



Latham Primary School

Latham Primary School P&C Minutes of the Executive Meeting 4/12/18 Raider's Club, Kippax

Present: Liz Bobos, Emily Kerslake, Gaynor Thompson, Melanie Crump, Peter Newman, Jodie Taylor, Chris (Poppy) Barnard, Katherine Stock, Kristen Sutcliffe

1. Welcome and Previous Minutes:

1.1 The meeting was opened by the Chair at 7.40pm and she thanked everyone for attending.

1.2 **Apologies:** Rhys Barnard

1.3 Previous Meeting Minutes 30/10/18

It was moved by Peter that the minutes of 30/10/18 be approved, seconded by Gaynor
CARRIED

2. Reports

2.1 Principals report

A written Principal's report was tabled by Liz Bobos (Appendix B).

- Currently 337 students are enrolled, preschool has 59 new students for 2019 and is now taking 'spill over' from local schools that cannot accommodate further preschool enrollments.
- Staff changes – Five teachers are moving schools or taking extended leave. Three new staff have been employed more are being interviewed.
- Class configuration is now confirmed with teachers to be assigned soon. Lists will go up Wed 19/12. It was discussed that the lists are not to be photographed and shared (eg. on social media). If parents are unable to attend school on the day, they can contact the school to enquire about class placement.
- Painting maintenance and heat mitigation work will take place over the summer holidays
- Renovation plans for front office, Liz's office, sick bay and psychologist's room in discussion.
- Thanks was given by Liz to the P&C for their work this year.

2.2 President's Report

President delivered a verbal report.

- Spellathon winners have now been identified and will have their prizes distributed in 2019.
- Emily will re-elect for president in 2019.
- Fete will take center stage in 2019 for fundraising, other fundraising will also take place
- Successful activities this year have included asphalt painting and play shed work.
- Vegetable garden – Look at starting stage 1 (fruit trees and possibly chickens) autumn 2019.
- Money from Grill'd not yet received, Emily to follow up **ACTION**.
- YMCA vacation care programme – people have viewed survey on Facebook, no written responses have been received. There were some discrepancies in the number of people who have expressed interest in this programme so Melanie will look into this **ACTION**.

2.3 Finance Report

Treasurer tabled a written report (Appendix C).

- Opening balance \$12 570.12.
- Sand pit refill money has been allocated and this will happen before school returns 2019.
- President's 'load and go' card misplaced with no money lost (no fault of President). Only one 'load and go' in circulation now.
- Main upcoming expense is the fete.
- An auditor has been found – Tarin O'Connor – we will look at giving a thank you to the auditor such as movie vouchers (agreed by committee today).
- \$150 approved for the purchase of bum-bags for the fete, moved by Emily approved by Katherine **CARRIED**.
- Evan (preschool) usually buys books for the children at an approximate cost of \$100 – it was agreed we can give \$120 to the new preschool teachers for books if requested.
- P&C may be funding graduation cake for year 6, TBA.
- One touch payroll by mid 2019, ideally canteen and P&C books amalgamated. Xero is approximately \$40-50 a month. Jodie to find suitable accountant or similar to help with moving financial data to Xero – **ACTION**.

2.4 Canteen Report

Canteen treasurer delivered a written report (appendix D)

- Current fridge in the canteen is 'loaned' through *Capitol Chilled Foods*. It is not known of any written agreement with *Capitol Chilled Foods* for the fridge. LPS Canteen recently informed we are currently not spending enough money to justify *Capitol Chilled Foods* continuing the fridge 'loan'. Dealings with *Capitol Chilled Foods* have been unusual, with that organization refusing to deal in writing and only through phone calls to the sales representative. It is likely we will have to buy a new fridge. If we cease purchasing milk from *Capitol Chilled Foods*, then we will no longer get free milk for breakfast club. Purchase of a new fridge at an approximate cost of \$1000 is likely in early 2019. The canteen may be able to contribute to the cost depending on financial position at the time.
- Canteen will be closed for the last day of school and will be running down stock towards the end of year

- There have been some wonderful 5/6 volunteers and Sara Fitzgerald has been volunteering alternate Fridays – thank you to all.
- Wages will go up EOFY and BAS statement has been completed for this quarter.
- Canteen passed recent health inspection and now has next 3 years of business registration

Thanks was given to Katherine for an excellent years work from the committee.

