

# **Sandringham East Primary School – 4429 2018 School Council Committees Annual Report to the School Community**



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

# School Principal's Annual Report 2018

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](http://www.sandringhameast.vic.edu.au)

**Laureen Walton – Principal.**

The following is an appendix to the mandated DET Annual report for 2018 and encompasses all that Sandy East School Council Committees achieved which is enormous as you will see in the reports below.

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

## School Council President Report 2018

2018 was a busy, noisy, and exciting year at SEPS. Undoubtedly the building works dominated school life throughout the year, with every phase of building seeming more exciting than the last. Most impressive, though, was our school community's ability to adapt and cope with the challenges associated with such an enormous project. Students have shown resilience and adaptability when faced with smaller play areas, temporary toilets, and moves into portable classrooms. Parents have managed the tight areas for drop-offs, pick-ups, and assemblies with good humour. And staff have shown amazing grit in dealing with a compromised work environment, and creativity in ensuring that the learning and wellbeing of our students has not been affected in any way. The prospect of fantastic new facilities has kept our community in good spirits, and we thank everyone for their cooperation during this period.

Beyond the bricks and mortar focus, school life has continued unabated! It takes a highly dedicated and talented team of people including staff, volunteers and students to achieve the amazing things we do at SEPS each year. I would like to thank everyone who has contributed to SEPS throughout the year. There are countless examples of individuals going above and beyond; each one helping according to their available time, skills and interests. It is everyone's ongoing effort and participation that enables our students to be their best.

School Councillors are one such group of dedicated volunteers and I thank them for their time, their work and the robust discussions to ensure that we endeavour to be inclusive, unbiased and to represent all those in our school community. The School Council is an oversight body – concerned with "ends and outcomes" rather than operational details. To enable these outcomes, we chair and contribute to a variety of active sub-committees which is where the real action happens, and we encourage parents to participate and contribute to our committees. In 2018 our sub-committees were:

- Facilities
- School & Community Partnership
- Fundraising
- eLearning
- Finance & Trading Operation
- Policies & Planning
- PFA

There have been many achievements within the sub-committee areas in 2018, which I'll leave to each area to highlight in their reports, but I'd like to acknowledge the breadth of work that has been done. Whether it's the glamorous fundraising events like the Studio 54 night, to the behind the scenes slog of reviewing policies and oversight of finances, all areas contribute to the tapestry of our school. I'd like to acknowledge the contribution of our outgoing school councillors, Kellie Haddrick and John Arbuckle. Both John and Kellie have made rich contributions to School Council and we thank them for their service to the school.

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.

2019 is shaping up to be another fast paced, exciting year and I encourage you all to participate in whatever way you can – always giving our best to help our children be their best.

**Alida Williams - School Council President**

## School & Community Partnerships 2018

2018 was another productive year for the school community partnership subcommittee and saw a follow on from the work of 2017 that resulted in the streamlining of communications between parents and school.

The main initiative for the subcommittee this year was to investigate a social media platform that would showcase our wonderful school and celebrate the community within it. To achieve this the committee investigated the most appropriate platform, studied what like schools were doing in the social media space and drafted a policy that would ensure the content was appropriate, and maintained the safety and privacy of students. As a result of this hard work the official SEPS Facebook page was launched in October of 2018. Since its inception we have seen an increasing level of engagement with the page.

The other significant achievement with the assistance of Scott Bundy was the installation of two billboards in the school grounds that inform the community about the new building and share the vision of what it will be like on completion of the build.

2019 looks to be an exciting year for the committee where it will continue to examine and seek to improve the communication between school and parents, review the school website and explore ways in which the school and students can engage with the wider community.

I would like to thank the committee members for their ongoing commitment and support and wish them well for a successful year ahead.

**Kellie Haddrick- leader**

# eLearning 2018

The eLearning Committee had a productive 2018. Below is a summary of our achievements.

## Computer Program

- In consultation with our technician the committee recommended to continue offering the Acer B117 and introduce the Acer B118 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.
- During the year the Acer B117 was discontinued.
- Costings and processes for the 2018 program were researched and presented to School Council for ratification. These were then communicated to the Level 2 parents and other students in Level 3-6 who were not participating in the program.
- A parent information session was held at the beginning of Term 4.
- The eLearning Committee created a double sided Parent Information sheet including security at home, cyber safety and passwords. This information sheet was sent to all Level 2 parents in preparation for 2019.
- In 2018:
  - 54 laptops were purchased through the LWT portal.
  - 27 students took the BYOD option.
  - 252 students had a laptop through the LWT portal or BYOD.
  - 14 students from Level 3 – 6 didn't participate in the program and used school devices.

