

# Theodore Primary School Parents and Citizens (P&C) Association

## General Meeting Minutes - Wednesday, 17 February 2016

Meeting opened 7:40pm                      Chair Liset

**Attendance** Michelle, Liset, Annalisa, Louise, Wendy, Alice, Krystal, Michelle, Annette, Tracy, Matt

**Apologies** Emma, James, Helen, Kiara, Sarah

1. DRAFT minutes from 2 December 2015 General Meeting:

**Moved** Annalisa                              **Seconded** Louise

### Action Items for Term 1

1. Prepare and submit Annual Return
  - i. **Discussion** Annual Return forms provided to new Secretary for issue to the ACT Government.
  - ii. **Action Officer / Update** Michelle
2. Change signatories on P&C accounts if necessary
  - i. **Discussion** – Annalisa raised that new members of the P&C will be required to complete Bendigo Bank account detail forms in order to become signatories on account.
  - ii. **Action Officer / Update** – Michelle, Annette, Alice to complete. Annalisa to provide documentation to the Bendigo Bank
3. Elect an auditor for the next 12 months – Auditor (CPA) to be sourced before the next general meeting.
  - i. **Discussion** - Annalisa raised the need to seek an Auditor. Discussion occurred around last year's audit. Happy with Theodore P&C. Don't need official report done. All is good. A thank you is to be provided for undertaking 2015 audit to the value of \$50. All agreed.
  - ii. **Action Officer / Update** - Annalisa to seek quotes for 2016 from Hal. Annalisa to organise \$50 thankyou gift for 2015 audit.
4. BAS statement lodged
  - i. **Discussion** – Annalisa advised BAS statement has been lodged
  - ii. **Action Officer / Update** – No further action
5. Ensure someone to manage 2016 Year Book
  - i. **Discussion** – Matt advised the committee that Rose undertook the development and printing of the 2015 year book. Excellent job by Rose for 2015 year book. Need to be aware that this was mostly undertaken outside of normal working hours. Matt advised he would discuss the 2016 year book with Rose. Also, would seek quotes for printing and binding. Annalisa raised the timings for Newsletter cut off, being Friday's. Need to be aware that Rose does a fantastic job putting together the Newsletter and to keep the cut off in mind to ensure no changes are made.
  - ii. **Action Officer / Update** - Matt to seek quotes for printing and binding of 2016 Newsletter

### Action Items for Term 2

1. Renew and pay affiliation and insurance fees
  - i. **Discussion**
    - i. Ongoing Insurance fee
  - ii. **Action Officer / Update**
2. BAS statement lodged
  - i. **Discussion**
    - i. Ongoing BAS statement
  - ii. **Action Officer / Update**

### Action Items for Term 3

BAS Statement Lodged

- i. **Discussion**
  - i. Ongoing BAS statement
- ii. **Action Officer / Update**

#### **Action Items for Term 4**

1. Seek advice on who is managing the Year 6 t-shirts with Principal – President
  - i. **Discussion**
  - ii. **Action Officer / Update**
2. BAS statement lodged
  - i. **Discussion**
    - i. Ongoing BAS statement
  - ii. **Action Officer / Update**
3. Display school uniforms at Preschool
  - i. **Discussion**
  - ii. **Action Officer / Update**
4. Organise fundraising calendar for term 1-Fundraising coordinator – Liaise before start of school year; discuss and set dates for Athletics carnival sausage sizzle, bulb fundraiser and Easter raffle
  - i. **Discussion**
  - ii. Term 1 of 2016 to include an Easter Raffle and Athletics Carnival
  - iii. **Action Officer / Update**
    - i. Fundraising coordinator - ongoing
5. P&C to arrange to present \$200 donation from the P&C to the Year 6 student representatives for the Year 6 graduation ceremony during a term 4 assembly
  - i. **Discussion**
  - ii. **Action Officer / Update**

#### **Action items**

##### **Principal's Report**

- i. **Discussion**

##### **LEADING AND MANAGING**

- i. An excellent start to the year. All classes seem settled and working well.
- ii. We have a number of new enrolments to the school from P-6. Our current enrolment is 302. Including 61 in preschool.
- iii. New teaching staff are; Annie Sheehan, Jordan Scarr and Josh Gurr
- iv. PD for staff so far has included: Australian Curriculum, Mindfulness and Making Maths Meaningful
- v. Other PD for 2014: Rhonda Faragher (Mathematics)
- vi. Whole school PLTs established around the topics of: Writing/ Mathematics

##### **TEACHING AND LEARNING**

- i. Classes are focusing on School Values for the first 5 weeks (Respect, Personal Best, Integrity and Compassion). We are confident that if processes and organisation is strong and followed accordingly, we will reduce behaviour incidents over the term and year.
- ii. At the end of week 5 all classes will be starting their integrated unit of work aligned with the Australian History Curriculum

## **STUDENT ENVIRONMENT**

- i. Swimming Carnival (Whole School) Thursday week 4
- ii. All classes seem to be settled and working well.
- iii. Students are looking fantastic in their school uniform.
- iv. The House Captain and SRC executive process has begun. We look forward to announcing these during the week 4 assembly.
- v. Year 3/4 students are looking forward to the Birragai camp in week 5
- vi. Year 5/6 students are looking forward to the Cooba camp in week 5

## **COMMUNITY INVOLVEMENT**

- i. Community BBQ held. Parent information packs handed out.
  - ii. Breakfast club running every day
- ii. Action Officer / Update**
- i. Matt - Ongoing

