

WANNIASSA HILLS PRIMARY SCHOOL P&C ASSOCIATION

MINUTES

ORDINARY MEETING

Monday, 21 Mar 2016

ATTENDANCE AND APOLOGIES

Committee (8):	Marc Dal Cortivo (President), Rebecca Reilly (Vice President), Craig Maconachie (Treasurer), Ed Brereton (Secretary), Emma Kate McGuirk (Public Officer), Jason de Rooy, Mac McCann, Alison Maconachie (Fundraising Coordinator).
Members (7):	Steve Frankel, Vicki Gwilliam, Jillian Hayes, Ellen Laenen, Alice Pommer, Ruth Pratt, Georgina Thomsen
School (1):	John Manders.
Apologies (2):	Meg Ferguson, Greg Hall.

1. & 2. WELCOME & APOLOGIES

- Marc opened the meeting and welcomed all members.
- Ed noted apologies from Meg and Greg.

3. MINUTES

- The minutes from the meeting of Nov 2015 were accepted, including to be published online. The minutes from the 2016 AGM were agreed to be made available as draft.

4. THINGS TO DO LIST

- Craig is still to conclude the paperwork to register the P&C as a charity and advertise for an auditor of the P&C accounts. Marc volunteered to write a thank you letter on behalf of the association to the previous volunteer auditor. Ed is still to finalise the Rebel Sport and Grill'd applications and Mac offered to assist. Emma Kate has completed the annual return.

5. BUDGET CYCLE AND EXPENDITURE FOR 2016

- Craig had reviewed the cycle of association expenditure (excluding the clothing pool) and advised the meeting that the greatest spend in any usual month was around \$3 000. More is spent in the lead up and after the school fair, with a \$3 000 float

used and \$4 500 the maximum spent after the fair. Craig therefore recommended the association hold a minimum reserve of \$7 500 ahead of the fair and certainly \$10 000 would be sufficient to cover the fair cashflow.

- Funds in the association's reserve had previously been used to match government sources of funding (e.g. for computers). There remains potential for the school to use P&C financial or in-kind support in grant applications or internal business cases to the department.

6. ASSOCIATION ACTIVITIES FOR 2016

- **Overall:** Members present agreed to tie fundraising efforts to particular activities to ensure they are compelling. Ali will seek to build a calendar of fundraising activities for 2016 and 2017.
- **Environment Centre:** Vicki is the environment teacher at the school, as well as a parent, and tabled a proposal for how the association could participate in the environment centre and improve the facility for the children (the school is working on costings for work on paths and garden beds). Parent involvement in the Stephanie Alexander Kitchen Program is key, including to working with students to get the tasks done in the environment centre as well as in the kitchen. There is scope for last minute, regular, week-to-week, and pre-planned work party participation by parents. Vicki is keen to use the P&C to activate a network of volunteers. Ruth noted that getting volunteers for the environment centre had been an issue and suggested the association explore membership of Volunteers ACT as a way of accessing the broader community. Vicki will also place a poster at the Erindale community garden.

The association agreed to hold its next meeting in the environment centre to enable more parents to learn more about it and to advertise any working bees to encourage parent participation.

- **Playground painting:** Ruth suggested exploring having the asphalt surfaces be painted. Duffy primary has recently had it done by a Sydney-based artist who can do a variety of designs, such as hopscotch, times tables, clocks, and other games. The approximate cost was \$5 000.

The committee was interested and agreed Ruth should explore and provide more detail.

- **Playground features:** Ruth also suggested developing the playground with extra natural features like logs, boulders, and a dry creek bed. John agreed these features would be worthwhile to explore, including given the cost of playground equipment. Steve flagged the removal of trees along Northbourne Av as a potential opportunity.
- **Parent information nights:** John is interested in combining parent information nights with P&C meetings, along the lines of a talk/presentation/demonstration as part of or followed by a meeting. John would like to hear ideas from parents about what topics they would find useful. Suggestions from members at the meetings were the Cambridge School, school's use of Google, readers' workshops, and

sports. The value of using the school to connect parents, children, and external expertise was noted.

7. REPORTS

- **Treasurer:** Craig spoke to the report he had prepared, noting the cash at bank balance of \$30 617.72.
- **Clothing Pool:** members noted Greg's report for the clothing pool operations and expressed interest in seeing a price list showing the supplier cost for items.
- **Bunnings BBQ:** Ed noted the outcome of the Dec 2015 Bunnings BBQ was around \$1 600 profit and thanked all who had helped in the lead-up to the BBQ and volunteered on the day.
- **Murder Mystery Night:** Emma Kate had received a lot of positive feedback about the recent night with everyone there having a great time. More than 50 people attended and \$1 000 was raised.

8. FUNDRAISING ACTIVITIES

- Ali is working on a range of ideas and looking to plan them ahead: Mother's Day Stall, Father's Day Stall, discos in terms 2 & 3, special lunch day on a Wednesday in term 2, BBQs for the coming elections, bulbs, mangoes, slices and so on. Mac is registering the school with the Southern Cross Club, Athlete's Foot, and Footlocker. Uniform Free Days will be tied to a community, social, or charitable cause the student parliament decides to support.

9. PRINCIPAL'S REPORT & SCHOOL BOARD REPORT

- **New app:** John said the school has adopted a new app which ties to the newsletter and enables absences to be reported. It continues to be developed and feedback is welcome. The newsletter presently has 490 subscribers but only 60% open it, the school is keen to achieve a 100% subscription rate,
- **Family statement and voluntary contribution:** John mentioned the family statements continue to be refined and are another way of the school being transparent with parents. A note about voluntary contributions will go home in term 2.
- **Information nights:** John is keen to run information nights on topics of interest to the school community and would welcome ideas. John plans on having an information night about the Cambridge system and including Michael Hall, Principal, Erindale College to talk about the linkages into High School from 2018.
- **Carnivals:** the athletics carnival will be on in week 10, term 1, at Woden Park Athletics Field, The cross country will be held at Fadden Pines. Volunteers from Erindale College will assist and the school is discussion with the College about sports mentoring and coaching.

10. ENVIRONMENT CENTRE

- See item 6.

11. OPEN MIC

- Volunteers were discussed with the key requirement being people who are open to working with the school and who hold a Working With Vulnerable People card -- the school is open to any source of help that can be channeled.
- The idea of a skill share register was tabled with talks or workshops being run by students, parents, or teachers for the school community,

12. P&C COUNCIL ACTIVITIES

- Marc will attend the Council's 22 Mar general meeting.

13. OTHER BUSINESS

- **Canteen:** John had received the questions from parents about the proposed canteen operation and addressed them: the agreement with the canteen operator would be between the school and the operator; parents could provide feedback on the service to the school or the operator; there would be online payment options; the cut off for lunch orders would be the day before; the association could continue to run over the counter sales and special fundraising events in the canteen (subject to not breaking goodwill with the operator).
- **Easter egg hunt:** Mac and John flagged the community Easter egg hunt to be held on Thu, 24 Mar in partnership with realtors One Agency McCann organised by Mac's husband Mark McCann. The egg hunt was to raise money for literacy at the school. There was a sausage sizzle, popcorn, fairy floss, jumping castle, and a raffle. The hunt was to be staged to enable all the children to find some eggs. It was advertised across the suburb via flyers and in the Canberra Times. There is a great post-event YouTube video at <https://www.youtube.com/watch?v=pDllwPdh7EQ>

14. FORWARD SCHEDULE

- The next meeting is scheduled for Monday, 16 May and will be held in the school's environment centre.