## eLearning at SEPS

- eLearning and Robotics were promoted across the school through the STEAM committee.
- Athletics has continued to be used across the school.
- Coding Lunch Club for students in Levels 4 and 5
- Coding lessons and activities with our cross level buddy grades.
- Cyber Safety activities were conducted across all levels and classes collaborated with their buddy grades to share ideas.
- Susan Mclean presented sessions to Levels 3 to 6, Staff from schools in our cluster and our parent community.
- Use of iPads in the Level 1 and 2 area for Literacy and Numeracy lessons.
- Use of technology including their own devices in Levels 3-6 in all areas of the curriculum.
- Use of technology to administer and complete student assessment.
- Use of the school emails and intranet to communicate between students and staff.
- Use of interactive whiteboards across all levels and curriculum areas.
- Staff use of technology to plan, assess, report and communicate.
- Acceptable Use Agreements were signed by all parents and students.
- The SEPS website was continually updated with photos and information.
- Compass was used daily for communication, reporting of Student Learning Tasks and Formal Student Reports, attendance and parent permission for excursions.

### During the building works:

- The main server was moved to the Foundation rooms.
- Interactive Whiteboards were placed in storage and some were moved to additional portables.
- General maintenance was conducted on the network to keep it stable throughout the building works.
- Additional WAPs were placed in learning areas to assist with the network load.

### Purchases for 2018

- Interactive projectors for the new Mod 10
- Additional iPads.
- General items for maintenance of the network and school laptops

Thank you to Phil George and Andrea Johannessen, who volunteered their time to support us on the School Council Sub Committee. Thank you to Laureen, Genevieve and Karen for their support, guidance and commitment to improving ICT at SEPS. Thank you also to our school technician who works tirelessly to ensure that our ICT infrastructure and devices are maintained and in good working order. A special thank you to our Office Staff for supporting the committee and school processes, including costings, notices, documentation, payments and laptop repairs.

**Claire Parsons - eLearning Sub-Committee Co-ordinator**

## Facilities 2018

Looking back, 2018 has proven to be an incredibly industrious year by the SEPS Facilities sub-committee and therefore it is firstly imperative to thank all of the hard workers on our team. Mrs Laureen Walton, Mrs Genevieve Casonato, Mr Russell Watson, Mrs Karen Roberts, Mr Sean Daley and parent Mr Greg Jennings have all given so much of themselves and their time and have worked tirelessly not only making important decisions but productively rolling their sleeves up and getting on with the many different tasks required to keeping Sandy East facilities looking as fabulous as they do. More importantly and necessarily our school facilities need to not only look good but to also function effectively and efficiently and support SEPS learning and play pedagogy, school policy and the many different programs Sandy East offers culminating in providing students with an outstanding education. During the last 12 months my mind has been completely opened to how much thought, care and concern goes into making decisions about the many diverse areas our children are learning and growing in. To many parents, the learning classroom their child walks into every morning is just a building but to staff at Sandy East and in particular Mrs Laureen Walton, every single aspect of every single building and play area at Sandy East has been thought through in advance carefully, thoroughly and with extreme attention to detail.

In December 2017 the school joyfully announced they had been the recipient of funding of \$7.6 million dollars. The building Masterplan which had been a vast amount of work by Mrs Laureen Walton and 11 years of previous school councillors was finally going ahead. Due to the Masterplan the build was able to promptly begin in April 2018. This commencement date was really quite amazing given that the school shutdown from the 3<sup>rd</sup> week in December 2017 until the end of January 2018. Hence it must be noted that without the dedication, hard work and commitment of Laureen Walton and previous school Councillors on the evolving Masterplan, the build would never have commenced so quickly.

In January 2018, the new double storey building (Mod 10) accommodating 4 classrooms was delivered and built on site and involved the moving of 2 classrooms and also water tanks. The Mod 5 building which accommodates the SEPS after school provider Extend and Performing Arts classes was moved to the east side of the oval to a better location to support the building project and masterplan. The kitchen from the multipurpose room was relocated to this building as well as new sinks, flooring, bench tops and a fresh coat of paint which provided SEPS students attending before and after school care with a top notch facility. All of these renovations met Bayside Council standards. The old wooden classroom was demolished in May after some asbestos was safely removed according to requirements and the Mod 3 building was relocated to this site.

Tree lopping was carried out and the trees in the Playscape were all safety checked and cut back in April 2018 and they have all been clearly labelled for ease of future checking. A few dead trees were removed at this time also. The playscape as well as existing playgrounds all underwent safety audits and are currently compliant to regulations. Over 50 trees were planted along the fence line at the back of the Playscape which works as both a screen for the school and the neighbours. We are pleased these are thriving so well after regular watering.

