Latham Primary School P&C Association Inc.
Minutes of the Meeting Tuesday, 19 February 2013
Staffroom

Present
Michele Don, Leah Catanzariti, Mareen Don, Liz Bobos, Melissa Cruz-Willis (Chair),
Katherine Stock, Kareen Tait, Jane Aylen, Kerry Carter, Chris Barnard

Welcome and Previous Minutes
The meeting was opened by the Chair at 7.10pm and she thanked everyone for attending.
Melissa also congratulated the new officeholders.

Apologies
Emma Georgiou, Geniene Barbour, Karen Pink, Michelle Butters, Kylie Eaton, Alison Smith

Previous Meeting Minutes
The minutes of 7 December 2012 were approved.

Moved Michele Don, seconded Melissa Cruz-Willis
CARIED

Business Arising
• Meetings of the P&C committee for 2013 shall be in week 3 and week 8 of each term.
• Each week 3 meeting will be on Tuesday at 6.30pm in the staff room.
• Each week 8 meeting will be on Friday at 9.15am in the cottage.

Correspondence In
• Advertisement for Australian Business Registry
• Advertisement for bucket hats
• Parent Action magazines, multiple copies available for anyone interested to collect
• Advertisement for school insurance for parents

Correspondence Out
• Form faxed to opt out of Australian Business Registry
Treasurer’s Report

The Treasurer presented a short written report as attached to these minutes.

Points to note:
• Main P&C bank balance at 31 January 2013, $11,263.77
• Long service leave provision account at December 2012, $4,423.05
• Money donated to Global School Partnership on behalf of the P&C in 2012 was $360
• Thanks to Kerry Carter, who completed the annual return for the P&C, the preschool and the canteen, at no cost to the P&C
• It is recommended that a $10 deposit be made into the long service leave account every three months to keep the account active.

Moved Kareen/Katherine that the financial statements and report on finances be received and accepted.  
CARRIED

Moved Kareen/Katherine that $10 be deposited into the long service leave account every three months.  
CARRIED

Fundraising Report

• Chocolate drive – Boxes of Cadbury Easter eggs are currently available to be collected and sold. Families should collect boxes from the front office, or speak with Leah. The school has 60 boxes to sell, and will make a profit of $30 on each box. The chocolates sell for $4 a pack. With the Easter eggs came a large Toblerone, a hamper and some other gift eggs, which will be raffled later or given as prizes to the families who sell the most boxes of Easter eggs.
• Discos – four discos have been booked in for the year
• Bunnings BBQ – the school missed out on a fundraising BBQ at Bunnings this year. Leah is looking into other venues.
• Election BBQ – the P&C will have a fundraising BBQ on federal election day in September
• Raffle – to be started in term 2, to give everyone lots of time to sell tickets.
• Trivia night – date set for 25 May. Theme to be decided.
• Zumba – instructor Shirley Blackmore has offered to lead a fun evening of Zumba, perhaps followed by dinner, to raise money for the P&C. This would probably be in early April.

Discussion points:
• Providing child care as part of the trivia night might allow more parents to attend. Katherine will look into whether the YMCA After School Hours Care employees might be able to give us some pointers in this direction.
• It was generally agreed that we should try to spread out the timing of each of our fundraising events as must as possible. Naming and announcing dates as early as possible might help.
• A car boot sale could be another fundraising event. The P&C could charge a nominal amount for a space, and open the spaces to anyone in the community – small businesses,
community organisations, home crafters, individuals with items to sell from home. Promoted well, it could be a simple, fun event to organise.

- The fundraising for this year so far is on renovating the courtyard near the canteen and the hall. Ideas include timber decking, plants, murals, a design competition.

Canteen Report

- Special menu day – has been booked for 6 March.
- Contracts almost ready to be signed. Some adjustments need to be made first.
- A canteen disco has been booked in.
- One treat day will be held each term.
- One special menu day will be held each term.

Discussion points:

- General discussion around healthy food and the green/amber/red light system, the new Australian Dietary Guidelines recommending limiting sugar intake, whether slushies send the appropriate message to the children, and the ACT School Canteen Association.
- Coffee-flavoured milk is still available for sale at the canteen.

