**Aranda Primary School P&C Association**

**Agenda**

**18:30, 5 August 2020**

1. **Welcome and attendance via zoom**

Phil Gray (Principal), Paula Banks (Class Reps), Janaline Oh (Uniforms), Joel Dalton (President), Jono Dampney (Public Officer), Kath Kulhanek, Penny, Wendy Robertson (Secretary)

1. **Apologies**

Jason McCrae, Lisa Howdin, Helen Eronen, Kirsty Munn (Treasurer), Petra Cole, Jim Gilchrist

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

The minutes of the previous meeting were confirmed by Joel and seconded by Janaline.

1. **Reports**

**4.1 Principal**

Written report received with thanks – see Appendix A.

* Phil thanked the school community for its understanding and cooperation with the COVID safe measures in place at the school. He is delighted to see the children interacting with each other and the teachers back in the school.
* The canteen work has been completed, the old shutters are gone, and the canteen staff are pleased with the improvements.
* The kindergarten area has been upgraded – soft fall completely redone, and the equipment has been resprayed. Next stage for improvement is the terrace and garden improvement.
* Selecting the second deputy for the school has almost been completed.
* Examining staffing for next year has just commenced, there have been some fantastic final placement students at the school.
* A video clip was shown to the Board, enforcing some of the positives from the COVID lockdown. This clip will be shown to all the community.
* There are far fewer children coming to school unwell.
* Assemblies will recommence in a different format.
* The ‘Just 50 Words’ competition will go ahead.
* Planning is underway for the cross country and athletics carnival.
* The teachers are trying to include ‘normality,’ final year of school activities, for the year 6 students.
* Planning is underway for a ‘remote’ grandfriends day.
* The school has decided to go ahead with the end of year concert, even if families are not able to attend in person.
* Joel thanked Phil for the teachers and their effort throughout COVID and such a disruptive year. And managing to get a lot of work around the school done. They’ve done a great job.

Funding

* It was agreed that P&C funds would be used to help the school complete necessary landscaping work to the terraced area.
* Phil hoped the P&C might also be willing to fund work on the yarning circle near the entrance which has fallen into disrepair. The P&C agreed to include that in the landscaping funding. Phil would like to expand the yarning circle so that a whole class can use it. This work is planned for the next holidays and would include linking pathways and improved garden beds at the front of the school.

Q&A

* Kath expressed disappointment that while Year 4 teaching started very well this year, with the Ancient Egypt enquiry-based unit having broad-based homework, the later units on Harry Potter and Lego were less engaging. Phil will look into it.
* Jono asked if the yarning circle could also be used for community activities, e.g. a fire pit with opportunities to learn about Indigenous culture. Phil was very supportive of this idea, so long as it could be managed to avoid misuse by the wider community. It was suggested that the fire pit could be removed after events. Phil explained that the school is in contact with Indigenous advisers and families with ATSI families and has asked what the school can do better. The school aims to enhance what it already does, like the new acknowledgement of country etc.

**4.2 President**

* Joel now has control of the P&C inbox. The Commbiz transformation is 80% complete. Jim and Joel will complete this over next week or two. Janaline asked if Felix and Holly could be prioritised for access because of the difficulty of them getting into the same spot at the same time to arrange payments.

**Action**: Joel will prioritise Felix and Holly. Janaline to ask them to send details the necessary details to Joel.

**4.3 Treasurer**

* Kath stood in as Treasurer and reminded the committee of the need to spend funds. She provided an update on governance and explained the need to change the constitution to ensure that everyone on committee knows what needs to be done in future. Financials are sorted.
* Jono will look at the constitution changes. Once sorted, accreditation will be back-dated, so there should be no tax issues.

**Action**: Kath to let everyone know when accreditation is complete.

**4.4 Public Officer**

* Nil to report

**4.5 Board**

* Nil to report

**4.6 ACT Council of P&C Associations Update**

* Nil to report

**4.7 Fundraising and Events**

* Jim and Joel will continue to talk about the possibility of trivia night later this year.
* The committee discussed whether a fundraising event would be able to go ahead during the ACT election if voting takes place at the school. A COVID-19 plan would need to be in place before the event to show that measures are in place to reduce transmission risk. It was suggested the P&C could have a cake/jam stall if the sausage sizzle is not feasible.
* Funds raised during any events will go towards the terracing and yarning circle landscaping work.

**Action**: Kath to get a copy of another COVID-19 sausage sizzle plan that we could build on. Wendy to add the election day fundraiser to the next agenda for further discussion.