SEPS has an extensive garden program and outdoor learning environment and it is one of the ways SEPS engage with students, families and community. Garden and cooking activities are part of the weekly curriculum at SEPS. Greg Jennings' hard work applying for a garden grant paid off and SEPS was the recipient of the VSGA Department of Education Maintenance Grant. SEPS was awarded a \$500 voucher and dwarf fruit trees, mulch, seedlings and garden accessories were purchased from Bay Road Nursery in Sandringham.

The coffee van was inspected, purchased and installed with a decking surround which has proven to be a great asset to the social wellbeing of the school community. Sandwich boards were designed by talented SEPS parent Sarah Elliot (State of Elliot Design) and were made by ex SEPS parent Anita Fraser from 7 Elements. The promotional boards advertise the SEPS café is open and are placed out in the mornings by SEPS students near the school entrances. We are incredibly grateful to Sarah for completely donating her time and talent to designing the sandwich boards to SEPS free of charge.

School Councillor Scott Bundy designed and manufactured the information boards promoting and educating parents and visitors about the building project upon entering the school from the Holloway Rd and Miller Street entrances.

Sandringham College has been incredibly helpful and co-operative during the building project. Sandringham College approved SEPS to use their canteen facility by Jo Whitby who has run the SEPS canteen from the secondary school. SEPS has also managed to maintain the drop and go drive through service through the circular drive outside the library and this has been invaluable to working parents and those who drive their children to school. Sandringham College also allowed Visual Arts and LOTE to be relocated and taught at the Senior School in their classrooms during the building project and students and teachers have adjusted well to their walk to their new environments. SEPS are very grateful to Sandringham College for their flexibility and amazing support during the upheaval.

The new Cleaning contract began at the beginning of July which was stipulated by the Education Department. SEPS have been able to keep their cleaners despite the contract change. Some difficulties with the quality of the clean and other contract issues are still ongoing.

Many decisions regarding the building project are made on a weekly basis and Laureen Walton, Russell Watson and Karen Roberts met fortnightly with Project Managers. A few of the more recent decisions made are approval for air conditioners to all learning spaces in the new build and approval for retractable seating (by Interseat) in the new stadium to accommodate 301 people. A time lapse camera was installed after the building project commenced in order to record the building works for the history of SEPS in years to come as well as an update of current progress for our school community.

Ongoing maintenance and school up keep has been tirelessly and gratefully provided by our school handyman Geoff Walton. There is constantly a long list of jobs which Geoff attends to on a weekly basis. Geoff's appointment was approved by School Council and the Education Department. Janitor George V retired in July 2018. Jim's Mowing is employed as required to maintain SEPS front garden and Gutter Vac have recently cleaned our gutters.

Each year level was allocated a Sunday morning working bee to attend. This allowed the school to keep costs down and families to contribute to general maintenance around the school and gardens. We are incredibly grateful to all SEPS parents who attended a working bee in 2018 and we are equally grateful to SEPS parents who participated in the Busy Parents option provided by SEPS whereby parents have the opportunity to donate to SEPS for working bees with their money rather than their time. City Wide also support SEPS at every working bee by providing labor, mulch and tools and their support is greatly appreciated.

The facilities sub-committee are looking forward to opening the new buildings early in September all going well and at this stage the works continue to run on time. Going forward, the mound in the Playscape, repairing the oval and a mural art project in conjunction with SSC will be areas of focus in 2019. We will continue to work hard to ensure we can enable SEPS to provide the best facilities possible for all students and the SEPS community. We are a team committed to getting the job done.

**Michelle Ferguson – Facilities leader**

## Finance Report for 2018

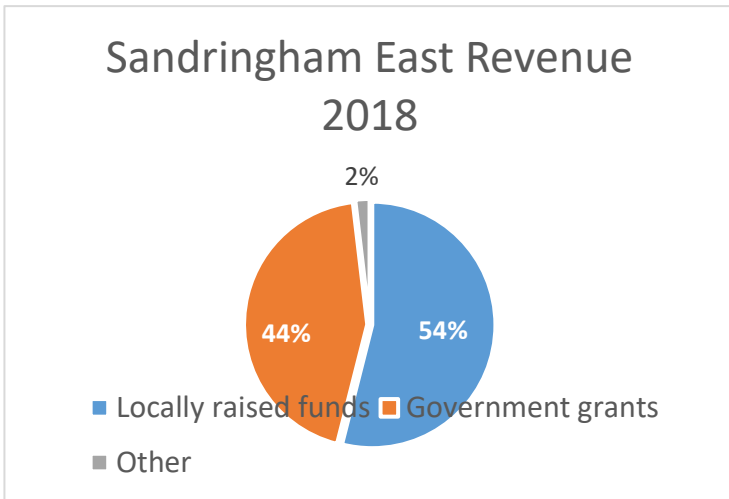
**Committee members:** Laureen Walton, Russell Watson, Cath Campion and Jen Hill

The school maintained a strong financial performance in 2018. Revenue received was ahead of budget and prior year, whilst expenditure was slightly over budget, primarily due to unforeseen decanting works for the new building program. Budgets were monitored on a monthly basis throughout the year and finance reports were reviewed at each school council meeting. Importantly, funds were allocated to all curriculum and building programs in order to meet the school's objectives.

