

Sandringham East Primary School - 4429

2016 Annual Report by School Council Committees to the School Community



**Think... Imagine... Become...
Sandringham East
Primary School**

School Principal's Annual Report 2016

Our vision is "To build a community that empowers, challenges and inspires learners to foster their creativity and talents developing the skills to fulfil their dreams in an ever-changing world to:

THINK...IMAGINE...BECOME."

Please see attached Annual Report to School Community about our school and its achievements.

School website : www.sandringhameast.vic.edu.au

Lauren Walton – Principal.

The following is an appendix to the mandated Annual report for 2016 and encompasses all that Sandy East School Council Committees achieved throughout 2016.

We are indebted to the commitment from each leader and their team achievements- thank you all.

School Council President Report 2016

2016 was another busy year at SEPS. It takes a highly dedicated and talented team of people including staff, volunteers and SEPS children to achieve the amazing things we do each year. I would like to thank each and every person and organisation who contributed to SEPS throughout the year; each one helping according to their available time, skills and interests. What a fantastic sense of community we see – sometimes in big ways, sometimes in small, sometimes in activities that are highly visible and at other times in those necessary but unglamorous duties that simply help in keeping the school functioning on a daily basis. It is everyone's ongoing help and participation that enables our students to be their best.

School Council endeavours to be inclusive, unbiased and to represent all the parents and guardians in our school community. The School Council is an oversight body – concerned with "ends and outcomes", not operational details. To enable these outcomes, we chair and contribute to a variety of active and effective sub-committees which we invite school parents, guardians and in some cases' other experts to assist in.

Our 2016 sub-committees were:

- Facilities
- School & Community Partnerships
- Fundraising
- eLearning
- Finance & Trading Operations
- Policies & Planning

We also had a special 'single purpose' sub-committee in 2016

- Vintage Fair (for the 2017 Vintage Fair held 4th March 2017)

Our ongoing aim to integrate technology appropriately into the lives of our students continued as students in Levels 3 to 6 again participated with our 1:1 computer program (which has proved itself so successful in the

past) and this continued throughout 2016 indicating a consistent take up ratio over the years we have run the program in the mid 70% range – showing us how immersion in technology can (wisely used and appropriately monitored) enrich the students learning opportunities. The program with some minor adjustments will continue in 2017. We will continue to monitor and adjust the program to achieve the right mix of use in each year level.

Many policies were reviewed (current versions available on the school website at <http://sandringhameastps.vic.edu.au/policies.html>). In accordance with common sense and new directives from DET policies with aspects relating to child safety, we made adjustments to both policies and operating procedures, to comply with updated guidelines and mandatory inclusions. Chief among these was inclusion the of our new 'Child Safe' and 'Code of Conduct' policies as required by all State organisations. I am confident that SEPS has for many years had stringent safety measures in place and the policy inclusions & modifications and operating procedures changes, will benefit our children and the reputation of the school. SEPS absolutely supports all sensible measures to protect children.

We also had Susan McLean present her cyber safety wisdom to students and parents in 2016, recognising the need for students to be online and digital savvy, but also alert to dangers and the reasons for school and family imposed online rules. I would strongly encourage any families new to the school to discuss cyber safety (especially social media) with staff, councillors or other families who have heard Susan speak. It will help you understand the reasoning for the cyber policies we have at SEPS.

School Council is diligent in its oversight of the school finances and committed to ensuring we operate at the highest level of propriety. This means we seek operational clarification from school leadership as well as policy guidance from the department (DET) and other bodies to ensure we make appropriate legal and ethical decisions. We are proactively supported in this by our Principal, our Business Manager, our Finance Committee and our Treasurer who are (thankfully) all sticklers for details. From a policy perspective, we added a new 'Fraud & Corruption' policy as well as updating our 'Purchasing Card' policy to ensure we operate at 'best practice' level.

The children of SEPS once again revealed their artistic skills in the Art Fest. The event was enjoyed by all those who attended – accompanied by their rightfully proud children. Thanks again to the staff and other volunteers who put in enormous effort in and outside of school hours to help make this event truly memorable - even the inclement weather on the day couldn't dampen the fun.

Our fundraising team worked incredibly hard and ran a varied set of activities, some big, some small throughout the year to bring in supplementary funds to support the school's needs.