Canteen Treasurer’s Report

- The bank balance at 31 January was $3,300. A large order was placed at the beginning of term 1.
- The oven has been fixed.
- The exhaust fan still needs to be fixed. Liz is looking into options for getting this done.

Principal’s Report

Liz presented a written report, which is attached to these minutes.

Points to note:

- Enrolments – 267 children in the primary school, and the preschool is full, with 25 students in each group.
- Staff news – during O week staff looked at the Visible Learning priority, behaviour support strategies, the Stepping Stones maths program, how to best incorporate Aboriginal and Torres Strait Islander perspectives into the school’s programs, values and improvements.
- Staff meetings – will now be on Wednesday afternoons, which allows all of the preschool teachers, part-time staff and school counsellor to attend.
- Thank you – to parents who introduced themselves or made appointments

Discussion points:

- Liz was asked how she feels about our policy of students calling teachers by their first name. Although it is a new experience for Liz, she is supportive of it. She has found the children to be respectful, regardless of what they call her.
- Liz was asked about what the teachers would like the P&C to raise money for this year, and if they have anything they’d like us to spend money on. Liz will be asking teachers to make their case to the P&C.
• The school is aiming to cut down on the amount of paper distributed to families. Parents are encouraged to have the newsletter emailed to them. Notes and calendar events are also placed on the school's website: http://www.lathamps.act.edu.au/

Fete Report

• Date – has been set for 26 October 2013
• Convenor – Kareen has been elected as fete convenor, but will be supported by Alison Smith, who has done such a great job in previous years.
• A fete meeting will be called in the near future.

Discussion points:
• Could we change the time, from 3 to 7pm to 2 to 6pm? It would mean changing the signs we have printed.
• Suggested that this year we pay to have the raffle tickets printed rather than doing it ourselves, which takes a lot of time.

Preschool Report

• Outgoing President Kathryn Stock reported that the preschool AGM was held on 13 February, and all officeholder positions were filled.
• Kathryn thanked Kerry for her work on the audit.
• The title of Preschool Subcommittee President has been changed to Convenor.
• A fundraising BBQ at Bunnings is scheduled for 9 March, and a planning meeting will be held on 5 March.

Other Business

• Friday of week 8 being Good Friday, the next P&C meeting will be put back a week
• General discussion about the school having a program to grow food on its land. Some ideas put to the meeting included raising chickens, growing fruit trees, setting up a market garden or a community garden, putting the compost, worm farm and water tank facilities to better use.
• Party at the Shops – the school is participating in this event on 12 March. Could the P&C put together a small Latham Primary showbag to promote the school?
• Facebook page – Latham Primary School P&C has a facebook page to share information and keep parents in touch with one another. New parents should be told about our group, perhaps through an ad in the newsletter. Jane volunteered to start some guidelines and information to include on the page.

Closure

• The Chair closed the meeting at 8.30pm.
• The next meeting is scheduled for 9.15am on 5 April at the Cottage.
ATTACHMENTS

- Treasurer's report
- Principal's report
Treasurer’s Report
Latham Primary School P&C Assoc. Inc.
Tuesday, 19 February 2013 at 6.30pm

Bank balances as at 31 January 2013
(1) Main P&C $11 263.77
(2) Long Service Leave provision account (as at Dec12) $4 423.05

Floats –
Fundraising (Lea Catanzariti) $0
Breakfast club (Nicki Onsworth returned balance ($18.05 on 23/12) $0

DEPOSITS (from 7/12/12 to 31/1/13)

10 December $40.00
14 December $497.10
14 December $1385.80 (Christmas BBQ)
19 December $125.00
19 December $865.00 (includes $850 – fete – Lions Club BBQ)
24 December $213.05
1 January $2.28 (bank interest)
9 January $34.30 (school banking commission)

Total deposits $3 162.53

Deposits in this period consisted of

Uniforms $375.00
Christmas BBQ $1 385.80
Lions BBQ – fete $850.00
Balance of breakfast club float $18.05

