



# Mount Warrigal Public School

'Aim Higher'

A quality school developing the individual in a caring community.

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*"At Mount Warrigal Public School, we acknowledge the Aboriginal people and Elders, both past and present, who hold the memories and respect the traditional ways of the Dharawal people. We respect their connection to the surrounding environment, the mountains, lake and the sea."*



Ms Lyndall Holden  
Principal

## Dear Parents, Carers, Students and Community

Welcome to Week 6! We are official halfway through the Term! Time absolutely flies when you are busy and having fun! It has been an amazing start to the year with all classes settled and very few behavioural interruptions during lesson time. The engagement of students across the classes is wonderful to see.

Due to our numbers in kindergarten being higher than we expected, we are in the process of restructuring our K-2 section of the school. We have made the following changes and would have communicated if your child had moved classes. We are sorry for the inconvenience and can have further conversation with you if you and your child are affected. K-2 will as of this week, look like the following:

KMK – Kindy

K1B – Composite Year 1 and Kindy class

1/2L – Year 1 and 2 Students (Stage 1)

1/2B – Year 1 and 2 students (Stage 1)

3-6 are not affected by this movement and classes will stay the same.

## Canteen and P&C

P&C have the real possibility of not operating at Mount Warrigal Public School during 2025. We have a committee of two people at this stage. This is not enough for a forum, and we would not be allowed by the association to continue with this number of members. It would be a shame if we were not to have a P&C moving forward. If you interested this is my last call out for interested people/ community members to come forward and take on committee roles and responsibilities. We are unable to have a canteen if P&C are not coordinating the accounts. Please see attached the information regarding P&C positions, if you are interested.

## Behaviour at Mount Warrigal

It is pleasing to see that classrooms are fairly settled with children engaged in quality lessons. As an Executive Team we have decided to focus on routines and behaviour which include the classroom and playground. To ensure we have good communication regarding what is happening for your child, we have created what we call "Sad Notes" These notes are to communicate that your child has required additional support for their behaviour. This forms a part of our end of term celebrations. We have decided that if a student receives two 'Sad Notes' in the Term, they will not be able to participate in the end of term reward. If you can have conversations with your child regarding behaviour and the consequence of two 'Sad Notes' this will help to ensure we have shared goals for positive school behaviour.

### **School Bytes**

School Bytes is our preferred communication platform. We are sending out SMS communications with families on various topics. We will book our Learning Conversations through School Bytes this year. If you are not on School Bytes, it will be essential to connect as soon as possible. Eventually we would like to do all notes and excursion permissions through this platform. If you are having trouble connecting, please come and see Executive staff, they can assist you to get onto the system.

### **Lines of Communication**

Last newsletter there was an infographic for the line of communication. Your child's class teacher knows your child well and will be your first port of call to discuss behaviour and academic learning. If you present to Ms Houston or myself, we will most like refer you back to the teacher as we may not have all the details you want to discuss. Of course, if you are not satisfied with the response from your child's class teacher then please call the office to book a meeting with us.

### **Community Charter**

The Community Charter is a document from the Department outlining respectful communication between parents/carers and the school staff. At Mount Warrigal we will not tolerate disrespectful behaviour towards our teaching and non-teaching staff either in person or via the telephone. Meetings will be discontinued if the behaviour of the participants is not respectful. This document will be referred to with parents and carers when we feel conversations are becoming disrespectful. There is a copy in the front office, and it was also attached to the first newsletter of the year.

### **Office has reopened**

Our Front office has finally reopened almost 12 months from when it flooded. We have now closed the office near the staffroom completely. If you need to go to the office, the ladies are ready for your enquiry! The space looks beautiful with furniture upgrades and sick bay upgrades.

### **Attendance**

This year again we will focus on attendance. The Department of Education has a priority to improve the attendance rate of all schools in NSW. Our school overall has low attendance, particularly in years 4 to 6. We have a high rate of unexplained and partial absences. Partial absences are when you arrive late or leave early. These times still count to your overall attendance rate. Attending every day is vital to build good habits for lifelong learning. Research tells us that students with poor attendance in primary school usually leave high school well before Year 10. Excellent class and individual attendance will continue to be celebrated and rewarded during 2025. Students with poor attendance will be placed on individual attendance plans, parent meetings will be held and if there is no improvement escalation with district support will be accessed. Individual attendance plans will come out in the first week of Term 1.

