**Aranda Primary School P&C Association**

**Minutes**

**18:30, June 17 2020**

1. **Welcome and attendance**

Lisa Kingham (Deputy Principal), Jim Gilchrist, Joel Dalton (President), Jono Dampney, Marjorie Schmetzer, Janaline Oh (Uniforms), Jason McCrae (Canteen), Kath Kulhanek, Kirsty Munn (Treasurer), Paula Banks (Class Reps), Wendy Robertson (Secretary)

1. **Apologies**

Petra Cole (Vice President), Phil Gray (Principal)

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

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

1. **Uniform shop price changes**
* Janaline reported that since reopening, the uniform shop has been turning over $500 -$1000 per week.
* She realised that on some uniform items there was a significant markup, and decided to set 20% markup as a benchmark, some items with a smaller profit.
* Recognising that it is financially challenging times for some people, Janaline sought the P&C’s permission to a price drop as per her report.
* **Unanimous approval** to support Janaline’s proposed uniform price changes.
* Janaline has had requests to re-commence selling second-hand uniforms and will liaise with the school.

**Action**: Janaline will work with Paula to inform class-reps of uniform price drops.

1. **Trivia night**
* Jim voiced hope that by the end of year COVID restrictions will lift so that we can get a venue with 100 people.
* The night would be a community fostering event and a nice thing to do on an off-fete year.
* The proposal is to make it very cheap or free, potentially at the labour club.
1. **School concert**
* Joel expressed to Lisa that the P&C committee is keen to help make the end of year concert a special one after a difficult year, with funding from the committee.
* Helping to finish the school year on a positive note

**Action**: Lisa will get back to the P&C with some ideas on how the committee can contribute.

1. **Canteen reopening**
* Not at this time, see Canteen report.
1. **Contribution to the school camp**
* Discussion around the desire of the committee to help pay for extra activities at the school camps rescheduled for the end of the year. For example, learn to surf lessons.
* Kath suggested spending about $20 000 - $25 000.
* The P&C will keep the discussion with the school going, and firm up costing closer to the time.
1. **P&C committee meeting in-person**
* Hopefully, the next meeting can be in-person rather than on zoom.

**Action**: Joel to look at appropriate, available venues.

1. **Admin bandit license renewal**
* Kirsty advised that all treasurers except for music and art (have not heard from them) are happy to not continue with using admin bandit.
* The license will not be renewed.
1. **Reports**

**11.1 Principal**

* Written report received with thanks, see Appendix A.
* Lisa reported that the return to school had been smoother than anticipated and that having the children back was a joy. Parents, on the whole, have been very patient with the new requirements to drop off and pick up children outside of the school’s boundary.
* Joel commended the way that the teachers have handled the COVID restrictions and challenges, and asked whether there was any support required from the P&C. Lisa suggested that through the parent rep channel, parents are reminded of the COVID restrictions and that they are in place until further notice.
* Joel asked what the best way for parents to engage with the teachers is, Lisa responded: through email or phone.
* Parent-teacher interviews in week 10 will look different, using google meetup.
* New Director-General did a tour of Aranda Primary which went well.
* Wendy asked when the work in the car park will be finished. Lisa's response was that it is not in the school's jurisdiction and is not sure.
* Lisa commended and acknowledged Phil Gray’s foresight in implementing COVID changes.
* Teachers have enjoyed the google hangouts with the kids.
* Planning is going on for the end of year athletic and cross country carnivals as well as the camps that have been rescheduled for the end of the year.

**Action**: Paula to remind parents through the parent reps of the continued COVID restrictions, and that anyone who is not essential is not to come into the school.

**11.2 President**

* Nil to report.

**11.3 Treasurer**

* Kath has progressed with the audit and is reasonably confident it will be finished by the end of the financial year.

**11.4 Public Officer**

* Nil to report.

**11.5 Board**

* Nil to report.

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

* Nil to report.

**11.7 Fundraising and Events**

* Nil to report.

**11.8 Music and Arts Program**

* Nil to report.

**11.9 Canteen**

* Jason reported that the canteen account has been getting the Jobkeeper allowance from the ATO which both Helen and Nat (canteen staff) are receiving until September 30.
* Helen and Nat have been planning for when the canteen is reopened.
* The canteen is currently closed because the windows in the canteen area are presently being replaced and rebuilt by the school, and the canteen needs to get a new dishwasher that meets the new commercial regulations for cleaning.
* Quotes for new dishwasher see Appendix B.
* **Jason moved a motion to purchase a new dishwasher with delivery (approximately $4000) and installation by a plumber. Jim seconded the motion. Unanimous approval from the committee.**
* A new canteensub-committee member, Marcia Percival, has been reviewing procedures during COVID with Helen and Nat. Some procedures that need reviewing include whether kids and parents will continue to volunteer, whether crates can be brought to collect the lunch orders etc.
* Helen and Nat remain very appreciative of the support of the P&C.
	1. **Uniform Shop**
* Written report received with thanks, see Appendix C.

**11.11 Class Representatives Coordinator**

* Discussion surrounding the use of parent reps to advertise private companies. The policy is not to let this occur. Perhaps another way is to direct interested parties to advertise in the school newsletter.
	1. **Book Club**
* Nil to report.

**11.13 School Banking**

* Written report received with thanks see Appendix D.
* P&C committee is happy with the procedure outlined in the school banking report.
1. **Other business**
* Jim and Joel have set up CommBiz for the P&C committee’s account, making payments and the banking platform more efficient.
1. **Date of next meeting:**

18:30, Wednesday, August 5 2020

Appendix A