



## Latham Primary School

### Latham Primary School P&C Minutes of the Executive Meeting 14 May 2019 Latham Primary School

**Present:** Roxanne Tulk, Vanessa Hagon, Jodie Taylor, Emily Kerlake, Jo Dynon, Vicky Honchera, Liz Bobos, Kelee Hodges, Kristen Sutcliffe, Jonathan Stallard, Chris (Poppy) Barnard

#### 1. Welcome and Previous Minutes:

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

1.2 **Apologies:** Katherine Stock, Peter Newman

#### 1.3 Previous Meeting Minutes 21 Feb 2019

It was moved by Vanessa that the minutes of 21 Feb 2019 be approved, seconded by Liz. CARRIED

#### 2. Reports

##### 2.1 Principal's report

The Principal presented a written report (Appendix B)

2.1.1. **Enrollments** are now open for 2020. Enrollment guidelines have been changed but are unlikely to affect Latham at this stage.

2.1.2 **Staff** four new staff members have started at the school and we welcome them.

2.1.3 **Building Update** renovation of the administration area will hopefully start in the new financial year. Bike shelter upgrade is commencing 20/05/19 and other work to ensure accessibility for all students will also be taking place.

2.1.4 **NAPLAN** is now underway for students in years 3 and 5 at the school with the vast majority of tests being done online.

## 2.2 President's Report

The president gave a verbal report.

### 2.2.1 Fete

This was the first time we had a fete in March and this has enabled us to raise funds that use during the school year. Through discussion it was suggested we have a central point (e.g. Dropbox) for people to deposit information about stalls etc. so we can keep records together for subsequent years.

2.2.2 **Disco** was a success with numbers being up despite being in week 10. However, there were behavioural issues with the senior disco. We will need to outline behavioural guidelines for especially the senior disco and increase adult numbers to supervise. Discussion 15/5 decided we will again involve classes in inventing a theme and also designing posters as this increases student ownership of the event. ACTION: Kristen to approach 1/2 SR and MO to see if they are interested.

2.2.3 **School concert** 3 Sept, P&C to run a BBQ for this event.

2.2.4 **Term 4 event** as a community (and possibility fundraising event) for term 4 we could run an afternoon/evening with an obstacle course and colour run. A Sausage sizzle could also run on this day. Steps will be taken to ensure students that do not want to be hit with colour are not. ACTION: Emily to contact colour run company

## 2.3 Finance Report

The Treasurer presented a written report (Appendix C)

- The fete made around \$12 500
- T1 disco made \$504
- Mother's Day Stall made \$412.15
- Uniforms have made \$3285 year to date
- Outstanding commitments at \$450 for reptiles at the fete
- Available funds \$23 536.88

## 2.4 Canteen Report

The Canteen Treasurer submitted a written report *in absentia* (Appendix D)

- 2.4.1 Bonnie is needing to prepare a lot more food due to increased canteen use. It was proposed by Katherine that Bonnie can come in for a couple of hours on a Monday for food prep (eg baking). Seconded by Emily – CARRIED.
- 2.4.2 Due to volume of orders on Friday it was proposed by Katherine we only allow Flexischool ordering for lunch orders on Fridays. Seconded by Emily – CARRIED.
- 2.4.3 Family accounts – Katherine has proposed closing the two family accounts that are still in existence. It was suggested that Katherine contact these families directly to discuss circumstance and other options. ACTION

It was noted by the treasurer that acting upon suggestions in the audit we may need to employ someone to oversee the combining of the P&C and canteen accounts and books. It is understood by the committee that there is likely to be a cost involved and ongoing cost for the one touch payroll that will need to be used from 1 July.

### 3. Other Business

#### 3.1 Fete wrap up – for 2020:

- To take place in March again
- Planning session to be run beginning of term 3
- No hotdog stand next time
- Survey monkey to be set up for feedback on the 2019 fete by Emily ACTION

3.2 **Garden** – The Community Garden subcommittee presented a plan and costings of the project to date. The benefits of the programme to the students were outlined. The positioning of the garden is still to be elucidated. Stages of the programme are as follows:

Stage 1 Infrastructure set up and fruit tree planning

Stage 2 Vegetable gardens

Stage 3 Chicken run & working infrastructure.

Costing for Sage 1 has been done and the cost to the P&C would be \$4850. It should be noted that Vanessa has sourced approx. \$5000 volunteer labor, thanks were given to Vanessa.

Proposed by Emily, seconded by Jodie - CARRIED

22 espalier fruit trees will be planed, classes are currently helping with tree selection. Families can sponsor a tree for \$55. Flyers to go out to students for tree sponsorship (Roxanne) ACTION

3.3 **Breakfast club** request – Breakfast club continues to be well patronized. Meg Bryce has requested some name badges be made up for the volunteers in recognition of their efforts. The quote give was \$175 for 10 badges. It was noted these may be able to be sourced more economically. ACTION: Meg to talk to Sam Chapman about badges sourcing badges through the school's supplier

3.4 **Preschool splash pond** (Appendix E)– a request has been submitted by preschool for water project. More information is needed about the project and we will ask if Gavin or Sandy are available to attend the next P&C meeting to elucidate. ACTION: Kristen to communicate with preschool teachers to achieve this.

