Oak Park Primary School
No 4721

School Council Meeting
Wednesday May 25th 2016
7.00 pm
AGENDA for SCHOOL COUNCIL MEETING

May 25th 2016

1. Welcome

2. Apologies:

3. Minutes of Previous Meeting/Business Arising

4. Correspondence In
   As listed

Correspondence Out
   As listed

5. Business Arising from Correspondence
   Motion: Acceptance of Correspondence

6. Principal’s Report

7. Reports
   i. Finance Report Annette D’Elia
      Motions: “That accounts be ratified/passed for payment.”
      “That the Statement of Receipts and Payments for
      the periods 1.3.16 – 31.3.16 and 1.4.16 – 30.4.16 be
      accepted.”

   ii. Buildings and Grounds Bryan Nolan
   iii. Education/ICT Committee Jill Ridgwell
   v. Parents and Friends Club Caroline Jory
      Motion: Acceptance of all reports

8. General Business

   1. Annual Report
   2. Mid year and end of year reporting
   3. Respectful relationships
   4. Approval for Reporting Day Tuesday 21st June
Oak Park Primary School Council

Minutes of the meeting held on 23rd March 2016 at 7:00pm

Attendees: Denise Anderson, Rory Sercombe, Kane Miller, Caroline Jory, Sally Morath, Joanne Roolker, Jill Ridgwell, Andrew Ward, John Reece, Fitret Corso, Cherie Marnell

Apologies: Bryan Nolan, Daniel Dobber, Tracy DeMarco, Craig Yorston,

Introduction of all School Council Members.

Acting Principal, Jill Ridgwell, commenced the meeting by declaring all Office Bearer positions vacant.

Nominations for Office Bearer positions are called.
Rory Sercombe was nominated for the position of President.
No other nominations

A motion to accept Rory Sercombe as President was called.
Moved: Andrew Ward
Second: Caroline Jory
Motion was unanimously accepted.

Joanne Roolker was nominated for the position of Vice President.
No other nominations

A motion to accept Joanne Roolker as Vice President was called.
Moved: Rory Sercombe
Second: Caroline Jory
Motion was unanimously accepted.

Kane Miller was nominated for the position of Secretary.
A motion to accept Kane Miller as Secretary was called.
Moved: Caroline Jory
Second: Andrew Ward
Motion was unanimously accepted.

Fitret Corso was nominated for the position of Treasurer.
A motion to accept Fitret Corso as Treasurer was called.
Moved: Rory Sercombe
Second: Caroline Jory
Motion was unanimously accepted.

Councillors were asked to volunteer as sub committee members.
Sub-Committees

Education and ICT
Joanne Roolker, Sally Morath, Caroline Jory

Buildings and Grounds
Kane Miller, John Hughes, Denise Anderson, Andrew Ward, Ross Mulder, Craig Yorston, John Reece

Finance
Annette D’Elia, Bryan Nolan, Fitret Corso, Rory Sercombe

Minutes of previous meeting
No business arising from previous meeting

Motion to accept the minutes of the previous meeting as fair and an accurate representation of the previous meeting.
Moved: Joanne Roolker
Second: Andrew Ward

Correspondence In
Incoming correspondence presented by Jill Ridgwell as listed in agenda.

Correspondence Out (Jill Ridgwell)
No outgoing correspondence was listed.

Motion to accept correspondence.
Moved: Sally Morath
Second: Andrew Ward

Principal’s Report
The Principal’s Report was presented by Jill Ridgwell.

The Family Life Program was discussed. Jill Ridgwell will review the program and will report back to School Council how the program relates to OPPS, in particular the government’s strategies for managing transgender children.

Buildings and Ground (Craig Yorston)
The buildings and grounds report was presented by Andrew Ward.

Buildings and Grounds will have a meeting next week to finalise details of the next Working Bee, include the date it will be held. There was a suggestion to create a draw for those who attend, with the winner receiving a family pass to the school fete.

The minutes of the last Buildings and Grounds meeting will be changed to reflect the correct month the meeting was held.
Finance Report
The Finance report was presented by Jill Ridgwell.

Motion to accept that accounts be ratified/passed for payments for February.
Moved: Andrew Ward
Second: Sally Morath

Motion to accept that the statements of receipts and payments for the periods 01/02/16 – 29/02/16.
Moved: Fitret Corso
Second: Caroline Jory

Accounts are unanimously ratified and passed for payments.

