

Agenda

Theodore Primary P&C Association

Date: Wednesday 10 May

Attendees: Wendy, Annalisa, Pippa, Jemima, Jacquie, Liset, Charlotte, Denis, Lynda, Vanessa, Michelle, Ali, Rhonda, Christa

Apologies: Frances, Nicola

Meeting Opened: 6.32pm

Chair: Liset

1. Introduction of committee to Dennis

2. Minutes from meeting March 22.

Moved: Liset. Accepted: Annalisa

3. Action Items for Term One

1. *Prepare and submit Annual Return - **completed.***
2. *Change signatories on P&C accounts - Debit card needs to be changed - This has not been completed. Pre-school should be completed now final signing done. **Nicola to complete***
3. *2017 Year Book - **To be followed up by Denis***
4. *Booking of school photographs - **has been booked. Rose has booked and can provide date.***
5. *Parent Hub - **complete.** Next meeting May 19, playgroup to be run. Second hand uniforms going well. Always looking for more uniforms.*
6. *Committee Facebook Page - **Wendy to action ASAP.***

4. Principal's Report

- Proposal for how to report in future. Option to have Q&A. P&C would like information about the general comings and goings of the school, what's going on in the class rooms and staffing.
- Bronwyn McCloud has been as the school working on curriculum model. Commitment to focus on writing.
- School review in 2018 for new five year plan in 2019. Start planning now. School can be strategic about what we want to achieve.
- Department letter around new budget and what we will be allocated. ACT coming up with its own Gonski type system. Idea that in future schools will have more control over their own budget and resources.
- Going over the existing financials of the school. Commendation to the P&C for their fundraising efforts. Keep up continuing dialogue. Add value to the work that Matt has done. Not unpacking anything but building.
- Staffing - 40 applications for school secretary. Credit to the school for such large interest.
- Enrolments for 2018 are positive. Looking like three pre and three kindy.

5. President's Report

See attachment.

Options for how to spend the money?

- Size of the hall. It is too small for current capacity and school growing. Idea to have year six not on seats and class presenting on hall stage. Tracey is discussing with teachers. (Not building a new hall). Option of stadium seating. **Denis to cost on that.**
- Fixing the windows in the hall and add ceiling fans (money might come from the sustainable grant possibly). Possibility in upgrading the windows for heat repellants. **Denis to enquire.**
- Time for updating the play equipment in the senior area. Original equipment is getting old and enquiring regular maintenance. Idea of a traverse climbing wall? **Denis to look into pricing.** Idea to consult with children as to what they want as part of their school work.
- Option of having more Astro turf. Problem that it can't be driven on.
- Mindful of the community and be very transparent about where the money has been spent.
- Follow up on the pump track proposal. **Tracey to confirm that. Denis to do some more research.**
- **Denis and Annalisa** to come to next meeting with more details about pump track, traverse climbing wall and rough costings on playground equipment.

6. Treasurer's Report

- Nicola hasn't had time to reconcile the accounts.
- In-official banks balances \$48 227.22
- PReschool - 4822.72
- Preschool 1404.22
- Fundraising 1240.03
- Book packs \$184.44 outstanding to Chalk. P&C has to pay that amount. Action Nicola to make payment. Communicate to parents that they need to have their whole book pack. Use the SWOT analysis.
- Contribution to the girls club, did we do the same for the boys club? This should also be done if not.
- Approval for Nicola being refunded for bandit payment.
- Outstanding - reconciliation of accounts, finalisation of signatories, payment to Chalk, BAS return, - **Nicola to action all ASAP**

7. Sub-Committee's

- Fundraising
 - Mothers Day stall is on Friday May 19. Annalisa will be running with Michelle. Jemima and Liset and Lynda for support.
 - Move the disco to Friday 16th June. \$500 approval for disco. Moved: Michelle and seconded: Ali. **Michelle to provide lolly login to WEndy around wholesale lollies.**
 - Halloween disco on the 27th October booked.

- Option of special canteen day. Sipper straws. Date to be advised.
- Large raffle idea for term four.
- Fathers Day Friday 1st September, idea of running similar gift stall as to Mothers Day.
- Family celebration event should be term 4.
- Pre-School
 - Schedule of school fete proposed for Friday 8th September - TBC **Action Jemima to confirm with year 6 coordinator.**
 - Making payment for parents easier. Talk to Bendigo bank to discuss using their merchant facilities and a date that they can process for us. Take parent's contact number in future for help with payments. Paypal option for parents to pay? Fee for school, parents pay 1%. To setup someone goes online to setup. Propose trial. **Action Christa and Jemima to setup email and set up account for trial.**
 - Is it possible to do Go Fund Me account? To raise money for soft fall turf under the play equipment. Has broader stretch. **Action Jemima to look into legality around using it.** Also, look into grants? Website that Frances emailed (**Pippa to email Jemima**) Pre-school matters grant. Also look into Vikings club and GRilled. **Michelle to email Jemima about Vikings.**
 - Go Fund me might work better for the walkathon as individuals reaching their network.
 - **Wendy to give Jemima fundraising info**
 - Approval for pizza party for the end of the walkathon. Motivation to raise more money. **Jemima to seek pizza donation.**

8. School Board Report

- Finances approved
- Air conditioning has been approved
- Approved the purchase of a ride on mower for Laurie

9. Mini Fete Update - See pre-school notes.

10. Other Reports

- Canteen Coordinator
 - Online providers for the canteen. **Denis will find out about.**
 - Options for a soup day?
- High School Liaison
 - See Frances report
 - Open night better run this year. Annalisa feedback that teachers weren't that engaging. **Denis to give feedback to Bruce.**
- Student Banking
 - Numbers are growing
 - Damien talking about doing a morning.
- P&C Council - none
- Uniform Liaison

- SEcond hand uniform selling to keep going. More communication to parents. Possibility of having it available after the assembly.
- Students to always wear school uniform.

11. Other Business

1. Possibility of investment into a Therapy Swing - **Liset to look further into.**
2. P&C Council Affiliation Fees - Still remaining to be done, **Nicola to action**
3. Insurance has to be altered - **Nicola to action.**We need to drop some things that we are currently insuring. We need to know school numbers. Follow up with P&C Council around insurance of gifted items.
4. What to do with our funds - See notes above.
5. Application for funding grants
6. SRC - meeting needs to be organised. **Denis to chase up.**

12. Out of Sessions

1. 24 March - Parent Hub Breakfast - \$200 - awaiting reports for approval
2. 3 April - Fundraising account top up - \$1000 - awaiting reports for approval
3. 5 April - Girls Club Toy purchase - \$400 - awaiting reports for approval

13. Next Meeting

June 14 2017

Meeting Closed 8.50pm