### **Income**

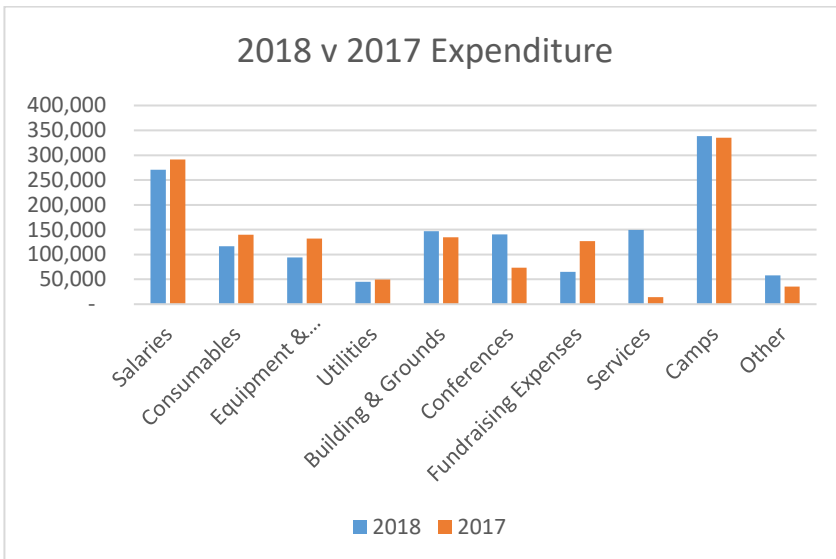
The total income for the year amounted to \$2.2M (increase of 33% compared to prior year). This comprised of government grants and locally raised funds (which includes money received for camps, school fees, excursions, fundraising, Japanese School, Extend and voluntary contributions). The year on year increase was driven by the timing of SRP Funding.

The following graph provides a breakdown of the income amounts:



### Expenses

SEPS expenses for 2017 were \$1.4M (increase of 6.5% YOY). The following graphic provides a breakdown.



All expense categories were in line with budget and prior year with the exception of services which included \$105k of decanting works required to prepare the school for the beginning of construction in early 2018.

The school has available funds of \$426k at 31 December 2017 which is mainly comprised of cash received in 2018 for 2019 expenses, including:

- Materials, Resources and Services;
- Excursions;
- Library and building funds; and
- The Japanese Saturday College.

Voluntary contributions were in line with budget, 45% of families contributed \$63k in 2018. In 2017 \$43k was received. 2018 was higher due to the library contribution being increased from \$40 to \$120 in 2018. 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 beneficial programs.



## **Fundraising**

Fundraising monies are a vital input to the school's funding, with \$61k raised by the school community. The Gold Glitter Glam and walkathons both being major contributors generating nearly \$30k. These funds will be well utilised for furniture, seating and air conditioning in the new buildings.

We experienced declining support of the 'Busy Parent Contribution' during 2018, with contributions of \$10k compared to \$13k in 2017. 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.

Other valuable income sources that we have drawn upon this year include the Japanese Saturday College (JSC) and the Extend After School Care Program. These represent important partnerships that SEPS has fostered over many years deepening and sharing cultural experiences and insights with JSC and ensuring the highest standard of before and after school care for our students.

Finally, 2018 has been a busy year with much activity around the new building. It's going to be a sensational asset to the school and we all look forward to its completion in September.

**Jen Hill – Treasurer**

# **Fundraising Committee 2018**

The focus of this year's fundraising efforts were to raise money to go towards the furniture and fittings for the new learning spaces currently under construction.

The events run this year included the Walkathon, Parents Night and Student Disco. Unfortunately, due to the lack of space from the construction, we could not run the Christmas Carols.

The Walkathon was a great success, raising over \$18,000. The individual winner of the grand prize raised over \$700. Close 2<sup>nd</sup> and 3<sup>rd</sup> prize winners raised around \$500 each. The prizes included a bike, scooter and FitBit. We also changed the structure of the winners to include a family prize which was a SUP won by the DeSantis family. The success of this event was driven by the great prizes which encourage the students to raise this type of money. Learnings for next year however would be to align with Sandy College a lot earlier and test speakers and power points well before the day.

