

**Aranda Primary School P&C Association
Annual General Meeting Minutes
18:30, 24 November 2021**

1. Welcome and attendance

Phil Gray (Principal), Jono Dampney (Public Officer), Adrian Watts (Canteen Treasurer), Samantha Smith, Wendy Robertson (Secretary), Joel Dalton (President), Petra Cole (Vice President), Danish Khan, Clare Fitzmaurice, Penny McKenzie (Book Club), Erin Dampney (Uniform Shop), Merisha Percival (Canteen)

2. Apologies

Kirsty Munn (Treasurer) and Teegan Cole (Class Representatives) sent their apologies for the meeting.

3. Confirmation of minutes from the last meeting

The previous meeting minutes were confirmed by Joel and seconded by Jono.

Confirmation of minutes from last AGM.

The minutes of the previous AGM were confirmed by Joel and seconded by Penny.

4. AGM Reports

Principal

- Written report received with thanks; see Appendix A.
- Phil thanked parents for supporting staff with the COVID efforts.
- Thanked P&C committee for support during COVID.
- Unfortunately, the 5/6 camp had to be cancelled; instead, fun activities are planned, such as a trip to the zoo, team building/mud run, and a picnic at the park.
- Reports will look different this year; condensed, however, will reflect the great work done during remote learning. There will be one general comment, to be released on 10 December.
- The end of year concert will still go ahead and will be filmed for families to view.
- Year 6 graduation and dinner will still go ahead. The focus will be on helping the year six students have a great send-off. Two family members will be allowed to accompany.
- The P&C committee will provide the funds for the photo booth at the graduation, which was previously a great hit.
- There has been damage to the trees planted on the terrace, and six trees will probably have to be replanted.
- There are still many kids coming to school unwell. Please keep kids at home if sick.
- Phil thanked the P&C committee for the world teachers day presents.
- Funds from after school care contributes significantly to the school.
- Discussion about the new staff room.

- Phil discussed the joy of kids returning in person to school. The teachers found it surprising how well some kids did through the lockdown.
- **Q&A** Joel suggested some vandalism at the school could carry through from the poorly lit car park next to the school. He has been lobbying Tara Cheyne for better lighting. Phil agreed with Joel's theory and actions.
- Petra suggested that if the camps for term 1 are a query due to COVID, it would be good for the school to manage kids' expectations now.

President

- Written report received with thanks; see Appendix B.
- Discussion surrounding auditing and Xero accounting software.
- Joel suggested we have a junior school representative on the committee.
- Discussion over P&C committee representative to the school board, important to improve lines of communication
- Joel is keen on fundraising in 2022 due to the missed opportunities in 2021.

Canteen

- Written report received with thanks; see Appendix C.
- Nicole is resigning, so a new office manager is required.

Treasurer

- Written report received with thanks; see Appendix D.

Uniform Shop

- Written report received with thanks; see Appendix E.

Class Representatives

- Written report received with thanks; see Appendix F.

Aranda Music and Art Program

- Written report received with thanks; see Appendix G.

Book Club

- Written report received with thanks; see Appendix H.

5. Election of office-bearers

The elections were held, and the following office bearers were declared:

President	Joel Dalton
Vice President	Petrina (Petra) Cole
Treasurer	Kirsty Munn
Public Officer	Jonathan Dampney
Secretary	Wendy Robertson

6. Teacher day

- Wendy reported that the teachers loved the teacher day presents.

7. Cherry drive

- Cherry drive is going well, and Wendy reported it has been much easier to use flexischools (unlike last year). Cherries are due for delivery Wednesday 8 December.

8. Photobooth

- The teachers have organised the photobooth, and payment was received from the P&C with thanks from the school.

9. Facebook group security

- Discussion around the security of the P&C Facebook group and the pros and cons of going 'private.' Decision made to change the group's name and go private.
- The link needs to be distributed.
- Discussion surrounding creating a communication strategy for 2022.

10. Correspondence from Aranda Residents Group

- Email from Aranda Residents Group received regarding community meeting about playgrounds in Aranda suburb.

11. Fundraising and community building 2022

a. Welcome Picnic

- i. Wendy will email Phil about an appropriate date.
- ii. P&C will offer no food.
- iii. We will request to borrow the school's sound system.
- iv. Everyone in the P&C committee to try and attend and introduce ourselves (as a group).

b. Trivia night

- i. A suggestion was made to increase the ticket price.

c. Bunnings BBQ

d. Silent auction

e. Other ideas

- i. **Colour fun run** – Joel reported they could raise up to \$40K.

