with earlier term deposit maturity. Instructions for renewal.

Payroll Review-Payroll now reviewed and sorted. No underpayment as such. Rather "status of employment " issue. Kathy to be employed on Permanent Part time contract moving forward. Need to insert conditions regarding how we treat "time in lieu" and also when holidays are to be taken (i.e not in school term). Contract negotiation still happening and contract not signed.

Canteen Staff Leave-Kathy taking holidays in school term (2 weeks plus cruise of 2 days.) Kelly Wilson is coming into replace Kathy. Needs updated WWCC which I offered to pay for.

Accounting System-Quick books now our new software accounting system. All accounts have been moved to the new system.

Receipts-Spoke to Peter about Sharon's missing receipts.

MOTION to allow Treasurer to pay accounts of suppliers during the 2019 school year.

Signatories on Bank Account – Branca suspended as signatory until she comes back on board.

Motion to be moved to agree to make donation to school for school bus for \$27,500. Write cheque out.

end

that the PTC board
responsibly for
the center to the
School in 2019.

Rivers meeting 28/6/18

- Council report
- Main areas of focus/strategic directions
- 1. Wellbeing – linked to dept wellbeing framework – 4 aspects
- Physical wellbeing driven by Dr. Kesteven
- Getting kids more active
- World cup activities at RRHS, hasn't been picked up by other campuses but has been very successful
- Staff wellbeing, modelling physical activity for kids
- ICP- staff wearing a 'pulse', 100 day pilot program
- They have funded the rivers sporting challenge
- Dance ensemble performing more eg. Lantern parade
- Emotional wellbeing – focus on resilience
- Rivers Musical, focus around resilience
- RRHS using beyond blue sensibility program
- Lots of wellbeing things happening but need a coordinated, long term plan
- Looking at how to develop service learning for students, eg. volunteering with antipodean
- Opportunities for traineeships in Lismore limited but want to grow it
- Entrepreneur presentations, had local business presenters
- 2. Learning development
- To make changes needed to develop resources to guide teachers
- 3. Assessment & feedback
- MJ driving formative assessment, gained a significant grant to do this, enough money to train 8-9 teachers at each school
- Formative assessment is a reflective process to improve learning
- Developing a college Stage 6 assessment policy
- 4. Data use
- Developed a program
- 5. Leadership
- Visit to parliament house – feedback from student that it was great for all 6 school captains to go down together
- Another program was discussed where Rotary paid for a week away for one student, they will sponsor students to do programs like RYPEN in April / May. A Rotarian said they are always looking for people to sponsor, contact Ronda (?) for more details
- There are lots of other programs to tap into – need teachers to link into them and drive it
- Using guiding questions around goals for the Rivers college (?), helps you to focus on areas you are wanting to improve, could be used with young people when the teachers are good at it
- Suggested that sports carnivals combine, less kids are attending sports days so combining for a rivers carnival may help – questioned whether the venues could hold so many people
- Paula asked - How much consultation with community on the strategic goals? Rivers said there has been a lot. Eg. with Widjabal Wiyabal program – consulted with ATSI community and AECG

- Did analysis at the start of the college to determine areas of strengths and weaknesses
- Rivers has created the umbrella and it is fleshed out by campuses – the plans between all are aligned
- Showed a video of rivers rock rehearsal
- Budget, Govt pays for 2 positions and 3.6 loading for teaching, campuses pay for Cheryl
- Can we get feedback on how many people see ads at cinema and what age groups?
- Don't have this info at the moment but could ask
- Teachmeet was great at SCU, 500 people
- New writing projects, developing a book, 2 kids involved said they love it
- Good feedback with primary schools being involved with Rivers Rock
- Plan to increase support for shared curriculum
- Wed VET classes are getting bigger, Rivers fund taxis so there is equity of access
- It was brought up that each school needs to have cross course brochures for info nights
- Each campus has a Rivers coordinator
- Dance has been supported for 2 years, there is no formula as to whether it keeps going. Schools meet regularly about it, principals make decisions, have been altruistic in supporting dance
- We lost kids to Woodlawn when we didn't have dance
- Suggested to have a social across 3 schools
- Some council members looking at constitution, it has significant flaws which restrict the college
- To change the constitution, it need a special meeting with a minimum 12 for quorum or a written request from 30 families
- Lot of reps on the council never attend, affects decision making and ability to make a quorum
- Suggested Cheryl contact all the groups not attending, ask them to come to the next one so we can look at the constitution
- Isaac wants to plug the college into a sister city, through the leadership program
- Suggested combined camps as numbers dropping at all schools, great social opportunity



THE RIVERS COUNCIL AGM

EP REPORT

2017–2018 Initiatives linked to our College Plan

In 2017 a college umbrella plan was drafted and developed. This has focused on 5 elements of the School Excellence Framework:

1. Wellbeing. Several community consultation events occurred in 2017 regarding a college-wide wellbeing focus. As a result, four areas were identified:
 - I. Physical wellbeing. Dr Nathan Kesteven presented research related to the wellbeing benefits of extra physical activity. Our college wide TTFM data at the time had indicated that students' perception of school-based physical activity was significantly below the norm. Since then we have had a student leaders' meeting and discussed possible initiatives. Two of these have been:
 - i. Richmond River High students and staff are currently involved in a Soccer World Cup series
 - ii. A pilot program for staff based on the Virgin Plus Global Challenge
 - iii. The Rivers Challenge sporting competition has been introduced.
 - iv. Rivers Dance Ensemble is receiving increasing support.
 - II. Cognitive Wellbeing. The wellbeing forum identified the need for extra opportunities for students to have opportunities to participate in creative and performing arts opportunities. We have a River Rock Musical that involves P-12 Rivers students, with regular rehearsals and performances from 2nd – 4th August. The Rivers Indigenous Creative and Performing Arts Ensemble has been developed.
 - III. Emotional wellbeing. Developing resilience is the key focus area. The River Rock Musical has a resilience theme. Richmond River High is embedding resilience into its wellbeing programs using Senseability resources
 - IV. Social Wellbeing. We are currently exploring opportunities to provide service learning experiences for students, including the Antipodean and Duke of Edinburgh programs. Discussions have occurred with Lismore Council concerning providing more coordinated work readiness programs.
2. Learning and Development. A college-wide professional learning plan has been drafted. The guiding principles have been accepted by the SCLG, ensuring that college-wide professional learning is:
 - I. Relevant – evidence informed, related to student learning needs and the college plan
 - II. Future focused – PL support for aspiring teachers, innovative and inquiry focused



- III. Collaborative – communities of learning, sharing of what works best, strong collegiate networks. A collaborative inquiry program involving generative dialogue is occurring throughout the college.
3. Assessment and feedback. Initiatives include:
 - I. A college Stage 6 Assessment policy has been developed and modified to suit each campus for Year 11 this year.
 - II. A college Formative Assessment Project has commenced. This will involve a large number of staff in each campus being supported in the implementation of Dylan Wiliam's Embedding Formative Assessment
 - III. Campuses are implementing more stringent Stage 6 monitoring processes
 4. Effective data use. A college wide Data Skills and Use Project has been developed. To provide data for this an online survey has been drafted and the SCLG have been provided with an action plan to develop their individual plan to increase capacity around understanding data, making decisions related to the data that we are presented with and acting on those decisions.
 - I. Training occurred in 2017 for executive and aspiring leaders on NESA Results Analysis package and the use of SMART data. PL opportunities related to effective use of data will continue.
 - II. Campuses have innovated in their approach to data, providing staff with increased capacity to visually monitor student progress.
 5. Leadership
 - I. A student leadership academy has been established.
 - II. Combined college leaders visit to Parliament House in Sydney
 - III. Aspiring Aboriginal Leaders are being supported through the Widjabal Wiyabal program
 - IV. The leadership team across the college is being supported through a generative dialogue program.
 - V. Within campus aspiring leaders programs are developing

Other initiatives include:

- Implementing Teachmeet in 2017. The next Teachmeet is scheduled for 12TH September at SCU.
- Coordinating SDD2 for approximately 500 staff
- Developing the Rivers Writing Project
- Upscaling of New Choices program
- Providing transport for stage 6 students moving between timetabled classes across the college on Wednesdays.

BUDGET REPORT FOR THE RIVERS SECONDARY COLLEGE AGM 28th JUNE 2018

Balance brought forward from 2017	\$26,899.00
MESH funding balance	\$4,584.00
Widjabal Wiyabal Grant remaining	\$12,820.00
2018 FROM CAMPUSES	<u>\$120,000.00</u>
	\$164,303.00
Expected Income from SDD2 Primary Schools	4,157.98
Expected Income from Musical	<u>16,000.00</u>
	\$184,460.98

Committed Expenses

Mesh Funding	4584.00
Widjabal Wiyabal	19,300.00
SAO Wage	34,000.00
Executive Principal funds	4,750.00
Rivers Professional Learning	29,405.00
Shared Curriculum Buses	27,000.00
Shared Curriculum Taxis	3,600.00
NAIDOC College Touch Football	180.00
Cinema Advertising 4 instalments remaining (end June 2018)	5,495.60
Newspaper Advertising	3,300.00
College signage for campuses	10,000.00
Prospectus	2,600.00
River Rock Musical	16,000.00
Rivers MadNess	2,600.00
Rivers Writing Project (10 days release & Booklet)	7,950.00
TECHNOLOGY (Schools Interview Program, Schoolstream & Website)	<u>6,225.40</u>
	\$172,240.00

General Expenses

Chess	289.00
Office Supplies	300.00
Campus Careers Expo BBQ's	300.00
12 Days cover for CLN'S – Maths, English & Science	5,940.00
Rivers Softball Levy	<u>330.00</u>
	7,159.00
BALANCE	5061.98

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September 2018 Principal's Report

- * Bus is going ahead – is there anything in particular you want to acknowledge the P&Cs contribution?
- * Replacement of the Interactive Whiteboards, plan still in progress
- * Timetable underway and subject selection all complete
- * lots been happening for staff and students LPAF, MADDness, HSC works on show, Dubbo Wether Challenge etc
- * External validation panel meeting tomorrow, culmination of an extraordinary amount of work
- * I have secured the necessary information around the canteen
- * Attendance Project
- * Lots going on in Primary Industries and Agriculture in particular as they get ready for the show season