The Vintage Fair – held 4th March 2017 was a huge undertaking and indeed required its own sub-committee throughout 2016 to handle to workload. I have no doubt, a great many things were learned to improve future events of that scale should council wish to arrange these. I was most impressed on the day with the organisation, entertainment, quality of stalls and the wonderful feeling of community I experienced.

Facilities performed their usual impressive job across 2016. The most obvious achievement was the construction of the adventure playscape which we opened on 3rd October 2016 and the asphaltting of the Miller Street access laneway. The school received funding for a master planning phase to examine significant areas of redevelopment work across the school buildings (there are plans pinned up in the foyer). Work on this proceeds, and engagements between school leadership, DET and the State Government continues in anticipation of funding approval in the May 2017 State budget. The list of work handled by Facilities is large and much of it happens quietly keeping our facilities safe and functional. A truly outstanding job by all involved.

Our community partnership with the Japanese Saturday College was again successful and is something we see as going from strength to strength.

School Council greatly appreciates the support we get from all SEPS staff – leadership, teaching, administration and maintenance. They all perform an amazing service to the school and frequently go above and beyond their defined duties to support our school community.

I step down from the School Council after 12 years 'on board' as my children have now all moved on to secondary schooling. I would like to thank all those I have worked with in that time; current and former staff, councillors, volunteers and students for their help, support and inspiration along the way.

I wish SEPS and you all great success for the future. 2017 is shaping up to be another fast paced, exciting year and I encourage you all to participate in whatever ways you can – always giving our best to help our children be their best.

Geoff McRobinson
School Council President

School and Community Partnerships Committee 2016

This year the Education and Community Partnerships Committees amalgamated to form the new School and Community Partnership Sub-Committee. The purpose and focus of this newly formed committee is to strengthen family & community involvement at SEPS, enhancing outcomes for our students and school.

The goal for 2016 was to develop an Action Plan which was achieved through the feedback from an online survey that was distributed to parents.

The main themes that will be addressed by this sub-committee in 2017 will be to recruit members, streamline communication between school and home, and to explore ways to develop connections with the wider community.

Thank you to Kate Hornsby for her input and support of this Committee. I wish her all the best for her future and her new role.

Kellie Haddrick - Coordinator

eLearning 2016

The eLearning Committee had a busy and productive 2016. Below is a summary of our achievements.
Computer Program

- The Committee spent time investigating different models that were comparable to the current models within the school. In consultation with our technician the committee recommended the Acer B117 non touch, Acer B117 touch screen and the Lenovo Yoga 3rd Gen – convertible laptop. After researching other suppliers, we continued with LWT as they provided us with the best options and cost. The 2016 / 2017 take up was slow however it increased during January / February 2017. Figures are still being collected.
- During 2016, as a true BYOD program was offered, only 6 parents / students participated. This part of the Computer Program ran smoothly and all students were connected to the school network which allowed them access to the intranet, internet and students drives / files.
- Towards the end of Term 4, student laptops began to be reimaged to Windows 10. During the 2016-17 holidays, the school bank of laptops and desktops were updated to Windows 10.

During 2016:

- 12 new laptops were purchased for the Level 3 area as a result of the 1-1 pickup
- A laptop trolley was purchased for the JLC – 16 laptops have been placed in the building for Level 1 and 2
- 6 laptops were placed in the Foundation area

Technician

- Eli Palchan left SEPS to take up higher responsibilities for the company he works for
- Alex Stevens, who worked with Eli at other Bayside schools, was recommended for the position. Eli worked with Alex to ensure a smooth transition for SEPS.

Compass Kiosk

- As a matter of OH&S a sign in electronic device was installed at the office window. All Staff, all late arriving and early leaving students and all parents and volunteers who will be working / helping in the school will need to sign in and out.
- This process was well received and thanks to the patient Office Staff, parents and volunteers are using the Kiosk.

Network / Internet

- SEPS received a new relocatable building which was placed near the playground. As the new building was receiving fibre optic cable connecting to the JLC, we asked for the current relocatable near the playground to be connected to it which had limited network / internet due to the copper wiring from the Hall building / Main Server.
- The two buildings near the playground are now connected to the JLC with fibre optic cable. The connection is working well and has provided extra support / connection to the internet.

