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Sandringham East Primary School 4429

2020 School Council Committees Annual Report to the School Community



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

School Principal's Annual Report

2020 school year

Our vision is: "To build an inclusive community where our children are active learners, critical thinkers and creative explorers." Think... Imagine... Become

Values:

Care Aspiration Respect - Always our best.

Please see attached Annual Report to School Community about our school and its achievements. School website: www.sandringhameast.vic.edu.au

Laureen Walton – Principal.

The following is an appendix to the mandated DET Annual report for 2020 and encompasses all that Sandy East School Council Committees achieved, which was challenging in the Pandemic year of 2020 as you will see in the attached reports below.

We are indebted to the commitment from each leader and congratulate their team achievements despite Covid restrictions coping with remote learning and virtual meetings- thank you all.

School Council President Report 2020

After a huge couple of years of building works, we were looking forward to a calm and relatively quiet 2020 at SEPS. Who could have predicted the tsunami of events we were faced with throughout the year. 2020 was a year that tested our school community to its limits and highlighted the importance of partnership between home and school in supporting our children.

Our amazing SEPS community began the year by embracing the Sandringham Primary School community after their school was devastated by fire in the first week of term. We welcomed students, staff and parents and shared our facilities and resources for all of Term 1. It was an exercise in cooperation, flexibility and care and we were so proud of how the SEPS community adapted.

'Now we'll have a normal remainder of the year', we thought! The onset of the Covid-19 pandemic laid that myth to rest. The pandemic created a year of unpredictability, instability, disbelief and fear not only for our community but for the world. Life in lockdown was surreal for us all, and as teachers, parents, and students, we had to cope and adapt as best we could. Through it all, our school and staff were that connection to the familiar for our children. Despite juggling their own families and circumstances, our incredible staff pivoted their efforts to teach and support online. Our staff showed creativity, resilience and adaptability, and our children followed their lead.

The sense of community at SEPS is something we've always been proud of, and the strength of that community carried many families throughout 2020. The collaboration between home and school was more important than ever before, and despite being physically separated for significant chunks of the school year, the connection between staff and parents seemed pronounced. For parents, home learning provided real insight into our children's learning, and many of us gained new appreciation for our teachers.

Given our circumstances, one might think the usual School Council activities lay dormant for much of the year, but reading the sub-committee reports it is quickly evident just how much was done, often in completely different formats. If 2019 represented facilities transformation for SEPS, 2020 was the year for digital transformation.

Our 2020 School Council sub-committees were:

- Facilities
- School & Community Partnership
- Fundraising
- eLearning
- Finance & Trading Operation
- Policies & Planning
- Parents and Friends Association (PFA)

Please take the time to read the sub-committee reports for details of all that was achieved by this dedicated group of volunteers, but I'd like to highlight some specific work that really made a difference during 2020.

The School & Community Partnerships sub-committee, led by Scott Bundy, did amazing work in the area of digital communication, keeping us informed and connected through the school's social media, creating initiatives like the Lego challenges to engage the students, and producing a film on Youtube for prospective parents to be able to 'tour' our school.

It will be no surprise that our eLearning sub-committee, led by Claire Parsons, was a hive of activity in 2020. We are grateful that technology has been a school focus for a number of years, which stood us in good stead for the challenges the year brought and the demand for online learning.

Despite that, there was a huge amount of work required in getting everyone settled into the world of MS Teams, Webex, and Compass with all the right tools to use the platforms effectively.

Thanks to the support of our groundsmen, the school facilities got plenty of attention while the children were away, with the oval being able to regenerate and much maintenance done around the school. Our 90 year old front building also got a long-awaited new roof to round off a busy year for the Facilities sub-committee.

The Policies & Planning and Finance sub-committees continued their ongoing work and projects, ensuring the wheels kept turning efficiently in the areas of governance and financial oversight. And despite being thwarted by restrictions for much of the year, our enthusiastic Fundraising team ran a fantastic Colour Run in Term 1 of last year, and have great plans for 2021.