This year's Parents Nights' theme was Studio 54 (70's disco). It was held at 40rd which is a local event space owned by the Derrick family from SEPS. They kindly donated this space, event management and all profits from the bar to the event. Having it so close was a real plus for the school parents in the area. The Derrick family's event business Fourside Events also organised the catering and the bar which looked fantastic and created a real buzz on the night. The silent auction was very successful, with many local community members donating great items such as holidays, artwork, football memorabilia and even a behind the scenes tour of the Masterchef set. The silent auction raised over \$4,000 and the whole event raised over \$12,000. Parents do look forward to this event as it's a great way for everyone to get to know each other in a fun and relaxed environment.

The last event of the year was the school student disco. The lead organiser was SEPS parent Natalie Boston. She did a fantastic job organising the donation of a photo booth and red carpet as well as coordinating Bop Till You Drop entertainment. It was held in Sandringham College hall given the SEPS hall and JLC were unavailable. Unfortunately due to construction at SEPS we couldn't have Level 6 on their own which did cause some disappointment for some students. Having it in the hall was also quite loud for some of the younger students, so we will reconsider having the Foundation students on their own next time. Given 2019 is the year of the fete, we may not be running with this event this year. It is our recommendation however that the JSC are consulted, to see if this is an event the students enjoy or would they rather do something else?

The remainder of 2018 has been focussed on planning for the school fete in 2019 which is themed The Seaside Fair. A committee has been formed, subcommittee heads appointed and plans well underway with stalls, games and food confirmed. 2019 events will include the Walkathon, Parents Night and Fete. Our focus will be on fewer larger scale events with the Seaside Fair being the primary fundraiser for the year.

Big thanks to the fantastic fundraising committee who's help is invaluable and all the parent volunteers that were willing give up their time to help on the day of events.

Special thanks to, Jackie De Santis, Cassie Reynolds, Jennifer Farrelly, Melinda Worthington, Lisa Holmes, Gen Frost, Sarah Elliot, Malourie Crawford and especially Justin Derrick, Katie Clough and Ryan Barkly from 40rd / Fourside Events. We look forward to a fantastic year in 2019.

**Simone Smith and Angie Derrick – Fundraising Leaders**

## Parent & Friends Association 2018

The start of 2018 was an exciting one. Building commenced in Term 2 of our new \$7.8 million learning space. The future opportunities this build will provide will be endless. But, like any build, it comes with disruption and logistical problems that have seen many of our events either outsourced or cancelled. This was unfortunate but as the saying goes 'short term pain for long term gain.'

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 Russell Watson, Acting 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 2018. They have been the communicators to our school community as well as organizing and coordinating such events as dinners, morning teas, teachers' birthdays, classroom help, assistance on excursions, Mother's/Father's Day Stall helpers, Hunger Busters, 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.

At the end of 2017 we saw the introduction of Compass. Our whole school community is now reliant on this communication app which has resulted in a reduction of communications going out via the class reps. This has made the job of class rep a lot less arduous.

### **The Cook and Care Program**

This confidential service offers a helping hand with meals, rides to school etc. for school families in need. Between Term 2 and 4 the program provided 13 meals for families in need. This is a wonderful program and reassuring to know we can help our community in times of need. Thank you to Michelle Ferguson for taking this job on for another year in 2018.

### **The Head Lice Program**

Thank you to Susan Savage who took on the leadership of our Head Lice Program for 2018. Together with a team of parents, Mel Harrison, Sarah Murray, Deb Sinclair, Emily Ramsden, Gladys Menara, Andrew Rakers and Mikiko Vagas, they did a great job ensuring kids were regularly checked throughout the school.

### **Book Club**

Again this year Book Club was coordinated by Jennie Burrows. She has done 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.

### **Second Hand Uniform Shop**

Thank you to Sophia Ali and Megan Drew for running the second hand uniform shop which opens the 1<sup>st</sup> Monday of every month. Due to the build the shop was moved to the outside container. We appreciate the extra effort you went to, to continue providing this service.

### **School Banking**

Thank you to Helen Pettigrew and Andrea Johannsson for taking on this role for Term 1 & 2 and Emma Adams and Nick James in Term 3 and 4.

### **Mother's Day/Father's Day Stalls**

Thank you to Mel Harrison, Louisa Begg, Emily Ramsden and Maz Lopes for coordinating these stalls, doing all the purchasing and sourcing the volunteers. This is Maz's last year at SEPS. She has been instrumental in providing this fun opportunity for children to purchase a special gift for their parents. Thank you Maz for all your help and advice, you will be missed.

### **Specific Events**

Normally every year each year level is given approximately 2 tasks to coordinate for the year. However as previously mentioned, a few of our annual events were either outsourced or cancelled due to building work. The following events were run throughout the year with the assistance of our dedicated team of PFA volunteers.

