

# WANNIASSA HILLS PRIMARY SCHOOL P&C ASSOCIATION

## MINUTES

### ORDINARY MEETING

Monday, 15 Jun 2015

#### ATTENDANCE AND APOLOGIES

Committee (7):	Marc Dal Cortivo (President), Greg Hall (Vice President, Canteen Treasurer & Clothing Pool Manager), Craig Maconachie (Treasurer), Ed Brereton (Secretary), Emma Kate McGuirk (Public Officer), Steve Frankel (Member), Rebecca Reilly (Member).
Members (12):	Alison Maconachie, Alice Pommer, Anna Buesnel, Belinda Sillis, Heidi Kark, Helen Couper Logan, Mac McCann, Meaghan Ferguson, Rachel Douglas, Tara Dempsey, Vicki Gwilliam, Warwick Howieson.
Principal:	John Manders
Apologies:	Jill Hayes, Tamara Haitsma.

#### 1. to 3. WELCOME, APOLOGIES AND MINUTES

- Marc Dal Cortivo opened the meeting and welcomed all members, with apologies as noted above
- The minutes from the meeting of 11 May 2015 were accepted with nil changes.

#### 4. MATTERS ARISING FROM THE MINUTES

- There were no updates on matters arising from the minutes which were not separately covered as agenda items.

#### 5. TREASURER'S REPORT

- The Treasurer spoke to the written report and bank reconciliation he had provided, noting the bank balance of \$19 624.07, fundraising activities (picture

plates, disco, and Brightstar Kids), and anticipated insurance premium of around \$1 500 for 2015-16. a report providing the bank account reconciliation and the balance sheet, with a closing bank balance of \$18 640.11.

- Craig raised the issue of not having signatory access to the clothing pool bank account. The committee agreed that, in his role as Treasurer, Craig should have access to the clothing pool bank account and he can use these minutes to put in place the committee's decision with the 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 \$4 379.11 after payment of a supplier invoice. Anna Buesnel noted that, as planned, canteen stock had been used for the school disco with strong sales on the night. Some stock remains in the canteen which could not be used for the disco (e.g. lasagne, chicken, sports water).

***ACTION:*** Greg raised whether the rental of a canteen phone line was value for money given the limited usage and the committee agreed it should be cancelled and asked for Greg to action with the provider.

- **Clothing pool manager's report:** Greg spoke to the written report which had been circulated and noted he would be carrying out a stocktake in the week of 22 Jun. Greg will include the stocktake figure in his next report as well as details of any stock he recommends should be disposed of.

## 7. PROGRESS ON THE FUTURE OF THE CANTEEN

- Members noted the value of the canteen, including the appeal of home baked goods as treats, convenience for parents, experience in transactions, year six learning from helping in the canteen. The consensus of members was the association needed to continue to provide a canteen service in some form.
- In terms of feedback from the school community on the closure of the canteen, Mr Manders noted he had not had any direct feedback but understood there had been five or so calls to the front office about it. Some parents also said their children had mentioned it to them as an issue. Some members were attending the meeting specifically in relation to the canteen issue.
- Heidi Kark presented to the committee on her work with Greg in breaking out the canteen expenses and income, noting the challenges from the data available. Fridays are the highest day of usage, takings, and profit-making. Heidi's key insight was the potential for efficiencies from enhanced inventory and stock control to inform the canteen purchasing strategy. The committee thanked Heidi

for her work and noted the increase in recordkeeping required to achieve this and the trade-off all food service businesses face in menu planning and stock control.

- In terms of an external provider, Mr Manders informed the group that his contact with Metro Canteens had advised him it was not interested in expansion in the current operating environment in the ACT and it was not aware of any other operators who would be interested.
- The committee noted the report of the review by Jo Gardner from Healthy Kids Association, the recommendations of the report, and the offer from Healthy Kids Australia to provide a template for a survey of the school community (per the first recommendation).
- The committee noted the year is slipping away and if the canteen was to resume operations in 2015 a decision could not be further delayed. The committee took the view that re-opening the canteen on Fridays to provide an over the counter service during the lunch period and school lunch orders (not recess), with staffing to be provided by volunteers was the way ahead. The goal will be to operate each Friday during Term 3, including to test whether there are stock efficiencies to be had. The volunteer team would need to include a person with the appropriate food handling and food safety training.
- Detailed work on the other issues raised in the Healthy Kids Association report will be progressed after volunteers have been assembled.
- The committee also agreed the special lunch days should continue, subject to volunteer capacity, and Alison Maconachie offered to continue to lead.