## Extra Programs at Mount Warrigal Public School

### Music at Mount Warrigal

I am pleased to announce that we have Mark Holder-Keeping with us for the next two years. He is a music specialist and is working with us to build our capacity for music education across P-6. You will see plenty of posts on Facebook with experiences that the students will be involved in. We are hoping to have a music concert at the end of Semester 1.

### Healthy Deadly Kids

Healthy Deadly kids is a Stage 3 program aimed at improving health outcomes for our Aboriginal and non-Aboriginal students. The students and teachers are loving the lessons provided by the two facilitators. At the end of the program parents will be invited to the end of program celebration which will involve some Hawks players visiting to play a basketball game against the children in Stage 3.

### Dragons Visit

We will be having a visit from our St George-Illawarra Dragons Team later this term. The students really enjoy these visits and get a lot out of the interactions with the players.

### Healthy Harold

Healthy Harold visited last week. The life education van and Health Harold send messages of healthy eating, positive choices, relationship and conflict resolution strategies. All classes P-6 attended the Healthy Harold experience. The school has subsidised the cost of this incursion, so it is affordable for all students to attend. The students have got a lot out of the visits and will continue the program throughout the term with their class teachers.

*Warm Regards*

*Ms Holden*

[Kids Helpline](#) 1800 55 1800 [Crimestoppers](#) 1800 333 000 [School Security](#) 1300 880 021

## Dates for Your Calendar

Every Day	Breakfast Club from 8:30am
6 <sup>th</sup> March	GRIP Leadership Conference for our School Leaders
12 <sup>th</sup> – 24 <sup>th</sup> March	NAPLAN
7 <sup>th</sup> March	Whole School Assembly at 2pm
21 <sup>st</sup> March	Harmony Day
25 <sup>th</sup> March	Kindy Expo at Lake Illawarra High School
9 <sup>th</sup> April	Cross Country
10 <sup>th</sup> April	ANZAC Day Service
10 <sup>th</sup> April	SPOTLIGHT Assembly Stage 2 and 3 at 11.45am
11 <sup>th</sup> April	Easter Hat Parade from 3-5pm
11 <sup>th</sup> April	<b>Last Day of Term 1</b>
30 <sup>th</sup> April	<b>1<sup>st</sup> Day Term 2 for students</b>










# PRIMBEE PUBLIC SCHOOL COMMUNITY HUB

43 ILLOWRA CRES, PRIMBEE  
TERM 1, 2025



**A WELCOMING PLACE TO CONNECT,  
SHARE AND LEARN!**

PROGRAMS ARE HELD IN THE COMMUNITY HUB  
IN THE SCHOOL LIBRARY.

Tuesday	Wednesday	Thursday
<p><b>Heart Foundation Walking Group</b> For all fitness levels <b>9.00am-9.45am</b></p> 	<p><b>Beginner's English Class with Sewing</b> <b>9.00am-12.00pm</b></p> 	<p><b>Playgroup with Big Fat Smile</b> <b>9.30am-11.00am</b></p> 
<p><b>Coffee, Chat and Information Sessions</b> <b>10.00 am</b> Community and Family Topics</p> 	<p><b>Drop-In Support</b> Friendly chat, support &amp; referrals <b>1.00pm-3.00pm</b></p> 	<p><b>Volunteering</b> Gardening, library &amp; hub <b>2.00pm-3.00pm</b></p> 
<p><b>Storytime</b> For families to enjoy stories &amp; play with their children (0-5yrs) <b>2.00pm-3.00pm</b></p> 	<p>For more information contact the Hub Leader Helen Grdic 0404 827 026.</p>	<p><b>All programs are free!</b></p>



## **P&C Executive and Sub-Committee Role Descriptions**

The following role descriptions are intended as a guide only. Each role may vary depending on the individual that fulfills the position and the requirements of the committee at the time.

