**Aranda Primary School P&C Association General Meeting**

**Minutes**

**18:30, 12 December 2019**

1. **Welcome and attendance**

Paula Banks (Class Reps), Kirsty Munn (Incoming Treasurer), Petra Cole (President, Incoming Vice-President), Lucy Coffey (Uniforms),Kath Kulhanek (Treasurer), Joel Dalton (Incoming President), Jim Gilchrist (Public Officer), Alyssa Nevin (Vice-President), Jo Erskine (School Banking), Wendy Robertson (Secretary)

1. **Apologies**

Phil Gray (Principal), Jason McCrae (Canteen), Natalie Drummond (School Banking), Samantha Smith (Incoming Public Officer), Karen Ingram Hall (Communications), Heather Clark

1. **Voting on constitution changes**

Voting took place on the special resolution to change the Aranda P&C Constitution as put to the members on 21 November, 2019. This amendment was to change the definition of a financial year (*Rules part 1.1-1 definitions*) from the year ending on 9 June to 30 June. One piece of feedback was received from David Thomas, who expressed his support for the proposal as it will make reporting and management easier. Over 75% of P&C members were present and the change to the constitution was unanimously agreed upon.

1. **Election of office bearer**

Kirsty Munn was confirmed as the new treasurer.

1. **Fete reports**

Jim confirmed $32 759.47 profit from the fete. A fantastic effort, many thanks to the generous sponsors.

**Action**: Paula to inform class reps and place in the school newsletter.

 Agenda item to discuss timing of fete at next meeting, perhaps change to March or February .

1. **Reports**
	1. Principal:

Written report – see Appendix A.

* 1. President:

- Petra thanked the committee for a great year.

- She will be transitioning with Joel to his role as the incoming President.

- Expressed her appreciation for the wonderful sponsors of the fete.

* 1. Treasurer:

- P&C is in a healthy financial position post fete.

- Kath will handover to Kirsty.

* 1. Public Officer:
* Jim will handover to Samantha.
	1. Board:
* Nil to report.
	1. ACT Council of P&C Associations:
* Nil to report.
	1. Fundraising and Events:

- Petra encouraged the committee to think ahead to 2020. School camps happen in the first term, and in the past teachers are given a present post camp from the P&C on behalf of the grateful parents. Alyssa moved a motion to allocate $600 to buy teacher presents, Paula seconded, the committee agreed.

**Action**: Joel will buy presents and obtain a list of involved teachers from business manager.

* 1. Music and Arts Program:
* Nil to report.
	1. Canteen:

Written report – see Appendix B.

**Action**: Petra to communicate with Phil regarding his investigations of possible alternatives to fixing the roller door (i.e. removing the door entirely and securing/removing items inside)

* 1. Uniform Shop:

Written report – see Appendix C.

* PayPal machine has made a big difference. Joel moved the motion to buy another. Jim seconded the motion, the committee agreed.
* Shop will be open on the first day of term.
* Alyssa moved the motion to buy a camping portable change area, Paula seconded, the committee agreed.
* Holly Brocklebank will be taking over the co-ordination role from Lucy.
* Kath confirmed that the uniform shop does not need to keep the handwritten sales records once entered onto the stock management spreadsheet. Keeping one record will suffice.
* Lucy was thanked by Petra and the committee for all her hard work, and welcome and appreciation was given to Holly for undertaking the role.

**Action**: Uniform shop sub-committee member to purchase

* 1. Class Rep Update:
* Positive feedback from parents has been received by Paula regarding the class rep program.
* Paula will continue in the role in 2020.
* Parents have already begun to volunteer for the parent rep role for 2020.
* Discussion regarding how best to contact families next year, through email or seesaw.
* Paula thanked by Petra and the committee for her great work through 2019.

**Action**: Paula to discuss with school whether parent reps can use seesaw to communicate with the parents of children in their class.

* 1. Book Club:
* Nil to report.
	1. School Banking:

Written report – see Appendix D.

* Jo discussed the desire of the school banking sub-committee to have a more settled and permanent place to do banking. Locations were discussed including the possibility of the foyer.
* Discussion about incentives and rewards to encourage children to bank and save more.
* The committee discussed the need to take the ‘middle road,’ noting that given the recent royal commission into banking, some parents were not as enthusiastic about the school banking scheme as others.
1. **Other Business:**

Welcome picnic 2020

* This year the school had a 50 years picnic instead of a welcome picnic.
* Discussion around the date of the welcome picnic, and the need to avoid school camp time.
* Week 5, Wednesday 4th March 2020 is the proposed date.
* Dinner will be ordered through flexischools.

**Action**: Kath will liaise with Phil regarding date. Paula will inform class reps to save the date, and put in newsletter. Kath and Wendy will organize the picnic.

 Trivia night

* Usually held at the end of term 2.
* Responsibility for organization will be assigned next meeting.