3. Other Business

AGM is scheduled for Tues 19 Feb 7.30pm at Raiders Club Kippax, to be followed by a general meeting.

Christmas movie and picnic night on Thursday 6 Dec.

Fete rides update with thanks to Pete for investigating all these options. After reviewing all the options presented it was decided that the Petting Zoo, Reptiles, Gecko Gang 4 activities, Bubble Soccer + Dart Soccer and Laser Tag (\$5115 approximately) would be a good combination of activities. These will all be covered for students in the wristband fee of \$25.

Raiders – possibility of afterschool care students asking the Raiders to attend the fete. More invited guests and sponsorship opportunities were discussed and will be investigated in 2019.

3.1

The Chair called the meeting closed 9.35pm. Next meeting is the AGM Tues 19 Feb 2019 7.30pm Raider's Club Kippax.

Appendices

- A. Action List
- B. Principal's report
- C. Treasurer's report
- D. Canteen Treasurer's report

Appendix A

ACTION LIST FROM MEETING 04/12/18

Minute	Action	Who	By	Remarks
2.2	Chase up money won from Grill'd <i>Local Matters</i>	President	Term 1 2019	
2.2	Numbers of people interested in vacation care	Melanie	Term 1 2019	
2,3	Find accountant or similar to help with transfer of books to Xero accounting programme	Treasurer	Term 1 2019	

Appendix B

Principal's Report 4 December 2018

Enrolments

We currently have 337 students from preschool to year 6 enrolled in our school. 59 students have been offered places in the 2019 preschool program, and we are starting to get some 'spill over' enrolments from local schools where the preschool programs are full. We have an additional 19 children from Kindergarten to year 6 enrolled for next year.

Staff News

We have four teachers leaving at the end of the year; Rochelle Nowland, Sladjana Pantic, Evan Gilson and Robyn Frencham. Lauren Jarvis is taking a year's leave to travel around Australia with her family. Sandy Newbery and Gavin Molyneux will be forming a new preschool team. Gavin will run the two groups and Sandy will have a Monday/Tuesday group as well as facilitate the LA program. New recruit Bethany Lieschke will be joining us and I'm currently in the middle of interviewing a number of additional recruits for the last position.

2018 Classes

The classes for 2019 have been constructed very carefully by teachers, with input from parents (24 met with either Karen or me or sent emails). The executive will cross check these lists on Friday when we are off site for a planning day. The lists will be posted for viewing on Wednesday 19 December, and on Thursday from 1:30pm-2:30pm the children will have the opportunity to visit their new room with their new teacher.

Classes:

Preschool x 3
Kindergarten x 3
Year 1/2 x 4
Years 3/4 x 3
Year 5/6 x3
LSUA x 2

Building Update

Over the Christmas holidays the rest of the classes and offices which haven't been painted in the last 12 months will be given a freshen up. That's Erin and Emma, Steph, Daniel's office, the LA room and the staffroom. During the year, depending how our money is going, we would love to do the walls in both junior and senior corridors.

The Heat Mitigation team will be here over the holidays too to put a special film on the windows and put switches on the upper louvres to allow for heat to disperse in the evenings in Erin/Emma, Steph, Trudy and Tania/Sims rooms.

Sam and I have another meeting with the architects and Infrastructure and Capital Works tomorrow to develop further the plans for the front office (and adjoining space) upgrade. This is scheduled for 2019, but we are yet to agree on the plans!

Work on the replacement of the eaves is due to start too. The work is starting on the northern side of the building.

Thank you

Thank you so much for your commitment to the P&C this year. You have a clear vision of what you want to achieve for students, parents and community, and it's always with the intention of making things great for our kids – our school is a much richer place because of you.