### **PRESIDENT**

The president is responsible for the overseeing of the P&C and the associated committees, presiding and running the P&C meetings and liaises with the NSW P&C Association and the Principal over any P&C and school matters. The president is responsible for:

- The successful functioning of the P&C.
- Fostering participation of all members.
- Welcoming new members & supporting volunteers.
- Chairing Meetings.
- Signatory on bank accounts.
- Acting as the P&C spokesperson.
- The President is automatically a member on sub-committees.

### **VICE PRESIDENT x 2**

The vice president in the absence of the President presides over the meeting. The Vice President supports the role of the President and may be required to:

- Chair meetings or parts of meetings under the direction of the President.
- Chair meetings in the absence of the President.
- Signatory on bank accounts.
- Take on the responsibility of supporting / leading sub-committees.
- Represent the President if the President is not available.

### **SECRETARY**

The Secretary shall attend meetings and keep a record of all business conducted, collect and receipt any mail received, and then hand the mail onto the appropriate sub-committees. The Secretary is responsible for:

- Taking minutes at meetings.
- Writing outgoing correspondence.
- Maintaining records.
- Signatory on bank accounts.
- Receive and table incoming correspondence.
- Give notice of meetings.
- Maintain official records.

### **TREASURER**

The Treasurer receives and deposits all monies, maintains records, draws cheques and presents accounts to each meeting, and presents all records for auditing each year. The Treasurer is responsible for:

- Receives and deposits money.
- Maintains records.
- Draws cheques and presents accounts.
- Signatory on bank accounts.

- Must ensure books are kept up to date.
- Audit – organising and co-ordinating audit of books.
- Reporting of all transaction and a bank reconciliation at P&C meeting, an annual report to be presented at P&C AGM.

### **ASSISTANT TREASURER:**

In the absence of the treasurer, the Assistant Treasurer will fulfill the treasurer's role.

### **SUB-COMMITTEES**

These committees are formed by the P&C to undertake specific planning or tasks. They may be Ad-Hoc Committees, which are formed for a specific purpose and cease to exist after it or they may be Standing Committees, which have an ongoing role and are elected at P&C meetings.

### **The Current Standing Committee Positions are:**

#### **CANTEEN CONVENOR**

The role of the canteen convenor is to preside at committee meetings in a fair, democratic and unbiased manner and to oversee the operations of the canteen. The Canteen Convenor is accountable to the Principal and the P&C. The Canteen Convenor is responsible for:

- Maintaining canteen committee rules and policies.
- Ensuring that meetings are properly convened according to the Canteen Sub-Committee rules.
- Ensure that proper meeting procedures are adhered to.
- Act impartially in the best interest of the members of the Canteen Sub-Committee.
- Liaising with the School Principal, the P&C President, the School community, paid staff and volunteers on matters relating to the canteen.
- Be ever mindful of paid staff's "Statement of Duties" and "Work Agreement".
- Report to the Canteen Sub-Committee on matters of importance.
- Present a written report to the P&C at monthly meeting and an annual report at the P&C AGM.
- Coordinate a stocktake at the end of each term with any two Canteen Sub-Committee members.

#### **CANTEEN TREASURER**

The Canteen Treasurer's role is to ensure that the financial system of the canteen and legal obligations to employed staff are maintained, monitored and updated. The Canteen Treasurer is responsible for:

- Payment of Accounts:
  - Ensure that payments are made against invoices and not statements. This prevents duplicate payments and ensures that a valid liability exists.
  - Ensure that all invoices are checked for accuracy.
  - Ensure that supporting documents are cancelled after payment by writing the word PAID, date and cheque number on each invoice/document.
  - Ensure that cheques are signed by at least two people in accordance with the Canteen Sub-Committee policy and rules (the Canteen Manager/Supervisor should not be a cheque signatory).
  - Ensure that all payment documentation is filed monthly in cheque number order including bank statement, a statement of all receipts and payments and bank reconciliation.
- Accounting Records:
  - A cashbook should be maintained and dissected in accordance with the needs of the canteen. For example, separate columns would be used for trading items such as purchases and expenditure.
  - The cashbook should be totaled and balanced at the end of each month.
  - Ensure that a bank reconciliation is prepared each month. The reconciliation should be