**4.8 Music and Arts Program**

* Nil to report

**4.9 Canteen**

* The canteen opened in week 2. The new dishwasher was installed and is very efficient.
* Some children have come to the canteen with cash, rather than ordering through flexischools. The canteen committee is trying to get the message across that cash (for the moment) is not accepted over the counter.
* The committee is looking for a new convenor to replace Jase.
* Currently, Bianca is transitioning to the canteen treasurer.
* Once the new phase of the government’s Jobkeeper allowance is underway, the canteen might not qualify because the uniform shop is doing so well. Discussion around Jobkeeper, current operating costs and losses.

**4.10 Uniform Shop**

* Written report received with thanks – see Appendix B
* Janaline outlined the financials from her report. Once Felix and Holly are on Commbiz they will transfer $5000 to the P&C account.

**4.11 Class Representatives Coordinator**

* Class representatives have been instrumental in communicating with parents and careers.
* Paula is looking for a successor.
* Discussion around advertising – the class reps or school newsletter is not to be used for private advertising.

**4.12 Book Club**

* Nil to report

**4.13 School Banking**

* Currently on pause during term 3.
1. **Parenting seminar**
* Request from a parent (Lisa Howdin) for school/P&C to host a parenting seminar.
* P&C in agreement that this is a good idea, but challenging to do with COVID restrictions.
* Wendy will communicate further with Lisa.
1. **$20K grant supporting parent engagement**
* It was agreed that the P&C would apply for a grant to fund an electronic message board for the front of the school, to help reach the school's goal of improved community engagement.

**Action:** Joel & Jono to make a grant application.

1. **Date of next meeting:**

18:30, Wednesday 9 September 2020

**APPENDIX A**

**Aranda P&C Principal’s report - 5.8.2020**

* I am very grateful to our community for their cooperation since our return to school. Protocols are still in place, and I am being overly cautious with restrictions. I have asked our banking volunteers not to recommence until Term 4 at the earliest. Our R.E. volunteers have agreed to postpone lessons until further notice which I greatly appreciate. I would have preferred that our music tutors not work from our classrooms or inside our buildings this term, but it's not an argument that I'm willing to have – so they have started. I believe that if parents want a music tutor during this term then it should be arranged via a remote meeting or at their own house.
* Canteen work completed. The old shutters have been replaced by new sliding, lockable windows.
* Kindergarten play equipment has been renewed. Softfall replaced.
* Next stage of the playground terraces to start soon.
* The children have been happy and settled since their return. We were so fortunate to witness their reactions to seeing their friends and teachers again face to face.

**APPENDIX B**

**Uniform Shop Report for P&C Meeting 5 August 2020**

Financials

Figures since last report (12 June) up to today (4 August):

Income: $3317.63

Outgoing: $30.00

Current balance: $14,568.08

Figures for the financial year 2019-2020:

Income: $20,663.02

Outgoing: $22,755.32

Final balance: $12,664.19

We will finally transfer the $5000 we have been promising when Felix and Holly next pay the bills (soon). Note the latest financials do not include about $2000 worth of invoices that we haven't yet paid.

Flexischools only has been working extremely well, and we continue to do pretty good business. Our revenue has not fallen noticeably in the last couple of weeks under the new reduced prices. We've had very little demand for second items, perhaps because parents can't choose for themselves.

Also I have an update on ATO payments, including JobKeeper.

We have been submitting our monthly JobKeeper declarations for the current phase of JobKeeper, which expires on 27 September.

In order to qualify past this date, we will need to demonstrate that we have suffered a loss in revenue of at least 30% (if we haven't sorted out non-profit status) or 15% (if we have). This is revenue for the whole P&C, ie uniform shop, canteen, AMA and general accounts. Given the turnover of the uniform shop compared with last year, I think it highly unlikely that we will qualify. We will need to qualify in both the June and September quarters in order to get the payments after 27 September. The scheme has been extended to March 2021, but in order to qualify for the Jan-Mar 2021 payments, we would have to show 30%/15% revenue drop for each of the three preceding quarters. We might be able to qualify for the December quarter, as that would include the revenue from the fête, but we wouldn't qualify for June or September.

The payments from 28 September 2020 will be reduced to $1200 for workers who normally work 20 hours or more (Helen might just qualify for this) and $750 for those who work less than 20 hours. But in any case, if we can continue to operate the canteen as at present, we should be in a position to pay them their normal wages.

We also received a $10,000 cash boost as we withhold tax on behalf of the government. Once we submit our PAYG statements, we should automatically receive a further $5000 for the June to September quarter, and a further $5000 for the September to December quarter. These funds will be paid into the canteen account (as that is the account nominated for the ATO for JobKeeper purposes). We can, of course, transfer easily from there into the general P&C account.