PAYMENTS

Cheque 885 - $500.00 (K Stock – Preschool courtyard contribution)
Cheque 886 - $200.00 (float for Christmas BBQ)
Cheque 887 - $350.00 (Christmas BBQ supplies)
Cheque 888 - $20.00 (Tom's Superfruits)
Cheque 889 - $150.00 (Fiona's farewell gift)
Cheque 890 - $69.00 (Late payment of 2011 annual return)
Cheque 891 - $295.00 (DJ – school disco)
Cheque 892 - $1046.70 (Latham P/S Invoice no. 2012/19)
Cheque 893 - $20 (Tom's Superfruits)
Cheque 894 - $30.60 (Reimbursement – purchase of teacher's farewell gifts)

Total payments (including 0 unpresented cheques) $2 411.30

Available funds $11 263.77
Money raised on Mufti days and donated to the Global School Partnership on behalf of P&C has been confirmed at $360.

Thanks to Kerry Carter who has completed the Annual Return for the main P&C, the Preschool and the Canteen. Her report will be tabled at the AGM tonight. This has been done at no cost to the P&C.

**MATTERS OUTSTANDING**

- Have received a letter from Commonwealth Bank advising that the LSL account needs to be reactivated, or money will be sent to the unclaimed monies fund. Spoke at length with customer service officer at Bank and they have advised best alternative is to keep current account and make periodical deposits to keep it active. At present there is no need to increase amount in account as balance is adequate for LSL entitlement.

However, it is **recommended that a $10 deposit be made into the LSL account every 3 months to keep the account active.**

Karen Pink  
19 February 2013
Principal's Report

19 February 2013

Enrolments

To start this week we have a primary enrolment of 267, and in addition the Preschool is full with 25 students in both groups.

To Start the Year

The Kindergarten students began the school year very settled and eager to start their learning. It was lovely to see so many parents and extended family members with their children on the first day, seeing where they will be, connecting with old friends, taking photos and shedding a few tears when they departed.

On Tuesday they were joined by the rest of the school and I have been very impressed with the way all of our students have started the school year – they have all come in refreshed, focused and ready to learn. I have been getting to know the children gradually and love how open and friendly they have been.

Staff News

The week before students start back at school is typically called O Week among teachers – this always disappoints young teachers straight out of university as when they are there, O Week means huge social engagements and the consumption of large amounts of alcohol!

At Latham the staff spent 4 days working together to align our thinking around some key priorities. We looked at our Visible Learning priority – the philosophy and our journey so far, and we revised our Behaviour Support strategies. We spent a whole day focusing on 'Stepping Stones', and online Maths program which is guided by the outcomes of the Australian Curriculum and allows for differentiation within and across classes. We also spent a fabulous day at the National Museum learning about their resources and planning for how we can best incorporate the Aboriginal and Torres Strait Islander perspectives into our learning and teaching program at our school. Teachers spent considerable time team planning and working with me to help me establish a clear picture of what they value about Latham Primary School and what they would like to improve.

This term we have moved staff meetings to Wednesday afternoons which allows all of our Preschool and part time staff and even our school counselor to attend. Because I value the input of all staff members you will note that there is a reminder note in the front office that the office will be closed from 3:10pm onwards so that the admin staff can all attend our staff meetings. We have two Tuesday sessions in Term 1 covering first aid procedures; Epipen and Asthma training.

Parent Information Sessions

Sessions are being held tomorrow afternoon and they have staggered starts to best allow parents with more than one child to attend more than one session. Teachers have spent considerable time preparing to share the sort of information they think parents would like to know, but if there is anything missing, please ask. If when you have completed your
session/s, you note there are things lacking from the information presented across the school, please let me know so that we can make improvements to better suit your needs next year. I asked the children on Monday morning to nag their parents about coming if I am very keen to encourage strong parent school relationships. Please spread the word!

Getting to Know the Parent Community

Thank you to those parents who have introduced yourselves to me or made appointments to discuss things important to your children. I cannot serve you or the needs of the school if I don’t know who you are. It has been a very exciting start to the school year and I look forward to working with you all in the future.

Liz Bobos

19 February 2013