

Aranda P&C Meeting: Wednesday 22 March 6.30pm

Minutes

1. Welcome, acknowledgement of country, attendance and apologies

Attendees: Penny McKenzie (President), Troy Hedland (School board), Meredith Allen (Secretary), Alison Watters (Secretary), Monique Earsman (Communications officer), Bridget Tilley (Uniform shop), Merisha Percival (Canteen), James Dunlop (Treasurer), John Williams, Genevieve Whitlam.

Online – Jono Dampney (Public officer), Blain Berhanu, Kat Spouse (Bookclub), Megan Pollock

Apologises – Phil Gray (Principal), Wendy Robertson (Vice President), Joel Dalton, Hayley Beveridge, Jon Ingram, Lisa Kingham, Scott Pearce.

2. Confirmation of minutes

Confirmed by James Dunlop, seconded by Troy Hedland.

3. Reports written and verbal

a. Principals report – read by Meredith (attached)

Questions:

- Could the school website have a section on who the staff are on the website so that new parents can figure out who is who? *Monique to progress with school.*
- Other info on the school website – like P&C office bearers – is this up to date? Yes, it is, noting that it is only updated a couple of times a year but is correct at present.

b. Board report back – the last board meeting was the day before last P&C meeting so no further updates. It was reiterated that numeracy is key priority for the school, that the focus had been on literacy previously. The school is keen to support parents to help children re numeracy. The Board meets once a term for breakfast meeting. The result of the recent election for the board has yet to be announced.

c. Uniform shop – new coordinator has been identified, a resolution was passed to accept Bridget Tilley as the new coordinator, proposed by Meredith Allen, seconded by James Dunlop. Bridget updated members on the platform used for uniform sales and how it may be used for reporting in future. Bridget proposed that sales data is reported once a term. James Dunlop agreed this seemed like a reasonable timeframe, noting that he is currently reviewing finances and reporting in his new role as Treasurer.

d. Canteen – update on progress

Canteen staffing is currently working well, with no more Tuesday cooking in place as a trial to deliver efficiencies. Cash sales have started again and are popular. A special-order Burrito Day is planned for Friday this week but hasn't had orders expected. Special order days normally happen on Wednesdays (lowest sales) a couple of times a term but due to the day being a Friday not sure it's a good return on investment.

A huge thank you was given from the P&C to the canteen staff on their impressive, calm and professional approach to dealing with Flexischools issues recently.

Merisha asked for volunteers for Friday for canteen - 11.30am -1pm. Monique to send out a request to the P&C volunteer list.

At the last P&C meeting options for the future of the canteen were discussed, Merisha summarised these options and provided an update on progress. After discussion with the Afters committee, there is more time needed to consider and therefore progress the Afters

option at this time. The options left for progression are the P&C retaining control with treasurer moving to P&C and subcommittee dissolving or outsourcing. The school would like outsourcing to be considered given a school they met received positive feedback.

Merisha is preparing a request for quotes to look at this option in more detail.

Re the option of P&C retaining canteen service, discussions are underway with the new Treasurer to determine if some roles/responsibilities could be transferred to the P&C or a sub-committee to reduce the workload of current volunteers, some work can move to canteen staff which they are open to. The advantage of this over the current model would be less risk and workload for those volunteers involved. At present the canteen requires 3 volunteers to govern and lead, with 2 per week for an hour to support Friday peak orders.

Merisha to work with Mon on Comms re volunteers required, James to get handover from Adrian re finances of the canteen.

e. Book club

Book club closes tonight, nothing new to report since last P&C meeting. Very few orders have been received from the preschool this term and we might need to look at how book club is advertised to the preschool. Yr5/6 have ordered more than normal so order is a standard size overall.

Mon noted that there are only 16 preschool parents on the P&C new comms system so this may be the issue as well as the change to year group rep. role. Book club volunteers are required on Monday week 10, 3rd April.

Mon to include volunteering opportunities into p&c newsletter.

f. Music and Arts program

Looking for a rep to coordinator piano and violin. Lots of gaps for volunteers if anyone interested.

4. Program of events for 2023 & fundraising

a. Bunnings BBQ - Jon leading this, will confirm date asap.

b. Wine Tasting – To all my friends in Cook, Merisha leading this, probably a Thursday night, ticketed event, Term 2. Date to be confirmed asap. Emily Lewis is also helping.

c. Trivia – Penny followed up with labour club. Planned for Term 3. Tasks to be completed include arranging tickets, venue, trivia host and silent auction. Penny happy to do silent auction. Last year Wendy organised the trivia. Kat, Gen, Penny, Petra and Meredith volunteered to help, with Mon as lead contact.

Date to be confirmed for BBQ and Wine tasting events. Volunteers as per above.

5. Role updates

a. Treasurer position – confirming new signatories

Update on treasurer role provided. There is a backlog of reporting to progress. Jono is responsible for Australian Charities and Not-for-Profits Commission (ACNC) reports. Kath can also access the ACNC portal. Kirsty going to provide access to emails and complete reporting for last year.

Bank account access is currently being resolved by James. Penny, Meredith and James are to be added to signatories and, those who no longer require access will be removed.

It was proposed that James Dunlop be authorised to access the bank accounts and online banking - Merisha proposed it and Meredith seconded it.

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b. ACT P&C council rep

A volunteer is required for this role. Anyone interested in public policy and public education should consider the role, which involves attending ACT P&C Council regularly (wk 4 and 9) and bringing relevant info back to P&C. The nominated volunteer does not need to come to all P&C meetings as well.

In his role as public officer, Jono will update the ACT P&C form online.

c. Confirmation of comms back-up coordinator

Bridget Tilley agreed to take on this role – proposed by James, seconded by Mon.

d. Year group rep vacancies

Yr2 and Yr5. Bridget and Merisha to follow up with a few people re the Yr 5 position.

Genevieve Whitlam agreed to be the Yr2 rep.

6 Updates/reminders

a. Facebook bios

Mon noted that the P&C comms web page gets a lot more hits when we upload bios to the P&C Facebook page.

Reminder to all to provide one asap – next on list is James, Kath, Bridget, Jono.

b. Grant process update

James provided an update on progress. Carol and James had a meeting with Scott and Lisa at school re strategic direction re grants. They provided a long list of things the school could use funding for such as outdoor learning, sustainability, hearing loop, STEM, building maintenance.

The plan is to prepare paperwork for a sizable grant application (around \$100k) so that it can be used for other grants in future. Looking at a 50:50 matched funding grant. Carol is also developing her knowledge of all the grants that are available.

Grant application preparation underway. Ideas for projects that would link parents to funding applications would be useful.

c. Fence update

Penny updated members on meetings attended since the last P&C meeting on the fence, re how the Open House consultation will run. The Open House consultation evening re the Fence has been planned by the Directorate. Afterwards they will develop a report based on the feedback, including a recommendation to the Minister.

7. Other business

One of the parents wished to commend the school re recent efforts to support children with their learning needs. They have had games and extra work sent home to focus efforts and also had calls from teachers re progress, with good feedback This is much appreciated by parents.

8. Date of next meeting: Wednesday 10th May 2023

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P & C meeting dates 2023		
Term 2	Wk 3	Wed 10 th May 2023
	Wk 8	Wed 14 June 2023
Term 3	Wk 3	Wed 2 nd August 2023
	Wk 8	Wed 6 th Sept 2023
Term 4	Wk 3	Wed 25 th Oct 2023
	Wk 8	Wed 29 th Nov 2023