**Aranda Primary School P&C Association**

**Minutes**

**18:30, 26 February 2020**

1. **Welcome and attendance**

Phil Gray (Principal), Joel Dalton (President), Jono Dampney, Daniel Bongiorno, Marjorie Schmetzer, Paula Banks (Class Reps), Janaline Oh (Uniforms), Jim Gilchrist (Public Officer), Jason McCrae (Canteen), Kath Kulhanek (Outgoing Treasurer), Kirsty Munn (Incoming Treasurer), Wendy Robertson (Secretary)

1. **Apologies**

Holly Brocklebank (Uniforms), Petra Cole (Vice President)

1. **Confirmation of minutes from the last meeting**

The minutes of the previous meeting were confirmed by Kath and seconded by Paula.

1. **Uniform shop banking authority change**

The people to be listed as signatories to the Aranda Primary School Auxiliary Clothing Account, including NetBank access are:

Holly Brocklebank (coordinator)

Felix Andrews (treasurer)

Kirsty Munn (P&C treasurer)

All other people previously listed as signatories should now be removed.

1. **P&C banking authority change**

The people to be listed as signatories to the Aranda Primary School Parents & Citizens Account, including NetBank access are:

Kirsty Munn (P&C treasurer)

Joel Dalton (president)

Marjorie Schmetzer (P&C member)

Jim Gilchrist (public officer)

All other people previously listed as signatories should now be removed.

1. **Canteen treasurer authority change**

The people to be listed as signatories to the Aranda Primary School Auxiliary Canteen Account, including NetBank access are:

Bianca da Silva (treasurer)

Nicole Sheik (outgoing treasurer)

Kirsty Munn (P&C treasurer

Jason McCrae (convenor)

Laura Birks (committee member)

Action: Jim to submit banking authority change to the ATO.

1. **Reports**
   1. **Principal**

Written report received with thanks – see Appendix A.

* 52 skylights out of 55 were damaged by the hail storm.
* Professional learning focused on writing.
* Phil is very pleased the commendations that the school received after the recent review.
* Mental health and well being is a priority.
* The accessibility work currently being undertaken at the school will take approximately 10 weeks to complete.
* The seesaw app is designed for giving information to parents, not necessarily reminders. The Aranda Primary School app is no longer in use.
* The school has received a $10 000 grant to build a sensory garden. This will be a ‘headspace’ area for the children, a place where there are different smells, senses and touches. It is to be planned and completed within a year. Phil will keep the P&C informed on it’s progress. Phil requested the P&C donate $5000 towards the garden.
* Jim moved that $5000 be allocated to the creation of the sensory garden, Joel seconded. The P&C approved.
* Swimming carnival was successful. The number of children competing in the competitive swimming carnivals is decreasing around the A.C.T. It is a huge responsibility for the school, given the duty of care around water and having children in a public place.
* Children have settled well in their classes since the beginning of the year.
* Phil requested $10 000 for a landscaping and a preschool grounds upgrade. The P&C will discuss this request and teacher’s wish lists at next meeting.
* Kath mentioned the year 5/6 video shown in assembly on kindness was excellent, and asked Phil to post to Aranda Primary School’s YouTube channel.

**Action**: Phil to request teacher wish lists and to post video to school’s YouTube channel.

Wendy to add discussion of expenditure to next meeting’s agenda.

* 1. **President**
* Nil to report

**7.3** **Treasurer**

- Handover to be completed.

* 1. **Public Officer**
* Discussion surrounding charity status of the P&C.
* The P&C has been borrowing from a parent 2 large eskies. Jim presented his research on the proposed esky to buy and requested $650 to purchase 2 eskies for the P&C.
* Kirsty moved that $650 be allocated to purchase 2 eskies, Joel seconded. P&C unanimously agreed.

**Action**: Jim to purchase 2 eskies for the P&C

Joel to arrange a meeting with Kath, Kirsty, Jim and an accountant

* 1. **Board**
* Nil to report
  1. **ACT Council of P&C Associations Update**
* Nil to report
  1. **Fundraising and Events**
* Nil to report
  1. **Music and Arts Program**
* Email update from Kate Burmester received with thanks.
* A busy start to the year, trying to fit everyone into rooms.
  1. **Canteen**
* Written report received with thanks – See Appendix B.
* Nic Sheikh the current treasurer is leaving after 3 years of service.
* Kath moved a motion to spend $80 on purchasing flowers for her. Jim seconded, P&C unanimously agreed.
* Discussion around the need to recruit more people for the sub-committee.
* The canteen approximately sells 50 lunches on Wednesdays, 80-100 on Thursdays and 150 on Fridays.
* Discussion around renting an industrial composter.
* Discussion around helping the canteen become more environmentally sustainable and friendly.

