

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

General Meeting Minutes - Wednesday 23 March 2016

Attendees Liset, Michelle H, Michelle B, Annalisa, Lynda, Tracey (Faculty), Louise

Apologies Wendy, Alice, Susie, Bobbi, Megan S, Christa, Sylvia, Cassey, Emma, Tamika, Carrie, Sarah, Tracey

Attachments:

A Theodore Pre-School Sub-committee Minutes of Meeting dated 16 March 2016

B Savvy School Wear image for Year 6 Polo Shirts

Meeting opened 6:40pm

Chair

Liset

1) Minutes from 2016 AGM

Moved

Seconded

Note: The minutes from the 2016 AGM will not be moved and seconded until the 2017 AGM, as noted by the President of the P&C Association, Theodore Primary School.

2) Minutes from General Meeting 17 02 2016

Moved Annalisa

Seconded Michelle B

3) Action Items Term 1

Prepare and submit Annual Return - *Complete*

Discussion - Annual Return forms provided to new Secretary for issue to the ACT Government.

Action Officer / Update – Michelle H

Update – No Further Action

Change signatories on P&C accounts if necessary - *Complete*

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.

Action Officer / Update – Michelle H, Annette, Alice to complete. Annalisa to provide documentation to the Bendigo Bank

Update - No Further Action

Elect an auditor for the next 12 months – Auditor (CPA) to be sourced before the next general meeting - *Complete*

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.

Action Officer / Update - Annalisa to seek quotes for 2016 from Hal. Annalisa to organise \$50 thankyou gift for 2015 audit.

Update – Hall is happy to continue for \$500 every second year – No Further Action

BAS statement lodged - *Complete*

Discussion – Annalisa advised BAS statement has been lodged

Action Officer / Update – No further action

Ensure someone to manage 2016 Year Book

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.

Action Officer / Update - Matt to seek quotes for printing and binding of 2016 Newsletter

Update - Ongoing

Newsletter Articles

Discussion - 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.

Supported that consideration be given by new committee members in 2016 to include attending P&C member surnames in Minutes in 2016.

Action Officer / Update – Michelle H and Liset to draft P&C newsletter for 2016

Update - Ongoing

Annual Report Process - **Complete**

Discussion - 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. P&C supported that an auditor be engaged in 2016

Action Officer / Update - Annalisa / Liset / Matt

Update – No Further Action

School Fete

Discussion – Michelle B advised that school fete date is set for 4 November 2016. Annalisa advised Bendigo Bank will be a sponsor. Bendigo Pig will also attend.

\$1,250 already in pledges

Stalls have already been booked

\$5,000.00 approval required to cover upcoming costs of show bags, etc

Moved Michelle H Seconded Louise

Reimbursement required for box of stamps and Phone Bills

Moved Liset Seconded Michelle H

Action Officer / Update - Annalisa / Michelle B - **Ongoing**

OH&S issues raised with Matt related to volunteer safety and hygiene - **Complete**

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

Action Officer / Update - Matt / Wendy –Matt to pursue and gain an understanding of the Metro arrangement for 2016 with Bruce (Calwell High)

Update – No Further Action

Theodore Primary School Car Park

Discussion - 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. 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. Town and Municipal Services (TAMS) to be engaged with to facilitate process and better understand requirements to construct area. Question submitted to TAMS 8/3/15. Advice pending. Further email sent regarding status 29/4/2015. 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

Action Officer / Update – Matt / Michelle H– Ongoing

Update – Michelle H to follow up with Matt to discuss next steps

Home Readers

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

Update – Tracey to follow up with Matt

4) Action Items Term 2

Renew and pay affiliation and insurance fees

Discussion - Ongoing Insurance fee. Discussion occurred surrounding the insurance of equipment, etc that the P&C purchase and gift to the school. In addition, the number of people that are covered when the P&C holds an event (such as the fete).

Action Officer / Update – Annalisa to discuss insurance requirements and arrangements with Doreen.