12. Recruitment

- Discussion about making the canteen staff permanent.
 - Concern was raised over the cost.
 - The onus is on the canteen to manage money responsibly.
 - There will be a pay drop when moving from casual to permanent.
 - Conditions must be suitable to attain and attract good people.
 - To be readdressed next year.

13. Date of next meeting:

18:30, Wednesday 16 February 2022

14. Date of next AGM:

18:30, Wednesday 7 September 2022

Appendix A – Principal's Report

Aranda P&C, 24.11.2021

Principal's Report

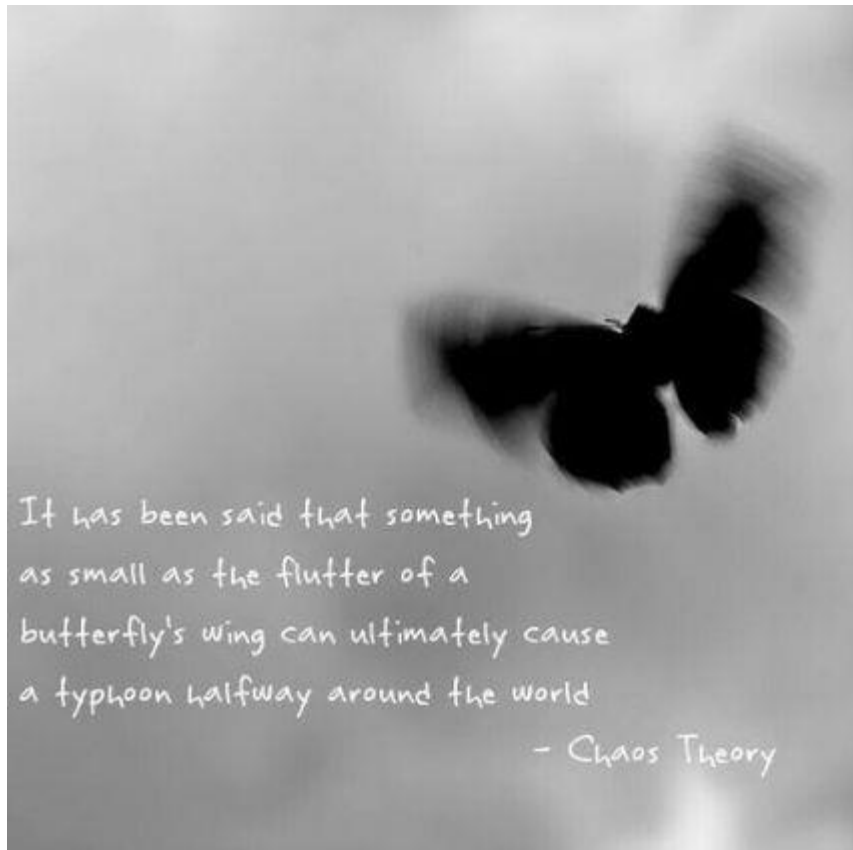
*I do not want to discuss the Fence until the beginning of 2022 (At the beginning of next year, I will lead the consultation and design process with the Aranda School Community).

This term has been a considerable challenge for our community. I appreciate the efforts of all parents/carers to change how they drop off and pick up their children. I regularly thank our teachers for their outstanding efforts this year. Everyone is looking forward to the Christmas break.

1. We have had to cancel year 5/6 camp. The teachers have organised some alternate activities: Zoo, Team building and fun (B-Firm similar to Tough Mudder) & Picnic at local park.
2. Outdoor end of year concert will not go ahead. We intend to record and edit the class performances. We will then send the finished product home for families to enjoy.
3. The year 6 Graduation ceremony and dinner will go ahead.
4. Reports will come home at the end of Week 10 – 10 December
5. Some of the new trees on the terraces have been damaged.
6. The staff at our school continue to request that children are not sent to school if they are ill.
7. Thanks for the World teacher's day gifts.

Appendix B – President’s Report

AGM President Report – Wednesday 24 November 2021



☐☐ *“Volunteers do not necessarily have the time; they just have the heart.”*

☐☐ Firstly, full RESPECT to all the parents and community members that have supported the Aranda P&C in a formal or informal way. Life is busy and always has competing demands, and I would like to thank and assure everyone that’s put themselves out there and made a contribution, no matter how great or small, that it has made a positive impact and the community is better off because of it.

☐☐ 2021 was another challenging year with the ACT going into lockdown and home schooling as a result.