Motion to accept the After School Care (OSHC) 2016 budget.
Moved: Kane Miller
Second: Andrew Ward

Education Report & ICT
The education and ICT report was presented by Jill Ridgwell.

Jill will distribute the Victorian Curriculum to all school council members.

Parents and Friends (Caroline Jory)
The PFA report was presented by Caroline Jory
8:30pm Cherie Marnell leaves the meeting

Motion to accept all reports.
Moved: Joanne Roolker
Second: Denise Anderson

General Business
School council approval for the following incursions were sought:
Foundation: “Snack Art”, to be held in week 3 of term 2. Cost is $12 per child.
Grades 3/4: “You Are What You Eat”, to be held on April 16. Cost is $10 per child.

Motion to accept the listed incursions.
Moved: Rory Sercombe
Second: Caroline Jory

School council has been asked to approve the volunteer list.
The list as it stands is only for classroom helpers. Jill will investigate if PFA and working bee helpers need to be on the list.

Motion to accept the volunteer list for classroom helpers only.
Moved: Rory Sercombe
Second: Caroline Jory

Caroline Jory asked if there will be an open day at the school.
Jill will set a date and will make arrangements accordingly. Caroline Jory highlighted a number of complaints regarding the enrolment forms. Jill will raise the issue with Fran to ensure a consistent approach to enrolments. Rory proposed a letter and gift of appreciation (chocolates) be sent to outgoing school council members. Jill will make the appropriate arrangements with Bryan.

Meeting Closed 8:45pm
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<tr>
<td>1. Department of Education</td>
<td>Responding to Violent or Dangerous Behaviours of Concern</td>
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<td>and Training (DET)</td>
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<td>2. DET</td>
<td>2015-16 Declaration of Private Interests (DPI) Collection</td>
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<td>3. DET</td>
<td>Safe Schools Coalition</td>
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<td>4. DET</td>
<td>Start your next team meeting by talking about integrity</td>
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<td>5. DET</td>
<td>Recognition of service for retiring school councillors</td>
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<td>6. DET</td>
<td>Recognising service to education</td>
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<td>7. DET</td>
<td>Walk Safely to School Day: Friday 20 May</td>
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<td>8. DET</td>
<td>2016 Selective Entry High School Applications Closing Date</td>
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<td>9. DET</td>
<td>School financial management is changing for the better</td>
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<td>10. DET</td>
<td>Public Service Medal – nominations for 2017 Australia Day Honours List now open</td>
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<td>11. DET</td>
<td>School Incident Reporting Requirements</td>
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<td>12. DET</td>
<td>School Council Insurance arrangements</td>
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<td>13. DET</td>
<td>Uniform support for prep students</td>
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<td>14. DET</td>
<td>Principals share their Anti-bullying Strategies</td>
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<td>15. DET</td>
<td>Student Safety</td>
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<td>16. Senator Jacinta Collins</td>
<td>Presentation of Australian Flag</td>
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<td>17. Royal Children's Hospital</td>
<td>Thank you for donation to the Good Friday Appeal</td>
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<td>18. Lizzie Blandthorn MP</td>
<td>Extract from Parliamentary Debates – acknowledgement of Oak Park Primary School</td>
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Our current enrolment is 411, an increase of 8 since the start of the year. This figure is made up of 214 girls and 197 boys. Breanna has the largest grade with 29 students, while Kira, Greer and Carol have the smallest with 21.

There are twice as many girls as boys in Grade 5 and almost twice as many in Foundation.

**Staff**

Term 2 is the busiest part of the year with the probable exception of the few weeks leading up to Christmas. All teachers are involved in writing reports and many (particularly staff new to the school) are still coming to grips with a new COMPASS format and the reporting protocols in place at Oak Park.

There is also NAPLAN, which no matter how much we try to integrate into the usual program, and are very conscious of not applying any pressure as a Leadership Team, often causes some angst among students, their families and some staff members.

Added to this, staff have been asked recently to complete a number of DET OHS learning modules, take on pre service and work experience students, participate in professional learning, attend curriculum, team and ‘significant project’ meetings.

All of these things and the colder weather contribute to the fact that term 2 usually has the highest rate of absenteeism.