**Action:** Kath to purchase and give flowers to Nicole on behalf of the P&C.

**7.10 Uniform Shop**

* Written report received with thanks – See Appendix C.
* There has been a recent boom in sales.
* A phone is required for the new PayPal machine, which Marjorie will supply.
  1. **Class Rep**
* Most of the classes now have parent reps, and a note was put into the most recent newsletter to fill the last spots.
* Thanks was given to James Harrison for his help in formulating the online sign up forms for parents to fill out.
* Paula encouraged all to pass messages for distribution via the parent reps to her by Thursday, as on Friday she then distributes to the parent reps.
* Seesaw is being used to get the sign up link to parents.
* The parent reps are currently trying to get their class lists.
* Paula would like to hand over her job by the end of the year.

**7.12 Book Club**

- Nil to report

* 1. **School Banking**
* Nil to report

1. **Welcome picnic, 4 March**

* Kath and Wendy will finalize menu and place on flexischools, and inform Sam Ginger (for newsletter and distribution), Paula (for parent reps) of the details.
* Phil will speak to the family that previously supplied music.

1. **Camp thank you presents**

* Joel is in the process of organizing.

1. **Canteen roller door**

* Ongoing problem of malfunctioning canteen roller discussed.
* Phil will investigate and look at quotes, and the P&C will support the school in resolving the issue.

1. **Uniform shops hat change**

* Discussion around offering a broad-brimmed hat with a strap, which would mean changing suppliers.
* The decision to not offer this hat due to safety reasons was made.

1. **Purchase of laptop/tablet school banking**

* Email from school banking was read, requesting a laptop/tablet.
* Jason McCrae has access to a spare laptop and will donate.

1. **Timing of next year’s fete**

* To be discussed next meeting

1. **Organisation of trivia night**

* Proposed date of trivia night is the Saturday of Week 9 or 10 in term 2.
* Jim will check clashes with the school.

1. **Congratulations to new acting business manager**

* Congratulations was expressed by the P&C to Sam Ginger, the new acting Business Manager of Aranda Primary School.
* Kath moved a motion to spend $80 on purchasing flowers for her. Joel seconded, P&C unanimously agreed.

**Action**: Wendy to purchase and give flowers to Sam on behalf of the P&C

1. **Other business**

* No discussion of further business

1. **Date of next meeting: 18:30, Wednesday 25 March 2020**

APPENDIX A

Aranda P&C – 26.2.2020

* I will be on Review Panels for two schools in Weeks 9 & 10 this term.
* Accessibility work near office and bottom corridor. New disability toilet and ramp.
* Great start to the year.
* I intend to encourage staff to utilise our Parent Rep program more for communication/reminders.
* 2020 staffing, 627 P-6, Ash, Sam, John P, Cam Jones, Mara Nagaki, Rob Panozzo. Linda Murphy leaving.
* Sensory Garden – good project for P&C

APPENDIX B

Canteen Sub- Committee Feb 23, 2020

The Canteen and the P&C Sub-Comittee that oversees its operation has commenced for the 2020 school year with the following points to note:

The Sub-Committee has commenced with members Jason McCrae (Convenor), Chrissy Scott, Nic Sheikh (Treasurer although resignation tendered!), Bianca da Silva and Laura Birks. Canteen Manger Helen McBean and Canteen Assistant Manager Natalie Drummond are also members of the Sub-committee.

We are looking to recruit members for the Sub-Committee. Our amazing Treasurer Nic Sheikh has resigned and several other members of the committee are looking to finish up as their children also finish at Aranda PS.

The Canteen is having an ongoing project of how we might be more environmentally friendly. We explored various ideas and options in Term 4 last year and trialled several different biodegradable containers that while more environmentally friendly created issues of their own. The next step appears to be liaising with Myriam Davies and the G-Force about how we might have containers that are more environmentally friendly, meet appropriate hygiene and service needs and not be financially overly burdensome.

After extensive review in Term 3 and 4 last year there has been several price rises on the canteen menu. These rises were put in place to ensure costs were covered appropriately and to build a (small) ‘buffer’ to make the increased costs associated with the aforementioned environmentally friendly changes affordable.

An ongoing unresolved issue for the Canteen is the roller door window. It is very difficult to roll down and not working properly. The school obtained quotes to replace it last year for replacing the roller door with a more functional and working solution. The selected quote was in the region of $10,000 which was deemed (understandably) unable to be fitted into last years maintenance budget. The issue will need to be revisited this year.

Please find attached a document being distributed in the next newsletter which includes this years menu (and price changes) and a call for volunteers for the Canteen Sub-Committee .

Regards Jason McCrae Convenor

APPENDIX C



|  |  |
| --- | --- |
|  | Aranda Uniform Shop |
|  | Report for Term 1 2020 |
|  | Wednesday 26 February 2020 |
| **Financial headlines** |  |
| Opening balance: | $14,756 |
| Total sales: | $13,285 |
| Operating expenses: | $8,705 |
| Donation to P&C: | $5,000 |
| Closing balance: | $14,336 |

Please see the attached Uniform Shop Treasurer’s report for further details.

**Action items for the P&C**

* Minutes removing Diana Godwin and Lucy Coffey as bank account signatories, and appointing Holly Brocklebank and another person.
* Decision on whether to change broad-brimmed hats to a more expensive model but with a chin strap (that has a safety catch).