☐☐ Despite the challenging conditions, it has been a successful year for the Aranda P&C, and Sub committees, who continued to provide essential services into the Aranda community.

☐☐ I would like to commend Phil & his entire teaching group for the agility, resilience and care they took in ensuring the kids of Aranda had the best possible experience and remained connected to the school during this challenging period. They were pragmatic and supportive of students and families.

☐ I would also like to thank Phil and the staff for the amount of work, planning and ongoing discipline that was required to get the school back open for the home stretch of term 4. The focus on return to school of connection and fun, that places kids mental health at the centre of their development, is something all the staff should be proud of.

☐ I would like to extend a big thank you to all the brilliant volunteers who have supported the P&C throughout the year. Too many to list every single one but a big shout out to Petra as Vice President, Jim and Jono as the Public Officers (Transitioning), Kirsty as Treasurer, Wendy as Secretary, Teegan as Class rep co-ordinator, Janaline and Erin of the uniform shop, Mish as GM of the Canteen supported by Adrian, Penny as the book club coordinator, and all the volunteers of the supporting programs.

Some major achievements of the P&C in the last year include:

- Continuing to meet regularly and maintain communications with the community and school throughout the Lockdown period.
- Hosted a sold out Trivia night which had rave reviews and raised c. \$3k
- Missed out on hosting a Bunnings BBQ by a week due to lockdown – however a big shout out to Bunnings who contributed \$500 to the P&C as an act of Goodwill and community support
- Supported the Canteen staff with the administration of the job keeper payment and professional development
- Assisted the school with financial donations to improve the landscaping / facilities and educational resources. A few highlights include the new terraces which are looking great and drones for kids to experiment with.
- Gifts for teacher who attended camps and teacher appreciation day for all staff.
- Recruited great people
- Set up new communication platforms
- Ongoing strong relationship with Afters.
- Commenced a fundraising Chery Drive
- Coordinated a “photo booth” as a special gift for the kids so they can capture great memories of the year 6 farewell event.

Goals for 2022

- ☐ Welcome picnic Term 1 2020
- ☐ Continue to recruit new members to the P&C, highlighting you don’t need a formal role or to make a large commitment of time to be involved and make a difference. Succession Planning.
- ☐ Colour Fun Run Term 1
- ☐ Election BBQ TBC
- ☐ Mountain Bike Track
- ☐ Wouldn’t it be great if competition
- ☐ Wine Tasting in Term 2
- ☐ Trivia Night in Term 3
- ☐ Develop a plan for how/when is realistic to lock in a date for the next school fete (2023?) & recruit a fete leader and support teams
- ☐ Continue to work with the school, community, parents and P&C Group to develop, and fund, initiatives that benefit the school and community
- ☐ Enjoy being in the P&C and making a contribution to the community

Prepared by – Joel Dalton – President Wednesday 23 November 2021.

Appendix C – Canteen Report

Canteen sub-committee – AGM 24 November 2021

About the canteen and its sub-committee

The Aranda canteen strives to provide nutritional, sustainable and cost effective canteen products and services to our students and parents. The canteen is one of a very few canteens left in the ACT that provides home made food options. The Aranda canteen is open Wednesday to Friday's for recess and lunch. Our canteen Managers Natalie Drummond and Nicole Neethling operate the canteen independently Tuesday – Friday and gain access to unpaid volunteers on Friday's or for special event days.

The canteen continues to provide food in accordance with [Healthy Kids](#) guidelines and makes every attempt to cater for dietary allergies or intolerances. The canteen has an all year round expansive set menu offered via Flexischools; with specials such as burgers on Friday's.

The canteen sub-committee reports to the P&C and oversees the commercial viability of the canteen operations and provides direction and support for its employees. The Canteen sub-committee meets twice a term and comprises of Nicole and Natalie, and its volunteers; Chrissy Scott, Julia Adam, Adrian Watts and Merisha Percival.

Covid-19

Aranda Canteen was impacted by Covid-19 and closed for business from 12 August 2021 and reopened week 5 of term four. The canteen re-established its COVID safety plan in accordance with the ACT Public Health issued Directions. The canteen made changes to its business operations and practices to ensure canteen employees and its students remain safe. This included staggered meal times and delivery of food by crates to the classrooms. No cash or counter food is currently on offer since returning, as a result we have seen a more efficient level of service in our canteen operations.

Over the Covid-19 period, one canteen employee received Covid-19 recovery payments. The two employees were able to commence their first module of the Certificate IV in small business, provided for by the ACT government grant.