BAS statement lodged

Discussion - Ongoing BAS statement

Action Officer / Update

5) Principal's Report

LEADING AND MANAGING

- PD for staff so far has included: Writing – targets for students; Wellbeing for adults (Louise and Simone)
- Other PD for 2016: Rhonda Faragher (Mathematics) happening on Saturday April 2 plus mentoring on Monday and Tuesday for each teaching team
- New staff members have attended the one day TRUST training over the last two weeks
- Natalie Hogan – permanent transfer to Fadden PS. Position advertised for the remainder of the year and closes on Tuesday
- Immersion day with network leader, Kerrie Heath, and peer Principal, Andrew Geering last Wednesday. Positive comments on community and relationships
- Deputy Principal network meeting held at Theodore last Tuesday

TEACHING AND LEARNING

- Inquiry units: (History)
 - Year 5/6 – Significant people and events in Australia
 - Year 3/4 - Significant celebrations in Australia
 - Year 1/2 - Now and Then
- The mini-lit program is well underway for years ½ (34 students) and ¾ (20 students). Three staff members were trained last week in this program
- The 5/6 Minilit will commence in term 2 for approx. 16 students. Jodie and Corinne will be trained in MACQLIT in term 2
- Year 5 band has commenced with 24 students participating
- ILP meetings have commenced this week and will run to the end of term (64 in all)

STUDENT ENVIRONMENT

- Swimming carnival (whole school) went well. 7 students attended Tuggeranong last Friday
- Athletics carnival is Wednesday 6 April
- Little Athletics program in schools (LAPS) was held this Tuesday and next Tuesday to provide skills in athletics events to students
- The House Captain and SRC executive process was completed and all students will receive their badges week 10 assembly
- The senior camps were very successful
- 5/6 are visiting the National Museum next week as part of their History unit
- Kulture Break has commenced and we have 27 students this year
- Calwell High School came to the school last year to meet with the 5/6 unit in Week 7

COMMUNITY INVOLVEMENT

- Parent interviews were held last week with staff staying late on Tuesday night to allow families access
- A grant was received from Bernardo's to run Breakfast Club with book reading
- Orienteering ACT held a school orienteering competition at Theodore in Week 6
- Playgroup continues to run successfully on Wednesdays with Rohan volunteering in that role

6) President's Report (*Liset*)

Moved Michelle H

Seconded Michelle B

Hello everyone,

Firstly, a warm welcome our new P&C members! I hope everyone is settling in okay, and I also would like to thank everyone again for their great efforts and enthusiasm.

Nothing much to report from me yet, so far, however I do know that some of us are already working on making 2016 a great year again.

As this is the first meeting and we have some new members, I would like to take this opportunity again to remind everyone that we have a Code of Cooperation, which was approved 2 years ago now. This outlines how we communicate with each other, sometimes in difficult situations where emotions might take the overhand, and of course recognition of effort and hard work. We are all parents/carers who have volunteered our time to be part of the P&C as we believe this is a means of being involved in our child's education, and that we can make a positive change. I strongly believe we should be able to do this this year when we all work together.

I will continue this year to put little meeting updates in the Newsletter to try to engage parents and students. I also would like to choose some fundraising projects for 2016, and think the Sensory Garden could do with a little upgrade, however something cool for the Seniors will also be great.

Thank you all again.

7) Treasurer's Report (*Annalisa*)

Moved Liset

Seconded Michelle H

Opening balance \$ 28,498.10 (of which Preschool was \$6,804.23)

Closing balance \$28,701.64

Annalisa advised \$1,000.00 needed to be transferred to the preschool account. Moved Michelle H; Seconded Liset

8) Sub-committee reports

Fundraising (Wendy)

Moved Michelle H Seconded Annalisa

So far great response to the Easter Raffle which will be drawn on Thursday 24th March. All final monies will be deposited after the draw.

Athletics Carnival notes are being returned. Good response so far.

APPROVAL for \$200 float please and cheque.

Moved Annalisa Seconded Michelle B

Mothers Day notes will be going home Week 10. Due back 29/4 with Stall held Friday 6/5.

DJ Cliff has confirmed Disco on 24/6 and 28/10.

Feral Fives begin Week 2 Term 2 ending Week 9 with overall winners Pizza Party Week 10.

APPROVAL \$100 for this event now please to cover Zooper Doopers and Pizza.