**Action**: Jim will call labour club to check function room availability.

1. **Thanks for this year:**
* Petra thanked the committee for their contribution to the school in 2019.
* New people to the P&C were welcomed.
1. **Date of next meeting:**

18:30, Wednesday 19 February 2020

**Appendix A – Principal’s Report**

Aranda School P & C – 12.12.19

Principal’s report:

I’m sorry I can’t join you tonight. My evening calendar at this time of year is full of graduations, staff farewells, Christmas parties and Education Directorate functions.

Thank you all so much for your hard work and support for our school this year. The fete was a big highlight for me, and I know the behind the scenes work from our P & C that goes into this event.

We have enjoyed multiple events this year to celebrate 50 years at Aranda School:

Stromlo Park picnic, creating and opening our time capsules, Fete, Gala sports Day with other local schools, school tours with ex staff, students and families and the wonderful Citizenship ceremony.

Staffing news:

It is time to fondly farewell four of our teachers who are successfully transferring to other ACT Public schools. Fiona Agostino, Liz Gocentas, Sarah Pringle and Shamim Sabetraftar will all be moving on. We greatly appreciate their contributions to our school and wish them all the best for their new and exciting challenges. We are also going to miss Geoff Bruce who we hope will join us again in a relief teaching role next year. Alex, our business manager and her husband Scott are eagerly awaiting the birth of their bub and we wish them all the best. New additions to the Aranda team are Rob Panozzo from Weetangera Primary, John Prior, Cameron James and Mara Nagaki our star new recruits.

2019 independent review:

It was a real confirmation of the outstanding reputation that Aranda School has when our independent review team delivered their report this year. We are proud of student achievement, the standard of teaching and community involvement at our school. The report can be found on the Aranda Primary School website.

Volunteers breakfast:

This week, we hosted a good number of our community volunteers to say thanks for all that they do. Our school is a better place thanks to the kind volunteers that help us enrich the students lives.

Phil Gray

**Appendix B – Canteen Convener Report**

Canteen Report 12/12/2019

Jason McCrae, Convener

The Canteen has continued to operate successfully throughout term with Helen McBean, Manager and Natalie Drummond, Assistant Manager.

Items for the P&C of Note:

• The roller door continues to be an issue. It is broken which has been acknowledged by the School. Alex has sought quotes for fixing it and it needs replacing with accepted quote being approximately $10,000. This level of cost is a request to the Education Department. The education department has agreed it needs doing but placed the work so low on the priority list that it is unlikely to be funded. The committee does not believe the p&c should fund the door replacement as it seems to be the schools responsibility and is a lot of money for the p&c.

• Special Lunch Order sausage sizzle this week was a huge response with largest order of the year.

• The Canteen will not open next week so as Helen and Nat can undertake end of year cleaning.

• The Canteen Committee has advertised for more volunteer parents. Our Treasurer Nic Sheikh is attempting to step down due to work commitments but we so far have been unable to find a replacement. Nic has done a great job setting up some structures for the finances so it is just a matter of taking over routine financial reports and transactions. Additionally, I will finish at the end of next year and am conscious even that I have not had the time this year the role needs. Any volunteers, particularly someone with financial capabilities, would be appreciated!

Jason McCrae

Canteen Sub Committee Convenor

**Appendix C – Uniform Shop Convener Report**

Aranda Uniform Shop

Notes for P&C meeting on 12th December 2019

Bank Account 1/12/18 – 21/03/19

• Opening balance $14,756

• Total sales $6,746

• Operating expenses $6,519

• Donation to P&C $5,000

• Closing balance $9,984

Uniform Shop update– Term 4, 2019

1. Fete: The uniform shop did not open at this year’s fete due to minimal sales at the previous one. However, we donated 4 uniform vouchers to the silent auction, worth a total of $524.

2. Donation to the school: The uniform shop was very pleased to be able to make another donation of $5000 to the school (in Term 3).

3. Staffing update: Lucy is relocating to the UK, and Holly Brocklebank will be taking over the co-ordinator role. Janaline and Felix continue in their current roles. Holly will also be a second signatory for the accounts. With thanks to all. Two expressions of interest received from new parents to volunteer at the shop. Currently 9 volunteers covering shifts.

4. First day of term opening: Due to the huge success of this year’s early opening ($1500 of stock sold in one hour) the uniform shop will be opening on Monday 3rd February 2020, with three volunteers to assist. It will also open as usual Friday of week one.

5. Question for P&C re documentation: Does the uniform shop need to keep the handwritten sales records once these are entered onto the stock management spreadsheet?