PFA pivoted and adapted throughout 2020, finding new ways to engage in our community. Led by Lisa Holmes, the PFA found opportunities to thank our staff through appreciation hampers, snack packs, and coordinated student appreciation initiatives. The team organised welcome back initiatives, supported parent businesses through online Mother's and Father's Day 'stalls', and Parent Reps found creative online ways to connect their class families and stay in touch. Despite the unpredictable environment, the PFA pulled together a fabulous Parisian-themed graduation for our Level 6's.

Lisa has tirelessly led the PFA for four years and has been an invaluable contributor to the school. She is stepping down after an amazing effort and we can't thank her enough for her unwavering dedication. I'd also like to thank outgoing councillor Kerryn Kohl for her valuable contribution during her time on Council.

Thank you to all our School Councillors 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. Thank you to all staff and parents who participate in and support our sub-committees which is where the real action happens.

School Council greatly appreciates the support we get from all SEPS staff – leadership, teaching, administration and maintenance. While they have always gone above and beyond their defined duties to support our school community, their dedication over the last year in particular, has been inspiring. Thank you to our incredible SEPS team.

To every parent and carer, I'd like to say 'Well done'. Thank you for the kindness, consideration and respect shown to the school and for rolling with the constant need for flexibility as events unfolded and changed throughout the year. 2020 was a year we will never forget but hope to never repeat! And to our students, we'd say 'We're as proud of you, as you should be of yourselves!' Our school values of Care, Aspiration and Respect were so evident throughout 2020. The valuable lessons learnt in the areas of adaptability and resilience will be lifelong skills.

While 2021 doesn't promise total predictability as yet, we can be cautiously optimistic that we're reaching a 'Covid normal'. We will continue to be brave and bold, but flexible and adaptable, as we plan for growth and continuous improvement in all areas of our school, to ensure our students get the best educational experience possible within a strong and vibrant school community.

Kind regards

Alida Williams - School Council President

School & Community Partnerships 2020

2020 kicked off with ongoing conversations with our school community and specialists from the greater community about the function, usage and overall safety of our oval. An understanding of what could be achieved was being realised, yet many more questions around the true cost to the school and the environment regarding various surfaces was yet to be realised.

However, all of that was put on hold as we were called upon to help our neighbours at Sandringham Primary, whose school had been compromised due to fire.

It was during this time that Claire Parsons captured a beautiful image looking back across the playscape of Sandringham Primary kids and Sandringham East Primary kids playing as one. The SEPS Facebook post attracted 210 likes from proud and grateful parents.



During February, SEPS enjoyed excursions to Canberra and the Botanical Gardens and late March we advertised the use of our stadium to interested community groups.



But the challenges of catering for two schools on one site were about to pale into insignificance with the onset of COVID in Australia.

As we all know, we endured not one, but two marathon lockdowns during 2020. This tested everything that makes our community great.

As mums and dads became teachers and home became school for the great majority of 2020, we witnessed SEPS' community spirit rise as families were happy to share the experiences and achievements of their children.

Social media posts went from 1-2 per week to 1-3 per day and included everything from the welfare of SEPS chickens during lockdown, investigations experiments and cooking lessons from Mr Marco.



Apart from lessons at home, SEPS also created events designed to keep students engaged and the community as strong as possible during this difficult time.

Highlights included the Walk Around Australia challenge, SEPS Lego Challenge, awesome story time readings by SEPS teachers and an online visit from the great magician - Cosentino.



As a result of all of this activity, SEPS Facebook's following grew 64% from 424 followers in late 2019 to 697 followers at the end of 2020.

While all of this was happening, enrolments still needed to take place for 2021 and parents were left with no way of visiting schools in Melbourne during lockdown.

Fortunately for SEPS, we had just completed a comprehensive film that helped prospective parents view our school, without setting foot on it.

If you haven't seen the film, you can watch it here at SEPS' YouTube channel:

<https://www.youtube.com/watch?v=irebBXJwFSQ&t=17s>



A huge thank you from the committee, to everyone who contributed during 2020. Your incredible support kept our school strong and helped our students ride out a time none of us will ever forget.

Currently the committee are:

- Developing SEPS' 90th anniversary communication plan
- Extending social media to Instagram
- Recruiting teachers from each level to provide stories for SEPS social media
- Updating the film after changes in staff at SEPS
- Revamping the large boards at driveway and Miller Street gates
- Providing enrolment boards around the community for 2021 enrolment

eLearning 2020

The eLearning Committee had an extraordinary 2020. Below is a summary of our adventure and achievements.

