**Aranda Primary School P&C Association**

**Minutes**

**7.45am, 31 October 2018**

1. **Welcome and Attendance:**   
     
   Petra Cole (President), Phil Gray (Principal), Kath Kulhanek (Treasurer), Heather Clark (Secretary), Jim Gilchrist (Public Officer), Paula Banks (Class Reps), Karen Ingram Hall (Communications), Anne Palmer and Richard Lansdowne (representative of Active Aranda Project & the Aranda Residents Group).

1. **Apologies:**  
   Alyssa Nevin (Vice-President), Holly Brocklebank, Lucy Coffey (Uniform Shop), Jason McCrae (Canteen).
2. **Confirmation of minutes from the last meeting:**   
     
   The minutes of the previous meeting were confirmed by Jim and seconded by Paula.
3. **Matters arising from the minutes of the last meeting:**  
     
   Nil to report.
4. **Special Guest: Richard Lansdowne**

Richard, a representative from the Aranda Residents Group, introduced the Group’s special project ‘Active Aranda’. The project’s aim is to encourage Aranda residents to be active and to participate and support both small and large initiatives to improve the suburbs infrastructure (footpaths, signs etc) as well as advocate to the ACT Government to assist with improvements. Richard sought the P&C’s support of the project and requested a nominated liaison point to assist with communications as the project gains momentum (a website and letter drop are planned).

The P&C extended their support to the initiative and nominated Karen Ingram Hall, P&C Communications Officer, to be the primary contact.

1. **Reports:**

*6.1 Principal:*Written report – see Appendix A.

– Phil passed on his thanks for the teacher appreciation gifts – they loved them;

– Phil is very pleased with the community connection, demonstrated via results in school surveys and student achievement. He will be organising a community information session before the end of the year and plans to video it for the first time so that those who are unable to attend will be able to catch-up on the Aranda YouTube channel at a later date;

– The school has achieved a five-start accreditation from ACTSmart for its environmental and recycling programs. The award will be presented at a school assembly. The Committee discussed expanding the recycling options at the school including soft plastics.

– Phil also raised a number of teacher requests for the P&C to consider, including: playground art for concrete areas; covered walkway (quotes considered too large at this time); bike riding trail (design offered free from Kowalski Bros business); two more bikes; and 3-D scanner ‘Sprout’ to complement the 3-D printers and allow printing in other materials. The P&C approved paying half the cost of the ground artwork, purchase of the 3-D scanner and the additional two bikes.

**Action:** Kath to forward details of Red-cycling program to Phil for consideration.

*6.2 President:*– The President commended the Committee, school and all the volunteers on all recent activities and requested that thanks to all involved be passed on via the school newsletter;

– For the end of year concert in Week 9, the P&C will again organise ‘dinner picnics’ which can be ordered via Flexischools. Petra will follow up with the Canteen and the school regarding arrangements;

– Cherry drive will be happening again this year;

– End-of-year P&C and volunteer party will be organised – parents vs kids soccer game, late Sunday afternoon in early December;

– Can confirm that all proceeds from school banking are added to the general P&C account which then supports school requests;

– 50th anniversary celebrations: Alex is arranging a meeting with the P&C to go over the plans which include a picnic, whole school assembly (with burying of time capsule) and anniversary fete.

*6.3 Treasurer:* Nil to report.

*6.4 ACT Council of P&C Associations:*  
 Nil to report.

*6.5 Public Officer:*  
– Jim extended his thanks to everyone who assisted and volunteered their time on the recent Bunning BBQ. Whilst it wasn’t at the ideal time (last weekend of the school holidays) it was still worthwhile. However, he recommended and the Committee agreed not to schedule a BBQ during a fete/election year.

– The audit of the Committee’s financial accounts needs to be completed by the end of the calendar year.

**Action:** Kath to organise audit and lodge accounts with Jim.

*6.6 Board:*  
 Nil to report.

*6.7 Music and Arts Program:*  
Nil to report.

