

WANNIASSA HILLS PRIMARY SCHOOL P&C ASSOCIATION

MINUTES

ORDINARY MEETING

Monday, 16 Nov 2015

ATTENDANCE AND APOLOGIES

- Committee (6): Marc Dal Cortivo (President), Greg Hall (Vice President, Canteen Treasurer & Clothing Pool Manager), Craig Maconachie (Treasurer), Ed Brereton (Secretary), Rebecca Reilly (late), Emma Kate McGuirk.
- Members (5): Kylie Charlesworth, Meaghan Ferguson, Alison Maconachie, Ruth Pratt, Tamara Haitsma.
- School (4): John Manders, Kris McCreath, Tracey Whyte (Item 3) & Sarah McIntosh (Item 3).
- Apologies (4): Anna Buesnel, Mac McCann, Sally Leddy, Steve Frankel (committee member).

1. to 2. WELCOME & APOLOGIES

- Marc opened the meeting and welcomed all members.
- Ed noted apologies as above.

3. LITERACY PRESENTATION

- John introduced the literacy presentation by noting there had been a change to the pedagogy – the approach – in teaching literacy to students from kindergarten to year which was generating success and will be a cornerstone to the school's five year plan. The presentation was about what parents can do to add value to the pedagogy.
- Tracey and Sarah delivered the presentation to the group (a copy is available to any interested parents) on the revised literacy approach which includes:
 - Running reader's workshops to encourage reading as the cornerstone of literacy aspiring for all students to be lifelong readers. Students are encouraged to self-select books to borrow, engage with them through activities, and continue to be taught the reading behaviours needed to learn to read.
 - Getting the best books out for students and making them accessible in the classroom.
 - Accessibility includes bringing book boxes into the classrooms that students can fill with up to five materials, whether novels, non-fiction, or magazines. It also includes mini-libraries for each classroom based on using each teacher's own resources.

- 'Best books' includes high quality material which generate interest and engagemer including through quality illustrations. These include some wordless books that encourage development of observation skills. We can expect to see Book Week 20 used to promote such high quality literature. Sarah provided a sample list of well regarded Australian authors.
- The outcomes have been qualitative (e.g. increased passion from the students) as well quantitative (better testing results between May to Aug).
- The school is seeking some corporate sponsorship to contribute to restructuring of tl school library, which is a key goal for the next few years.
- Parents and the association can assist the school's literacy program through:
 - Providing time to help manage classroom libraries, including returning books to th central library;
 - Sorting books on the library shelves;
 - Registering books into the library system;
 - Disposing of old books;
 - Searching for secondhand books at fairs, for example the Lifeline fairs;
 - Donating funds to purchase more high quality books to support the program.
- The committee thanked Sarah and Tracey for their informative presentation. Out-of-session the committee agreed to donate \$5 000 to support the literacy progra and also provided \$200 to enable books to be purchased from the Feb 2016 Lifeline book fair.

4. & 5. MINUTES & MATTERS ARISING

- The minutes from the meeting of 31 Aug 2015 were accepted, including to be publish online.
- **Registration as a charity:** Craig still to complete the 2013 and 2014 returns to the ACM that are needed for registration as a charity. The benefit to the association is the abilit for donations to the P&C to be tax-deductible for the donors
- **Update account signatories:** Craig and Greg have updated the account signatories wit the Bendigo Bank.
- **Bunnings BBQ:** Ed indicated Bunnings had offered Sat, 12 Feb as a date for a fundraisi BBQ and outlined the terms and conditions imposed by Bunnings. The committee agreed to accept this date with Ed to advertise for volunteers.
- **Polar fleeces for year 6:** parents have indicated to John that they are keen for this opt

6. CORRESPONDENCE

- The committee noted the fundraising correspondence and members discussed the k tag fundraiser, deciding not to proceed.
- The committee noted the reporting requirements for the \$2 000 canteen grant received from the ACT Council of Parents & Citizens Associations and the unsuccessful application made for an ACT environment grant.
- Out-of-session, the committee also discussed funky hair day on 11 Mar 2016 in support of the Leukaemia Foundation and decided it was a matter for the 2016 committee.

7. TREASURER'S REPORT

- Craig spoke to the written report and bank reconciliation which had been circulated.
- Craig noted to the meeting his intent to have the association accounts audited by one of the accountants who worked for him ahead of the Annual General Meeting.
- Out-of-session, and ahead of the Annual General Meeting, Craig indicated the audit would be conducted by Bliss Qu, a CPA who works for him in his role as Chief Financial Officer at the National Archives of Australia.
 - The committee noted the qualification requirement by the Office of Regulatory Services for audit of the association's accounts was simply for the person to be an adult who is not on the committee and had not been involved in the preparation of the accounts. The requirement for professional qualifications no longer applied, given the association's turnover is less than \$400 000, membership is less than 1 000, and the association does not hold a liquor licence.
 - The committee was also informed by advice from the ACT Council of Parents & Citizens Associations.
 - The committee (with the exception of Rebecca) supported the appointment of Ms Qu to audit the accounts for 2015.
 - The committee agreed to list appointment of the auditor for 2016 on the agenda for the Annual General Meeting.

