



# 2022 SCHOFIELDS SPARKLER

**Week 4 Term 1**

# **PRINCIPAL'S REPORT**

## **WELCOME BACK**

Welcome to a new school year, an exciting time as our students start or return to their school journey. It hasn't been the start any of us were hoping for or expected but everyone is making the most of it.

The students are very happy to be back. Classes are very settled with students and staff working incredibly hard.

Thank you to everyone for their patience, flexibility and cooperation.

## **STAFFING AND CLASS CHANGES**

We have quite a few new staff members who I will endeavour to introduce to the community through our SkoolBag app over the coming weeks. We will organise virtual 'meet the teacher' sessions over the next few weeks.

We may still need to make changes to classes as enrolments settle and we finalise numbers. We will keep you informed if this is the case.

## **PRIMARY SCHOOL SPORTS ASSOCIATION (PSSA)**

Summer inter-school PSSA cancelled for Term 1. Representative pathways will continue including swimming, Ridges teams and pathways to State carnivals.

We anticipate Winter PSSA will go ahead.

## YEAR 6 2021 GIFT TO SCHOOL

Representative shirts and OzTag jerseys donated by Year 6 2022 have arrived and will be used by students this year.

Thank you, Year 6 - 2021!!!!!!



## **COVID**

We have started the year under COVID settings. An online information session was held on Thursday 27 January at 6pm to outline our COVID-smart measures and was very well attended.

These key measures include:

Rapid antigen test (RAT) kits will be provided to all students to help monitor your child's health and minimise transmission of COVID-19 across our school.

Wearing of surgical masks indoors is required for all staff and strongly recommended for all primary students. Masks will be provided by the school if required.

Only fully vaccinated visitors essential to delivering and supporting learning or wellbeing can come on a school site.

Students will be kept in their year groups on school grounds, with staggered drop-off and pick-ups, break times, playground and canteen access to minimise the spread of COVID-19 across cohorts.

We will continue to use good hygiene, enhanced cleaning, good air flow and ventilation in learning spaces, as well as physical distancing practices.

## **P&C NEWS**

The P&C annual general meeting (AGM) will be held at 7pm on Monday 7 March 2022. The regular P&C meeting will immediately follow the AGM.

All executive roles will be declared vacant and elections held. Role descriptions are attached to this newsletter.

It would be great to see as many parents and caregivers as possible contributing to this invaluable school and community organisation.

To be eligible to vote at the meeting you must be a financial member of the P&C. This is usually collected as a gold coin donation at the AGM, however as this meeting may be held online we have made a new arrangement.

To vote at the AGM please send a gold coin with your child in an envelope with your child's name, class and your name. A list of eligible voters will be generated for the meeting.

P&C Federation newsletter can be found at the following link [E-Bulletin | 4 February \(mailchi.mp\)](#)

## P&C INFORMATION



### Quick Member Info

#### **Role Of The Treasurer**

Whilst all P&C members must be mindful of complying with financial accountability requirements, this is the Treasurer's primary responsibility. The Treasurer receives and deposits monies, maintains records, draws cheques\* and presents accounts.

The Treasurer also ensures that all funds held and handled by P&C are properly and openly accounted for as the Treasurer is responsible for all funds held in the name of the P&C Association. This includes all P&C Association committees. This does not mean that the Treasurer must undertake the actual bookkeeping themselves but they must ensure that the various sub-committee financial records have been kept to the Treasurer's satisfaction. The Treasurer is a signatory on the P&C accounts and should not delegate this responsibility.

The Treasurer should encourage members to understand the state of the P&C Association finances. The Treasurer must ensure a case book or books are kept, recording all financial transactions of the P&C Association.

#### **Planning, budgeting and cash flow**

A budget is a planning document to estimate the income and expenditure of the organisation for a given period (usually the financial year of the P&C Association). The budget is a statement of intention rather than of fact and can be altered at any time, with due notice given by way of the Agenda, by majority vote, after its initial ratification at a general or special meeting.

Budget estimates are founded on past economic performance, adjusted to anticipate the probable effect any special projects or one-off events. Once the overall budget has been approved, it is helpful to break the budget estimates with actual income and expenditure levels at regular interval throughout the year. This comparison allows the Treasurer to recommend changes to the budget so that it more accurately reflects the real financial situation of the P&C association. These changes, in turn, allow the association to amend its fundraising or expenditure plans for the year.