Robotics / extra ICT add ons

- The Committee investigated a range of robotics for SEPS and compiled a list that was approved by School Council. It was agreed to purchase at the beginning of 2017 with the new budget.
- Foundation – Level 2: Beebots, mBots, Dash and Dot, Ollie, Ozbot
- Level 3 – 6: WeDo 2.0, Mindstorm, Sphero
- The Committee discussed the importance of resourcing the school and giving the students different experiences with technology. The WeDo 2.0 kits can be connected to the student laptops so the students can write code in Scratch, send the code to the robot and then watch the actions / movement the code produces. It's giving a practical application for the coding they have been learning.

Purchases for 2017

- The server in the JLC may need to be replaced earlier than anticipated.
- Robotics for Coding and STEAM
- iPads for Staff and Support Staff
- iPads for the Library

Thank you to all the members of the committee and to Phil George and Andrea Johannessen, who have volunteered their time to support us. Thank you also to our school technicians who work tirelessly to ensure that our ICT infrastructure and devices are maintained and in good working order. A special thank you to our Office Girls – Helen, Jo, Cath, Von and Leanne for supporting the committee and school processes, including costings, notices, documentation and payments.

All your hard work and commitment to our eLearning team is greatly appreciated by all the staff and students at SEPS.

Claire Parsons - eLearning Sub-Committee Co-ordinator

Facilities 2016

Another successful year for our Facilities Sub-Committee, improving many aspects of our beautiful school.

Redevelopment of the Oval – The oval is an ongoing job, and watering is required on a regular basis to maintain. We are going to have a specific working bee to try and even out the surface with top soil and seed.

Toilet Refurbishment – After a few issues with the flushing system and the vinyl, this job is now complete.

Maintenance:

Geoff Walton, has again, through the year volunteered his own time during the holidays to look after and maintain specific areas of the school which is greatly appreciated and he always does an amazing job.

George V continues maintenance one day per week, along with Jack S who works fortnightly to maintain the school's front garden & gutters.

Community Correction Services – This has continued throughout 2016 at different times, however is only available when children are not at the school. It is very unpredictable as we don't know how many people will attend, however, is a great resource for getting jobs done.

Masterplan - While we feel like we have been running a 10-year marathon, the finish line feels as though it is in sight. Although we didn't get funding in the last May budget, we did progress to the next stage, with full plans all now ready to go. We have had several meetings with Minister Philip Dalidakis and DET, and hope to have this project funded in 2017 May budget, again, fingers crossed. Clarke Hopkins have again done an incredible job on the design of the school.

Government Tours – In the past 12 months we have had school tours by both the Labour and Liberal party, to see our school and buildings.

Working Bees – Each year level was given a Sunday working bee to attend. This allows our families to contribute to general maintenance around the school & gardens. This is also supported by City Wide who regularly provides mulch and tools etc.

Playground – Our beautiful Playscape was completed in July 2016, and what an amazing play area it is. This area allows the kids to explore play, within a natural area. The play area includes slides, ropes, climbing, monkey bars etc. The trees and beautiful gardens have been incorporated into the wonderful area. We have also had a running track made around the oval to encourage people to avoid walking across the oval. New mulch has been added to both the new and old play areas.

Sandpit – Thanks to the work of many parents of the school, the sandpit was relocated from one side of the oval to the other. This was a HUGE job and it is now set up and ready to go.

Tree Lopping – this has been done throughout the school, with a safety check and assessment of all trees.

Fences – A couple of neighbours fences have been replaced at a shared cost, as well as a couple of fence toppers to protect privacy.

Miller Street Laneway – this laneway was re-surfaced, at a shared cost with one of our neighbours and provides a safe surface for both cars and kids walking and riding to school.

New Classrooms – 2016 saw the arrival of a new double re-locatable classroom. This has fitted in perfectly near our vegetable garden, and thanks to Genevieve's hard work, we were also able to get a great access ramp and concrete path with all fitting in beautifully.

For 2017, we will continue to maintain our beautiful school, and work hard to ensure we provide the best facilities possible. We hope also, after many years of work, to receive funding for our Masterplan and we all have our fingers crossed.