3.5 **Uniform** – the uniform sales continue to go very well. A request for the old Latham PS backpacks was discussed. Vicky reported 15/5 that we could put out expressions of interest for a prepaid order of bags, minimum of 25 at a cost of \$35.

3.6 **Election polling** – BBQ (egg and bacon rolls, sausages), cake stall, barista and craft stall will run on 18/5.

The Chair called the meeting closed 9.40pm Next meeting is Tues 18 June 7.30pm Latham Primary School.

### Appendices

- A. Action List
- B. Principal's report
- C. Treasurer's report
- D. Canteen Treasurer's report
- E. Preschool splash pond information

**Appendix A**  
**ACTION LIST FROM MEETING 14/05/19**

<b>Minute</b>	<b>Action</b>	<b>Who</b>	<b>By</b>	<b>Remarks</b>
2.2.2	Contact 1/2 SR and MO for disco involvement	Kristen	ASAP	Email sent 15/5/19
2.2.4	Contact colour run company for T4 event	Emily	Next meeting	
2.4.3	Contact families still using old canteen account system	Katherine	Before EOFY	
3.1	Survey for fete outcomes	Emily	T3 fete planning session	Survey Monkey to be used
3.2	Create and distribute flyer for tree sponsorship	Roxanne	Before trees are planted (to be done in winter)	
3.3	Meg and Sam to discuss using different badge supplier for breakfast club badges	Meg		Email sent 16/5/19 putting Meg and Sam in contact
3.4	Contact preschool teachers about attending next P&C meeting for splash pond discussion	Kristen	ASAP	Gavin to attend next meeting, he is also keen to incorporate this with the Community Garden so he and Vanessa have been put in contact

14 May 2019

### Enrolments

We currently have 363 students enrolled from preschool to year 6.

Enrolments for 2020 opened on the first day of term 2 and to date we have received 31 applications; 27 for preschool and 4 for kindergarten to year 6 places.

Enrolment guidelines for preschool have changed for ACT public schools as of next year. Siblings (unless the family resides in NSW) now have first priority and then cases of wellbeing. If by the close of round 1 enrolments (Friday 5 June), we have received less than 80% of our enrolment capacity, I can offer places to all in-area applications. If I have hit the 80% or above mark however, all those applications are sent to a central place where they will be prioritised in order of proximity to school. This sounds convoluted and unlikely to affect Latham at this time, but the procedures have been changed to reduce the number of Human Rights Commission cases where parents have been lodging complaints about not being able to enrol at their preferred school.

### Staff News

We have had 4 new staff members start with us this term. You'll know about our teachers Syed (PE) and Andrew (5/6) because of course you read our newsletters, but we have also welcomed Mimi Howden (2 days a week in the library) and Ritu Singh (full time staffing officer and PA for me). Di has taken up a position at Radford College, and I have finally managed to find staffing points to employ someone to manage the relief staff (that's huge load off the executive staff's shoulders), and to assist me with administration work.

### Building Update

The plans for the administration area upgrade are about to be signed off and submitted for tender which is very exciting. Work will probably start in the next financial year.

The upgrade of the bike shelter will begin on Monday 20 May and should take about two weeks. The work involves bike racks and pigeon holes for scooters, a tyre pumping station, a roof and a small water tank. Seeing as we thought this work was happening early last year, I'm thrilled that it is soon to be underway. Children will be storing their bikes and scooters during the construction period in the cottage garden area.

Some other significant work which will be occurring before the end of the year (we have not yet been given a timeframe) is the addition of an accessible student toilet and automatic doors, also for student accessibility. This work will require the merging of two staff toilets into one gender-neutral toilet, and a reduction in the size of the maths storeroom.

### NAPLAN

As many of you will be aware already, this week marks the start of year 3, 5, 7 and 9 NAPLAN tests across the country. As was the case last year, all tests, except for year 3 writing are being conducted online. We aim to have most of the tests will be finished this week and have allowed time next week for make up sessions for children who happen to be away. NAPLAN is one way that schools and mostly education directorates and governments track student progress over time. When we get the results (the online model is supposed to allow schools much faster access to results) I lead staff through an analysis of those results to determine what we might need to do differently. Because in the past the results have been available months after the testing period, they have not been useful at a teacher level but as a school, we may include specific actions in the next year's Annual Action Plan as a direct result of the analysis of this and other student data (for

example PIPS, PM Benchmarks, Schedule for Early Number Assessment (SENA) Middle Years Mental Computation (MYMC), classroom formative assessment...the list goes on!

### Strategic Priorities

Just a reminder that our priorities for school improvement for 2016-2020 are:

- Priority 1: Improve student outcomes in literacy and numeracy through building teacher capacity using an evidenced based approach
- Strategic Priority 2: Improve relationships between students, staff, parents and the wider community

Our priorities inform our work for each year; specific actions are recorded each year in the Annual Action Plan (AAP).

