

General Meeting Minutes

Theodore Primary P&C Association

Date: Wednesday 24th October 2018

Attendees: Laura, Liset, Lynda, Rhonda, Emily, Carrie, Michelle, Kerri, Nicola, Narelle

Apologies:

Meeting Opened: 1840

Chair: Carrie

1. Minutes from General Meeting August 1st 2018

Moved: Carrie Seconded: Liset

2. Action Items

	Action Item	Person	Outcome
1.	Investigate Auditor for next 12 months	Nicola	Ongoing
2.	2018 Year Book - Update	Rosemary	Ongoing - Carrie will touch base with Rosemary
3.	Year 6 graduation - confirming the P&C involvement. what has been organised?	Carrie	Will be on 18/12 at Calwell club <i>Approval to donate \$200 to the school as per last year's donation to go towards year 6 grad.</i> Moved: Nicola Seconded: Carrie Motion Carried
4.	2019 School enrolments, planning and program	Carrie and Kerri	See item 4
5.	Use of bad language by students	Liset	Teachers have also noted this increase in bad language and are working to remind students of the school values and to present themselves in the best way.
6.	School Uniform selling arrangements - update from last meeting	Narelle, Laura, Nicola	Too hard for the front office to do. Will have at least 3 sale days this term - Fete day, acting up day and orientation day at preschool. <i>Approval for \$100 to purchase a clothing rack to make displaying and storing these easier.</i> Moved: Narelle Seconded: Laura Motion Carried
7.	Contact Brooke to advise P&C available in the event other schools decline canteen opportunity.	Narelle	COMPLETED
NEW ACTION ITEMS			
8.	Discussed possible change of assembly time to be in the afternoon instead of lunchtime so more parents can attend. Kerri will discuss with teachers.	Kerri	

9.	Discussed clarification of newsletter day and possible better ways to get this information out to parents as it is now becoming too big and needs to be a link rather than an attachment. Narelle to liaise with Rose	Narelle	
10	Invoices need to be made up for Bendigo bank (\$1000) and Tuggeranong orthodontics (\$500) for them to provide fete sponsorship.	Nicola URGENT	
11	Invoices to be paid for jumping castle and petting zoo for fete ASAP. Funds already approved under main fete costs.	Nicola URGENT	
12	Book fair is set for 13-16th of November - try to move this to be 12th- 15th instead as we will need library for the fete.	Kerri	

3. **President's Report:**

- * Discussed possible change of assembly time to be in the afternoon instead of lunchtime so more parents can attend. Kerri will discuss with teachers
- * Discussed clarification of newsletter day and possible better ways to get this information out to parents as it is now becoming too big and needs to be a link rather than an attachment.
- * Final P and C meeting of the year. Will invite along Preschool P and C and School Board.

Request to Kerri to have a P and C presence at the upcoming acting up days and welcome talks to promote the approachableness of the P and C and to hopefully get more involvement for 2019 from new and existing school parents.

Approval for \$800 to purchase banquet dinner for final 2018 meeting.

Moved: Carrie

Seconded: Emily

Motion Carried

4. **2019 School Enrolments, Planning and Program**

The Committee asked Kerri about enrolments for 2019. Kerri advised that due to a high number of enrolments for next year, the science room will become a regular class room to accommodate the extra students. The Committee asked what will happen to the science program. Kerri advised that science will probably be taught by class room teachers, even if Sarah Fletcher stays at Theodore. There are a lot of teachers who haven't taught the science curriculum and it is the responsibility of the leadership to support the growth of our teachers to be able to teach all subject areas. The Committee expressed concern with this news, particularly as Sarah recently won a prestigious 'Highly Commended' Award in the Prime Minister's Prize for Excellence in Science Teaching in Primary Schools. Kerri said that she congratulated Sarah wholeheartedly for the well-deserved award and advised that we will have the opportunity to take classes to the purpose-built STEM centre at Caroline Chisholm School. She assured the Committee that teachers would be supported to build their expertise in teaching science.

The Committee expressed concern with the lack of consultation regarding this change, particularly as the P&C had been integral in the establishment of the current science program, having raised funds specifically for the setup of the science room. It was noted that there had been a lot of talk in the school community about potential changes next year however the P&C had not been informed and

were therefore unable to comment or alleviate concerns. Kerri took this feedback on board and said that she would arrange some information and feedback sessions for parents and the community once the planning day has been held and the strategic agenda for the school had been set.

5. Principal's Report:

An explicit improvement agenda: This term there is a strong focus on setting our school plan for the next five years. Our executive have been reflecting upon the recent School Improvement process and report and will be working with Ron Bamford, the facilitator and Senior School Improvement Consultant from ACER (Australian Council of Educational Research) and our Director of School Improvement, Kate Smith. This process has been offered to all schools that have gone through School Improvement this year.

As we work through the data to determine what our priorities will be (certainly literacy and numeracy will be key or core strategic elements), we look forward to setting our course for a school that aspires to personal best each and every day. On Friday we meet with Ron and Kate to set targets and timelines in draft.