# SANDRINGHAM EAST PRIMARY SCHOOL

## Parent Community Support Events

### Term 1

ACTIVITY	DATE	SUPPORTED BY	OWNER
New Parents Welcome Morning Tea	Thursday 1 <sup>st</sup> February	Level 1 Parents	PFA
House Swimming Carnival	Thursday 8 <sup>th</sup> February	Level 4, 5 & 6 Parents	School
Welcome Family Picnic with <u>Kaboom</u>	Friday 16 <sup>th</sup> February	All Parents	School
Working Bee – Level 4	Sunday 18 <sup>th</sup> February	Level 4 Parents	School
Walkathon	Friday 16 <sup>th</sup> March	All Parents	Fundraising
JSC Fundraiser – Funky Hair Day for Leukaemia Foundation (Special Lunch TBC)	Tuesday 13 <sup>th</sup> March	All Parents	JSC (PFA Assistance)
Working Bee – Level 2	Sunday 18 <sup>th</sup> March	Level 2 Parents	School
Parent Function - Bogan Bingo	Friday 23 <sup>rd</sup> March	All Parents	PFA
Easter Lucky Ticket	Thursday 29 <sup>th</sup> March	Level 3 Parents	PFA

ACTIVITY	DATE	SUPPORTED BY	OWNER
Hunger Buster	Friday 9 <sup>th</sup> February	5/6A	PFA
Hunger Buster	Friday 2 <sup>nd</sup> March	4A	PFA
Hunger Buster	Friday 16 <sup>th</sup> March	4B	PFA
Hunger Buster	Friday 23 <sup>rd</sup> March	4C	PFA

### Term 2

ACTIVITY	DATE	SUPPORTED BY	OWNER
Entertainment Books	On going	Fundraising Team	Fundraising
House Cross County Carnival	Tuesday 1 <sup>st</sup> May	Level 4,5,& 6 Parents	School
Working Bee – Level 5	Sunday 6 <sup>th</sup> May	Level 5 Parents	School
Mother's Day Stall	Thursday 10 <sup>th</sup> May	All Parents	PFA
Bunnings Sausage Sizzle	Saturday 12 <sup>th</sup> May	Level 4	PFA
JSC Fundraiser – PJ Day for Sandringham Hospital	Thursday 24 <sup>th</sup> May	n/a	JSC
School Disco	Friday 22 <sup>nd</sup> June	All Parents	Fundraising
Working Bee – Level 6	Sunday 3 <sup>rd</sup> June	Level 6 Parents	School
Japanese Day (Sushi Lunch)	Thursday 7 <sup>th</sup> June	Foundation Parents	School (PFA Assistance)

ACTIVITY	DATE	SUPPORTED BY	OWNER
Hunger Buster	Friday 27 <sup>th</sup> April	5/6B	PFA
Hunger Buster	Friday 11 <sup>th</sup> May	5/6C	PFA
Hunger Buster	Friday 18 <sup>th</sup> May	5/6D	PFA
Hunger Buster	Friday 25 <sup>th</sup> May	5/6E	PFA
Hunger Buster	Friday 8 <sup>th</sup> June	3A	PFA
Hunger Buster	Friday 15 <sup>th</sup> June	3B	PFA
Hunger Buster	Friday 22 <sup>nd</sup> June	3C	PFA

**Term 3**

ACTIVITY	DATE	SUPPORTED BY	OWNER
Parent Function – Studio 54	Saturday 28 <sup>th</sup> July	All Parents	Fundraising
100 Days Party		Foundation Parents	School
Working Bee - Level 3	Sunday 5 <sup>th</sup> August	Level 3 Parents	School
House Athletics Carnival	Tuesday 14 <sup>th</sup> August	Level 4,5, & 6 Parents	School
Special Friends Day (Book Sales & Afternoon Tea)	Monday 20 <sup>th</sup> August	Level 6 Parents	School (PFA Assistance)
Father's Day Stall	Thursday 30 <sup>th</sup> August	All Parents	PFA
Dad's Footy Match	Saturday 25 <sup>th</sup> August	Dads	Community
Working Bee - Foundation	Sunday 9 <sup>th</sup> September	Foundation Parents	School
Pink Ribbon Event	Friday 14 <sup>th</sup> September	Pink Ribbon Team	<u>Community</u>
JSC Fundraiser - Footy Colours Day for State Schools Relief (Pies & Sausage Roll Lunch)	Thursday 20 <sup>th</sup> September	Jo Canteen	JSC (PFA Assistance)