Thank you to everyone who contributes to facilities, especially Karen Roberts, Andrew Charlton, Genevieve Casonato and Lauren Walton. We are a great team who get the job done!

Belinda Wilson - **Facilities Committee**

Finance Report for 2016

Committee members: Gary Forrest, Lauren Walton, Genevieve Casonato, and Joanne Kitson.

The school's financial performance for 2016 successfully reflected the budget set at the beginning of the year. Budgets were monitored on a monthly basis throughout the year and finance reports were reviewed at each School Council Meeting.

Funds were allocated to all curriculum and building programs in order to meet the school's objectives.

Fundraising monies are a vital input to the school's funding, with \$56,889. raised by the school community. A key project for the SEPS in 2016 was the development of our Playscape, without the efforts of our Fundraising Team, and the additional contributions of our parents and broader community this project could not have been done. We are proud of this SEPS funded project!

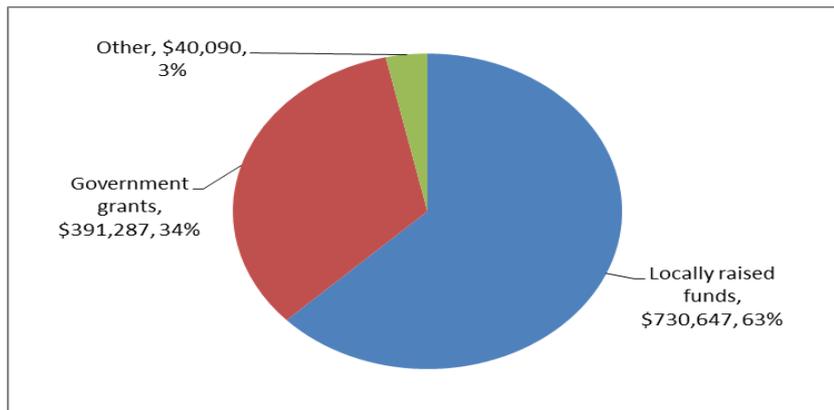
The 'Busy Parent Contribution' continued to grow in 2016 with 94 families taking advantage of this contribution and raising a total of \$14,320 (up from 66 families and \$9,880 in 2015). The Busy Parent Contribution allows families to make a voluntary contribution towards fundraising and receive an automatic exemption from fundraising sales, rewards towards the Walkathon & Easter Lucky Tickets and the right not to attend working bees.

The 1:1 Laptop Leasing program saw a total of 72 laptops leased in 2016, an increase from 41 in 2015.

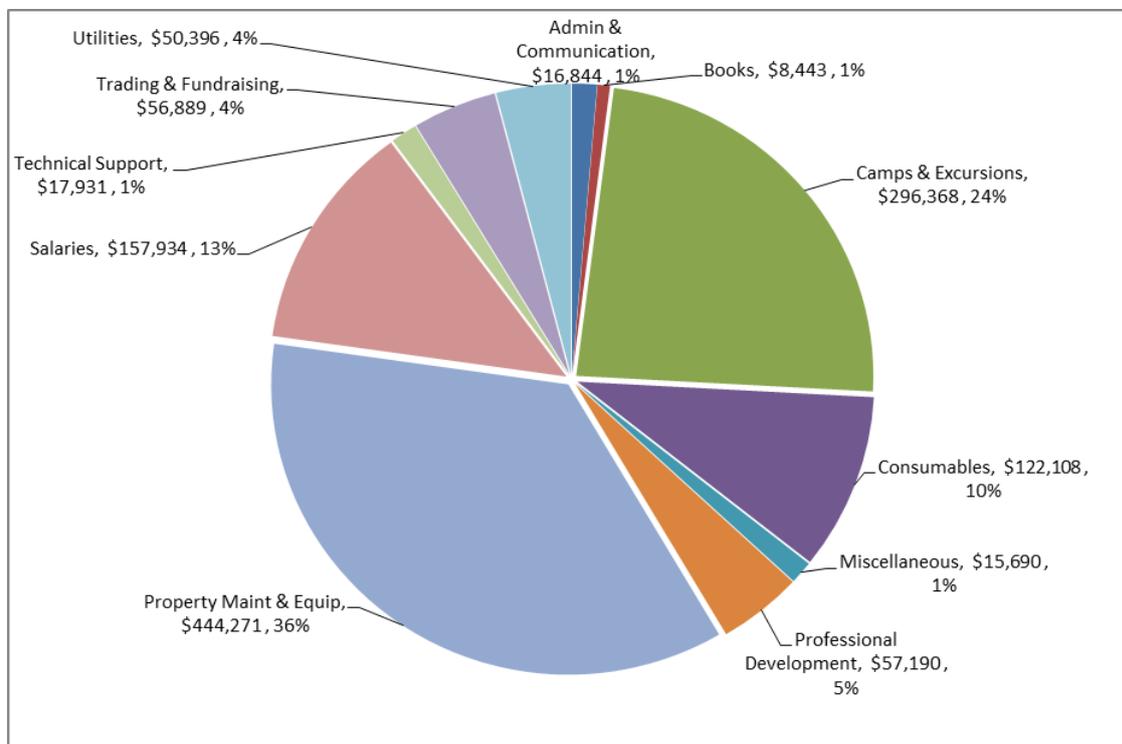
SEPS's association with the Japanese Saturday College (JSC) continued to evolve in 2016 with new terms of agreement entered into with the JSC. This relationship most importantly extends well beyond a financial agreement with JSC and SEPS teachers and students regularly interacting and seeking to deepen and share cultural experiences and insights.