- checked by a member of the P&C Executive Committee and signed as evidence of check.
- Ensure that all financial records and documents are securely stored and well maintained.
- Wages:
  - Employee Industrial Award to be monitored and upheld
  - Wages are to be paid to the canteen supervisor Friday weekly
  - Income tax to be calculated and Activity Statement to be completed quarterly March, June, September and December.
  - Superannuation to be calculated and paid at the end of each month
  - All transactions to be copied and kept with payment of accounts
  - Provisions for Superannuation, Long Service Leave and Equipment
  - Funds shall be set aside from canteen profits each year for long service leave and equipment replacement. These funds should be placed in an appropriate investment account.
- Reporting:
  - A monthly report of all transaction and a bank reconciliation to be reported at P&C meeting, and an annual report to be presented at P&C AGM.
- Audit:
  - The P&C should appoint an auditor to examine the canteen books.
  - The auditor will check all records and provide a Profit & Loss statement. This person should have knowledge of accounting practice but not be an office bearer of the association.

### **CANTEEN SECRETARY**

The Canteens Secretary's role is to prepare and keep a full and accurate record of the minutes of the Canteen Sub-Committee meetings and related correspondence. The Canteen Secretary is responsible for:

- Distributing the minutes of the meetings.
- Prepare notice of meeting and call for items for agenda.
- Prepare and distribute meeting agendas and record the proceedings.
- Record the proceedings of Canteen Sub-Committee meetings.
- Ensure that records of meetings and related documents are properly kept.
- Ensure that the correspondence of the Canteen Sub-Committee is written and recorded.
- Keeping up to date with NSW Healthy Canteen Strategy requirements and informing Canteen Sub-Committee and paid Canteen Manager/Supervisor of such changes.
- Put a copy of minutes on canteen noticeboard.

### **FUNDRAISING CONVENOR**

The Fundraising Convenor plans, oversees and co-ordinates any fundraising events. They also preside over the Fundraising Sub-Committee, maintain records of all events, expenditure and income received from each event. The Fundraising Convenor reports to the P&C.

- Co-ordinate and chair meetings to plan and discuss fundraising ideas which will then be taken to the P&C meeting for approval by the P&C.
- Organise fundraising initiatives.
- Ensure that meetings are properly convened according to the Fundraising Sub-Committee rules.
- Ensure that proper meeting procedures are adhered to.
- Act impartially in the best interest of the members of the Fundraising Sub-Committee.
- Liaising with the School Principal, the P&C Executive, the School Community and volunteers on matters relating to fundraising.
- Present a written report to the P&C at monthly meeting and an annual report at the P&C AGM.

### **UNIFORM CONVENOR**

Is responsible for the running of the uniform shop, maintain records of sales, money receipted and the ordering of uniform stock, and report to the P&C meetings.

- Oversee the operation of the uniform shop.
- Complete stock take of all apparel.
- Price and order required stock.
- Accept payments and issue receipts.
- Present a written report to the P&C at monthly meeting and an annual report at the P&C Committee AGM.
- Conduct a Stocktake at the end of each term with one other P&C Executive member.

### **BAND CONVENOR**

- Co-ordinate and chair meetings to plan and discuss band ideas and activities.
- Organise fundraising initiatives for the band.
- Ensure that meetings are properly convened.
- Ensure that proper meeting procedures are adhered to.
- Act impartially in the best interest of the members of the committee.
- Liaising with the School Principal, the P&C Executive, the School Community and volunteers on matters relating to the band.
- Present a written report to the P&C at monthly meeting and an annual report at the P&C AGM.
- Oversee the maintenance of the band equipment.
- Oversee the purchase of new equipment.
- Maintain records of hire fees sales, fundraising.

### **PUBLICITY AND PROMOTIONS OFFICER**

Is responsible for ensuring that all upcoming business and any matters of business are advertised in the newsletters or as notes to keep the school community informed about P&C business.

- Prepare P&C news for inclusion in the newsletter on a weekly basis.
- Liaise with office staff on a weekly basis in regard to newsletter contributions.
- Liaise with the Principal in regard to publically promoting the school.
- Liaise with P&C President and sub-committees for newsletter contributions.
- Archive any published articles in regard to Elernore Vale Public School.
- School archivist.