

WANNIASSA HILLS PRIMARY SCHOOL P&C ASSOCIATION

MINUTES

ORDINARY MEETING

Monday, 3 Aug 2015

ATTENDANCE AND APOLOGIES

Committee (5):	Marc Dal Cortivo (President), Greg Hall (Vice President, Canteen Treasurer & Clothing Pool Manager), Craig Maconachie (Treasurer), Ed Brereton (Secretary), Steve Frankel (Member).
Members (5):	Alison Maconachie, Anna Buesnel, Jillian Hayes, Mac McCann, Tamara Haitsma.
Principal:	John Manders
Apologies:	Alice Pommer, Emma Kate McGuirk (Public Officer), Kerry Hall, Meaghan Ferguson, Rebecca Reilly (Member),

1. to 3. WELCOME, APOLOGIES AND MINUTES

- Marc opened the meeting and welcomed all members, noting apologies as above.
- The minutes from the meeting of 15 Jun 2015 were accepted with an amendment clarifying the raffle prizes will include portable game consoles (not TV consoles as had been written).

4. MATTERS ARISING FROM THE MINUTES

- **Cancellation of canteen phone line:** Greg has initiated cancellation with Telstra and their process is in train.
- **Student views of canteen:** Mr Manders indicated that, based on informal feedback from teachers, students were overall enjoying the food and the canteen had not yet featured as an issue in the student parliament. One positive dynamic seen was kids sitting down with their lunch and eating and talking together.
- **Registration as a charity:** Craig's research will be done for the next meeting.

5. TREASURER'S REPORT

- Craig spoke to the written report and bank reconciliation which had been circulated, noting the bank balance of \$18 472.32, fundraising activities (Mexican Lunch Day, trivia night), insurance premium of \$978 and costs for the fair starting to be incurred.

- Craig also highlighted the change in audit requirements applying to the association, with a view to seeking a volunteer accountant to audit the association's books when required later in the year (rather than paying).
- Greg raised the need for signatories on the accounts to be updated and inactive signatures removed,

ACTION: The committee agreed to:

- Including Greg Hall, Craig Maconachie, and Rebecca Reilly as signatories on all accounts;
- Greg circulating out-of-session a comprehensive list of individuals to be removed as signatories. Greg did so and this list comprised: Carly Freeman (main account), Jenny Brereton (clothing pool account), and Fiona McKellar, Jayne Torley, Erin Varker, Anna Pepar, and Anna Buesnel (canteen account). The committee confirmed out-of-session removal of these individuals as signatories;
- Craig and Greg implementing these changes with Bendigo Bank.

6. ASSOCIATION SERVICES TO THE SCHOOL COMMUNITY

- **Canteen Treasurer's Report:** Greg spoke to the written report which had been circulated, indicating a bank balance of \$4 630.83.
- **Clothing pool manager's report:** Greg spoke to the written report which had been circulated. Greg again noted there is stock to be disposed of and the committee asked a record be made of donations to charities of relevant items (such as oversize track suit pants and cargo pants) and that year six shirts from prior years be otherwise disposed of.

ACTION: Greg to include details of donated items and other items disposed of in his reports to the committee.

- **Year 6 garments:** Mr Manders noted that some students had provided feedback that they were less keen on the year 6 rugby tops, including because they were hard to get on and off. The ordering process for the shirts also was discussed.

ACTION: The committee agreed:

- Greg should make the order at the beginning of the year to include all students at the school and better fit the garments;
- The clothing pool would continue to offer rugby tops and shirts, noting the rugby tops do not perish and 47 of them remain in stock;
- The shirts would only be ordered on the basis of a paid deposit, noting they were a perishable item because of the printed class names; and
- Mr Manders would explore with year 5 parents the additional option of polar fleeces (to add to shirts and rugby tops).

7. PROGRESS ON THE FUTURE OF THE CANTEEN

- The canteen has been busy on Fridays, both for lunch orders and over the counter at recess, and there have been new volunteers in the canteen to help it work. There is not the capacity to put on special lunch days as well.

ACTION: The committee noted the good work of all the volunteers and agreed:

- Alison will formally take over from Greg as canteen coordinator (Greg will remain as treasurer); and
- The canteen volunteers will help the school run a sausage sizzle for the Walkathon.