SEPS extended its contractual relationship with the Extend School Care Program this year. Extend has run a before and after school care program, as well a holiday program for SEPS since 2013. The new agreement will see Extend continue to offer this service this service to our community through until 2021.

The total income for the year amounted to \$1,162,024. This is principally comprised of government grants and locally raised funds (which includes money received for camps, school fees, excursions, fundraising, voluntary contributions and trading operations such as the JSC). The following chart provides a breakdown of these income amounts:



SEPS expenses for 2016 were \$1,244,065 comprising the amounts summarised in the following chart:



We have available funds of approximately \$438,810 at 31 December 2016 which is mainly comprised of cash received in 2016 for 2017 expenses, including:

- Materials, Resources and Services received in advance;
- Excursions;
- Library and building funds; and
- The JSC
- Planned Building Works
- Schools Operating Reserve

Voluntary contributions were up to 47% in 2016 (from 43% in 2015) with approximately 50% of families making such a contribution to the school. These contributions supported additional services in first aid, grounds, the library and buildings and contributed to a more comfortable, safe and secure environment for

our students. We are grateful for these contributions and continue to encourage families to support these great programs.

In 2016, members of the Finance Committee continued to engage with the Victorian Government in an effort to obtain much needed capital funding for the school. We are hoping that this engagement results in a funding commitment in the 2017 State Budget.

This was my first year in the role of Treasurer at SEPS. I thoroughly enjoyed the year and the opportunity to work closely with Laureen and Genevieve on the Finance Committee. I would also like to acknowledge the often unheralded work and support given by Helen Dalzotto for her outstanding management of the financial reporting process during the year. As you will be aware Helen handed the baton of Business Manager over to Joanne Kitson late last year, I am pleased to say the transition was seamless and Joanne is bringing a new perspective and new ideas to improve and simplify process.

Gary Forrest **Treasurer**

Fundraising Committee 2016

The key drivers for this year's fundraising initiatives was the nature Playscape project which opened in October 2016 as well as starting to build up the classroom furniture fund in readiness for our flexible learning environments.

Fundraising activities also focus on providing the school community with a sense of belonging and an opportunity to network with other school families outside of the normal day to day school routine as well as build relationships with our local businesses and charity organisations as we seek donations and partnership opportunities.

This year the team raised \$53,000 which was similar to the previous year's result. The main initiatives were as follows:

- Walkathon
- Easter Lucky Ticket
- Sale of Entertainment Books
- Trivia Night Parent Function
- School Disco
- Christmas Raffle
- Bunnings BBQ

There were other smaller scale initiatives throughout the year that provided further opportunities to supplement funds such as sales of ice-creams at the Dad's footy match and Carols as well as school umbrellas and Christmas candles designed by our school children.