Moved Michelle B Seconded Liset

****Preschool (Alice)**

Moved Seconded

See Attachment A

*** Meeting organized Friday 1 April with members of the P&C and sub-committee (Pre-School) to discuss the Gold Coast Raffle the Pre-school wish to run. Addendum to minutes to follow once meeting has taken place. Pre-school minutes to be moved and seconded at this meeting.*

9) School Board Report

New Board members: Kirsten Baker and Ray Haley

10) Other Reports

a) Canteen Coordinator (Wendy)

Plenty of Volunteers and all running well

b) High School Liaison (Louise)

Calwell High School Report – 14/3/2016

- Calwell High have 325 Students this year
- The Open night is 4th of May (Wednesday)
- The High School had their first Parent/Teacher interview last Thursday.
- There were reports of there not being enough notice for these interviews and I have been advised that they will send out the notices earlier next time.
- The Parent/Teacher interview notices have changed format to be clearer and more informative.
- They will be having parent/teacher interviews four times during the year (once a term). With Meet the Tutor staying at the beginning of the year as well. I thought this a good move.
- As well as a BOYS group TEAM, they now have a Girls group LIFT. It is for Years 9&10 girls at this stage and they share PE, Enrichment and tutor classes together with one teacher (Kate Deakin). I am unsure of what LIFT stands for at this stage. I do know the 'L' is for 'Leadership'
- Calwell also have a new merit system that is two weeks new.
- The outdoor gym will be getting some kind of shade shelter.
- At the moment the fundraiser is bulbs. Orders to be in by next Monday 21/3/16 and also paid.

c) Student Banking (*Annalisa*)

Bendigo Bank Pig attended assembly last Friday and will be attending 2 times per term
New packets are coming through
Current numbers are holding steady
Bendigo Bank is a Silver sponsor for the Fete this year

d) P&C Council – Nil Report

e) Uniform Liaison Officer (*Annette*)

I had the pleasure of discussing with Sylvia Spring **Savvy Schoolwear Coordinator** over the past few weeks a brief history of Theodore's involvement and the direction that we are hoping to take over the rest of the year.

So to fill you in on a number of processes that are currently in place with Savvy Schoolwear. Theodore Primary School was up until recently, supplied by a company called PSW. They operated in the ACT for a short period of time, before closing up. Sylvia has been working hard (with the wonderful help of Annalisa and Doreen) to cover the gap in service that Theodore Primary have now been left with.

In September last year, Doreen, in her role as Business Manager, has signed an agreement with Savvy Schoolwear which will now provide Theodore Primary School a 7.5% rebate as the end of each financial year on all garments that are distinctive to the school and are purchased as a retail item through our Savvy registers. This will be in the form of a cheque and/or gift cards. The term "distinctive" is a garment that has the Theodore logo or lettering on the item, such as the Polo Shirt or Fleecy items. This does not include any wholesale orders. Thus, if the school was to purchase "bulk" items, they would not receive any rebate on these items.

My meeting with Sylvia Spring to be held on April 4 at 2 pm.

Discussions with Sylvia over the past few weeks regarding the screen and embroidered polo tops.

Savvy has now introduced an embroidered logo to the school for garments and which was approved by the P&C in September 2015. We still have a transition period from screen printed garments to embroidered garments. The price of embroidery did not raise the cost in any manner. We currently have a large amount of screen printed polos from 2015, that we will need to clear through, before the embroidered polos are supplied. Screen printed polo tops are in the store now and Sylvia said that it is no pressure on us to clear them, but I would like to help her to do this.

The retail price for short sleeve polos: \$26.95 to sizes 16

The retail price for long sleeve polos: \$28.95 to sizes 16

The year 6 polo quoted on is a short sleeve polo. We have a number of colours and options to choose from and in my next vacant moment, I will send to you a couple of the photo options in the school colours (see photo Attachment B) to maybe start the process. The screen on the back can be designed by the school...??? I'd like to get something to you for the next meeting if possible.

A Year 6 polo wholesales approximately to the school for \$39.95. Minimum order is 20. 4-6 weeks to order. Any orders made after the initial order is \$10.00. These polo tops are short sleeve. This includes a polo shirt selected from our range, embroidered school logo to the front of the polo and a one colour screen to the back.

Sylvia has kindly offered to attend any of the P&C meetings at any time to clarify conversations, update the committee on all uniform concerns and issues, and is available at most times.