Treasurers Report

Due to retaining low prices over a two year period and the onboarding of our new canteen manager, the Canteen reported a loss for the financial year. The P&C kindly provided funding towards a new oven which is due for installation before the end of the year.

The Canteen sub-committee is canvassing the idea of an average price increase of 10% on items to be introduced in term one of 2022. The canteen has not transferred the cost of wage increases or CPI on to its students and families for three years. The Decision for 10% takes into account the price freeze on canteen items (average 6% CPI over three years) and wages rising by 6% over three years and to cover any miscellaneous capital or operating costs (e.g crates)

Canteen menu changes

Recyclable packaging for products was introduced in June 2021. The P&C funded a supply of keep cups to trial juice and fruit cups in June 2021 to reduce packaging further.

Unfortunately due to Covid-19, G-Force and the Canteen has not been able to commence the roll-out to students. We intend to commence this in term one 2022.

Pies and Sausage rolls continue to be packaged in oven friendly but non-sustainable packaging. The Canteen is exploring a partnership with Husk Bakery to supply healthier and package-less supply of pies and sausage rolls in 2022.

The students' most popular menu items are meat pies, sausage rolls, mac and cheese (now with cauliflower!) pizza, sipahh straws and snacks. Gingerbread stars and apple muffins are introduced for the remainder of the year.

For Bastille Day the Canteen ran a special ratouille lunch, this was a huge success. Likewise, since re-opening the Canteen, the canteen arranged for a welcome back special lunch, with 185 orders. In week 11 the Canteen intends to do an end of year special lunch. We continue to observe high orders on Friday's.

The future of the Aranda Canteen

The canteen continues to explore cost-effective and sustainable solutions to reduce landfill and provide value-add services to Aranda students and families. Feedback from parents and students is imperative towards the achievement of this goal.

We welcome your feedback: arandacanteen@gmail.com

Merisha Percival on behalf of the Canteen sub-committee

Appendix D – Treasurer's Report

Aranda Primary School P & C Treasurers Report 2021	
Starting Balance	\$33,421.16
Credit	\$18,399.10
Debit	\$26,427.98
Closing balance	\$25,392.28
Expenditure breakdown	
Bank fees	\$12.45
Insurance and committee fees	\$2,633.24
Camp gifts	\$120.00
School requests	\$10,300.00
Reusable cups for the canteen	\$222.00
Courtyard upgrade	\$7,000.00
Canteen Staff training	\$5,000.00
Teacher appreciation gifts	\$1,140.29
Total	\$26,427.98

Appendix E – Uniform Shop Report

Aranda Uniform Shop AGM 24 November 2021

Financial headlines

Balance at 14 January 2021:	\$ 7,261
Total sales to 18 November 2021:	\$15,594
Operating expenses to 18 November 2021:	\$12,228
Balance at 18 November 2021:	<u>\$10,641</u>

Week 8 Flexischools sales:	+\$1,653
Payments outstanding:	\$- 5,677
Sales invoices outstanding:	\$+ 750
Donation to P&C:	\$ 3,000

Action items for the P&C

- Over the last few years, the Uniform Shop Coordinator has provided written reports to each meeting. It is proposed to present a verbal report to each meeting, and a written annual report be submitted to the AGM summarising the year.

Year Summary

- Erin Dampney commenced in the uniform shop in Term 3 and would like to thank Janaline Oh for her commitment over the last 3 years.
- Covid has impacted on sales, particularly the 10 weeks of lockdown during which minimal sales were made. During term 3 the uniform shop only made \$319 in profit, compared to \$1,215 in term 3 2020.
- Moving to online sales in 2020 for both new and second hand uniforms has made it very easy to reopen post Covid, and to meet all Covid requirements. The school community seems to be in the rhythm now of placing orders during the week for delivery to class on a Friday. As such, it is expected that we will continue online sales indefinitely. This approach is not only Covid safe, but minimises the impact of the uniform shop on the school, and is a more streamlined approach than running the uniform shop with a parent volunteer roster to allow for in-person sales.