Our two largest fundraising events with regards to funds raised was both the Walkathon and the Trivia Night parent function, each initiative raising in excess of \$14K each. Both very different events in their approach and engagement but certainly both well-known on the SEPS calendar. The parents look forward to their annual parent function which, this year gave them a chance to test their pop culture knowledge at a very relaxed event at the Brighton Town Hall. The night was designed to be a little more casual with a view to appeal to a wider audience than previous more lavish events and this was well received by the parent community.

The Walkathon conversely is very much looked forward to by the children as they show their competitive side both when raising sponsorship and walking laps. It was our top fundraiser.

Every two years, the school partners with the Sandringham Lions Club to undertake their annual Christmas raffle and this year we raised \$316. The timing of this raffle seems to impede the success with many families opting out of selling tickets due to the pressure of Christmas events, end of year, concerts etc. It was suggested by both Lions Club and the Fundraising Committee that this could be revisited as an Easter raffle in future years and could replace the Easter Lucky Ticket.

The other events in the calendar cannot be overlooked for their contribution to the overall total, however small. The annual Student Disco giving the children a chance to kick up their heels, raised \$3,333. The Easter Lucky Ticket raised just under \$1,300 and the sale of Entertainment Books \$533.

The fundraising total would not be what it is without the ongoing support of the PFA who not only run their own activities but also coordinate many of the smaller scale fundraising activities. Their direct events, primarily the Mother's Day and Father's Day stalls, raised an additional \$636.

The Busy Parent's Contribution choice is proving more popular each year with \$4,910 added to the fundraising total this year, which is an increase of \$1,770.

Much of the last part of 2016 was focussed on planning for the first fete in 9 years - The 2017 Vintage Fair in Term 1. The event is not only designed to raise maximum funding for the building project but also embrace the entire school community and give parents and children a chance to come together for an event. The support of the school community so far has been encouraging and we are confident that this event will achieve all of our objectives.

With regards to 2016, the support from the PFA assisted greatly in distributing the load equally amongst all of the parent representatives as well as making running the events more enjoyable and efficient.

A big thank you to the Fundraising sub-committee, who have worked diligently and cohesively throughout the year and in the planning stages of 2017. We all have a common focus and support each other with our various roles. After two years now, we feel like we are old hands!

Another big thank you to our wider parent community as, without their support and willingness to lend a hand or provide feedback and generate ideas, we would not be able to achieve the fundraising dollars that we have. Our thanks to all of the school staff for their ongoing support, especially Michelle Smith, instrumental in many of the initiatives through her unwavering support and suggestions. The office staff need a special mention of thanks for their patience and assistance in assisting to deliver many of the events.

On a personal note, it is with a heavy heart that I now hand the reins over to Simone Smith but having worked with her over the last year and especially on the Vintage Fair, I know she is well equipped to take on the role and will continue with all the good work. It has been an absolute joy to work with school council and my

fundraising friends and I look forward to continuing on the committee this year and seeing some more great events come together.

Alyson Wavish - **Fundraising Leader**

Parent & Friends Association 2016

We have had another busy year at Sandringham East Primary School for 2016.

The Sandringham East Primary School Parents and Friends Association (PFA) is an extended group of parents involved with the school and its programs. The PFA is the connection between the parents and the school community including teachers, parents and School Council.

We encourage anyone to become involved in the PFA. Our meetings are once a month, and involve catching up with what is going on within the school and working out where extra assistance is needed. Laureen Walton, Principal, and Genevieve Casonato, Assistant Principal, attend each meeting and take the time to inform the PFA about what is going on within the school.

Regular Programs

Class Parent Reps

Our class reps have yet again done a wonderful job throughout 2016. They have been the communicators to our school community as well as organising and co-ordinating such events as dinners, morning teas, teachers' birthdays, classroom help, assistance on excursions, Mother's/Father's Day Stall helpers, fundraising assistance, just to name a few!!!

Thank you to all our class reps, you have all done a fantastic job and are a vital part of our school community.

The Cook and Care Program

This confidential service offers a helping hand with meals, rides to school etc. for school families in need. Thank you to Michelle Ferguson for taking this job on for another year in 2016.

The Head Lice Program

Thank you to Susan Savage who took on the leadership of our Head Lice Program for 2016. Together with a team of parents from each year level, they did a great job ensuring kids were regularly checked throughout the school.