Computer Program

- In consultation with our technician the committee recommended to continue offering the Acer B118 touch screen and non-touch screen and the Lenovo Yoga 3rd Gen – convertible laptop. We continued with LWT as they provided us with the best options and cost.
- All parent information was uploaded to the school website as digital downloads and documents were emailed to the Level 2 parents via Compass. Hardcopies were available from the school office due to Covid restrictions.
- Parent Information sheet including security at home, cyber safety and passwords was also sent to all Level 2 parents in preparation for 2020.
- For Level 3 students:
 - 59 laptops were purchased through the LWT portal.
 - 45 Acer
 - 14 Lenovo
 - 25 students took up the BYOD option.
 - 9 students used school devices.

General eLearning at SEPS

- Mathletics continued to be used across the school.
- Literacy Planet continued for students in F-2.
- Story Box Library was purchased for all students / families
- Wushka – digital levelled take home books – purchased for students
- Coding lessons and activities achieved when onsite
- Cyber Safety activities were conducted across all levels.
- 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 Microsoft TEAMS by Levels 3-6 students.
- Use of interactive whiteboards across all levels and curriculum areas.
- Staff use of technology to plan, assess, report and communicate.
- Use of Microsoft TEAMS by all Staff
- Acceptable Use Agreements were signed by all parents and students.
- The SEPS website was continually updated with photos and information.
- SEPS Facebook 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 permissions

- Digital content created in Remote Learning was continued to be used when we returned to onsite learning. Teachers continued to create video content for students to access at school and at home.
- Foundation / Kinder transition went remote too. Story time videos were created and posted on our Youtube channel and Parent information nights were conducted via Zoom.
- School Council and committees met remotely via Webex.

Covid-19 Lockdown Remote Learning 1.0

- 540 students accessed online resources
- Approx. 25 devices were loaned to students for Term 2 from the school owned bank
- All students had digital access to learning on Compass or Webex or Teams
- Compass was used as the major communication tool
- Video conferencing – F-2 on Webex, 3-6 on MS Teams, staff meetings and PD on MS Teams and Webex
- Admin and Leadership used remote logins to access school resources
- School technician continued support remotely

Teaching and Learning

- Daily plans and resources were placed on Compass for parents to access. Level 3-6 daily plans moved to Teams from week 4.
- Specialist lessons were also on Compass
- Teaching staff moved all planning and resources to MS Teams where we collaborated on teaching and learning.
- Support staff continued to work with students – video and audio calls
- Videos were created to teach students skills and content
- Instructional videos were created to show students how to use programs and resources
- Lessons were adapted / modified for parents or directed to the students

Info from parents

- Parents collaborated to support learning at home. Parents googled and shared resources about how to teach different areas / skills
- Parents used WhatsApp to communicate

Covid-19 Lockdown Remote Learning 2.0

- Devices were loaned to students again.
- Compass still being used as the major communication tool
- Video conferencing – F-2 on Webex, 3-6 on MS Teams, staff meetings and PD on MS Teams and Webex
- Admin and Leadership used remote logins to access school resources
- School technician continued support remotely
- Less log in problems with software this time.
- Same amount of hardware issues. Tech supporting with this on Mondays when he is onsite.

Teaching and Learning

- F-2 Daily plans and resources placed on Compass for parents to access. 3-6 daily plans moved to Teams.
- Specialist lessons are also on Compass and on Teams for 3-6
- Teaching staff - planning and resources on MS Teams, collaborate on teaching and learning.

- Support staff continued to work with students – video and audio calls
- More lessons have instructional video content.
- Teachers providing extra focus groups for students.
- Teachers providing extra time online for student support

All SEPS staff adapted quickly to working remotely and were willing to learn new skills to support our SEPS families and community. It was an amazing effort by everyone who had a connection to SEPS. Thank you to Paul Wratten and Kerryn Kohl who helped on the School Council Sub Committee. Thank you to Laureen and Russell 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, parent communication and laptop repairs.

Claire Parsons
eLearning Sub-Committee Co-ordinator

Facilities 2020

It is with great pleasure I can report as the Leader of the (Sub Committee Facilities) of the continuous improvement and completion of facilities upgrade and works during the 2020 calendar year despite the lockdowns.

