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## Lindfield East Public School P&C Creative Workshops – AGM Report

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### 2019 Data

Term	Bookings (no of transactions)	Tickets Sold	Ticket Sales
Term 1	248	344	\$73,967
Term 2	222	338	\$70,518
Term 3	248	352	\$74,057
Term 4	246	350	\$68,794
<b>Total</b>	<b>964</b>	<b>1,384</b>	<b>\$287,336</b>

### 2019 Summary

- **Maintaining an interesting and dynamic program that caters to the varied interests of LEPS community.** New classes introduced in 2019 included: Origami, Kids Yoga, Digital Effects, Theory and Musicianship, Mandarin Native Speaker, Mandarin Non Native Speaker, AFL Skills, Zumba and Fencing. The most popular classes throughout 2019 were Tennis, Art & Design, Chess, Mandarin Native Speaker, Keyboard/Piano and Dance.
- **Impact of the Term 4 storm.** Creative Workshops classes were cancelled for three days while the school was non- operational. It was challenging to keep contractors and parents up to date during that period and availability of classrooms and other venues continued to be impacted.
- **Decline in overall school enrolments.** Ensured a variety of classes are offered each term across the week, whilst being mindful that having too many classes can make it hard for contractors to achieve minimum numbers for their classes to go ahead. In Term 1, 52 classes were offered and in Term 4, 47 classes were offered. Each term the program is promoted to the LEPS community. There is a marketing campaign to the 630 subscribers on the database, the program and guide is included in the school newsletter and is displayed on the Creative Workshops noticeboard and the main entrance to the Library.
- **From Term 3 the Program Manager, Kate Jegat started managing the program remotely.** This has meant there has been increased email communication with contractors, executive team and the LEPS community to ensure the program runs smoothly and a greater need for documentation of procedures and policies. Some initiatives include: A two page *Contractor Information* document was emailed to all contractors and outlines general school information and rules for all tutors and coaches that work at LEPS; the Executive Team were regularly updated with Creative Workshops student enrolment details; parents of enrolled students are sent an email reminder about the sign in/out policy at the start of each term.

- **Duty of Care.** Policies have been revised and updated. The Creative Workshops Teaching T&C's has been replaced with the *Duty of Care and Property and Communications Policy*. BASC is now responsible for transfers of students to/from Creative Workshops classes.
- **Department of Education requirements.** There has been an increased level of administrative and compliance with the introduction of *Appendix 11 – Declaration for child related work -Specified volunteer/child related contractor* and *Appendix 6 Proof of Identity*.