Book Club

This year Book Club was run by Alison Thomas & Sandy Pulling. This team did a great job, earning commission from sales of books and other education resources to students. This program also provided our school library & classrooms with many books.

Specific Events

For the third year in a row each year level was given approximately 2 tasks to coordinate for the year. Again, this was a great success and allowed the load to be shared across each class. The following events were run throughout the year with the assistance of our dedicated team of PFA volunteers.



SANDRINGHAM EAST PRIMARY SCHOOL

SEPS Parent Community Support PFA, FUNDRAISING & OTHER SCHOOL ACTIVITIES

TERM 1

ACTIVITY	DATE	SUPPORTED BY	OWNER
Foundation Parents Morning Tea	Monday February 1	Level 1 Parents	School
House Swimming Carnival	Monday February 8	Level 4, 5 & 6 Parents	School
Walkathon	Tuesday February 23	Level 3 Parents	Fundraising
Funky Hair Day (Leukaemia Foundation) & Special Hotdog Lunch	Thursday March 10	Level 5 Parents	JSC (PFA Assistance)
Welcome Picnic	Friday March 18	All Parents	School
Easter Lucky Ticket	Wednesday March 24	Level 2 Parents	Fundraising

TERM 2

ACTIVITY	DATE	SUPPORTED BY	OWNER
Entertainment Books	Ongoing	Fundraising Team	Fundraising
House Cross Country	Tuesday April 26	Level 4, 5 & 6 Parents	School
Mother's Day Stall	Thursday May 5	All Parents	PFA
Family Movie Night	Friday May 6	Fundraising Team	Fundraising
Special Friends Day & Book Fair	Monday May 9	Level 4 Parents	School
PJ Day (Philippines School)	Thursday May 19	n/a	JSC
Parent Function	Saturday June 4	Fundraising Team	Fundraising
Japanese Dress Up Day (Philippines School) & Special Sushi Lunch	Thursday June 9	Foundation Parents	School (PFA Assistance)
Bunnings BBQ	Saturday June 18	Level 6 Parents	Fundraising

TERM 3

ACTIVITY	DATE	SUPPORTED BY	OWNER
100 Days Party	Friday July 29 TBC	Foundation Parents	School
Disco	Friday August 12	Level 1 Parents	Fundraising
Athletics Day	Tuesday August 16	Level 4, 5 & 6 Parents	School
Father's Day Stall	Tuesday August 30	All Parents	PFA
Father's Day Brekkie	Thursday September 1	Level 4 Parents	PFA
Dads Footy Match	Saturday September 3	Dads	Community
Footy Colours Day (State Schools Relief) & Special Pies & Sausage Rolls Lunch	Thursday September 15	Level 2 Parents	JSC (PFA Assistance)

TERM 4

ACTIVITY	DATE	SUPPORTED BY	OWNER
World Teachers Day Morning Tea	Wednesday October 5	PFA	PFA
Pink Ribbon Breakfast	Friday October 14	Pink Ribbon Team	Community
Father & Child Camp	October 14 - 16	Dads	Community
Artsfest & 85 th Birthday Celebration	Friday October 21	All Parents	School (Fundraising)
Foundation 2017 Afternoon Tea	Wednesday October 26 TBC	Foundation Parents	School
Expo Sports	Thursday October 27 TBC	Foundation, L1 & 2 Parents	School
Market Day - Level 6	Thursday November 15	Level 6 Parents	School
Lunchtime Movie Level 3 - 6 (Story Dogs)	Wednesday 23 & Thursday 24 November	n/a	JSC
Lunchtime Movie Foundation - Level 2 (Story Dogs)	Wednesday 30 November & Thursday 1 December	n/a	JSC
Christmas Carols	Wednesday December 7	Level 3 Parents	School (Fundraising)
Graduation Dinner	Monday December 19	Level 5 Parents	School

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THINK...IMAGINE...BECOME...

Community events (and other parent rep organized social events outside of the school grounds) were required to carry the following disclaimer at the bottom of any communication related to them:

Please note that this event has been organised by the parent community and is not associated with SEPS, it's Principal, Assistant Principal or its School Council.

Additional to these events, each year level was also awarded one Working Bee and each class rep coordinated

a Hunger Buster for their home group.