**ACTION:** Greg to lead the drafting of a note in the newsletter calling for volunteers from the school community to fill roles in the canteen so as to test this operating model.

**ACTION:** Mr Manders to arrange for student views of canteen options to be explored through the Student Parliament.

**ACTION:** Alison to coordinate with Mr Manders on scheduling and with parents on volunteering.

## 8. COUNTRY FAIR SUB-COMMITTEE

- Emma Kate gave a verbal report to the committee on the first meeting of the fair sub-committee, with around 10 parents having volunteered so far. The first meeting allocated some tasks to report back to the next meeting to be held in week 2, term 3.
- To reduce costs, the sub-committee suggested setting the first prize of the raffle to \$1500 (down from \$2000 last year), seek to substitute smaller attractive items

such as portable game consoles, and to print 4 000 tickets (down from 5 000 last year). Members asked the sub-committee to be conscious of when other community raffles are being run to avoid potential conflict so far as is practical. The committee agreed to this approach to reducing raffle costs.

- The sub-committee had formed the view to discontinue the Spin and Win wheel and lucky dip and to look at expanding showbags, The sub-committee is exploring other ideas for activities for younger children at the fair and would welcome any suggestions from members.
- Ray White Real Estate has confirmed they will again provide road signage and marquees for the fair. We will also have access to the Vikings marquees and the school marquee purchased with support from the P&C.
- The committee agreed that the uniform free day in term 3 would be directed at supporting the chocolate trailer (whether by cash or goodies).

## 9. OTHER FUNDRAISING ACTIVITIES

- **School discos** - Anna reported on the recent successful disco and will book another date with DJ Cliff for later in the year, conscious of other school events.
- **Special lunch day** - Alison said there had been a strong response to the special lunch with around 240 orders so far amounting to \$1 170 takings. She estimated the volunteer team would put in at least 20 hours work to make it happen on the day. Mr Manders offered to put up the school marquee as part of the event.
- **Trivia Night** - Emma Kate indicated there was still space available for the trivia night on 20 Jun and all are encouraged to attend what has been a fun night.

## 10. PRINCIPAL'S REPORT & SCHOOL BOARD REPORT

- Teachers are focused on report writing and Mr Manders expects the reports to be released on Friday, 19 Jun. The information leaflet on the school's approach to curriculum and assessment has been finalised and is available to all parents. Parent teacher interviews are scheduled for the week of 22 Jun and an online system is being used for appointments. Mr Manders asked to be told of any problems parents encounter with the online system ASAP so they can be fixed.
- Mr Manders is still seeking a supplier to provide a quote for marking the basketball court for netball. Arawang Primary was recently done and he will pursue that lead.
- External validation of the school will occur during term 3. This is a regular feature for schools in the ACT and will involved a team of people visiting the school for about 3 days to conduct a review and make recommendations. Their report will be publicly available on the school's website (Comment: the 2011 validation is available on the school website). Teachers are already pulling together the data

retained over the last three years to inform a submission to the validation team. The team may contact some parents seeking views.

## 11. P&C COUNCIL DELEGATE'S REPORT

- The ACT Council of Parents and Citizens Associations has signed up to the Grants Hub website and made logon credentials available to the association. The Council is advertising grants rounds to associations and the committee will access the site for any relevant grants.
- Ed plugged the Effective P&C Workshops being run by the Council on Thu, 25 Jun in Stirling (6.30-9.30pm) and on Sat, 27 Jun in Hackett (2-5pm). The flyer for the workshops has been emailed out and details are available online at <http://www.actparents.org.au/index.php/help-for-p-cs/training>. Ed will be attending the workshop in Hackett and can give a lift to anyone else interested.
- The next meeting of the ACT Council is on Tue, 23 Jun and will be attended by Marc and Greg.

## 12. OTHER BUSINESS

- The committee noted the correspondence received from the Australian Charities and Not-For-Profits Commission revoking the association's charity status due to reporting not being provided in 2013 and 2014 and noting the association could re-apply for charity status. Greg noted his understanding was the association had registered as a charity to enable donations to be made to the school library fund and this was no longer necessary as it was being managed by the school.

**ACTION:** Craig will investigate the benefits to the association of being registered as a charity and whether an application for re-registration should be pursued.

*Minutes prepared by Ed Brereton on 17 Jun 2015*

*Circulated to committee and members on 19 Jun 2015*

*Accepted with one amendment by committee at the 3 August 2015 meeting*

## Forward schedule of meetings

Term 3, Week 3 – Mon, 3 Aug

Term 3, Week 7 - Mon, 31 Aug