Lucy Coffey, Janaline Oh, Felix Andrews

Uniform Shop Sub-committee

**Aranda Primary School P&C**

**TREASURER'S REPORT**

01 Jul 2019 to 04 Dec 2019

UNIFORM SHOP

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | *Opening Balance:* | ***$ 14,756.49*** |  |  |
| **RECEIPTS & EXPENDITURE:** |  |  |  |  |  |  |  |  |
| **RECEIPTS** |  |  | Amount this period | *Annual Budget* |  |  |
| Fund Raising/Event Income | $ 0.00 |  | *$ 117,830* |  |  |
| Operating Income | $ 6,746.04 |  | *$ 0* |  |  |
| Sale of Goods | $ 6,746.04 |  |  |  |  | *$ 0* |  |  |
| **TOTAL RECEIPTS** | **$ 6,746.04** |  | *$ 117,830* | **5.7%** |  |
| **EXPENSES** |  |  |  |  |  |  |  |  |
| Amount this period | *Annual Budget* |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Fund Raising/Event Expenses | $ 0.00 |  | *$ 23,450* |  |  |
| Miscellaneous Expenses | $ 5,000.00 |  | *$ 0* |  |  |
| Donations Paid | $ 5,000.00 |  |  |  |  | *$ 0* |  |  |
| Operating Expenses | $ 6,518.69 |  | *$ 0* |  |  |
| Clothing Purchase | $ 6,443.69 |  |  |  |  | *$ 0* |  |  |
| Telephone & Fax Charges | $ 75.00 |  |  |  |  | *$ 0* |  |  |
| **TOTAL PAYMENTS** |  | **$ 11,518.69** |  | *$ 23,450* | **49.1%** |  |
| **TOTAL RECEIPTS - TOTAL PAYMENTS** |  | **-$ 4,772.65** |  |  |  |  |
|  |  |  |  |  | *Closing Balance:* | ***$ 9,983.84*** |  |  |
| **OTHER ACCOUNTS** |  |  |  |  |  |  |  |  |  |
|  |  | Aranda Primary P&C balance: $ 18,653.45 |  |  |  |
|  |  | Canteen balance: | $ 8,611.65 |  |  |  |  |  |  |  |



Music & Arts balance: $ 11,023.75

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*Report produced by Admin Bandit software*

**Aranda Primary School P&C**

**TREASURER'S REPORT**

01 Jul 2019 to 04 Dec 2019

UNIFORM SHOP

**PAYMENT RATIFICATION**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Date** |  | **Num** | **Paid to** | **Description** |  |
|  |  |  |  |  |  |  |  |  |  |
| 14 Jul 19 | 11314 | CMobile | monthly bill | $ 15.00 |
| 14 | Aug 19 | 11315 | CMobile | monthly bill | $ 15.00 |
| 19 | Aug 19 | 11316 | Perm-a-Pleat | OL41378 1 | $ 1,049.40 |
| 19 | Aug 19 | 11317 | LW Reid | SI0782384 | $ 9.96 |
| 19 | Aug 19 | 11318 | Lowes Manhattan | inv 20009 | $ 1,587.35 |
| 14 | Sep 19 | 11319 | CMobile | monthly bill | $ 15.00 |
| 27 | Sep 19 | 11320 | Aranda P and C | Donation to P and C | $ 5,000.00 |
| 14 Oct 19 | 11321 | CMobile | monthly bill | $ 15.00 |
| 14 | Nov 19 | 11323 | CMobile | monthly bill | $ 15.00 |
| 24 | Nov 19 | 11322 | Lowes Manhattan | 4185771 + credit (mistake) | $ 1,898.49 |
| 3 | Dec 19 | 11324 | LW Reid | x4 invoices | $ 1,898.49 |
|  |  |  |  |  |  |  |  |  | **TOTAL** | **$ 11,518.69** |



Signed

*Felix Andrews* *Printed: 04 Dec 2019* *Page 2 of 2*

**Appendix D – School Banking Convener Report**

School Banking Report for 2019

General

Coordinators:

School Banking Coordinators had a change of coordinators this year.

Natalie Drummond, Lesa Nathan, Helen McBean and Susan Paterson started at the beginning of the year. Helen retired in term 1 and Lesa retired in term 2.

Natalie and Susan were joined by Karin Batschi and Jo Erskine. In term 3 Malee Saetang joined too.

Due to Malee’s studies in term 4 and Susan’s other commitments we’ve been reduced to 3 coordinators. Malee helps when she can.

Volunteers:

Jo sent out a request for volunteers to Kindy parents but both Karin and Jo have had no reply. Jo is looking at asking early in term 1 to see if any Kindy parents for 2020 would be interested.

Possible new banking day:

We may change from a Tuesday to a Monday but are waiting to see what coordinators would like to do in 2020. If we have some new volunteers we’re willing to change (if the day suits us) to accommodate them.

Tokens:

We feel it has been a great success removing physical tokens from our School Banking program.

We have a system in place, using the computer, which is more reliable and cuts down on human error in families as well as coordinators. We had a noticeable reduction in token enquiries.

Financial

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