**Aranda Primary School P&C Association**

**Minutes**

**6.30pm, 16 May 2018**

1. **Welcome and Attendance:**

Petra Cole (President), Kath Kulhanek (Treasurer), Jim Gilchrist (Public Officer), Holly Brocklebank (Vice-President), Paula Banks (Class Reps), Jason McCrae (Canteen), Bob Banister (School Executive), Ilona Horvath, Alyssa Nevin, Helen Eronen

**Apologies:**
Heather Clark (Secretary), Lucy Coffey (Uniform Shop), Xiaoyan Lu (P&C Association), Troy Heland (School Board), Kate Burmester (AMA)

Minutes of this meeting were taken by Kath Kulhanek, in the secretary’s absence.

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

The minutes of the previous meeting were confirmed by Kath Kulhanek and seconded by Paula Banks.
2. **Matters arising from the minutes of the last meeting:**

Nil to report, all dealt with in the agenda
3. **Reports:**

*5.1 Principal:*– Welcome Bob Banister as the Executive Staff members attending today’s meeting.

– NAPLAN is underway this week and online for Aranda Primary School.

– The building work nears completion and the P&C is invited for a tour of the completed works at the beginning of the next meeting. The new stage has been a wonderful addition. The old stage has been sold on to another school. The Gym will be marked out for the regular games played at Aranda and the door replacement program is now complete, with all doors around the school in the same materials and design.

* The School welcomes the new Board, with its first meeting Thursday 17th May. It is exciting to have a wonderful group of parents and teachers on the Board that will set the direction, in a whole of school culture, going forward.
* Enrolments at the School continue to grow, there are 12 new students for this year, post the census date. The new enrolment zone arrangements are in place, therefore only students within Aranda and Cook are accepted. The Department is pushing to change the priority order, for accepting students from out of zone. This will impact both teachers (and their families) and families with multiple students within the school system, particularly transient families. It was confirmed that family and community culture is very important to the executive staff at Aranda and this is taken into consideration whenever possible. It was noted however that Aranda Families need to be aware that the Preschool program is capped at 66 students, therefore once those places have been allocated no additional students can be added and would therefore need to ‘seek out of area’ preschool services .
* The School noted is special thanks for the gifts received by teachers on their return from the School camps this year. It should be noted that other Canberra primary schools don’t provide a camp opportunity for year 3 and 4. The committee noted and appreciated the outdoor education program being offered to years 3 and 4.
* The School also expressed its thanks for the P&C consideration and support of the Google expedition kits, although a considerable cost the value of these 3D experiences to teachers and students has been acknowledged by all users. The committee noted some very positive feedback had come home from students particularly in the year 4 cohort.

**ACTION**: The committee agreed that a note to parents, reminding them that placement is not automatic for the Preschool program and that enrolment processes must be followed on time to ensure placement occurs.

**ACTION**: The school agreed to display some of the new resources in action to the P&C sometime into the future.

**ACTION**: It was agreed that a special write up on the Google expedition kits be send out to all parents via the Class rep system.

*5.2 President:*

* The Fete committee continues to meet with planning on track. They are currently reviewing the layout/map option for the stalls and activities. Draft plans will be bought to the school for input before finalising.
* Paverty bush band plays Australian folk music - an eclectic mix of traditional and original songs, ballads and instrumentals with country, blues, rock, jug, bluegrass and skiffle influences. The P&C has been approached with an offer of Pavity as an event partner at a P&C event. The committee agreed this was worth holding onto for the 2019 planning of events.
* The Aranda Book Club has been extended an offer to come under the umbrella of the P&C to support its operations. In the first order 64 students were involved placing $2000 worth of orders. This provides to the School a donation of around $400. Book Club are working through their processes before confirming the move, however it is anticipated that they will, in due course, come under the P&C as a subcommittee.

*5.3 Treasurer:* Written report – attached to agenda.

**ACTION**: It was agreed that the School/P&C wish list process recommended be put in place.

**ACTION**: It was agreed that all 5 wish list items be funded by the P&C, Kath will follow up with Alex to arrange funding transfers. There were no requests for detail proposals to be distributed.

**ACTION**: It was agreed that the proposed insurance renewal be accepted and actioned by the Treasurer, after the A&M staff contracts arrangements were confirmed.