Stock update

- The uniform shop currently holds \$ 29,146 in new stock value, and \$586 in second hand stock value.
- Covid has generated shipping delays, which has impacted a delivery of school bags due in October. These are now anticipated to arrive in December or January. This has also impacted cash flow.
- It is proposed that the P&C reconsider the sale of new school dresses in 2022. Dresses are generally unpopular items. They are ordered through Lowes (McDonalds in Jamison), are notoriously hard to order, and supply is unreliable. They also generate very little profit. Summer dresses only return

5c profit per unit. Winter dresses generate more, at \$6 profit per unit, but with a sale price of \$48, they are unpopular items, and subsequently return little profit. With more research being presented around the importance of gender inclusive uniforms, and the low profit return of these items, the option of phasing out the sale of new dresses will be presented to the P&C in the new year. It is proposed that second hand sales will continue (second hand summer dresses generate \$5 profit per unit), and families can continue to purchase dresses from McDonalds at Jamison.

Recent sales activity

- With Preschool families keen to order uniforms for Kindy 2022, sales have increased through the end of term 4. Since providing access to the Preschool cohort to order new uniforms through Flexischools, \$1,883 in sales has been made on new uniforms in just over a week.

Devices

- It has been identified that the Uniform shop is still paying for 2 x devices that don't seem to be used now. In the past these devices were used when the uniform shop opened for in person orders, and electronic payments were run through these devices. It is worth considering cancelling these devices, which cost \$15 per month, or \$180 per year.

Erin Dampney (uniform shop coordinator)

Appendix F – Class Representative Report

Teegan Coyle will continue as the coordinator of the Class Parent Representative Program, which after consideration (and lack of participation) is now going to be called the Year Group Representative Program. Volunteers for Year group reps has started via the class reps email. An update to the email address has been made and all email sent to the class reps email will automatically be forwarded from 2022, arandyeargroupreps@gmail.com. A new form for parents to register their details has been created and will now seek approval to share their details at the time of completion. New introductory information will be given to all year group reps to ensure a more consistent message is given across the board.

Appendix G - Aranda Music and Arts Report

AMA Annual Report, November 2021

Prepared by Jessica Dickerson

- AMA was able to operate its lessons, with COVID-19 hygiene protocols in place, from the beginning of the year until the August lockdown. At the time of the lockdown, some tutors were able to move their lessons online. When students returned to school in term 4, it was not possible for AMA to resume face-to-face lessons due to the requirement to keep different year groups separated and the lack of ventilation in the year 5/6 storerooms, which are usually used for piano lessons. As at November 2021, the only AMA program operating at the school premises is a year 5/6 Art class.
- Unfortunately this year, we were again not able to run a recitals/concert event, which would usually be at the end of term 3. We hope to be able to have a recital in 2022.
- Despite the challenges, AMA classes have remained highly subscribed by Aranda families and we have continued to be in a reasonable position financially this year. We made a modest increase to the fees for some lessons, which took effect in term 3. The last fee increase was more than 6 years ago in 2014. Fees for individual tuition were increased from \$34/half hour to \$37. Dance and drama fees also increased from \$22/lesson to \$24. Enrolment fees, which are paid to AMA to cover rent of the school premises and other operating costs, have not been increased.
- 2022 enrolments opened on 22 November and will remain open until the end of term 4. As we need to await the new term for certainty about room availability and COVID-19 operating requirements, we have decided to give families more time to enrol and our committee will aim to have all offers made and placements settled in time for a Week 3, Term 1, resumption of classes. We have asked the school to consider whether the pianos in the year 5/6 storerooms could be moved to spaces with better ventilation.
- We again acknowledge Lisa Kingham's ongoing helpful coordination throughout, as well as the assistance of the front office team and other Executive staff. We especially acknowledge and thank those teachers who generously share their teaching spaces in support of the program.
- I would like to acknowledge our wonderful and dedicated committee who are highly responsive to families and tutor needs, juggling the demands of AMA amongst many other priorities to bring these fabulous opportunities to our children.

Appendix H – Book Club Report

Book Club Report

November 2021

Prepared by – Ann Palmer

Thanks to all the Aranda Primary School community for their support for the Scholastic Bookclub through 2020-21 year.

Order period Total Orders Rewards Earned

<i>Term 3, 2020</i>	—	—
<i>Term 4, 2020</i>	\$4049.01	\$809.80
<i>Term 1, 2021</i>	\$3,430	\$686.00
<i>Term 2, 2021</i>	\$3,707	\$739.00
TOTAL	\$11,186.01	\$2,234.80

As noted in last year's report, Bookclub was not run in Term 3 of 2020.

The school earns 20% in rewards on all Book Club orders. For 2020-21 this amounted to \$2,234.80 in donations to the school.

Thank you to Ellie Duckett for taking over the responsibility for coordinating rewards. And a big thank you to all the volunteers who have helped out with sorting and distributing books.