All subcommittee meetings and school council meetings were powered by Zoom and were well attended by all school council members ensuring all items to be approved were agreed in a timely manner. Remote meetings will continue during 2021 until further notice.

A major factor in SEPS facilities upkeep was the project management by Russell Milne and the great support from Laureen Walton, Russell Watson and Ryan McCulloch to ensure a timely scheduling of all jobs. Major tasks planned were the retiling of the main building roof and external painting of the brick building.

After student initiation and consultation the Bike Shed upgrade was completed ready for use in term 4.

The grounds have continued to be maintained throughout the year by maintenance workers Geoff and Joe. Safety and maintenance were a focus and students returned after remote to a beautiful safe school environment. There were no working bees due to the Pandemic.

Moreover a great example of the SEPS leadership was to take advantage of the lockdown period to improve the grass oval at SEPS.

Rolling forward the SEPS facilities committee will concentrate of the continued up keeping and building projects. Our school environment continues to be an outstanding and safe one for our students to learn and play within.

A standout for next year is the SEPS 90th Birthday celebration.

I would personally like to thank the SEPS leadership committee and teachers and my fellow School Counsellors who donate their time.

Kind regards,
Roberto Mastrandrea

Finance Report for 2020

Committee members: Laureen Walton, Russell Watson, Cath Campion, David Brown and Ryan McCulloch

Overall, the school had an operating surplus of \$182k. Whilst this was down on 2019, it was ahead of budget of \$139k. This is a good result considering the lack of revenue from Camps/excursions and fundraising activities that were unable to be completed through 2020. The school remains in a strong cash position with cash accounts increasing from \$734k in 2019 to \$882k in 2020.

2020 was a challenging year, however budgets, income and expenses were closely monitored on a monthly basis over the year. Finance reports were reviewed at each school council meeting and curriculum and building programs still progressed over the year.

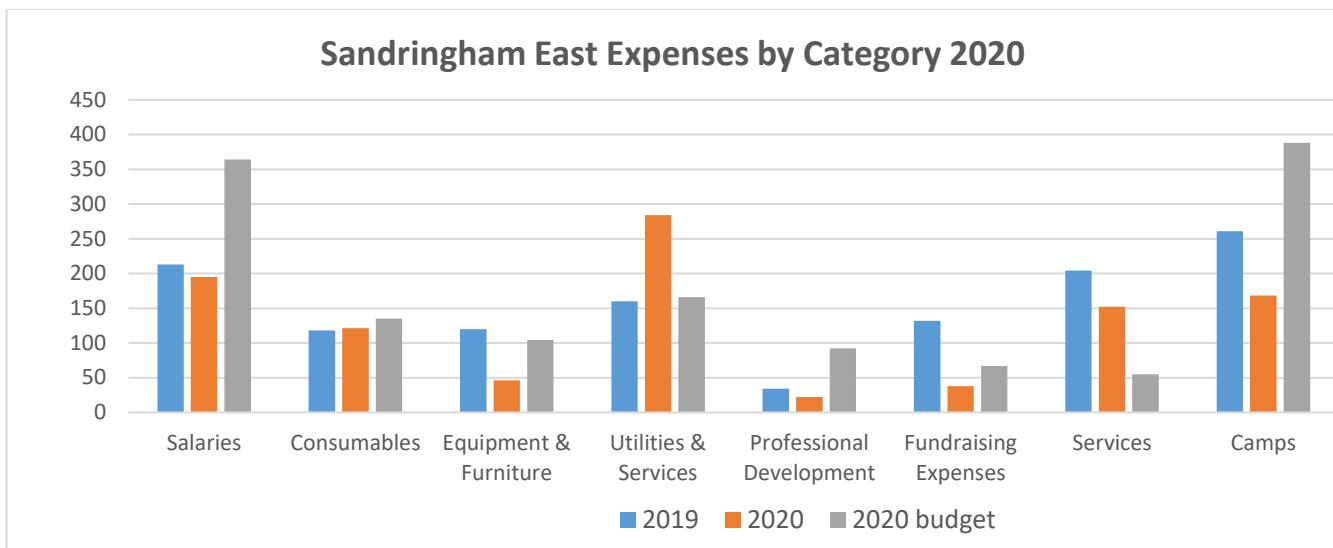
Income

Total income for the year was \$1.3m, down from \$1.6m in 2019 and against a budget of \$1.6m for 2020. This drop was mainly driven by lower revenues from camps/excursions that were cancelled) (\$61k compared to budget of \$334k and 2019 \$280k) lower fundraising and hiring of school facilities incomes. Whilst fundraising in 2019 included the School Fete which was a significant income stream, 2020 was down due no parent function activities or no mothers/father days stalls.

