Dear Parents and Caregivers,

A huge thank you to all those involved in organising, helping with, and participating in last Friday’s amazing Fun Run! It was a very enjoyable afternoon that ran like clockwork thanks to the efforts of Ansley, Amber and our team of wonderful volunteers. Our kids had a ball (as did many of the adults) and with perfect weather, a beautiful and supportive school community and some outstandingly generous fundraising. We could not have wished for anything more!

Just a reminder that Fun Run envelopes are due back now with prize draws etc. taking place soon.

Friday 13th November, will be an out of uniform day with gold coin donations going to support one of our outstanding Year 5 athletes Joshua R who will be representing NSW in swimming at the Pacific Games in Adelaide later this month. Joshua is also one of a small number of students who will receive a Hunter Primary School Sports Award. These awards are given to students who have achieved outstanding success in their chosen sport. We are very proud of Josh’s efforts and achievements, and wish him all the best in upcoming competition.

Our Sporting Schools programs have been a real hit with students this year and our latest activity Orienteering is no exception. Teams of...
Principal’s Report continued...

students have been engaged in problem solving, tracking using maps and following coordinates all while having a lot of fun. We are very excited and pleased to have been able to offer these new activities, broadening our sporting horizons beyond just soccer and netball.

Transition for our 2016 Kindergarten class began last week and we were delighted to see so many eager and excited little people. Today the new Kindies were introduced to their Stage Three buddies who will be on hand to support them through their transition to ‘big school’. It is not too late to enrol for kindergarten and at this time we do still have some room in our kindergarten classes for 2016.

Finally, yesterday was Newcastle Junior School’s annual concert and once again this year we have been really excited to have had a role in the performance. 4/3M have been working with NJS students throughout the term participating in Creative and Practical Arts activities and preparing for the show, moreover several of our Stage Three students were able to develop some real leadership skills as they were on hand to help out with sound, props and curtains. It was a fabulous show and the feedback from our students, staff and parents was overwhelmingly positive; once again highlighting the mutual benefits of these opportunities for integration between our two schools.

Lucinda Farrell
Principal

ASSEMBLY
Assemblies are on a fortnightly basis on a Tuesday at 2.15pm in the hall. Parents are welcome to attend. The next assembly day will be on Tuesday 10 November 2015. The item will be presented by 2/1S and 1H.

The next P&C meeting will be Monday 23 November 2015. AGM 6.00pm and general meeting 6.30pm in the Staffroom. ALL WELCOME TO ATTEND!

School Banking is on MONDAY
Last banking day this year is Monday 7th December

A note from School Banking
Please choose one of the following reward items:

Galaxy Glider
Outer Space Savers Money Box
Invisible Ink Martian Pens
Intergalactic Rocket
ET DVD

There is limited stock available of some of the 2014 reward items:

Shark Key Ring
Scented Pencils
Swimming Bag

All reward items are available while stocks last

Name: ________________
Class _____
I would like to redeem 10 tokens for a ________________

☐ Galaxy Glider
☐ Outer Space Savers Money Box
☐ Invisible Ink Martian Pens
☐ Intergalactic Rocket
☐ ET DVD
☐ Shark Key Ring
☐ Scented Pencils
☐ Swimming Bag
**HEAD LICE NOTIFICATION**

There have been several outbreaks of head lice within the school over the last few weeks. Could all families please check their child/ren's hair on a regular basis and treat as necessary.

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**Canteen Roster**

**TERM 4**

**THURSDAY & FRIDAY**

<table>
<thead>
<tr>
<th>THURSDAY 5TH NOVEMBER</th>
<th>FRIDAY 6TH NOVEMBER</th>
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<tbody>
<tr>
<td>Jenny Charge</td>
<td>Tara Finn</td>
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<td>Margaret Parkes</td>
<td>Lidia Pearson</td>
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<td>Jan Newbold</td>
<td>Leisa Anderson</td>
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<th>FRIDAY 13TH NOVEMBER</th>
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<tr>
<td>Rebecca Pasovski</td>
<td>VOLUNTEER NEEDED</td>
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<td>Michelle Reed</td>
<td>Margaret Parkes</td>
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<td>Heidi Garnett</td>
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<th>FRIDAY 20TH NOVEMBER</th>
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<tr>
<td>Sally Wallace</td>
<td>Kate Nicholls</td>
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<td>Helen Singleton</td>
<td>Lauren Turner</td>
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<td>Alison Maher</td>
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<th>FRIDAY 27TH NOVEMBER</th>
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<tr>
<td>Teresa Stuart</td>
<td>Melinda Smith</td>
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<td>Deanne Pouton</td>
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<tr>
<td>Melinda Smith</td>
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<tr>
<th>THURSDAY 3RD DECEMBER</th>
<th>FRIDAY 4TH DECEMBER</th>
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<tr>
<td>Jenny Charge</td>
<td>Tara Finn</td>
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<tr>
<th>THURSDAY 10TH DECEMBER</th>
<th>FRIDAY 11TH DECEMBER</th>
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<tr>
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**P & C News...**

Our AGM is scheduled for **Monday 23rd November at 6:00pm** in the staff room. This will be followed by the usual P&C meeting at 6.30pm. At the AGM all positions on the P&C and sub-committees will be declared vacant and voting will take place for the 2016 school year. This includes the following positions:

**Executive**
- President
- Vice President
- Secretary
- Treasurer
- Assistant Treasurer

**Sub Committees**
- Canteen
- Uniform
- Fundraising

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**Late Arrival & Early Pick Up of Students**

Parents/carers are advised that children who arrive late to school need to come to the office to get a “Late Arrival” note. If you are picking up your child early from school, parents/carers or a designated person MUST come to the office to get an “Early Leaver” note before collecting their child.

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*We say ‘NO’ to nuts and nut products at Hillsborough Public School*
If you are interested in being nominated for any of the listed positions please just notify the office. Membership is open to all parents, carers and community members for a fee of $2.00 and membership forms are available from the office. Please note, you must be a member of the P&C to participate in any voting at the meetings. As a member of the P&C you will be making a valuable contribution to the school, share your knowledge, talents, ideas, and most importantly help support your child throughout their education.

Hope to see you there!

Role Of The Secretary

The Secretary is responsible for carrying out the administrative tasks related to the decisions of the meetings as resolved. The Secretary prepares, in consultation with the President, all meeting agendas.

The Secretary is required to attend P&C Association meetings and take notes of the discussions in order to produce a set of Minutes for subsequent distribution to members and for receipt, possible amendment and adoption at the following meeting. (In the absence of the Secretary the meeting should elect a person to take the Minutes, this person should be identified in the Minutes.) Further, the position includes receiving and tabling all correspondence as well as writing and dispatching outgoing correspondence as resolved/appropriate. The Secretary also issues notice of all meetings and maintains official records of the P&C Association such as the constitution, by-laws, rules of subcommittees, Incorporation Certificate, ABN details, list of financial (voting) members, Minutes, Attendance book.

For more details of the secretaries role follow the link below:


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.

For more details of the Treasure’s role follow the link below:


Role of the President

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

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.
For more details of the President’s role follow the link below:


Volunteers

As volunteers are we subject to legislation?
Yes. All laws apply to volunteers as they do every citizen.
Do we need to have a list of volunteers that help at events?
Yes. All volunteers for the P&C Association should be recorded in a register at events. Where it is a meeting there attendance will be noted in the Minutes, where there is an event such as a fundraiser the P&C Association should have an attendance register for volunteers to sign in and out of.
For more details about a volunteer follow the link below:

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