8. COUNTRY FAIR SUB-COMMITTEE

- Anna spoke to the written report which had been circulated, noting that preparations were progressing well and stall allocations had been made to class groups as follows:
 - Pre-school: tattoos and hair spray
 - Ningi: country treats
 - Gambera: fairy floss and slushies
 - Bunduluk: books
 - Yerra: trash and treasure
 - Murrung: tombola
 - Winyu: country cafe
- Marc has booked a Supabarn BBQ for Sat, 17 Oct to raise funds and sell raffle tickets. A working bee for the fair will be held on Sun, 18 Oct.
- The committee agreed to the expenditure recommended by the Fair Sub-Committee (as detailed in the written report).
- The committee agreed that Wed, 4 Nov would be another uniform free day.
- The committee agreed, out-of-session, to the Terms of Reference for the Fair Sub-Committee.

9. OTHER FUNDRAISING ACTIVITIES

- **Trivia Night** - on behalf of Jenny and Emma Kate, Ed noted there had been about 45 people at the trivia night and Jenny already had in mind ideas for next year, including a shift in date to early in term 3 to avoid potential conflict with report writing for teachers, and running it as a themed night.
- **Woolworths Earn and Learn** - on behalf of Kerry, Greg noted the Woolworths Earn and Learn material has been set up and there is a collection box for stickers outside the canteen.

- **Bunnings BBQ** - Ed noted his follow-up with Bunnings and that we still do not have a date for the BBQ. Latest advice is it will be after October.

ACTION: The committee agreed to Ed approaching the manager of Rebel Sport, Tuggeranong to list the P&C as an association they would support and to draft some words to use in the Grill'd local matters initiative (<http://www.grilld.com.au/localmatters/>).

10. PRINCIPAL'S REPORT & SCHOOL BOARD REPORT

- John noted the end of term finished well with reports done and the new online system for booking appointments for parent-teacher interviews working well.
- The term finished with a planting to start an indigenous food and medicine garden as part of NAIDOC Week celebrations. Deb Shaw is leading this work with involvement from the indigenous community, Greening Australia, and the school community. John welcomed the grant application made by the P&C (see item 12).
- External validation of the school had been previously flagged by John and would commence on 4 Aug, including an open forum with parents. This is a regular feature for schools in the ACT and the reviewers will collect evidence from the school and community to make recommendations on how the school is tracking against its strategic plan. Their report will be publicly available on the school's website (the 2011 report is there under the 'Board' tab). John indicated the next strategic plan for the school will be developed after the review and using an external consultant to facilitate two sessions with parents and students.
- Teachers are continuing to work on literacy with book boxes on students' tables in classrooms and increased borrowing from the library. We can anticipate writing to be a focus later in the term.
- The trial of Google Chromebooks is going well and teachers have seen increased engagement by students with their work, and this was confirmed by some of the parents present. The technology will be extended to years 3-6 and there will be a parent information night towards the end of the year for parents of these students.
- Events this term will include the walkathon, book week, science competition (theme is sound and light), and grandparents day.
- The Board is focused on the external validation of the school, assessment and reporting processes, budget and expenditure, and improving the school's built environment.

11. P&C COUNCIL DELEGATE'S REPORT

- Marc spoke to the minutes of the last Council meeting already circulated. He noted David Jones from Education and Training Directorate is the single school point of contact in relation to parking and coordinates with all other agencies. John noted that parking works at the school had stalled and indicated he would raise at the next Board meeting and took on board the suggestion of seeking line marking of the spaces in Billson Pl as an interim measure.

- Ed said the Effective P&C Workshop was worthwhile, in particular a disc of resources provided by the Council that includes a set of fact sheets on all aspects of P&C operations. These resources are available for members to access and download soft copy - contact Ed as Secretary.

12. OTHER BUSINESS

- Ed outlined the grant application made on behalf of the association, and in conjunction with Deb Shaw, for a grant of \$20 000 from Environment ACT to support the school's project to build an indigenous food and medicine garden. The funds were sought for plants, landscaping and preparation, displays to be wall mounted, and indigenous art for the garden in the form of carved concrete edging. The timeline for a decision is September, with the grants being considered by a panel against the set criteria with a recommendation then to go to Mr Simon Corbell MLA, who is the minister for the environment. If successful, the P&C will enter into an agreement with the territory to receive the funds tied to the project and report on their expenditure.

ACTIONS:

- Ed to circulate the grant application to members for information, noting it has already been circulated to the committee.
- Craig to examine any potential implications of the cashflow from the grant, including any need to register for GST.
- The committee discussed the information circulated by the P&C Council seeking applications for grants for canteen operations.

ACTION: Craig and Alison volunteered to write an application.

Draft minutes prepared by Ed Brereton on 10 Aug 2015

*Draft authorised by Marc Dal Cortivo and
circulated to committee and members on 13 Aug 2015*

Accepted with one amendment by committee at the 31 Aug meeting

Forward schedule of meetings

Term 3, Week 7 - Mon, 31 Aug

Term 4, Week 3 - Mon, 26 Oct