* The Treasure raised the issue of constitution change and offered an alternative to the planned reduction of signatures. The treasurer recommended that the committee consider moving to the CBA CommBiz platform. A business account would solve the efficiency delays of net banking by enabling 2 authorised signatures to be present at different computer terminal when payments are processed. Currently Commbiz has not account keeping fees or application costs for Not for Profit organisation. The cheque account would remain. therefore the option to cash cheques for the delivery of event floats would continue to be available.

**ACTION**: It was agreed, by all members that the P&C financials be move to business banking. This would be implemented by the main committee going first with all subcommittees to follow. The P&C treasure would have access to the subcommittee account in order to runs financial reports for the committee.

**ACTION**: It was agreed, That Holly Brocklebank would take over the SOCs (Information Minor) program.

*5.4 ACT Council of P&C Associations:*

* The Council is scheduled to meet next week and a report will be provided over email.

*5.5 Public Officer:*

* Paperwork for constitutional change is now simplified by the change in banking arrangements.

**ACTION**: Jim and Kath to liaise on reporting and audit requirements to the regulator.

*5.6 Board:*
 Nil to report

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

*5.8 Fundraising & Events:*

– Quiz night plans are progressing well. 30th June is locked in. A Quiz Team meeting is occurring directly after this meeting.

* Fete, finalising stall numbers, community request for new stall, a theme of what the kids can do.
* Walkathon the School will confirm the day of Week 10 Term 3
* Clean up under the house has been rescheduled for Sunday 17th June 9am to 12:30 with pizza lunch afterwards. Communication and call for volunteers will be in the 24th May Newsletter therefore all planning arrangements must be completed by 21st May. The online system ‘volunteerssignup.org’ will be used and 20 volunteers are needed. Holly agreed to support Kath as the P&C lead organiser. The work of Alex (business Manager) in getting this event off the ground and the running of the day was noted and appreciated.
* It was suggested that if the Board would like to remind parents about voluntary contributions before the end of the financial year, the P&C is happy to send reminders via the class reps.

*5.9 Canteen:*

* The canteen noted its thanks for the purchase of a new freezer. Delivery is expected in the next couple of weeks with disposal of the old freezer also occurring. The School has confirmed that the old freezer can stay in the loading area of the school for up to 1 week to support easy collection by ACTAGL.
* There are continued problems with access to the ATO accounts. This is causing problems with regarding to super payments for staff.
* The P&C BBQ requires the wheel to be fixed. It was confirmed that for the Special Lunch Order this week volunteers would move the BBQ on Friday morning. Supplies for fixing the BBQ have been purchased.
* The canteen committee warmly welcomes a new member, Chrissy Scott, a kindy mum. Chrissy has been rewriting the canteen webpage and new FAQs are ready to be published.
* The next Special Lunch Order will occur on the walkathon day in term 3
* Nutrition Australia recently conducted a menu assessment and the Canteen received an excellent rating. The committee congratulated the canteen staff Helen and Nat.
* The Canteen staff have recently visited Weetangera School canteen and have come back with new ideas and wonderful enthusiasm. The canteen committee have already introduced a weekly lunch for teachers and are looking to provide more adult food types for this group, noting they don’t all love Mac Cheese!
* The canteen noted the possibility of catering for event like board meetings, when Aranda hosts events such as the Principles Meeting or even a morning tea for cutting the ribbon of the new hall.

***ACTION****:* the canteen committee will communicate with Alex (Business Manager) regarding the timing of freezer moves.

***ACTION****:* Kath to liaise with Nicole (canteen treasurer) to provide necessary paperwork for adjusting the contact names for both ATO and Banking accounts.

***ACTION****:* It was agreed that Jason should work with Alex (Business Manager) on the canteen /school dialog.

*5.10 Uniform Shop:*

* The Square reader problem has progressed and new forms to change the account details are being provided to Petra for president’s signature.
* The committee noted that the purchase of an ipad (or analogue equivalent) with a SIM card would be supported to assist the uniform shop in offering electronic payments to parents. It was confirmed that the School cannot provide wireless internet due to restrictions on the number of log in accounts available

 *5.11 Class Representatives:*
All going well, nil to report

*5.12 SOCS:*
Nil to report.

*5.13 School banking:*
Nil to report.

1. **Governance**:
* It was agreed the implementation of the Governance project be changed to a tiered approach. The central P&C would convert first and each subcommittee would follow. The web publishing would occur last.

***ACTION****:* It was agreed that subcommittee Chairs would invite Kath to their next meeting to deliver the governance changes.

1. **Other business:**Nothing raised.
2. **Date of next meeting:**

Wednesday 20th June, 2018 at 6:30 pm.