Liz Bobos
4 December 2018

Appendix C

Latham Primary School P & C Association

TREASURERS REPORT 3-Dec-18

Cheque Account

Balance brought forward from 29 Oct 2018	\$	12,570.12
Receipts		
Uniforms	\$	683.90
Total	\$	683.90
Payments		
LW Reid (Uniforms)	\$	5,203.12
Total	\$	5,203.12
P&C Account - Closing Balance as at 10 September 2018:	\$	8,050.90

Notes:

Uniform sales since last report at \$683.90 (Total sales this year to date at \$5,699.65)
 Payments to LW Reid of \$5,203.12 for uniforms (Total uniform payments this year to date of \$8,225.00)
 The President's VISA Load and Go card has been misplaced so the funds have been transferred to the Fete Coordinator's card

Outstanding Deposits

Total Outstanding Deposits	\$0.00
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Outstanding Commitments

sand pit top up	\$975.00
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Total Outstanding Commitments	\$975.00
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Available Funds	\$7,075.90
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VISA load and Go Balances	Opening Balance	Current Balance	Spend amount
Presidents card (\$100 approved balance)	\$0.00	\$93.40	-\$93.40
Fete Coordinator's card (\$500 approved balance)	\$99.39	\$5.99	\$93.40
Total	\$99.39	\$99.39	

Appendix D

Canteen Report – 4/12/2018

- Fridge
- End of the Year Closure
- Day to day
- Finances

Fridge

We currently have a fridge that is given to us by Capitol Chilled Foods and we were alerted a few weeks ago that due to our low level of spending they would be removing the fridge. We have not previously been alerted to any required minimum spend and I have been in discussion with Capitol Chilled Foods in regards to the situation.

It is my understanding that they will take the fridge, I have had a discussion with the staff member in charge of this process is going to get back to me ASAP. I have reminded them that there is only 3 weeks until the end of school and we need to know what is happening.

I am recommending that if they go ahead and take the fridge that we close the account and buy our milk from Woolworths, this does affect our breakfast club milk delivery which can be solved. I am not willing to continue supporting a company that has had behaved so appallingly.

A new double fridge will cost about \$1000 and will be delivered.

End of Year Closure

The canteen will be closed the last day of school, towards the end of the term we will be running down our stocks and it may mean that some orders are needing to be replaced with a different option.

Day to Day

The canteen is running well, we are getting good year 5/6 volunteers and it is with thanks to Sara Fitzgerald for volunteering on an alternate Friday.

Finances

We currently have no bills owing.

Katherine Stock

Latham Primary School Canteen Monthly Reconciliation

For the month ending in September 11, 2018

Bank Balance as at September 1, 2018

1254.8

Income

Canteen takings
Bank Interest
Flexischools
Donations

0
0
722.4
85

807.4

2062.2

Expenditure

Food
Packaging
Wages
Flexischools Cost
Load and Go
Cleaning

481.78
138.6
973.08
19.5
0

1612.96

Book Balance

449.24

Bank Balance as at September 11, 2018

449.24

Load and Go
Rolled over amount
Load and Go
credited amount
Load and Go
Total
Expenditure

Card Cost

Total

0

0

Current Credit on the Card

255.99

Latham Primary School Canteen Monthly Reconciliation

For the month ending in October 31, 2018

Bank Balance as at October 1, 2018

1466.35

Income

Canteen takings

962.25

Bank Interest

0

Flexischools

1301.5

Donations

0

2263.75

3730.1

Expenditure

Food

1433.86

Packaging

0

Wages

1216.35

Flexischools Cost

35.14

Load and Go

500

Cleaning

0

3185.35

Book Balance

544.75

Bank Balance as at September 11, 2018

544.75

Load and Go

Rolled over amount

Load and Go

credited amount

Load and Go

Total

Expenditure

Card Cost

Total

0

0

Current Credit on the Card

255.99

Latham Primary School Canteen Monthly Reconciliation

For the month ending in November 30, 2018

Bank Balance as at November 1, 2018

544.75

Income

Canteen takings

1904.35

Bank Interest

0

Flexischools

2095.5

Donations

0

3999.85

4544.6

Expenditure

Food

959.76

Packaging

0

Wages

1985.35

Flexischools Cost

56.58

Load and Go

450

Cleaning

0

3451.69

Book Balance

1092.91

Bank Balance as at November 30, 2018

1092.91

Load and Go

Rolled over amount

Load and Go

credited amount

Load and Go

Total

Expenditure

Card Cost

Total

0

0

Current Credit on the Card

255.99