**Aranda Primary School P&C Association**

**Minutes**

**6.30pm, 8 August 2018**

1. **Welcome and Attendance:**   
     
   Petra Cole (President), Phil Gray (Principal), Holly Brocklebank (Vice-President), Kath Kulhanek (Treasurer), Heather Clark (Secretary), Jim Gilchrist (Public Officer), Paula Banks (Class Reps), Jason McCrae (Canteen), Alyssa Nevin, Bob Bannister and James Harrison (Aranda PS).

1. **Apologies:** Lucy Coffey (Uniform Shop), Helen Eronen, Ilona Horvath and Troy Heland (School Board)
2. **Confirmation of minutes from the last meeting:**   
     
   The minutes of the previous meeting were confirmed by Kath and seconded by Paula.
3. **Matters arising from the minutes of the last meeting:**  
     
   Nil to report.
4. **Reports:**

*5.1 Principal:*

\*\*Technology showcase: teachers Bob Bannister and James Harrison demonstrated the Spheros and Google Expedition Kits purchased for the school with the support of the P&C. The Committee very much enjoyed the show and tell and opportunity to try.\*\*– Phil reported how happy he was with the results of the school clean-up;

– Attention is now moving to the Walkathon, Just 50 Words and Science Fair;

– Staffing at the school – only currently looking for one new teacher. Very pleased with the quality of student teachers coming through as well;

– The school’s next area of focus is school improvement and Lisa Kingham will seek the views of the P&C at the first meeting in Term 4 so that they can be incorporated into the school’s strategic plan;

– A question regarding class sizes was raised and Phil confirmed that Year 4 currently have the largest average size with 28/29 students in each – typically the average is 21/22. To assist with this Penny Whitford is employed to work in Year 4 classes and the school is monitoring whether another teacher is required;

– School capacity was also raised and it was confirmed that this is currently set at 625 with current enrolment at 560. There has been no adjustment to this from the Department despite them indicating that this would change. If numbers were to increase to the maximum the school would be forced to use the Gym, Library and Resource Centre as it had to in 2017.

– Plans for the school’s 50-year anniversary are progressing with an alumni event planned, music performances as well as a big party.

**Action:** Petra to contact ACT P&C Association regarding school capacity numbers.

*5.2 President:*– Big thanks to everyone involved in organising and running another very successful trivia night. Whilst it was not the primary purpose of the event, $3000 was raised for the P&C. It is planned to hold these bi-annually.

– Big thanks also to Kath for organising and running a great clean up event;

– Joint planning with the school for the walkathon is well advanced. There will be a special lunch, music and a call for parent volunteers will be sent out. Other ideas for the day include a photo booth and temporary tattoos. New BBQs will be needed for the day;

– The annual Bunnings BBQ has been scheduled for Saturday 13 October. The P&C is also looking for a volunteer to take over from Andrew Lonsdale hopefully before this next BBQ.

**Action:** Kath to follow up purchase of new BBQ(s).

**Action:** Paula to draft and include a notice in the Class Reps and newsletter news seeking a BBQ volunteer coordinator.

*5.3 Treasurer:*

– Current P&C balance = $24,077.17;

– The P&C approved the annual budget;

– Governance report: Canteen nearly ready to go, need to schedule briefing time with Secretary;

– CommBiz application approved but still need to receive login details.

**Action:** Set up meeting time with P&C Secretary

*5.4 ACT Council of P&C Associations:*  
 Nil to report.

*5.5 Public Officer:*  
 Nil to report.

*5.6 Board:*  
 Nil to report.

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

*5.8 Fundraising:*  
Nil to report.

*5.9 Canteen:*  
– The new freezer has been installed at some expense.

– The canteen website has been updated;

– Canteen bank accounts need Jason McCrae and Laura King added as signatories. This motion was put forward by Kath Kulhanek and seconded by Alyssa Nevin;

– The canteen counter arrangement is to have some adjustment following the renovation work of the Hall and Gym;

– Christ Panton is filling in as Canteen Manager due to unexpected leave, and Year 5 and 6 students are assisting in the Canteen;

– The Committee suggested the Canteen consider the idea of catering for kids birthdays and passed on feedback that canteen crates are not being returned from classes.

**Action:** Jason to follow up regarding crates.

*5.10 Uniform Shop:*  
Nil to report.

*5.11 Class Representatives:*  
Nil to report.

*5.12 SOCS:*  
– Committee agreed to stop the SOCS program.

*5.13 School banking:*  
Nil to report.

1. **Other business:**

– Teacher appreciation gifts will need to be organised for late October;

– The P&C received a question regarding new readers for K-1 classes. This is to be added to the agenda for the next meeting;

– The P&C also discussed other maintenance issues at the school including adequate lighting for night-time, the dirt path leading to the school gate from Bandjalong Crescent, and other dirt areas near the older demountable classrooms.

– The P&C also discussed scheduling morning meetings (7.45–8.45am) and agreed to consider these following the AGM.

**Action:** Holly to discuss gift ideas with Janine Collins and bring back to next meeting.

1. **Date of next meeting:**  
     
   6pm, Wednesday 12 September (AGM)