Finally, Sylvia and I will be also discussing the new "Savvy Rewards" card that I personally may be of benefit, as may other parents of Theodore Primary School.

I would like to thank Sylvia, Annalisa and Doreen for their support and experience and look forward to further discussions and ideas from everyone with the uniforms at Theodore Primary School.

11) Other Business

Secretary Reminder: Please ensure the Secretary is cc'd on all correspondence in order to maintain an audit trail. All correspondence is to be coordinated through Michelle H, particularly where out of session approvals are required.

Discussion: Secretary to organize group emails as not everyone needs to be included in the email trails of requests. For example: Pre-school; not everyone needs to be included on email trail regarding pre-school activities. Michelle H must be included in order to maintain an audit trail of events/records. Where approvals to spend are required, please keep Annalisa in the loop as she maintains accounts as Treasurer.

12) Out of Session Approvals since last meeting

- **\$38.00 – Land Titles:** Approved by Michelle H, Wendy, Annalisa, Alice, Megan
- **\$45.00 – Catherine Hock:** school uniforms; Approved by Wendy, Annalisa, Liset, Louise, Bobbi
- **\$60.00 – Garden Gnomes:** Fathers Day for Pre-School; Approved by Bobbi, Sarah, Carrie, Cassey, Ali

13) **Next Meeting – Week 3 Term 2: 6:30 pm (11/05/16).** Please note: we have bought these meetings forward half an hour at the request of faculty.

14) Meeting Closed 8:00pm

**** Please Note:** minutes of this meeting along with all reports (except Treasurers Report) must be provided to Michelle H via email promptly so they can be viewed on the School website at: http://www.theops.act.edu.au/p_and_c_association.

Theodore Preschool Sub-committee Report

Date: Week 7, Term, 1. 16 March 2016

Attendees: Ali (minutes), Christa, Sylvia, Cassey, Emma, Tamika, Carrie, Sarah, Tracey

Apologies: Susie, Bobbi, Megan S

Current Fundraising:

Bunnings: Still awaiting date for Bunnings BBQ in Term 2. Been following up. Tracey will have her son who works there talk to Sue about our chances.

Hot Cross Buns: Orders close on 16.03.16. Not as great numbers as hoped but considering the lack of work required to put together, pretty happy. Will be delivered 23.03.16.

Tshirts: Was an issue with screen printer being sent the wrong hoodies. He's awaiting the correct ones to be sent. Tees are currently being handed out. Hoodies expected early next week.

Bilbies Mat: Ordered on 15.03.16. Should arrive by end of next week.

Future Fundraising:

Mothers Day: Varnish mugs in kids choice of colour. Filled with shortbread and including a laminated poem with child's handprints. Cassey and Jess are running with this. Alice to prepare note for families for hand out 29 March. Orders requested by end Week 10 to allow production before mothers day.

Fathers Day: Considering doing a paint-a-gnome similar to what is done at Floriade.

Entertainment Books: Agreed to proceed for term 2. Alice will proceed with setting this up and advising families sooner rather than later to get as many orders as possible. Will be available to Primary school and will discuss possibility of providing to oldest in the family at TPS as well. Prior to 31 March gets additional pre-order vouchers. \$12 a book with a minimum of 10 books ordered. Between the committee members we should have about 5-6 already.

Tea-towel / apron with school pictures: Concern about the quality of the drawings which would be provided by the pre-schoolers at this stage. At \$15 also concern whether the minimum 50 orders would be made. Agreed to not proceed with this idea.

Picture Perfect Plates: At \$28 a plate, bit too expensive to then add a profit. Don't think it was that expensive with the other company. Alice to review costs and bring to next meeting.

Gold Coast Raffle: Christa to approach Sea World Nara Resort about having the accommodation and park entry provided. Would mean that after paying for the flights / permit and raffle printing we would make more profit and do ourselves rather than going through Australian Fundraising.

Poffertjes: Still an option to do for Term 2 at the Homestead Markets.

