

# General Meeting Agenda

## Theodore Primary P&C Association

**Date:** Wednesday 20 June 2018

**Attendees:** Lynda, Nicola, Rhonda, Kerri, Rosemary, Carrie, Narelle, Laura, Michelle

**Apologies:** Gavin, Emily, Jemima, Liset, Jacqui

**Meeting Opened:** 1840

**Chair:** Carrie

### 1. Minutes from General Meeting 16 May 2018

Moved: Carrie Seconded: Lynda

\* Correction made to minutes from 16/5/18 - \$2000 was approved to be transferred to the debit card, not \$1000 as noted in previous minutes.

### 2. Action Items

	Action Item	Person	Outcome
1.	Change Debit Card to Fundraising Convenor's name	Nicola	Awaiting arrival
2.	Investigate Auditor for next 12 months	Nicola	Ongoing
3.	Renew and pay ACT P&C Council affiliation fees and insurance fees	Nicola	Ongoing
4.	Lodge BAS Statement	Nicola	Started to be completed
5.	2018 Year Book – Talk to Rose about possibilities and options and get feedback from other schools as to how they do it.	Kerri	Ongoing
6.	Discuss ideas for resources with staff. Provide P and C with a detailed 'wish list' including price points for possible maths resources.	Kerri	See Principals report
7.	Preschool at assemblies - Chat to Susie - possible space issues	Carrie	ongoing
8.	Kerri to email a blurb about flexible learning environments to Michelle for use in sponsor letters.	Kerri	
9.	Narelle to provide some outstanding receipts to Nicola	Narelle	
10.	Carrie to set up access to phone banking for approvals.	Carrie	
11.	Public liability insurance to be updated and information given to Jemima for preschool bunnings BBQ	Nicola	
12.	Kerri to look into the formalities around having political sponsors/representatives.	Kerri	
13.	Online volunteer co ordination program change admin to Narelle.	Michelle	
14.	Source and updated footprint of the school grounds from Rose	Narelle	

3. **President's Report:** Spoke to Synergy about self defence classes as a possibility for term 3/4 and also received some vouchers for fete giveaways

### 4. Principal's Report:

Request for some money towards a robotics program running in Week 9 (\$12.50 per student )  
- roughly \$4300 cost to the school.

P and C contribution to be acknowledged in note going out this week regarding robotics program.

Approval requested for \$1000 towards robotics program.

**Moved:** Nicola **Seconded:** Lynda **Motion Carried**

**Goals for 2018:** Developing PBL (positive behaviour for learning) culture through PLC (positive learning communities) and enhancing the learning environment.

- \* PLC Literacy, numeracy and wellbeing. Focus on resources such as hands on manipulatives and readers.

Approval requested for \$3000 each year for the next 3 years towards a PLC focus area. To be revisited annually and assigned to a certain PLC area.

**Moved:** Laura **Seconded:** Rosemary **Motion Carried**

\* More focus on open plan learning environments to cater for different students needs. EG: Ergo chairs, standing desks, whiteboard desks, and flexible learning spaces.

Cost is approximately \$7000-\$10000 per class room

***It was decided that the P and Cs intention for this year would be to raise money towards supporting these new learning areas.***

#### 5. **Treasurer's Report**

\* Have had some issues recently with access to accounts, sorted now. Diana is the best person for us to contact at the bank moving forward.

\* Mail received regarding a new card to be activated - Nicola to investigate further.

\* Carrie to set up access to phone banking for approvals.

\* Narelle to provide some outstanding receipts to Nicola.

Reconciliation is looking ok but needs to be finalised. Report to be sent out ASAP.

#### 6. **Out of Session Approvals**

#### 7. **Sub-Committees:**

##### **Fundraising**

Athletics carnival: Newsletter and preorder notes going out week 9

Canteen helpers: Rhonda, Nicola, and Carrie. Timing of Canteen to be confirmed with Brooke.

Nicola to be the contact on the day.

Approval requested for \$150 cash for float.

**Moved:** Rhonda **Seconded:** Michelle **Motion Carried**

Winter disco: Moved to August 24th due to availability of DJ Cliff.

Will do prepaid set up for sausages and drinks.

Decided to have a sign in and sign out sheet to avoid some of the issues noticed last year.

Father day stall: August 31st. Orders are being done ASAP

Hoopla mufti day: Friday - July 6th. Note to go out in Week 9, Nicola to remind teachers/classes the day before.

Colour run: 21st September. Carrie will coordinate it and speak to Brooke about companies to use.

Upcoming Term 3 events: August 10th Donations for lucky dip stall - Lynda to organise note and arrange collections and donations.

Reminders for book and plant donations to start going out in newsletters.

Narelle to talk to Nicole about getting events listed into term planner before it goes out.

**Fete Report:**

Approval requested for \$2000 for show bags.

**Moved:** Michelle      **Seconded:** Laura      **Motion Carried**

\* Online volunteer co ordination program needs to have the admin changed to Narelle.

\* Michelle has organised a number of sponsorships and donations --> she will email a list of these out to everyone ASAP.

\* Confirmed that every private market stall will need its own insurance.

\* Everyone needs to start saving jars for Tombola, also containers with lids that could be used for float.

**Pre-School Report:** Nothing to report from Jemima.

**8. School Board**

**9. High School Liaison:** Has recently received a high rating.

Has had some staffing issues, but mostly sorted out now.

Some students from Calwell will be helping with the Athletics carnival - look into the idea of them helping with the fete as well.

**10. Uniforms :** Nicola to organise another uniform stall as soon as boxes can be accessed from store room again.

**11. Student Banking:** New student banking officer needed - Nicola to take over.

Newsletter and note to be organised for the beginning of term 3.

**12. School Playground Update:**

\*Initially had some compliance issues - these are now all resolved and playground is ready to be opened.

\* All students will get to have a short turn initially before it becomes just for the senior school. Usage will be staggered while it is still new.

\* Official opening to be held in Week 1 Term 3. Previous P and C members to be invited also local media, and directorate representatives.

\* Kerri to look into the formalities around having political sponsors/representatives.

**13. Next Meeting Date:** August 1st.

Fete meeting and planning session. July 25th - Calwell club.

**Meeting Closed: 2110**