**Aranda Primary School P&C Association**

**Minutes**

**6.30pm, 20 June 2018**

1. **Welcome and Attendance:**

Petra Cole (President), Phil Gray (Principal), Kath Kulhanek (Treasurer), Heather Clark (Secretary), Paula Banks (Class Reps), Lucy Coffey (Uniform Shop), Ilona Horvath, Alyssa Nevin.

1. **Apologies:** Holly Brocklebank (Vice-President), Jim Gilchrist (Public Officer), Troy Heland (School Board)
2. **Confirmation of minutes from the last meeting:**

The minutes of the previous meeting were confirmed by Ilona and seconded by Alyssa.
3. **Matters arising from the minutes of the last meeting:**

Nil to report.
4. **Reports:**

*5.1 Principal:*– School reports are all on track;

– The Canteen recently catered for a visit by other school Principal’s and the staff were very happy with the result.

*5.2 President:*– The P and C barbeque is in a bad state and approval is sought to purchase a new one. The Committee agreed to the purchase of two (one with 6-burners and the other with 1-3 burners) up to a total of $1000;

**Action:** Treasurer with input from Canteen Manager to organise the purchase of the new BBQs

*5.3 Treasurer:* Written report – see Appendix A.

– All sub-committee’s reports are now all represented in the one consolidated report;

– Insurance and Admin Bandit annual invoices are due to be paid and will be split equally between the four sub-committees;

– Commbiz application submitted and currently waiting for approval. This will allow the Treasurer to be able to add members independently;

– 2018/19 financial year budget is drafted and will be put forward for approval at a later meeting.

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

*5.5 Public Officer:*
 Nil to report.

*5.6 Board:*
 – Troy Heland has been elected the new Board Chair;

 – Ilona Horvath has also been elected to the School Board;

– Lisa Kingham presented at the most recent meeting on school improvements;

– New school administration software has been introduced, ‘Central’.

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

*5.8 Fundraising and events:*
– Plans are well in hand for the Trivia Night at the end of the month at the Belconnen Labor Club;

– The ‘Clean up under the House’ event has been postponed due to bad weather – it will now be scheduled for the end of Week 1, Term 3;

– The school Walkathon is proposed for the end of Term 3 – Alyssa will assist with the planning and liaison between the school and P and C.

*5.9 Canteen:*
Nil to report.

*5.10 Uniform Shop:*
– Paywave machine is still being set up for the Shop and their computer/tablet will require a SIM card;

 – They will advise how much space they need ‘under the house’ for storage;

 – The Committee discussed extending the range of uniform shop items and agreed that adding an Aranda School logo to the winter beanie would be a nice addition.

*5.11 Class Representatives:*
– All going well with the network.

*5.12 SOCS:*
Nil to report.

*5.13 School banking:*
Nil to report.

1. **Governance update:**

– Trial underway to move President and Public Officer to the new site, with a plan to roll it out to each sub-committee;

– The aim is to have all P and C office holders on by the end of Term 3 and all sub-committees by the end of 2018.

1. **Other business:**

Nil.

1. **Date of next meeting:**

Wednesday 8 August, 6.30pm

\*\*\* Following the conclusion of the meeting the P and C accompanied the Principal, Phil Gray, on a tour of the recently refurbished school hall and gym. \*\*\*

**Appendix A – Treasurer’s Report**