Additional options:

T-shirt orders in October for 2017 students for Information Session
 Cake Stall / Proferties for Federal Election around Primary school BBQ
 Cake stall and Spin Art stalls in Term 4 for fete
 Fresh Fruit and Vegetable box drive
 Mangoes drive

Discussion:

- The Primary School P&C requested review of the amounts that were pre-approved for the classes, to instead put this money towards larger purchases. Discussion of what the payments are used for and what would the impact be

either way of these changes. We are happy with the reduction already made possible by the book packs and will retain the pre-approval amounts, at \$150 per class per term.

- We are looking into quotes for a wet weather structure over the swing set. The initial quote was \$9-12K depending on size. School approached but has no finance to assist at this time or in foreseeable future. Subsequent quote was \$17K. Another quote expected shortly. A certificate is needed to work in ACT Public schools and not all builders have purchased it. We will approach more traditional pergola builders as well.
- Susie had left a note wondering if we were interested in doing the Woolworths Earn and Learn stickers again. We are happy to do that as it was quite beneficial and little work for families.
- Susie also requested that we look into the water bottle filling stations like near Kindy. Would be helpful with the students able to use those at preschool. Alice to look into this further.

Approvals required:

For P&C meeting on the 23rd March 2016: No one available to attend at this stage. Alice will provide meetings minutes and get approvals required as below.

\$150 for supplies for Mothers Day gift stall.

Already approved but not used:

\$150 per class, per term for the year

\$150 for outdoor mat for Bilbies (ordered on 15.03.16)

\$20 for supplies to repair dress-up tails (receipts to be provided)

\$310 for chicken hatchery program

\$500 for Bunnings BBQ supplies

\$160 for Wal to put Possums and Koalas mosaic's on the preschool wall (cheque being prepared)

Grants:

- Christa will look into improvement and widening of the Bilbies current decking. It is difficult for parents to access classroom with children as not wide enough or with enough weather protection. Another exit would be preferable.

Other:

- Christa to approach Ikea about replacing the couch which is currently in very poor condition. Requires request on official letterhead. Will coordinate through P&C and Alice.

Meeting closed at 1pm

Next meeting: Week 3, Term 2, May 11th 11.45-12.15.



Royal / Gold

Addendum 1 to General Meeting Minutes

Meeting held between Theodore Primary School P&C Association and Pre-school Subcommittee

Discussion: Pre-School Fundraising commitments 2016

Attendees: Liset, Michelle B, Michelle H, Annalisa, Alice, Chantelle, Sarah, Wendy, Lynda, Christa

Chair: Liset

Meeting Opened: 0915

Liset welcomed all to the meeting. Outlined reason for meeting, to discuss the large amount of fundraising commitments that the Pre-School subcommittee wishes to undertake this year.

Annalisa outlined concerns with the large raffle the P&C wishes to hold in term 3 of 2016. This is the large raffle for the year for the pre-school. The first prize is 4 nights at the SeaWorld Nara Resort, unlimited entry to Seaworld, Dreamworld and WetNWild. Annalisa outlined concern over the timing of the raffle and that there will be a clash with the Fete/raffle for the Fete. Consideration is to be given to the parents at the school as we will be hitting parents twice (potentially three times) in the lead up to the fete.

Consideration must be given to the families at the school. The last time the pre-school held a raffle such as this, feedback was that families felt put out, having to fork out all the time to pay for raffle tickets, etc.

Annalisa and Liset advised the Pre-school to consider shortening their fundraising program for this year.

Alice and the Pre-School subcommittee outlined that the raffle would not impact on the families too much. Alice advised the pre-school subcommittee would approach the bus depot markets and finals events in order to sell the tickets. It was agreed that the pre-school subcommittee continue down the path to hold this raffle.

Annalisa advised to produce a letter to the School Executive, on P&C letterhead, in relation to the prizes, etc for this raffle. Alice to follow up with Rose to gain a P&C Letter head appropriate for this activity.

Pre-School Subcommittee to approach Ekersley's and Kookaburra as potential sponsors for second and third prizes. In addition, the subcommittee will look into gaining sponsorship / prizes from the zoo's in the region.

It was agreed that the Pre-School Subcommittee would hold a cake stall for the fete.

Alice discussed the possibility for a Spin Art stall at the fete. Annalisa and Michelle B to consider. Annalisa to discuss concerns with Officeworks. Annalisa to advise who the current Fete sponsors are in order for no double ups.

Meeting was closed 1030