*6.8 Fundraising & Events:*  
– The Walkathon was a great success raising over $12,000;

– The volunteer sign-up app was great and should be used again, the assistance of the class reps was also fantastic in getting messages and reminders circulated, canteen lunch was well-subscribed & the assistance of student runners was appreciated, and the audio and balloon arch supplied by parents Tracey and Peter was also very welcome;

– Feedback from parents included querying the number of stamps per lap (& a request to look at this for next time) as well as positive reactions to direct debit payments.

*6.9 Canteen:*  
Nil to report.

*6.10 Uniform Shop:*  
Nil to report.

*6.11 Class Representatives:*  
Nil to report.

*6.12 School banking:*  
Written report – see Appendix B.

– Sarah Wojtaszak has stepped back from School Banking as of Term 4 but will  
remain in the background if anyone currently involved is ill. She will  
retire at the end of 2018;

– We have a new parent, Susan Paterson, join us in Term 3. It is great to  
have her on board;

– We are still a team of 4, Lesa Nathan (she'll retire at the end of 2018),  
Helen McBean, Susan Paterson and me (Natalie Drummond);

– On average we have 100-120 kids bank per week.

*6.13 Book club*  
– The Club has been a big success, run through Scholastic and with online only ordering, in Term 3 there was $1900 in orders. The school is supportive as it replaces book fairs which took significant effort to organise. The P&C agreed to bring the Club within the Committee to support its operation sustainably.

1. **Other business:**

– Agreement to commence morning meetings at 7.30am with request that sub-committees submit reports in advance so they can be circulated and issues raised by exception;

– P&C BBQ is yet to be purchased. The Afters Committee have approached to gauge interest in going halves, ie. they purchase one and the P&C purchase the other. This was agreed to with the Committee authorising the expenditure of $1500.

1. **Date of next meeting:**  
     
   7.30am, Wednesday 5 December 2018

**Appendix A – Principal’s Report**

P&C 31 October 2018

Principal’s Report:

***Sustainability:***

We have recently been awarded a 5-star accreditation by Actsmart. The school and Madame Davies have been nominated for teacher and school of the year awards in sustainability.

***Children’s Week:***

Last week, Karen Talese won a community award for everything she has done to support Aranda School community.

***World Teacher’s Day:***

All staff greatly appreciated our gifts from the P&C. We were very proud of our community when a couple of teachers from other schools were amazes by the efforts of our P&C.

***Teacher requests:***

Playground Art

3D Scanner

Covered walkway

\**see printed requests*

**Appendix B – School Banking Report**

Issue Date

01 Apr 2018

Recipient Created Tax Invoice Details :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of Supply** | **Description of fee/product** | **Unit** | **Unit Price** | **Total Price** |
| 01/01/2018 to 31/03/2018 | Establishment Contribution | 0 | $220.00 | $0.00 |
| Annual Contribution - No. Students: 201-300 | 1 | $330.00 | $330.00 |
| Regular Savers Contribution | 52 | $5.50 | $286.00 |
| **Total amount including GST** | | | | $616.00 |
| **Total Amount of GST payable** | | | | $56.00 |

Issue Date

01 Jul 2018

Recipient Created Tax Invoice Details :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of Supply** | **Description of fee/product** | **Unit** | **Unit Price** | **Total Price** |
| 01/04/2018 to 30/06/2018 | Establishment Contribution | 0 | $220.00 | $0.00 |
| Annual Contribution - No. Students: 0 | 0 | $0.00 | $0.00 |
| Regular Savers Contribution | 108 | $5.50 | $594.00 |
| **Total amount including GST** | | | | $594.00 |
| **Total Amount of GST payable** | | | | $54.00 |

Issue Date

01 Oct 2018

Recipient Created Tax Invoice Details :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of Supply** | **Description of fee/product** | **Unit** | **Unit Price** | **Total Price** |
| 01/07/2018 to 30/09/2018 | Establishment Contribution | 0 | $220.00 | $0.00 |
| Annual Contribution - No. Students: 0 | 0 | $0.00 | $0.00 |
| Regular Savers Contribution | 108 | $5.50 | $594.00 |
| **Total amount including GST** | | | | $594.00 |
| **Total Amount of GST payable** | | | | $54.00 |