## **President's Report**

### **Discussion**

- i. Welcome back and looking forward to the 2016 year. I hope we are all feeling refreshed and ready for another year of being "hungry to be involved". I would also like to thank everyone again for their great efforts, help and dedication in 2015.
  - ii. That in Week 1 of Term 1 in 2016, prior to AGM, that the P&C submit a newsletter to school community promoting role of the P&C and its contribution towards TPS. In addition to this information the newsletter would contain approved letters to attract new members (preschool and primary school) and information sheets from ACT CoPCA resources.
  - iii. Supported that consideration be given by new committee members in 2016 to include attending P&C member surnames in Minutes in 2016.
- iv. Action Officer / Update**
- i. Michelle/Liset to draft P&C newsletter for 2016 – **Ongoing**

## **School Board Report**

## **Other Reports**

## **Treasurer's Report**

### **Annual Report Process**

#### **Discussion**

- i. Discussion of biannual auditing, or incoming-outgoing reporting with concerns of how these would be managed. Concerns with any implications with ORS. Further information needed.
- ii. P&C supported that an auditor be engaged in 2016

#### **Action Officer / Update**

- i. Annalisa / Liset / Matt – **Ongoing**

## **Fundraising sub-committee**

### **1. 2016 Fundraising Activities**

#### **i. Discussion**

- i. Wendy noted a number of activities being undertaken this year:
  - i. Athletics Carnival Barbeque - \$500 requested to fund the sausage sizzle.
    1. Moved Louise    Second Annalisa

- ii. Easter Raffle
- iii. Mother's Day Stall
- iv. Disco
- v. Cross Country
- vi. Halloween Disco

ii. **Action Officer / Update**

- i. Wendy – **Ongoing**

2. School Fete

i. **Discussion**

- i. Michelle advised that school fete date is set for 4 November 2016
- ii. Annalisa advised Bendigo Bank will be a sponsor. Bendigo Pig will also attend.

ii. **Action Officer / Update**

- i. Annalisa / Michelle - **Ongoing**

**Preschool Subcommittee –**

1. Fundraising

- Alice proposed doing fundraiser through Bakers Delight for Easter. All Agreed.

2. Preschool T-shirts for 2016

- Alice advised the cost of t-shirt and jumper printing. T-shirts to remain at \$15.00, while jumpers to be charged at new rate (\$36.55). All agreed.

3. Reimbursement costs to Wal

- Alice requested a reimbursement be provided to Wal for some work undertaken for Suzi. All agreed to the reimbursement of \$150.00. Matt advised of the need to be aware that the Pre-school, along with each class have set budgets and these cost come from that budget. Need to use budget wisely.

4. New shade shelter for pre-school

- Pre-school subcommittee to see quotations for new shade shelter.

5. New carpet mats for pre-school

- \$120 agreed for new mats to be purchased for pre-school

6. Bunnings Barbeque

- On the books with Bunnings to hold a barbeque fundraiser event at Bunnings Tuggeranong this year.

**Canteen Coordinator –**

1. OH&S issues raised with Matt related to volunteer safety and hygiene

i. **Discussion**

- i. Matt has made progress with outlined concerns. Will continue to manage as needed.

ii. **Action Officer / Update**

- i. Matt / Wendy – **Ongoing**

1. Matt to pursue and gain an understanding of the Metro arrangement for 2016 with Bruce (Calwell High)

**High School Liaison –**

- i. **Discussion** Matt advised 2015 Year 6's have settled in to Year 7 at Calwell High School well. New uniforms are looking great.

ii. **Action Officer / Update**

- i. No actions.

**Student Banking –**

- Annalisa advised she has attended meeting with Bendigo Bank who are going to continue to provide school banking. Annalisa advised Bendigo Bank have agreed on a new token system and house points are staying. Still working out how the new token system will work.

## **P&C Council –**

### **Other Business**

#### 1. Theodore Primary School Car Park – Annalisa

##### **i. Discussion**

- i. Discussion on issues related to school car park with concerns raised about traffic congestion in the area resulting in significant overflow into the adjoining major street, improper use of 'pick-up and drive away' locations and limited car parking spaces.
- ii. P&C raised the possibility, for consideration, of a gravel 'pick up and drive away' location being constructed within the school grounds, recommended that area outside AstroTurf zone be used, to alleviate traffic congestion issues
- iii. Town and Municipal Services (TAMS) to be engaged with to facilitate process and better understand requirements to construct area
- iv. Question submitted to TAMS 8/3/15. Advice pending. Further email sent regarding status 29/4/2015.
- v. Matt provided a discussion on the status where the Department has made preliminary visits to observe traffic behaviour. A raft of solutions (pick-up drop off area as proposed, separate street level entry/exit, expansion of current parking area etc.) have been raised with the discussion ongoing

##### **ii. Action Officer / Update**

- i. Matt/Michelle – **Ongoing into 2016**

#### 2. Home Readers – Matt

##### **Discussion**

- i. Matt proposed the P&C fund the cost of new home readers. The current condition of the home readers is poor. All agreed this was a great idea.

##### **Action Officer / Update**

- i. Matt to ask Natalie to gain some quotes for replacement of home readers.

#### 3. P&C Photo's

##### **Discussion**

- a. Photos will be taken for the committee at next meeting.

## **Out of session executive approvals since last meeting**

### **Correspondence**

**Next meeting** - Wednesday Week 8 Term 1 - (Week 8 – Term 1) – **6:30pm at request of Faculty**

### **Meeting closed 9:15pm**

Please note these minutes along with all reports (except Treasurer's reports) provided to me via email can be viewed on the School website at the following link [http://www.theops.act.edu.au/p\\_and\\_c\\_association](http://www.theops.act.edu.au/p_and_c_association)