As an example, in the first 5 weeks of term 2, I personally have attended or participated in the following:

- Safety Management for School Leaders at Bastow Institute
- Occupational Health and Safety audit
- Bricks and Mortar: School Asset Management
- Asbestos Management Program
- VPA State Council meeting
- Moreland Principal Executive meetings
- Moreland Principal network meetings
- Moreland/Hume Principal Executive meetings
- Stakeholders Focus Group: Learning Needs at the VDEI
- Northern Melbourne Teaching Academies of Practice meetings
- North Western Regional Principal forum
Apart from my involvement as a state councillor with the Victorian Principals Association, a role that I volunteered for, most of the others are required commitments that often do take me and other principals out of the school. There is great value in this participation, but they do take time and I rely greatly on the support of a wonderful Leadership Team and a highly competent staff to ensure the school continues to run effectively.

**Students:**

The student leadership group will once again be attending a Leadership Camp at Angelsea on June 2nd – 3rd. Students will be involved in team and leadership building activities and will this year participate in a visit to Lorne Airey’s Inlet P-12 College to meet with their student leaders.

The OSHC Program will be running a Silent Disco on the second last Friday of term.

Sue Annette has organised for the performance of ‘Connected’ at the school. ‘Connected’ is “an exciting and engaging musical theatre that uses an energetic, fast-paced narrative and an edgy, contemporary soundtrack to demonstrate in live action what the consequences of cyber bullying.”

This is a free event for students sponsored by the Bully Zero Australia Foundation.

For more information, go to: www.connectedthemusical.com.au

Recent events that our students have been involved in, include the following:

- Foundation incursion: Healthy Snack Art
- Book Fair – many thanks to Michelle Watson for her organization of this very important event.
- 6 Fire Ed Program
- NAPLAN
- School Cross Country event at Boeing Reserve
- Walk Safely to School Day
- School Photos
- Grades 3 and 4 ‘You are what you eat’ incursion
- Grades 1 and 2 First Aid incursion
- ANZAC Day ceremony
- The annual Attitudes to School survey was completed earlier this term.
- A number of Grade 5 and 6 transition events have been held recently and several others are scheduled. The transition process is well under way for our Grade 6 students.

**School Programs/Events:**

**Dental Van**

Over 80 of our families took the opportunity to participate in mobile dental services at the school. We were fortunate to be able to utilize the service when we did – the funding was not renewed in the last Federal Budget. Dental examinations took place in May and treatments will occur in June.
Education Week
Last week was Education Week across Victoria with the theme of ‘Technology’ evident. Oak Park celebrated with school tours, Open Mornings, cross-age activities and a Rock n Roll Day on Thursday.

Jill and I conducted tours on Tuesday and Thursday with over 50 people participating. Most of these were proposed 2017 enrolments.

Flag Presentation
Lizzie Blandthorn, state member for Pascoe Vale, and Peter Khalil, the Federal Labor Candidate for Wills, attended the school and presented us with an Australian flag. Peter semi-promised the school some football goalposts. I’m not sure if this has been included in Labor party costings.

Mother’s Day
Many thanks to the PFA for the Mothers’ Day stall. From all accounts it was a great success and it is one of those things that schools do that is much more important than the dollars raised. Many children would not be able to organize a present without the stall and it encourages them to think about their mum and all the wonderful things that their mums have done for them.

School Wide Positive Behaviours (SWPB)
A working party was formed at the start of this year to investigate an initiative used in some schools called ‘School Wide Positive Behaviours’.

School Wide Positive Behaviours is a proactive approach that relates closely to a school’s values and identifies the behaviours that we want to see (rather than those that we don’t want to see). A matrix is drawn up showing values, behaviours and the areas associated with the school where these can be demonstrated.

It is most effective when implemented as a whole school approach (including parents and staff) to creating an environment which encourages effective learning through the development of a positive, calm and welcoming atmosphere. We encourage positive feedback to students often and endeavour to teach students how to behave appropriately. We recognise that learning social skills and socially acceptable behaviours is a process, which everybody moves through at a different pace. Learning appropriate social skills is seen in the same light as learning how to read or complete maths. Some people need more assistance in some areas and less in others.

The SWPB working party comprises staff members and a parent representative. We have been looking at our current school values (Resilience, Respect, Responsibility, Empathy, Harmony) and believe that these should be narrowed down to the first three only – ‘The Three R’s’. We believe the draft definitions of Resilience, Respect and Responsibility we have been working on, adequately cover the other two original values.

Further work is being done to refine these definitions and when complete, further community input will be sought.
## Accountability and Reporting:

The 2015 Annual Report will be tabled and discussed at the school council meeting.