Expenses

Operating expenses were significantly down compared to 2019 and to 2020 budget. This offset largely the reductions in revenue over the year. Operating expenditure for 2020 was \$1.07m, compared to a budget of \$1.44m and 2019 of \$1.294.

The lower expenses in 2020 were across most expenses, however mainly due lower camp/excursion costs, lower casual staff salary costs and staff PD costs and lower equipment and maintenance costs offset partially by higher property costs including shade sails, plumbing work and playscape repairs.



The school has available funds of \$893k at 31 December 2020 up from \$791k at the same time last year.

Voluntary contributions were above budget at \$52k (budget \$46k) and on par with 2019 which is pleasing considering the 2020 year. These contributions supported additional services in first aid, grounds, the library and buildings and provided 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.

Overall, the net financial outcome of a positive operating surplus which was also above budget was a very pleasing result and a reflection of the strong financial management maintained in a challenging year by the SEPS staff and the continued support by parents.

David Brown – Treasurer

Fundraising Committee 2020

2020 was a year like no other, the SEPS community much like the rest of world endured and adjusted to a way of life we had never experienced before.

Despite this we managed to sneak in one quick FUNdraising event in Term 1 before we were locked down for the majority of 2020 and before the phrase ‘social distancing’ was coined.

The SEPS community participated in their first ever colour run. We chose to try something different and decided to run the event through an external Fundraising company. The main reasons being that
 1) the original longstanding committee had mostly disbanded after many years,
 2) other schools in the area had used this company

3) it was worth a try to compare the workload and funds raised.

We chose to run this event through The Australian Fundraising Company, who supplied the colour powder, the blow up banners and accessories plus an online portal that each child could set up and choose their own prizes for their money raised. It all seemed quite straight forward, but in the end it required the same amount of effort and organization by myself and the amazing office ladies at SEPS. Despite it being a hot March day, the children all seemed to thoroughly enjoy the afternoon full of colour and laughs. The final tally of money raised was approximately \$15k, after the rebate to The Australian Fundraising Company. Not a bad effort at all, but I believe if we were to proceed with a colour run again we could arrange it ourselves just like a Walkathon!

No other fundraising activities eventuated due to Covid.

Angie Derrick – Fundraising Leader

Parent & Friends Association 2020

Our School values of Care, Aspiration and Respect were demonstrated continuously throughout 2020. This unprecedented year was the year that tested our resilience, perseverance and adaptiveness. It highlighted our strong community spirit and showed us how much our school and teachers care and value our children.

At the beginning of the year we opened our doors and warmly welcomed a shattered Sandringham Primary School community. A community left without a school following a devastating fire. SEPS housed 11 extra classes at our facility and did so quickly and with minimum disruption to our own students. Our teachers, students and parents community should feel proud of how we dealt with this large influx of students and parents. Our values of care and respect shone through and we continued throughout this difficult time to aspire to be the best that we could be.

Then came an even bigger test, Covid-19. The pandemic closed our schools which resulted in many of our PFA run events being cancelled.

What is Parent Friends Association (PFA)

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 and Ryan McCulloch, Assistant Principals, attend each meeting and take the time to inform the PFA about what is going on within the school.

In 2020 we continued to meet via Webex Meetings during the lock down periods. Having the meetings in the evening gave parents who normally work on a Monday an opportunity to attend.

However we found that attendance was impacted as parents were exhausted from their daily work zooms, webex and online meetings.

Regular Programs

Class Parent Reps

Our class reps have yet again done a wonderful job throughout this difficult year. Most of the regular programs were unfortunately cancelled but the few events that we were able to do were particularly memorable and truly appreciated by the school community.