*Note:* The P&C Association budget is separate from the school's budget.

#### **Surplus funds**

The Treasurer makes recommendations about surplus funds. Surplus funds may be lodged as term deposits with any financial institution that has full trustee status.

#### **Audit**

The financial accounts of the P&C Association must be submitted to an independent audit each year.

The Treasurer produces a full statement of financial position declaring all funds held in the name of the P&C Association, including those of sub-committees, along with the Secretary who presents the Minute book of the same period to the Auditor. After completion of the audit the financial statements, with all signed certificates appended, are to be presented at the Annual General Meeting for approval and adoption.

If you require further information or clarification contact P&C Federation's Member Services Team  
[mail@pandc.org.au](mailto:mail@pandc.org.au) or 1300 885 982



## Quick Member Info

### Appointing an auditor

You must appoint the auditor at the P&C Association's Annual General Meeting.

The auditor does not need to be a qualified professional. The auditor must possess appropriate skills and experience in auditing and financial record management together with an appreciation of the issues of probity as they relate to the role of association auditor. The auditor must not have or appear to have any conflict of interest arising, for example, from a personal or business relationship with an Officer of the association and must be prepared to swear that the records are a true and correct statement of the information provided by the Treasurer.

To meet reporting requirements under their Prescribed Constitution, the Treasurer of incorporated associations should ensure that copies of the audited accounts, signed by the President and Treasurer, are forwarded to the Federation of P&C Associations of NSW within one month of the AGM at which they were presented. By undertaking to send the records to P&C Federation the need for incorporated P&C Associations to publicly record their financial statements is fulfilled.

The Treasurer is responsible for the handing over of all financial records to the incoming Treasurer should the Annual General Meeting result in a new Treasurer being elected.

There are many useful conventions which should be followed when dealing in financial matters and the role of the Treasurer will be made easier if all P&C members appreciate and understand that rules and protocols are to be complied with.

Proper accounting procedures have two purposes:

- (i) They prevent loss and fraud. You might trust everyone in your association, but accounting procedures will tell you if the wrong thing is happening and where.
- (ii) To protect the P&C Association Executive. Good accounting of P&C funds ensures financial propriety.

### Cheques

Never sign blank cheques.

Ensure that the P&C Association has resolved to expend the monies before drawing a cheque. No motion, no payment.

Do not make cheques out to cash.

Ensure all cheques are marked 'Not Negotiable'

Cheque signatories should sight all supporting documents; ensure they are correctly drawn to the payee and there is agreement between the amount on the invoice and the amount on the cheque before signing cheques.

Monitor that payment are approved for appropriate purposes.

Two members of the same family should not, as a general rule, act as signatories.

Where possible, cheque signatories should not counter-sign a cheque drawn in their favour.

The school Principal should not be a signatory to P&C bank accounts.

Employees of the association should not be a signatory to the association or sub-committee bank accounts.

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## Quick Member Info

### Payments

All accounts should be paid by cheque, except for small payments from petty cash.

Support all payments with invoices, receipts or docketts.

Mark all paid invoices with a "paid" stamp and cheque number.

### Receipts

Issue receipts in sequential date order as per takings.

Ensure two independent people are responsible for collecting and counting money. Likewise, at the end of the collection period, counting should occur in the company of at least two members and the amount verified, in writing, by each member involved in the count.

Issue receipts to people responsible for collecting and counting money.

### Banking

Check that the amount banked corresponds with the receipt totals.

Bank money daily or secure in a fireproof safe if you are not able to bank on the day. (Your cash may not be insured if you do not make an effort to secure it adequately.)

### Cash books (computerised bookkeeping package or manual)

Keep cash books up to date. The cash book should be totalled and balanced at the end of each month.

Match the sequence of entries in the cash book with the sequence of receipts and cheque payments.

Figures must never be erased with white-out. If you make an error in your cash book, receipt book or cheque butts, rule a line through the incorrect figure and write the correct figure next to it.