Regards

Bryan Nolan
### Oak Park Primary School Finance Committee:

**DATE:** 17th May 2016  
**TIME:** 9.00am

1. **In Attendance:** Tet Corso, Rory Sercombe, Annette D’Elia, Bryan Nolan
2. **Apologies:**
3. **Agenda Items:**

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<tr>
<th>TOPIC:</th>
<th>DISCUSSION/OUTCOME:</th>
<th>ACTION:</th>
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| **SRP Management Report** | • Current surplus of $36 361  
• This does not include funds from Melb Uni for John Hughes or OSHC payroll | Monitor |
| **Finance Reports** | • Annette tabled the finance reports for March and April  
• One transfer of $16 000 from High Yield to Official Account on 23/3/16 and two of $20 000 on 14/04/16 and 29/4/16.  
• One query re payment of $4 400 to ‘Keystone’ | Tet to put motion at school council meeting that reports be accepted  
Annette to check what the payment to ‘Keystone’ was for |
| **School Banking for students** | • There has been a request from a parent to consider introducing school banking for students  
• Commonwealth bank have a student banking scheme which provides certain benefits for the school  
• Committee discussed pros and cons  
  - Capacity to raise extra funds  
  - Teaching financial literacy to children  
  - Extra workload  
  - Need to have money banked same day | Annette to contact Bendigo Bank to see if they have a scheme  
Bryan to contact PFA to see if they were willing to collect and bank money  
Bryan to send out a note to families to gauge interest in student banking at school |
| **School fees and Voluntary Contributions** | • Money continues to come in for school fees etc  
• Currently 84% of families have paid the ‘essential’ component (Booklist) and 74.5% have paid voluntary contributions | Annette to continue to send out monthly statements for essential items component |

Meeting finished 9.40 am
**Oak Park Primary School**

**Buildings and Grounds Committee:**

**DATE:** 19th May 2016

**TIME:** 5.00 pm

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1. **In Attendance:** Kane Miller, Denise Anderson, Andrew Ward, Ross Mulder, Craig Yorston, John Reece, Bryan Nolan

2. **Apologies:** John Hughes

3. **Agenda Items:**

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<th>Topic</th>
<th>Discussion/Outcome</th>
<th>Action</th>
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| Recent jobs completed | Recent jobs completed  
Ross outlined a sample of the tasks he has completed in recent weeks. | Keep at it |
| Tasks to be completed/Jobs list for volunteers | The latest Working Bee was poorly attended.  
Discussion around ways we can attract more volunteers.  
Suggestion that volunteers can select tasks from a set list and complete in a time that suits them. This could create issues related to OHS and supervision etc.  
Some suggestions for improving attendance at Working Bees:  
- Ensure sufficient and proper tools and implements are available. (Ross was to negotiate a deal)  
- Advertise, advertise and advertise  
- Personal approaches for assistance to be made by members of the B&G Committee  
- Day and time; Do we have WBs at set times, or change the times in an effort to ensure all people have the opportunity to attend?  
- Work in conjunction with the PFA, school council and any other groups operating within the school | Adopt suggestions and seek improved attendance at Working Bees |
| Updates | John provided written updates on:  
- The Sustainability Program  
- World Environment Day  
- LED Lighting proposal | Continue to monitor |

*see attachment for further details*
INFORMATION FOR BUILDINGS AND GROUNDS COMMITTEE MEETING  
19.5.16

Jobs for volunteers
As an extension of the working bee Joanne had suggested we have a list of jobs in the newsletter that people could fill in their name and a date on which they were free to come and do it. Ross may have some jobs on his list that could be completed in this manner. Likewise if there are any other jobs that don’t require any specific training or expert know-how these could be added to the list.
Please put together a list for me and I will put it in a table that can go in the newsletter.

Sustainability Program
We submitted grant applications for shade sails and for chicken coop funding but neither was successful.
We were donated a couple of pear trees by a local nursery with whom we are hoping to develop a relationship with. They have suggested they may be able to provide us with some plum trees also. Marcelle Coory has been wonderful as a go-between.
Grade 6’s are in the midst of finalising their chosen location for the legacy mini-forest. Once this is done we can begin preparing the site for planting (aiming to take place on Schools National Tree day – end of July). Preparing the site by digging up can occur concurrently with the rehabilitation of the frog pond area, which requires some excavation. Ross and I have discussed a winding creek bed with intermittent ponds with the run off from the Sustainability room roof being used as the primary water source. While we have the machinery for that we can also prepare the chosen orchard area and begin planting. Over the coming weeks students will be investigating and discussing the types of food trees they want to grow in these areas.
We are losing our storage shed and hoping that we can get a new storage solution soon. I have discussed with Bryan the possibility of garden sheds being installed next to the school.
boundary fence near drop off area/gym/Japanese room as this would allow close proximity to
gardens. If we do end up purchasing sheds we will need to organise assembly and securing
the sheds to the ground.