The PFA doesn't run without the help of so many people.

I would first of all like to say a HUGE thank you to Kerry Thompson our Class Representative Co-ordinator and Vice President. Kerry is amazing at everything she puts her hand to. She is honest, trustworthy, has a brilliant eye for detail and nothing is ever too much trouble (including stepping in to hand out an award on behalf of the PFA at the Grade 6 Graduation!). Her communication with all the reps is fantastic, and she is always one step ahead.

Secondly to our Secretary, Alida Williams, for taking on this job when no one else would and doing such a great job of it! Alida provided comprehensive minutes for every meeting and had them ready quickly and without a fuss.

I'd also like to thank Alyson Wavish, who has headed up our fundraising team. Ally works closely with both Kerry and I in lots of aspects of the PFA and her continued support, feedback and work is really appreciated.

I sincerely appreciate the support of Laureen Walton, Gen Casonato, Helen, Jo, Von, Leanne, Cath and all the teaching staff. Your support, generosity and continued commitment to the students and community of Sandringham East Primary School is appreciated.

I have thoroughly enjoyed being the President of the Sandringham East Primary School Parents and Friends Association for the past two years. I will be handing the reins over to another wonderful, enthusiastic community minded parent (yet to be voted in). The PFA will always be in good hands because it relies on the support of our caring parent community who give of themselves and their time to help ensure our children's primary school journey is a rewarding one.

Apart from all of the events mentioned previously in this report, it has also been my privilege to be involved in other activities on behalf of the PFA such as talking at prospective parents' information sessions and assisting with the bi-annual life information (sex education) evening.

I thank each and every member of the PFA for their support and commitment to our school and to me. Without you, nothing would happen.

Thank you

Angela Grogan - **PFA President 2016**

Policy and Planning 2016

2016 Goals and Achievements

The primary goals of the Policy and Planning Sub-Committee for 2016 were:

- a) To review and update policies due according to their review cycle
- b) To create new policies identified as required
- c) To identify and retire any policies no longer needed
- d) To maintain standards for current policies
- e) To ensure new and updated policies are loaded to the SEPS and retired policies are removed from the SEPS website in a timely manner.
- f) To consolidate our use of Dropbox as the method of allowing the School Council to review policies

Policies reviewed and updated (between 2016 AGM and 2017 AGM)

Policy Status	Policy Name
Policies reviewed and signed off	<ul style="list-style-type: none"> • Policy Development Policy 2016 • Cash Handling 2016 • Internet Banking 2016 • Investment 2016 • Purchasing Card 2016 (via Finance & Trading Operations) • Fraud & Corruption 2016 (via Finance & Trading Operations) • Arts 2016 • Dress Code 2016 • Healthy Eating 2016 • Inclement Weather 2016 • Induction 2016 • Leave 2016 • Science 2016 • Recruitment 2016 • Head Lice 2016 • Community Service & Work experience 2016 • Multicultural Diversity 2016 • Child Safety 2016 • Traffic Education 2016 • Alcohol Responsible Use 2016 • Conflict of Interest 2016 • Curriculum Provision 2016 • Gift 2016

	<ul style="list-style-type: none"> • Information and Communication Technology 2016 • Internet and Email Usage 2016 • Occupational Health & Safety 2016 • Social Networking Policy 2016 • Student Sexual Conduct 2016 • Sun Smart 2016
Policies to be reviewed or introduced in 2017	<ul style="list-style-type: none"> • Any policies that are due for review

All policies were brought up to date within their review period during 2016. This now puts us in a more comfortable position for maintaining currency of policies as we move through 2017.

Over the last couple of years, a few different systems for managing the reviewing and updating procedure were trialled. In 2016 Claire parsons introduced and managed the file sharing process, Dropbox, which seemed more successful that previous methods. This reduced the number of steps in the overall procedure, but still allowed the whole School Council adequate time to review policies in a timely manner.

With no more children at SEPS, Chi Ooi has left Policy & Planning Sub-Committee. We recognise his efforts and thank him for his contribution.

The Policy & Planning continues to welcome suggestions and concerns from the whole school community to ensure that robust and relevant policies are in place for the benefit of all at SEPS.

John Arbuckle - Co-ordinator for Policy & Planning Sub-committee