### Reporting

The Treasurer must present a report in the form of an income and expenditure statement together with a reconciled bank statement for each and every P&C meeting. Where a Treasurer is not able to attend a meeting the Treasurer's Report should be provided to the President prior to the meeting for tabling to the members.

**\* Note that references to cheque also include electronic banking.**



## Quick Member Info

### Sub-committees

**Is it required for our P&C Association to have sub-committees?**

No. Each P&C Association can decide to have sub-committees if they feel they are required.

**Why do P&C Associations have sub-committees?**

Sub-committees are formed by a P&C Association to undertake specific planning and/or management tasks on behalf of the P&C Association.

**Are there different types of sub-committees?**

Yes, there are two types of sub-committees.

- **Ad-hoc:** These sub-committees are formed to acquit specific tasks, such as a fete. These sub-committees cease to exist after the task is finished. The rules of the sub-committee, including elections for positions are confirmed and elected at a General or Special Meeting of the P&C Association.
- **Standing:** These sub-committees have an ongoing role, such as an OOSH, Canteen, Uniform or Band sub-committee. The rules of the sub-committee, including elections for positions are confirmed and elected annually at the Annual General Meeting of the P&C Association.

**What is the working relationship between sub-committees and the P&C Association?**

Sub-committee have delegated authority as outlined in the rules put in place by the P&C Association and are fully accountable to the P&C Association. Each sub-committee must operate within the rules set by the P&C Association.

**Does the sub-committee report to the P&C Association?**

Yes. The sub-committee needs to table a written report to each P&C Association's general meeting.

**Does a sub-committee "own" their own money?**

No. All monies belong to the P&C Association. All expenditure is approved by a resolution of the P&C Association.

**Does a sub-committee have their own President?**

No. The head of the sub-committee is known as the Convenor or Chairperson. The sub-committee is governed by the P&C Association's Constitution and the rules set by the P&C Association.

If you require further information or clarification contact P&C Federation  
[mail@pandc.org.au](mailto:mail@pandc.org.au) or 1300 885 982

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## Quick Member Info

### Can someone be a member of more than one sub-committee?

Yes.

- If they meet the membership requirement of the P&C Association and are duly elected to the sub-committees at the Annual General Meeting or in the case of an ad-hoc sub-committee elected by the P&C Association.
- Providing the rules -set by the P&C Association including the sub-committee rules and bylaws allow one person to be on more than one sub-committee.

For Example: The Principal and President are ex-officio members of all sub-committees, and the Treasurer or the Treasurer's nominee is a member of all sub-committees of the P&C Association.

### Do we have to wait for an Annual General Meeting to form a sub-committee?

No. Sub- committees can be formed when necessary. The P&C Association must adopt and implement the sub-committee rules before electing the sub-committee members.

The election can happen at a General Meeting or a Special Meeting with the understanding that the positions will be declared vacant for re-election at the Annual General Meeting if they are a standing sub-committee.

### Can paid employee be a member of sub-committee?

Yes. A paid employee/s can be a member of a sub-committee where they are not employed e.g. a Canteen employee can be a member of the Uniform Shop sub-committee. In addition, a paid employee/s must not hold an Office Bearer position or Executive position within the P&C Association.

### Can members of the sub-committee be signatories on the sub-committee's bank account?

No. Only the Office Bearers of the P&C Association as appointed at the Annual General Meeting can be signatories on P&C Association bank accounts including the sub-committee accounts. If an Officer is elected at any meeting other than an Annual General Meeting, a resolution to add that Officer to be a signatory on accounts can be taken at any meeting of the P&C Association.

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## Quick Member Info

### Role of the President

The President is elected at the P&C Association's Annual General Meeting.

#### Duties

The President is responsible for:

- The successful functioning of the P&C Association meetings
- The attainment of the P&C Association's objectives
- Ensuring that the P&C Association takes part in decision-making processes in the school
- Fostering fair participation of all members and ensuring that all new members are made to feel welcome
- Supporting volunteers
- Consistent adherence to the constitution
- Acting as the P&C Association's spokesperson when public statements or actions are needed
- Setting up lines of communication with the Principal
- Being signatory on the Association's bank accounts
- Chairing meetings, in the absence of the President, one of the Vice-Presidents will chair the meeting or the meeting can elect a chairperson from the members present for that meeting.