ACTIVITY	DATE	SUPPORTED BY	OWNER
Hunger Buster	Friday 27 <sup>th</sup> July	2A	PFA
Hunger Buster	Friday 3 <sup>rd</sup> August	2B	PFA
Hunger Buster	Friday 17 <sup>th</sup> August	2C	PFA
Hunger Buster	Friday 24 <sup>th</sup> August	2D	PFA
Hunger Buster	Friday 31 <sup>st</sup> August	1A	PFA
Hunger Buster	Friday 7 <sup>th</sup> September	1B	PFA
Hunger Buster	Friday 14 <sup>th</sup> September	1C	PFA

**Term 4**

ACTIVITY	DATE	SUPPORTED BY	OWNER
World Teachers Day Morning Tea	Wednesday 10 <sup>th</sup> October	PFA	PFA
Father & Child Camp	19 <sup>th</sup> – 21 <sup>st</sup> October	Dads	Community
Working Bee – Level 1	Sunday 28 <sup>th</sup> October	Level 1 Parents	School
Foundation 2019 Afternoon Tea		Foundation Parents	School
JSC Fundraiser – Fitness Day for Diabetes	Tuesday 13 <sup>th</sup> November	n/a	JSC
Market Day	Thursday 22 <sup>nd</sup> November	Level 6 Parents	School
Working Bee – Whole School	Sunday 25 <sup>th</sup> November	All Parents	School
Graduation Dinner	Monday 17 <sup>th</sup> December	Level 5 Parents	School

ACTIVITY	DATE	SUPPORTED BY	OWNER
Hunger Buster	Friday 2 <sup>nd</sup> November	1D	PFA
Hunger Buster	Friday 9 <sup>th</sup> November	00A	PFA
Hunger Buster	Friday 16 <sup>th</sup> November	00B	PFA
Hunger Buster	Friday 23 <sup>rd</sup> November	00C	PFA
Hunger Buster	Friday 7 <sup>th</sup> December	00D	PFA

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, its Principal, Assistant Principal or its School Council.**

This year the PFA organized a number of community events. In Term 1 we had a Bogan Bingo night, Term 2 we had a movie night for PFA members and a Christmas Dinner in Term 4. These nights were not designed to be fundraising events but nights out just for fun.

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.

Again, this year the Hunger Buster proceeds have been donated to our two Sister Schools in the Philippines. This year we have raised \$3,747.70. Thank you to all those that baked, bought and sold.

My role as President is made much easier by all the members of the PFA that support and encourage me. We cannot provide these events without the help of so many people.

In particular I would like to acknowledge and say a huge THANK YOU to Kerry Thompson our Class Representative Co-coordinator and Vice President. Kerry has an amazingly positive attitude. When I am in panic mode she is unflappable and provides me with continuous reassurance and encouragement. She is honest, trustworthy, has a brilliant eye for detail and nothing is ever too much trouble. Her wealth of knowledge and experience is invaluable. This is Kerry's last year at SEPS. I will miss her dearly. Not just for the help she has given me over the last two years but for the fun we have had along the way. I'm not sure how I will cope without her. I hope our Tuesday coffee catch up's won't be a thing of the past. Thank you for everything you have done for the PFA, Teachers, Office Staff, Students and me.

Secondly to our Secretary, Yolande Van Niekerk, for taking on this job. Yolande provided comprehensive minutes for every meeting and had them ready quickly and without a fuss.

I'd also like to thank Simone Smith and Angie Derrick, who have headed up our fundraising team. This year Simone has taken on the role of the 2019 fete coordinator and Angie has been general fundraising coordinator. They have worked closely with both Kerry and I in lots of aspects of the PFA and their continued support, feedback and work was really appreciated. Well done on an amazing year of fundraising. Together with all the fundraising events and PFA events we have raised over \$59,000 for our school. Truly amazing!

I sincerely appreciate the support of Laureen Walton, Gen Casonato, Karen Roberts, Russell Watson, Wendy Franks, Leanne Matthews and Cath Campion and all the teaching staff. Your support, generosity and continued commitment to the students and community of Sandringham East Primary School is truly appreciated.

This has been my 2<sup>nd</sup> year of President of the Sandringham East Primary School Parents and Friends Association. The PFA cannot work without our wonderful volunteer Parent Reps. It continually relies on the support of our caring parent community who give themselves and their time to help ensure our children's primary school journey is a rewarding one. We have an amazing community, one we should be very proud of.

I would like to 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

**Lisa Homes - PFA President 2018**

# Policy and Planning 2018

## 2018 Goals and Achievements

The primary goals of the Policy and Planning Sub-Committee for 2018 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 in accordance with DET requirements
- e) To ensure new and updated policies are loaded to the SEPS Website and retired policies are removed from the SEPS website in a timely manner.
- f) To continue the use of Dropbox as the method of allowing the Sub-Committee to review policies; and
- g) To commence the written change over from the SEPS Policies to the DET Policies via the DET Portal Policy. All SEPS Policies need to be written in accordance with the DET Policies.

