**Aranda Primary School P&C Association**

**Minutes**

**18:30, 13 May 2020**

1. **Welcome and attendance:**

Joel Dalton (President), Paula Banks (Class Reps), Jason McCrae (Canteen), Phil Gray (Principal), Petra Cole (Vice President), Janaline Oh (Uniform Shop), Wendy Robertson (Secretary), Jim Gilchrist (outgoing Public Officer), Jono Dampney (incoming Public Officer)

1. **Apologies:**

Samantha Smith, Kirsty Munn (Treasurer), Ann Palmer (Bookclub)

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

The minutes of the previous meeting were confirmed by Paula and seconded by Jim.

1. **Confirmation of minutes from out of session, special meeting 5 May 2020:**

The minutes of the special meeting were confirmed by Paula, and seconded by Janaline.

1. **Availability of funds for donation to school $5 000 for sensory garden and $10 000 for preschool ground updates:**

**Action**: Petra and Jim will transfer the money

1. **Re-opening of the canteen:**
* Discussion surrounding reopening of the canteen. Acknowledgement of the need to reopen the canteen in line with current COVID health and safety requirements.
* Work is currently being undertaken replacing both sides of the servery.
* Currently canteen employees receiving Jobkeeper allowance.
* Canteen subcommittee will meet next week to discuss what conditions are required to reopen the canteen.
* Discussion surrounding purchasing a commercial grade dishwasher.
* Jason passed on the appreciation and gratitude of the canteen workers to the P&C for its support, and for the time and effort expended in applying for the Jobkeeper allowance.

**Action**: Canteen sub-committee to investigate and provide quotes for commercial grade dishwasher.

1. **Re-opening of the uniform shop:**
* Janaline thanked Phil for his flexibility.
* Janaline has updated flexischools so that the measurements of garments in centimetres is present.
* Flexischools to be used to order new items.
* One volunteer with strict hand-washing protocols in place will collect and bag the order and leave at front office for distribution to the child.
* No returns allowed for health and safety reasons in time of COVID.
* Second hand sales are suspended for a while.

**Action**: Paula to inform class reps about new uniform shop arrangements. Phil will make sure new families get access quickly to flexischools.

1. **Admin bandit license renewal:**
* Discussion surrounding need to renew admin bandit license if most transactions are now conducted online. Kath will check in with treasurers of sub-committees.
* Jim proposed P&C pay for renewal if required by treasurers, Petra seconded. Unanimously approved.

**Action**: Kath to touch base with sub-committee treasurers and pay for renewal of license if required.

1. **P&C parent survey results:**
* Encouraging to see such a large response from parents.
* Wonderful comments made from parents regarding the impressive efforts of Aranda teachers providing quality education during COVID.

**Reports**

**10.1 Principal**

- Written report received with thanks, see Appendix A.

- Phil informed the P&C that the teachers are very excited about the return of students to school beginning next week.

- Set of protocols in place in order to adhere to social distancing, hygiene and safety requirements. Health of kids and adults is paramount. These protocols will include the children’s regular use of hand sanitizer, and a new cleaning regime for the cleaners at the school. There will be high visibility of staff around the borders of the school helping the children to enter the school grounds.

- Work on the ramp and the access toilet has been completed. Soft fall in the kindy playground is being replaced. Work is nearly completed at the preschool including a new deck, new garden area and a new slippery slide. Work is being commenced in the canteen, replacing both servery sides.

- Question from Joel – How were the protocols developed? Answer from Phil: a 5 page document from A.C.T. Health and the Education Directorate was circulated to schools, which the Aranda PS protocols were based on. The main two points emphasized are: hygiene safety and social distancing. Staff will lead the way.

- Phil mentioned the incredible efforts of the teachers throughout the COVID time.

- AMA will start up again when they can adhere to hygiene and social distancing protocols.

**Action**: Paula will reinforce the new protocols through the class reps.

**10.2 President**

* Joel was pleased with the comments in the P&C survey showing overwhelming support for the teachers.
* Great engagement with parents.

**10.3 Treasurer**

- Nil to report

**10.4 Public Officer**

- Nil to report

**10.5 Board**

- Nil to report

**10.6 ACT Council of P&C Associations Update**

- Nil to report

**10.7 Fundraising and Events**

- Nil to report

**10.8 Music and Arts Program**

- Nil to report

**10.9 Canteen**

- See discussion around re-opening

**10.10 Uniform Shop**

- See discussion around re-opening

**10.11 Class Representatives Coordinator**

- Nil to report

**10.12 Book Club**

- Email update received with thanks, Appendix B

**10.13 School Banking**

- Nil to report

1. **Trivia night online?:**
* Discussion around possible trivia night or other community building event, discussion to continue next meeting.
* Potential for an election bbq.
1. **Other business:**
* Ongoing process to register P&C as a charity. Kath will continue to sort out.
* Jonathan Dampney elected to replace Samantha Smith as public officer.
* Access to bank accounts as follows:

The people to be listed as signatories to the Aranda Primary School Auxiliary Clothing Account, including NetBank access are:

Holly Brocklebank (coordinator)

Felix Andrews (treasurer)

Kirsty Munn (P&C treasurer)

All other people previously listed as signatories should now be removed.

The people to be listed as signatories to the Aranda Primary School Parents & Citizens Account, including NetBank access are:

Kirsty Munn (P&C treasurer)

Joel Dalton (president)

Jonathan Dapney (incoming public officer)

Jim Gilchrist (outgoing public officer)

All other people previously listed as signatories should now be removed.

The people to be listed as signatories to the Aranda Primary School Auxiliary Canteen Account, including NetBank access are:

Bianca da Silva (treasurer)

Nicole Sheik (outgoing treasurer)

Kirsty Munn (P&C treasurer)

Jason McCrae (convenor)

Laura Birks (committee member)

1. **Date of next meeting:**

18:30, Wednesday 17 June 2020

**APPENDIX A**

13.5.2020 P&C Principal’s report:

Hello everyone. We look forward to students returning to school beginning on May 18:

P, K, 1, & 2 return May 18

3 & 4s return May 25

5 & 6s return June 2

Things will be different at Aranda School when we all return. Social distancing between Adults and strict hygiene practices will be high priorities.

I will request that the only adults in our school buildings will be staff (including Aranda Afters staff, canteen staff, uniform shop, trades, deliveries and cleaning staff). Parents can drop off and pick up children, but they must **always maintain social distancing**. I would prefer that parents stay outside of school boundaries but I know this will not always be possible, particularly with younger children. Parents who are not staff will not be permitted in school buildings.

**APPENDIX B**

Book Club Report

A large number of orders from the Term 1 order were collected by the end of the school holidays. The remainder of orders will be distributed through classrooms once school reopens.

I have decided not to open orders for Term 2, in the event that the school is closed again with second wave COVID-19 restrictions.