#### Voting

The President is entitled to the same voting rights as any member. However, a President, when in the Chair, often abstains from voting in order to preserve the impartiality of the position.

The person chairing a meeting does not have a casting vote in the event of a tied vote. In the event of a tied vote, the motion remains as status quo. This allows the motion to be put forward at another time.

#### Sub-committees

The President is automatically a member of all P&C sub-committees. The President should be informed of all sub-committee meetings and decisions, this would occur through written report.

An experienced President gives opportunities to the Vice-Presidents to develop their skills in chairing meetings. Federation recommends that a vice-president be delegated to chair part of a meeting. The training process could also include delegating the responsibility of sub-committee leadership to vice-presidents.

The President also has important responsibilities outside of meetings and is looked to as a leader of the parent community.

The President does not make unilateral decisions and should be mindful that all public statements accurately represent the views of the association.

If you require further information or clarification contact P&C Federation's Member Services Team  
[mail@pandc.org.au](mailto:mail@pandc.org.au) or 1300 885 982

## PARKING ON ST ALBANS RD


The corner of St Albans Rd and Lambeth St is marked by a yellow line in the gutter. This indicates a **No Stopping** zone. Vehicles which stop in this area can be fined.


Blacktown City Council information sheet on school zone offences is below.


# SCHOOL ZONE OFFENCES


## WHAT ARE YOU RISKING? \*

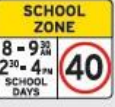
**FACT** Children are small, harder to see, behave unpredictably and are extremely vulnerable. They need **YOU** to take extra care when driving and parking around school zones.

**NO PARKING**  
 **No waiting.** You have **2 minutes** to drop-off or pick-up.  
You must stay within **3 metres** of your vehicle.  
PENALTIES FROM **\$ 194** +2 DEMERIT POINTS

**NO STOPPING**  
 You must **not stop** on a length of road with a **no stopping** sign.  
The first **10 metres** from an **Intersection** is a no stopping zone.  
**Yellow kerb lines** are also a No Stopping zone.  
PENALTIES FROM **\$ 349** +2 DEMERIT POINTS

**BUS ZONE**  
 Only a public bus can stop in a bus zone.  
PENALTIES FROM **\$ 349** +2 DEMERIT POINTS

**MOBILE PHONES**  
 Extra fines apply for using a mobile phone in a school zone.  
PENALTIES FROM **\$ 464** +5 DEMERIT POINTS  
May be subject to **Double Demerits**

**SPEEDING OFFENCES**  
 **40km/h** is the limit.  
Children are vulnerable, so slow down in school zones.  
PENALTIES FROM **\$ 200** +2 DEMERIT POINTS  
May be subject to **Double Demerits**


**PEDESTRIAN CROSSING**  
1. In a queue of traffic, **no part of your vehicle can stop** on a pedestrian crossing.  
2. Do not let **your child in or out of a vehicle** at a pedestrian crossing as this is a No Stopping zone.  
PENALTIES FROM **\$ 464** +2 DEMERIT POINTS


**DRIVE WAYS & FOOTPATHS**  
Do not park on or across a driveway or footpath.  
PENALTIES FROM **\$ 344** +2 DEMERIT POINTS

**U TURNS**  
U turns are **illegal** on or near a **pedestrian crossing** and across a **double white line**.  
PENALTIES FROM **\$ 349** +3 DEMERIT POINTS

**DOUBLE PARKING**  
Double parking is **illegal** and is very dangerous in a school zone.  
PENALTIES FROM **\$ 349** +2 DEMERIT POINTS

\*Fines current as of 11 November 2020. Fines and demerit points are subject to change. For more information check out the NSW Centre for Road Safety website.

 **PENRITH CITY COUNCIL**

 **Blacktown City Council**

## COURTESY TO OUR NEIGHBOURS

Please be courteous to our neighbours by not blocking driveways. Blacktown Council has clearly marked the road, as indicated in the photograph, showing the area where parking is prohibited. If you park in this area you are actually blocking two driveways. Riverstone Police have been contacted and will be making extra patrols around the school during mornings and afternoons.



Scan the QR Code  
to find out more!