Colour Run

The fundraising team coordinated by Angie Derrick did an amazing job at organizing this event. It was a beautiful day and the children had so much fun. The sound of laughter, excitement and injection of colour truly brightened the very ominous atmosphere that was looming over us. Thank you to all the volunteers that helped make this event a fun and memorable one.

Easter Lucky Ticket

This event is coordinated by the Level 3 parents. Unfortunately school was closed by the pandemic before we had a chance to complete this event. This left us with hundreds of donated Easter Eggs. The return of school after the school holidays was uncertain therefore it was unlikely that we could run this event, even at a later date. So we had to find an alternative home for all the eggs. It was decided they should be donated to a charity or charities. However, due to Covid and the fear of transmitting the virus, many charities were unable to take the donations. We eventually donated the Easter Eggs to our local frontline workers. Sandringham Hospital, Moorabbin Fire Station, Sandringham Police Station and Monash Covid Testing Centre were the lucky recipients.

'Thank You, Teacher' Event

During Term 2 Laureen contacted myself and Alida (School Council President) and asked if we, as a community, could do an event to thank our teachers. We wanted to thank them for the commitment they have shown our school, students and parents during the previous year's construction, influx of students in Term 1 from Sandringham Primary and the huge adjustment to their teaching due to Covid.

We decided that we would purchase a thank you hamper for every teacher. We asked the Parent community if they would like to donate towards this event. The response was overwhelming. Every teacher received a beautiful fresh produce hamper from Amalocal, fresh baked 'thank you' cookies (kindly baked and donated by Georgie Cooper) cooking utensils and a bottle of wine. It demonstrated how much we truly value and appreciate our amazing teachers.

Welcome Back Event

After Term 2 and 3 at home, students were able to return to school in Term 4. To celebrate this exciting day and hopefully alleviate some anxiety and trepidation especially in the younger years we organized a 'Welcome Back' event. With the help of class rep volunteers and their children, we decorated all the entrances with colourful posters, bunting, signs and chalk drawings. Thanks also to Sign Fairy who generously donated a glorious sign at the front of the school welcoming back all the students.

World Teacher Day

We normally celebrate this event every year by asking parents to bake a cake/biscuits, provide a fruit

platter and make sandwiches for the teachers morning tea. This year to adhere to hygiene standards we outsourced this event and purchased individual snack boxes for all the teachers.

Grade 6 Graduation

My most memorable event for the year was the Graduation for our Grade 6 students. Their final year, which should have been filled with so many fabulous events, was devastated by COVID. I am so thankful that at least we were able to provide a glorious final graduating event for them. The French theme, chosen by them, looked sensational. The team of volunteers led by Jo Serpanos did an incredible job. I would like to thank the following individuals for all their help; Joanne Sepanios, Georgina Cooper, Jill Waldern, Megan Freeman, Lynsey Righetti, Leanne Chapman, Aimee Johnson, Linda Best and Sarah Elliott.

Also thanks to Mike from Guys Gourmet for providing a delicious meal and yummy donut wall for students and teachers to enjoy. Thanks also to Emily Ramsden, Mel Withington and Sophie Bowen for helping with food preparation and serving.

Thank you to all our class reps, you have all done a fabulous job in a particularly difficult year and are a vital part of our school community.

Other Regular Programs

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 2020. Even though this program was not used this year due to COVID it remains a valuable community program which I am sure will be utilized again in 2021 when needed.

The Head Lice Program

Thank you to Susan Savage who took on the leadership of our Head Lice Program for 2020. Again due to COVID students were not at school for a vast majority of the year and therefore this program was not required.

Michelle and Susan are no longer at the school. I wish them and their children every success at their secondary school and thank them again for their many years of service to our school community.

Second Hand Uniform Shop

Thank you to Sophia Ali and Megan Drew for running the second hand uniform shop which normally opens the 1st Monday of every month.

Mothers Day/Fathers Day Stalls

This event is normally run by Mel Harrison and Emily Ramsden. However due Covid we were unable to run these events at the school.