Policies reviewed and updated (in 2018)

Policy Status	Policy Name
Policies reviewed and signed off	<p><u>Policies reviewed and ratified in 2018:</u></p> <ul style="list-style-type: none"> <li>• Student Engagement and Inclusion Policy</li> <li>• Asthma Policy (including Storm Policy)</li> <li>• Anaphylaxis</li> <li>• Behaviour Management</li> <li>• Blood Spill</li> <li>• Diabetes Management</li> <li>• Duty of Care</li> <li>• Enrolment</li> <li>• First Aid Policy</li> <li>• Infectious Diseases</li> <li>• Injuries to Staff</li> <li>• Medication</li> <li>• Safe and Orderly Learning Environment</li> <li>• Student References</li> <li>• Students with Significant Health Needs</li> <li>• Syringe Disposal and Injury Management</li> <li>• Yard Duty Supervision</li> <li>• Policy Development</li> <li>• Communication Policy</li> <li>• Bullying and Harassment – Students</li> <li>• Mandatory Reporting Policy</li> <li>• Working With Children Check (WWCC)</li> <li>• Antidiscrimination Policy</li> <li>• Policy Development Policy</li> </ul>

	<ul style="list-style-type: none"> <li>• Incursion and Excursion Policy</li> <li>• Equal Opportunity</li> <li>• Sustainability Policy</li> <li>• Drug Policy</li> <li>• Refund Policy</li> <li>• Drug Prevention Policy</li> <li>• Graduation Policy</li> <li>• Mobile Phone Policy</li> <li>• Health and Physical Education Policy</li> </ul>
Policies not completed in 2018	<ul style="list-style-type: none"> <li>• Assessment and Reporting (request for action sent numerous times – no action)</li> <li>• LOTE (request for action sent twice – no action)</li> <li>• Community Partnerships and Events (request sent - no action)</li> </ul>
Policies to be reviewed or introduced in 2019	<p><u>Policies that are due for review in 2019:</u></p> <ul style="list-style-type: none"> <li>• Arts</li> <li>• Head lice</li> <li>• Healthy Eating</li> <li>• Professional Learning</li> <li>• Teaching and Learning</li> <li>• Induction</li> <li>• Recruitment</li> <li>• Leave</li> <li>• Science</li> <li>• Dress Code</li> <li>• Inclement Weather</li> <li>• Privacy Policy</li> <li>• Multi-cultural diversity</li> <li>• Playground Equipment</li> <li>• Community service and Work Experience</li> <li>• Traffic Education</li> <li>• Fundraising</li> <li>• Occupational Health and Safety</li> <li>• Student Sexual Conduct</li> <li>• Social Networking</li> <li>• Sunsmart</li> <li>• Curriculum Provision</li> <li>• Information and Communication Technology</li> <li>• Transport</li> <li>• Alcohol Responsible Use</li> <li>• Conflict of Interest</li> <li>• Pre-Service Teachers</li> <li>• Internet and Email Usage</li> <li>• Parent Payment</li> </ul>



	<ul style="list-style-type: none"> <li>• Policy Development</li> <li>• BPay Policy 2019</li> <li>• Cash Handling Policy 2019</li> <li>• Enrolment Policy 2019</li> <li>• Internet Banking Policy 2019</li> <li>• SEPS Parent Payment 2019</li> <li>• Purchasing Card Policy 2019</li> <li>• Refund Policy 2019</li> </ul>
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The majority of identified policies (exception of the above stated incomplete Policies) were brought up to date within their review period during 2018. This places SEPS in a reasonably reliable position for maintaining currency of policies throughout 2019.

The Policy and Planning Sub-Committee utilised and managed the file sharing process, *Dropbox*, which is successful and reasonably simple to manoeuvre around. Minor issues are that not all staff or School Council members have access to the Dropbox. Possibly, this could be a discussion point throughout subsequent School Council meetings 2019.

Completed Policies for review and possible amendment were sent to all School Council members via email as this appears to be a more succinct and timely method for review of policies prior to ratification.

In early 2018, SEPS Principal Mrs Laureen Walton requested that all SEPS Policies were to be developed using the DET Policy Portal. This would ensure that all SEPS Policies would have been checked through DET Policy Portal. It is incumbent upon schools to routinely check the DET Policy Portal for updates.

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

Thank-you to the Policy and Planning Sub Committee members Claire Parsons, Angela Grogan and Rhiannon Harris-Tutor for their tireless and comprehensive work throughout 2018. Thank-you to the School Council members for reviewing policies upon request in 2018.

Jenny Dare  
**Co-ordinator for Policy & Planning Sub-committee**