

WANNIASSA HILLS PRIMARY SCHOOL P&C ASSOCIATION

MINUTES

ORDINARY MEETING

Monday, 31 Aug 2015

ATTENDANCE AND APOLOGIES

Committee (6):	Marc Dal Cortivo (President), Greg Hall (Vice President, Canteen Treasurer & Clothing Pool Manager), Craig Maconachie (Treasurer), E Brereton (Secretary), Rebecca Reilly, Steve Frankel.
Members (5):	Alison Maconachie, Anna Buesnel, Mac McCann, Meaghan Ferguson, Sally Leddy
School:	John Manders, Kris McCreath.
Apologies:	Emma Kate McGuirk (Public Officer), Heidi Kark, Jillian Hayes.

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 3 Aug 2015 were accepted to be published online with one agreed amendment from Greg (to reflect arrangements for grandparent's day had changed).

4. MATTERS ARISING FROM THE MINUTES

- **Cancellation of canteen phone line:** Greg confirmed the line has been cancelled.
- **Registration as a charity:** Craig has confirmed the P&C is entitled to be registered as a charity. Craig will complete the 2013 and 2014 returns to the ACNC that are needed. The benefit to the association is the ability for donations to the P&C to be tax-deductible for the donors
- **Update account signatories:** Greg and Craig have the forms to be completed.
- **Polar fleeces as options for year 6 garments:** John advised the School Board agreed to polar fleeces as an option and he is still to obtain views from year 5 parents. John will ask Jo Comber to talk to Greg about options for suppliers.
- **Approach Rebel Sport for support:** Ed has the application and will submit.
- **Grill'd Local Matters:** Ed has explored the website and will draft some words.
- **Circulate grant application for indigenous food and medicine garden:** done.
- **Potential implications of grant cashflow:** Craig advised that the association is well below the threshold of \$150k turnover before a not-for-profit is required to register for GST.

- **Make a grant application to support canteen operations:** Alison's grant application seeking \$2000 from the ACT P&C Council had been approved.

5. TREASURER'S REPORT

- Craig spoke to the written report and bank reconciliation which had been circulated, noting nil payments and nil receipts since the 3 Aug meeting.

6. ASSOCIATION SERVICES TO THE SCHOOL COMMUNITY

- **Canteen operations - the volunteer model:** Alison spoke about the trial of the canteen operating using volunteers.
 - Volunteer engagement has been steady with at least 4 people helping each week, plus Alison, and around 17 people having helped out.
 - Time spent each week was estimated at 10 hours (2 on Wed for processing orders, on Thu for shopping and cooking, 6 on Fri for the operation), with some additional time spent on shopping.
 - Pre-school will visit the canteen in term 4.
 - There had been a slow decline in lunch orders from 79 to 54, with recess steady at around 120 orders. The over the counter turnover is around \$130 at lunch and \$50 recess.
 - The most popular meal had been nuggets and chips. Overall, healthier choices are being overlooked for other choices with the canteen being used as a treat.
 - Setting a limited menu of two meal options only with orders due each Wed had enabled better stock control, buying, and cost control through shopping for special. Orders received late were the exception.

ACTION: The committee thanked Alison for the feedback and again gave thanks to her as coordinator and all the volunteers who had helped provide a service to the students.

- For the time being, the volunteer model will continue as a trial, on a fortnightly basis.
- Alison will put out a note to the school community seeking expressions of interest for a volunteer to run the canteen during term 4.
- If there is no one willing to volunteer for the role, Alison will coordinate a special lunch day and the committee will need to decide on the next steps for the canteen operations.
- **Canteen Treasurer's Report:** Greg spoke to the written report which had been circulated, indicating a bank balance of \$5 967.34.
- **Clothing pool manager's report:** Greg spoke to the written report which had been circulated. Greg noted the clearance of old stock as agreed.

7. COUNTRY FAIR SUB-COMMITTEE

- Anna spoke to the written report which had been circulated, noting that preparations continued to progress well
- The meeting discussed timing for a uniform free day in term 3, or a regular collection of silver coins, and the committee rejected both options.
- The committee agreed to the variation to the expenditure for the pony rides requested by the sub-committee.

8. OTHER FUNDRAISING ACTIVITIES

- **Woolworths Earn and Learn:** Greg advised that the 2015 program ends on Tue, 8 Sep. We have received around 18 000 stickers so far. There is a wide range of products to choose from.
- **Pre-school tea towel:** a note will come out to parents shortly about the pre-school tea towel fundraiser.
- **Bunnings BBQ** - Ed advised still no date from Bunnings.

9. PRINCIPAL'S REPORT & SCHOOL BOARD REPORT

- John introduced Kris McCreath, the new business manager for the school. Kris spoke about his background and present focus on the landscaping and facilities. Kris noted the importance of frontage in presenting the school to the community, and in particular to prospective parents. Kris has already removed all the coppers logs in the senior area, is looking at what to do in relation to the oval, and has a proposal with facilities management to refurbish the senior area. Kris is working on a five year plan for improvements to the school and will strive for Wanniasa Hills to be a model school.
- John noted that external validation of the school which he had previously flagged has been done and the report will be released shortly. The validation team had been impressed by how the classrooms were working and the culture of the school. Some recommendations had been made about coaching and mentoring teachers, maintenance, and building more interaction with the corporate world.
- NAPLAN outcomes showed results are improving, with good growth in maths ability between years 3 and 5 but still room to improve for English.
- A school satisfaction survey from the Department is out and so far has received 80 responses. It is used alongside NAPLAN and the validation of the school as a feed into performance of the school.
- In terms of events, book week had been exceptional, there will be a Father's Day break at the pre-school on Fri, 4 Sep, there will be grandparent's day on Fri, 18 Sep, a science night later in term, a Google Apps for Education night for year 4/5 parents, and a sex education night on Thu, 3 Sep for year 6 students conducted by family planning professionals.
- Finally, John noted that the Board had asked for him to continue to be the channel for reporting back to the P&C on the work of the Board.

10. P&C COUNCIL DELEGATE'S REPORT

- No one attended the P&C Council Meeting. Mark will check the minutes for issues.

11. OTHER BUSINESS

- **Support to representative sport:** The committee noted the request from a family to support a student's participation in ACT hockey. Mr Manders confirmed the student's participation.

ACTION:

- The committee agreed to providing \$600 to support the student travel to two interstate events.

- **Year 6 graduation:** Sally informed the meeting of the planning underway for the graduation. Parents set up the hall with tables and decorations – this year's theme is 'follow your dreams'. The year 6 students then set up and decorate their tables. A group of Year 5 parents organise dinner from local takeaway and restaurants to allow students to choose from a variety of meals and book a DJ. This year there are 51 students.

ACTION:

- The committee agreed for the association to pay for the DJ and a per head amount each student attending, with the per head amount to be consistent with what had been decided in 2014..