**Bank signatories**

Our current bank signatories remain Felix Andrews (current uniform shop Treasurer), Lucy Coffey and Diana Godwin. Lucy and Diana are no longer with us, so ​**could the** **meeting please agree to nominate Holly Brocklebank and another current P&C member as signatories, and to remove Diana and Lucy**​. A third signatory isessential as Felix and Janaline will be out of the country for the whole of Term 2.

**Stock update**

Manufacturing and trade restrictions related to COVID 19 in China will prevent us from getting any new summer dresses until October or November at earliest (assuming restrictions are lifted in the next couple of months). We will continue to sell new dresses until we are out of stock. We still have second hand dresses, and encourage people to bring in any dresses their children don't wear anymore. MacDonalds still has some. Other uniform items don't seem to have been affected.

We have had some queries from parents about straps for the broad-brimmed hats. Our normal supplier doesn't do hats with straps for safety reasons (some children were strangled by their hats some years ago). We have found a new supplier with straps that have a safety catch, so hats can be released even if the toggle jams, but it is more expensive so we would have to raise the price of broad-brimmed hats to at least $17, and take a margin hit. (The current hats are around $9 and we sell for $15, the new ones would be $13). They look pretty much the same. The bucket hats ($17) do have adjustable brims for parents concerned about hats falling off. ​**Does the P&C** **want to change?**

**Recent sales activity**

We had three massive days: end of Term 4 ($1,565 of new stock), first day of term (Kindy and new kids day - $1,508), and week 1 ($1,302). We should definitely open first day of term next year.



**Flexischools**

We would like to encourage people to use Flexischools. It means we have shorter queues and more capacity to help people who need it, eg checking sizes. If people order the wrong size, we are happy to exchange sizes as long as the item still has a tag on it (ie we can still re-sell as new).

It would be great if the school could upload new Kindy names to Flexischools and encourage new parents to open their Flexischools accounts before the first day of term, and to encourage them to order for collection on the first day.

We will put a notice in the next school newsletter reminding people of Flexischools, electronic payments and also opening hours, which are now also listed on a new sign on the door.

**Devices**

The last P&C meeting authorised purchase of another Paypal machine. This will also help a lot, but we will also need a phone to connect to it. Our current phone is an old Android that Lucy donated. Could we put a call out for any old but functioning phone that we can use? Anything will do, as long as it has a charger and Bluetooth. I am assuming we can link it to the uniform shop C-Mobile account.

Prepared for P&C meeting on Wednesday 26 February 2020

Holly Brocklebank, Janaline Oh (Uniform Shop Co-ordinators) and Felix Andrews (Treasurer)

P&C Sub-Committee Aranda Uniform Shop

**Aranda Primary School P&C**

**TREASURER'S REPORT**

01 Jul 2019 to 20 Feb 2020

UNIFORM SHOP

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | *Opening Balance:* | | | | ***$ 14,756.49*** |  |  |
| **RECEIPTS & EXPENDITURE:** | | | | |  |  |  |  |  |  |  |
| **RECEIPTS** |  | | |  | Amount this period | | | | *Annual Budget* |  |  |
| Fund Raising/Event Income | | | | | $ 0.00 | | |  | *$ 117,830* |  |  |
| Operating Income | | | | | $ 13,285.42 | | |  | *$ 0* |  |  |
| Sale of Goods | | | | | $ 13,285.42 |  |  |  | *$ 0* |  |  |
| **TOTAL RECEIPTS** | | | | |  | **$ 13,285.42** | |  | *$ 117,830* | **11.3%** |  |
| **EXPENSES** | | | | | Amount this period | | | | *Annual Budget* |  |  |
|  | |  |  | |  | |  |  |  |  |  |
| Fund Raising/Event Expenses | | | | | $ 0.00 | | |  | *$ 23,450* |  |  |
| Miscellaneous Expenses | | | | | $ 5,000.00 | | |  | *$ 0* |  |  |
| Donations Paid | | | | | $ 5,000.00 |  |  |  | *$ 0* |  |  |
| Operating Expenses | | | | | $ 8,705.39 | | |  | *$ 0* |  |  |
| Clothing Purchase | | | | | $ 8,585.39 |  |  |  | *$ 0* |  |  |
| Telephone & Fax Charges | | | | | $ 120.00 |  |  |  | *$ 0* |  |  |
| **TOTAL PAYMENTS** | | | | |  | **$ 13,705.39** | |  | *$ 23,450* | **58.4%** |  |
| **TOTAL RECEIPTS - TOTAL PAYMENTS** | | | | | **-$ 419.97** | | |  |  |  |  |
|  |  |  |  |  |  | |  |  | ***$ 14,336.52*** |  |  |
|  |  |  |  |  | *Closing Balance:* | | | |  |  |
| **OTHER ACCOUNTS** | | |  | |  |  |  |  |  |  |  |
|  |  | Aranda Primary P&C balance: $ 18,653.45 | | | | | | |  |  |  |
|  |  | Canteen balance: | | | $ 14,806.07 |  |  |  |  |  |  |



Music & Arts balance: $ 11,023.75