**World Environment Day**
This happens June 5th each year. This year it falls on a Sunday so we are celebrating on
Friday 10th June. I have organised free presentations through Yarra Valley Water for the
entire school population in groups over the 5 hours of class time for the day. These
presentations are storytelling/play presented by OurPlanet Productions. It basically centres
around the water cycle, the importance of water, its scarcity as a commodity and the reasons
for choosing tap water over bottled water.

**LED light proposal**
We recently obtained a quote for the replacement of fluorescent lights with LED globes for
the entire school, along with an expansion of the PV solar energy generation system we have
in place at the school. We are waiting to view the presentation regarding the quotation but the
company claims that the money saved from reduced electricity bills due to LED changeover
will actually be greater than the cost of the repayments for the changeover service. All globes
removed are recycled. We will have more to report at the next meeting.
DATE: 20th May 2016
TIME: 2.30 pm

AGENDA:

1. In Attendance: Cherie Marnell, Joanne Roolker, Caroline Jory and Jill Ridgwell
2. Apologies:
3. Agenda Items:

Discussion:
The committee sat the NAPLAN Reading Grade 5 Test (2 sections) under the same conditions as the students. They were then asked to fill out an evaluation sheet. All participants rated the Reading Test as a 4 (5 being extremely difficult) for a Grade 5 student. The following responses were recorded:

What made the harder questions difficult?
- Some of the language used in the questions.
- Ambiguous wording in the questions.
- There was a feeling that there was more than 1 valid answer.

List the types of comprehension strategies that you need to answer these questions.
- Literal questions not so difficult. Using key words to find the answers.
- Inferential questions more difficult.
- Evaluative questions more difficult for me. These weren’t stated directly in the text.

How did you feel when you were sitting in the test?
- Pressured and dumb.
- Pressured for time.
- Nervous
- A little silly.

Feedback
- “I don’t like standardised testing! I thought my comprehension skills were better than this test showed”.
- “Good to get children involved in tests from an early age, so they can learn to deal with this type of assessment for later in their education”.
- “Very surprised with the delivery of this testing. I consider myself at a high level in literacy and was surprised that this was so challenging”.

After this, the committee were given the writing stimulus for Grades 3 & 5. As it is a 40 minute test with 5 minutes for both planning and editing, there was insufficient time to complete.

Feedback
“...I actually didn’t find this too bad. The time frame was probably the thing I felt was unfair. At a Grade 5 level, I would assume 30 minutes would just allow them to submit a very basic story without ‘extras’ that would get them better marks”.
“The instructions were clear. It would be hard for the children to manage their time to get their story finished. Do the children know the marking structure?”
“I found the time frame would be far too short. There would be very little time for character development. I love writing stories, but I can see if this is not your ‘thing’ then it would be very difficult.”

After completing this session, do you feel any different about NAPLAN? Why? Why not?
“My opinion has not changed. I have always felt it is a ridiculous test”.
“The answers weren’t as clear as I expected in the reading test. Overall I think it is more challenging than what I expected.”
“Yes, I am very surprised on the delivery of this testing and how difficult and confusing the test is. Also I was very surprised with the one standardised test given to every child regardless of their ability.”

Meeting Closed: 3:30pm
# OAK PARK PRIMARY SCHOOL
## 2016 SCHOOL COUNCIL

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<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
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<tbody>
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<tr>
<td>Sub Committee</td>
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<td><strong>Education/ICT</strong></td>
<td>Jill Ridgwell, Sally Morath, Caroline Jory, Joanne Roolker</td>
<td>Tuesday 6.00pm</td>
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<td><strong>OSHCP</strong></td>
<td>Julie Andrews, Bryan Nolan, Dawn Cadee, Annette D’Elia</td>
<td>Thursday 2.00pm</td>
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<td><strong>Buildings &amp; Grounds</strong></td>
<td>John Hughes, Kane Miller, Denise Anderson, Andrew Ward, Ross Mulder, Craig Yorston, John Reece, Bryan Nolan</td>
<td>Thursday 5.00pm</td>
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<td><strong>Finance/Grants</strong></td>
<td>Annette D’Elia, Fitret Corso, Rory Sercombe, Bryan Nolan</td>
<td>Thursday 6.00pm</td>
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<td><strong>Fundraising</strong></td>
<td>PFA Committee</td>
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* First named member is the convenor