An expert teaching team: Over the course of term three the Directorate has been going through the transfer rounds for executive staff and teaching staff. The School leader transfer round was completed at the end of last term and we welcome Helen Cox from Hughes Primary to our school this term. Helen has substantively filled Simone's position. Through this process we have also recruited another SLC, Michelle Smith, who comes to us from Richardson and will be working initially at 60%. This raises the profile of our executive team and enables greater targeted work with our staff to support those who matter most – the students. The classroom teacher transfer round has been finalised and currently letters are being sent out to teachers to inform of the outcome. As with the Directorate's policy on mobility and opportunity, we will see movement at Theodore. We have a few of our teachers moving to new schools and I look forward to welcoming our new staff coming in to the school in 2019. Once we have been given clearance I am able to talk with staff of the outcome.

Targeted use of school resources:

Furniture update: At the end of last term, I connected with a furniture consultant from Furnware to start the process of establishing two classrooms as innovative flexible learning spaces. In our meeting we have set up Theodore as a trial school for establishing a process where students are co-designers of their learning space to create classrooms that don't simply decorate but amplify learning. We will be working with the students to identify how they learn best, how they like to use their learning spaces, look at exemplars of innovative classrooms via the internet, skype Canberra schools to discuss student to student the benefits of their new spaces, look at research and what the research is telling us optimises learning and bringing this altogether into group planning to create 2D models of how they would like their classroom to look. Each group will then have the ability to enter their design into an App that creates their classroom as a 3D model with a bird's eye view and one that they can walk through to determine whether spacing is correct and there is flow. They will then have to consider the budget and what they can afford.

To give this process full commitment and maximise our outcome, we will wait until after the reporting period to commence. This way we can give it its due consideration without the rush but means that the furniture order will not come through until somewhere in the second half of term one. The added benefit is that students will then have the chance to bring their own classroom to life and own the process from start to finish.

The year five teachers and students will be led by Helen Cox, our new executive teacher.

School Community partnerships: This Friday the Directorate acknowledges World Teachers' Day which falls in the calendar on October 5. Today we held a morning tea to celebrate and honour the passion and commitment that our teachers bring to school, their roles and their students. This Friday we invite

the community to take the opportunity to celebrate their child's teacher by making their day with a smile, a note, a simple thank you.

Acting Up Day "Discovery Day" will take place later in the term. Invitations will be extended to our new students – that we know of- and our new teachers so that everyone can get to know the students in their class and their teacher in a fun day. Our enrolments are still currently at a level that indicates an additional class; this will require an additional classroom.

6. Treasurer's Report

\$9500 in main account
\$1600 in debit card account
Tracking very well for pre fete!

Approval for \$61 to reimburse Michelle for popcorn for fete. Invoice provided to Nicola.

Moved: Rhonda **Seconded:** Lynda **Motion Carried**

Invoices need to be made up for Bendigo bank (\$1000) and Tuggeranong orthodontics (\$500) for them to provide fete sponsorship.

Invoices to be paid for jumping castle and petting zoo for fete ASAP. Funds already approved under main fete costs.

7. Out of Session Approvals

26/9 Transfer of funds: \$1000 requested to be transferred from the Primary P&C account to the Fundraising credit card by Narelle.

Approved by: Michelle, Lynda, Rhonda, Laura, Emily

13/10 Transfer of funds: \$2000 requested to be transferred from the Primary P&C account to the Fundraising credit card by Narelle.

Approved by: Rhonda, Michelle, Lynda, Laura, Gav , Nicola

11/9 Approval requested for \$12 and \$17 to be transferred to the school which was accidentally paid by parents into the P and C account.

Approved by: Lynda, Rhonda, Laura, Michelle, Liset

8. Sub-Committees:

Fundraising :

Spring Disco - 26/10/2018 - Narelle has lock up procedure, key and code sorted.

Parents will need to sign children in and out.

Fete Report:

* Book fair is set for 13-16th of November - try to move this to be 12th- 15th instead as we will need library for the fete.

* Fete prep is on track. Raffle tickets will go home this week.

* Logisitics for the stalls is all being finalized.

* Science room and blue room next to library to be used for storage on the day.

Show bag packing evening – Michelle's house (she will advise of her address) Thursday Nov 8th 630pm

Approval for \$89 to purchase walkie talkies for fete communication and future events.

Moved: Narelle **Seconded:** Carrie **Motion Carried**

Pre-School Report: All good.

9. **School Board** - Meets next Thursday
10. **High School Liaison:** High school P and C meets next week
11. **Uniforms :** See action items - 3 sale days to occur this term.
12. **Student Banking:** Happening on Thursdays - not many kids doing it currently, will need better promo to really get it going again next year.
13. **Other business:**
14. **Next Meeting Date: Wednesday 28th November 630pm (Week 7)**

Meeting Closed: 2055