**Claim your \$500 BASC voucher!**

Come and join the fun at **Schofields OSHC** held onsite.  
Visit [service.nsw.gov.au](http://service.nsw.gov.au) to claim your BASC voucher for  
**Before & After School Care and Vacation Care from 28<sup>th</sup> February 2022.**

\*Terms & Conditions apply

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to attend

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### Learn about:

- Diversity of autism
- Understanding behaviour
- Working together with your school

### Location:

Crowne Plaza Hawkesbury Valley  
61 Hawkesbury Valley Way  
Windsor NSW 2756

*Morning tea and a light lunch are provided*

**Richmond, NSW**

**Tuesday 1st March, 2022**

**9.15am - 3.00pm**



Interpreters available

To register, visit



[positivepartnerships.com.au](http://positivepartnerships.com.au) OR,  
contact Alison Macrae

[amacrae@positivepartnerships.com.au](mailto:amacrae@positivepartnerships.com.au)



For help, call:  
1300 881 971

The Positive Partnerships initiative is funded by the Australian Government Department of Education, Skills and Employment through the Helping Children with Autism Package and is delivered by Autism Spectrum Australia. The views expressed in this publication do not necessarily represent the views of the Australian Government or the Australian Government Department of Education, Skills and Employment.



## Part-Time Work Available

**Become a School Crossing Supervisor with Transport for NSW!**

**Multiple Part Time positions across the Parramatta, Western Suburbs - 48085**

- Keep our kids, parents, and teachers safe on the road
  - Be a second pair of eyes for our local motorists
- Earn an income and still have time to live your life to the fullest

School crossings require coverage for **20 hours per fortnight** Monday to Friday during the school term.

This involves 1 hour in the morning and 1 hour in the afternoon between 8:00 – 9:30am & 2:30 – 4:00pm.

### **VACANCIES AVAILABLE:**

- St Luke's Catholic College, Marsden Park
  - Holy Cross Primary, Glenwood
    - Schofields Public School
    - Emerton Public School
    - Rosehill Public School
- St Mary's Primary School, Rydalmere
- Parramatta West Public School

### **Scan the QR Code for more information**

#### **Does this sound like you?**

- ✓ Reliable in good or bad weather
- ✓ Good communication skills
- ✓ Community spirit
- ✓ Positive energy

If it does, scan the QR code or visit [jobs.transport.nsw.gov.au](https://jobs.transport.nsw.gov.au) to apply today.

*\*if you are unable to join us on a part time basis, please consider joining us as a casual!*

For late applications or more information, please contact **Caitlin Ritchie:**

E: [Caitlin.ritchie@transport.nsw.gov.au](mailto:Caitlin.ritchie@transport.nsw.gov.au)

P: 02 9983 2782



**Applications close: Sunday 20<sup>th</sup> February 2022**



### **Bus Safety Week reminds all road users to 'Be Bus Aware'**

Our school bus operator Busways is reminding all road users, parents, and students to 'be bus aware' as part of Transport for NSW's Bus Safety Week campaign, running Feb 21 - 27.

Part of the 'Be Bus Aware' campaign, Bus Safety Week sees Governments, bus operators, and emergency services raise awareness about the importance of being safe in and around buses and spread the message to 'Be Bus Aware'.

Busways Managing Director Byron Rowe said motorists need to be aware that buses are large and heavy vehicles that cannot stop quickly.

"When a bus is forced to brake heavily it can cause passengers to be thrown around inside the bus," he said. "During Bus Safety Week we are educating the community to give buses room and not pull out in front of them. We all have a part to play in bus safety, whether you're a pedestrian, motorist or bus passenger."

Bus Safety Week provides a timely reminder to parents to have a talk with their children about bus safety; to motorists when giving way to buses; to pedestrians to make sure they are alert of their surroundings; and to cyclists to ensure they can see where buses are.

The 'Be Bus Aware' campaign has been developed with input from Bus NSW, NSW Police and Transport for NSW.

For more information on bus safety or to learn about Transport for NSW's 'Be Bus Aware' campaign, visit <https://roadsafety.transport.nsw.gov.au/campaigns/-be-bus-aware>



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**#CDAALLTHEWAY**

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