8. 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 \$8 640.62. The increase in balance had resulted from recess and lunch cash takings on the volunteer-run days of operation and the \$ 000 grant from the ACT Council of Parents & Citizens Associations.
- **Future of the canteen:** Alison reported back that no one had responded to her call for a volunteer manager to run the canteen during term 4. The committee agreed special lunch days would continue, with the next one to be on Friday, 4 December. The committee also thanked Alison for her ongoing coordination role and recognised the hard work of the volunteers supporting her. John recommended talking to other schools on their models, including Majura Primary, Monash Primary, and Wanniasa

Primary (all of which had closed their canteens). Members agreed for the future of the canteen to be placed on the agenda for the Annual General Meeting.

- **Clothing pool manager's report:** Greg spoke to the written report which had been circulated, noting a bank balance of \$9 451.04 and stock on hand of \$32 421.50. The committee agreed to Greg placing an order for \$6 000 in stock to enable kindy packs be produced. The committee also agreed to the clothing pool prices increasing, with Greg to send around the updated price list for information.

9. COUNTRY FAIR SUB-COMMITTEE

- Emma Kate spoke to the written report tabled on behalf of the sub-committee.
- A key point for the committee was that there had been a near miss accident on one of the rides with the safety bar not in place and that there had been considerable negative feedback about the rides generally. The committee agreed to the sub-committee's recommendation to seek an alternate provider of rides for the fair. John indicated the school could support the fair by asking other schools to share their models of operation, including providers of rides used.
- Some children had used their ride wristbands to access the pony rides and not all ponies were available from the start of the fair. The ponies were popular and the committee agreed to the sub-committee's recommendation to try them again in 2018.
- The committee recognised the capacity and value that volunteers and external entertainers bring to the fair was worth the investment of meal and drink vouchers (estimated by the sub-committee to be \$700).
- The committee agreed to the sub-committee's recommendations to bag fairy floss ahead of time.
- The committee discussed timing of the fair and the challenges noted in the sub-committee's report around volunteer availability and pack-down challenge on a Friday night. The group also touched on the possibility of partnering with other nearby schools. The committee agreed to running the fair on a Saturday afternoon (subject to availability of rides from an alternate operator).

10. OTHER FUNDRAISING ACTIVITIES

- **Bunnings BBQ** - see item 5.
- **Murder Mystery Night** - Emma Kate offered to run a murder mystery night in term 1; the group settled on Fri, 18 Mar.
- **Trivia Night** - to be held on Fri, 26 Aug.

11. PRINCIPAL'S REPORT & SCHOOL BOARD REPORT

- John advised 64 of 90 pre-school students were staying on at the school due to good work which had been built, great connections from the families to the school, refurbishment of the pre-school, and word of mouth.
- John noted that the external validation of the school which he had previously discussed with the association was available on the school website and the school is working on the recommendations.
- John reinforced the literacy messages received from Sarah and Tracey.
- John flagged the school would be developing some planning tools with the assistance of a consultant and he would be seeking student and parent involvement in the workshop sessions.
- There will be an end of year BBQ on Wed, 9 Dec. John and Kris will work with the association to list key dates in the Google Calendar so there is a shared view of events and commitments.

12. P&C COUNCIL DELEGATE'S REPORT

- Marc noted the Council's Annual General Meeting was scheduled for 24 Nov.

13. OTHER BUSINESS

- **Year 6 graduation:** The committee welcomed the work of parents and students in preparing for the year 6 graduation, including volunteering their time and energy to plan and make preparations. The association will continue to provide financial support to this important event on the school calendar by covering the cost of the DJ, decorations, at \$25/head for year 6 students, teachers, and learning support assistants. The committee noted the report from the decorating committee, the support provided to the graduation by parents, and agreed to reimbursing parents for the decoration expenses incurred (as per the report). Out-of-session, the committee agreed to increase the funding for decorations to \$600.
- **Breakfast to thank teachers:** to be held on Fri, 11 Dec.

14. FORWARD SCHEDULE

- Greg is organising the annual P&C and Board dinner at Joe's Thai and will advise a date soon.
- The Annual General Meeting will be held on Mon, 15 Feb.
- Ed noted the ACT Council of Parents & Citizens Associations had published its schedule of meetings for 2016 to inform planning for the association's 2016 meetings.