Instead to help support our SEPS family business community during a very difficult time, Tanya Warrington created a virtual Mother's Day and Father's Day Stall. We asked our SEPS small business families who offered gifts or services suitable for Mothers and Father's Day to submit a small advertisement that we could place on this website. The website was promoted via the school newsletter, SEPS Facebook page, What's App groups and COMPASS. Thank you Tanya for

organizing this and providing valuable support to our SEPS family businesses financial affected by Covid.

Parent Run Social Events

In 2020, when we were allowed social events organized by parent reps outside of the school grounds, we 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.

Hunger Buster and Working Bees

Most Working Bees and Hunger Busters were cancelled in 2020.

At the AGM in March 2020 I decided to step down and take on the role of Vice President. At the end of the AGM the role of President was left vacant. It was very much my hope that we would advertise and eventually fill the vacant role. However with COVID I decided to continue as Acting President until the end of the year.

To our PFA Secretaries, Yolande Van Niekerk and Olivia Darcy, thank you for providing comprehensive minutes for every meeting. You had them ready quickly and without a fuss.

I sincerely appreciate the support of Laureen Walton, Russell Watson and Ryan McCulloch, 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 4th year of President of Sandringham East Primary School Parents and Friends Association. I would like to thank each and every member of the PFA for their support and commitment to our school and to me, especially during this unprecedented year. Without you, nothing would happen. I truly hope 2021 will see a return to all of our wonderful community events, which provide an extra level of enrichment during our children's educational journey.

Thank you

Lisa Homes - PFA President 2020

Policy and Planning 2020

The primary goals of the Policy Subcommittee for 2020 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 commence the written change over from existing local SEPS Policies to the DET Policies via the DET Portal Policy. All SEPS Policies need to be written in accordance with the DET Policies templates and wording.

Summary of work undertaken in 2020:

Policy Status	Policy Name
Policies reviewed and ratified in 2020	<ul style="list-style-type: none"> • Bullying Prevention Policy • Student Wellbeing and Engagement Policy • English Policy • Mathematics Policy • COVID-19 Policy • Cash Handling Policy • Electronic Funds Management Policy • Parent Payments Policy • Refunds Policy • School Purchasing Card Policy • Asthma Policy • Anaphylaxis Policy • Complex Medical Needs (Epilepsy) Policy • Child Safe Standards including Commitment to Child Safety & Code Of Conduct • Personal Property Policy • Yard Duty & Supervision Policy • Policy Development policy • Photographing, filming and recording students policy • Statement of Vision and Values • Curriculum Framework
Local SEPS policies reviewed and retired in 2020	<p>Retired due to adoption of DET-wide policies and/or covered within our compliance obligations:</p> <ul style="list-style-type: none"> • Alcohol Policy • Head Lice Policy • Working With Children Checks (Staff) Policy • Blood Spills Policy • Anti-discrimination Policy • Infectious Diseases Policy • Syringe Policy • Staff Injuries Policy • Therapy Dog Policy • Teaching and Learning Policy • BPay Policy • Internet Banking Policy

	<ul style="list-style-type: none"> • Petty Cash Policy • Student Sexual Conduct Policy • Investment Policy
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The subcommittee commenced 2020 by cataloguing and documenting our total 105 existing policies. All policies were examined in relation to DET's policy guidelines and recommendations. The policies were categorised into those which are mandated in line with DET's own policies, those for which we are mandated to have our own local policies, and optional policies or those not required by DET yet determined as necessary by Sandringham East Primary School.

The time periods for each policy was identified in order to determine priorities for 2020, noting that periods range from 1 year (reviewed and updated annually) to 4 years. The abovementioned 20 policies were identified as requiring review, updating and ratifying in 2020. A further 15 policies, also documented above, have now been retired due to updated requirements to adopt certain DET-wide policies.

All completed Policies for review and possible amendment were sent to all School Council members via email, with subcommittee reports noting those requiring School Council approval.

Relevant stakeholders were included in the development of new policies, and updating previous policies, where recommended by DET, for example staff members responsible for particular areas relating to specific policies.

The Policy & Planning sub-committee continues to welcome feedback and questions from the whole school community to ensure that current, robust and relevant policies are in place for the benefit of all in the SEPS community. Current policies are uploaded to the school website and updated regularly following School Council meetings.

Ryan McCulloch and Jacqueline Perdriau