Liz Bobos

Appendix C

Latham Primary School P & C Association

TREASURERS REPORT  
13-May-19

Cheque Account

Balance brought forward from 10 February 2019	\$	10,859.80
<b>Receipts</b>		
Uniforms	\$	1,577.60
Mothers Day Stall	\$	1,181.30
School Disco	\$	989.00
Banking commission	\$	60.00
BBQ	\$	67.00
Fete	\$	19,483.25
<b>Total</b>	<b>\$</b>	<b>23,358.15</b>
<b>Payments</b>		
Uniforms	\$	678.00
Mothers Day	\$	769.15
School Disco	\$	485.00
BBQ	\$	374.45
Sand pit top up	\$	995.90
Top up VISA load and Go	\$	500.00
Fete	\$	6,428.57
<b>Total</b>	<b>\$</b>	<b>10,231.07</b>
<b>P&amp;C Account - Closing Balance as at 13 May 2019:</b>	<b>\$</b>	<b>23,986.88</b>

**Notes:**

Uniform sales at \$3,285 so far this year  
 School disco made \$504  
 Mothers Day stall made \$412.15  
 Fete made around \$12,550

Outstanding Deposits

Total Outstanding Deposits \$0.00

Outstanding Commitments

Fete - Reptiles \$450.00

Total Outstanding Commitments \$450.00

Available Funds **\$23,536.88**

**VISA Load and Go Balances**

Opening Balance	\$99.39
Deposits	\$500.00
Payments	\$598.91
<b>Closing Balance</b>	<b>\$0.48</b>

# Appendix D

## Latham Lunchbox Canteen Report

**Date: May 14, 2019**

The canteen has settled into Term 2 well, we have had consistent orders over the week and great feedback from the kids. There are a few items which need to be addressed which have been outlined below; unfortunately I am not contactable tonight however I will be available over the email or phone tomorrow.

### **Canteen employable hours**

Due to the increased interest in the canteen Bonnie is having to prep a lot more (a good problem!) we would like to flag that Bonnie comes in on a Monday for a few hours as required to bulk prep.

Proposing

- Bonnie to come in as required on a Monday to prep for 2-3 hours as needed within school time, please note the canteen will not be open.

### **Flexischools**

At the beginning of term 1 Flexischools have had trouble nationally due to server issues, this has now been resolved and the service is operating effectively. We have rejigged the menu on Flexischools to allow flexibility on ordering and ease of packing.

On Friday we are averaging 70 lunch orders and we are floating the idea that Friday becomes a Flexischools only day. It cuts down the prep considerably and makes the run smoother and much less prone to human error. We are aware that for a small percentage of families flexischools is not an option however we are getting to the point where this may be a haveto. Please note I am only flagging this for a Friday; by having a mix of paper and Flexischools it adds nearly an hour on top of ordering which affects the prep etc....

Proposing

- Only having Flexischools for Friday – aware that some families will not be able to use Flexischools.

### **Accounts**

Prior to Flexischools we had a large account system through the canteen however we now have only one maybe 2 families that use this system still; we would like to propose that the account system be closed that these families be invited to use Flexischools or paper lunch orders with cash. We would give the families to the end of the financial year to close their account system. The reason why we would like to close the system is it adds etc work to the canteen manager and treasurer and with the reduced accounts it is clearly no longer a service that the school community is keen on. We will continue to run an account for the teachers however will be encouraging them to use Flexischools as required.



### Proposing

- Close the school family accounts by June 30, 2019 that have previously been held in the canteen.

### Fridays

As we have mentioned Fridays have become our busiest day (which is standard throughout canteens); we are aware that this is a good problem to have and we are grateful that the school community has embraced the canteen. However we have had problems with delivering hot food, within the time frame and without error. With help from the school we have instigated a change in the lunch pick ups. Juniors are getting picked up at 12:30pm and Seniors are getting pickup up at 12:45pm – this was run for the first time last Friday and it made a huge difference. We will be continuing to operate in this fashion, and it is with big thanks to the teaching staff to be open to changing their process. We have also been lucky enough to have a regular volunteer from 12-1 on a Friday – Sarah Luckie ; many thanks for stepping up.

### Menu changes and updates

- Energy Balls will only be available from the counter
- Our ANZAC biscuits are very very popular Bonnie is making at least 3 double batches of ANZAC biscuits every week
- We are investigating whether we are able to use a chicken schnitzel for the chicken burger; we are just trying to look at the best option.

**Latham PS Canteen Monthly Reconciliation 2019****FEBRUARY (2)**

<b>Balance at start of month</b>	<b>\$1,360.60</b>
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<b>Income</b>	<b>Total</b>	<b>\$2,085.65</b>
	Canteen Takings	\$937.65
	Donation	\$0.00
	Flexischools	\$1,153.00
	Interest	\$0.00

<b>Expenditure</b>	<b>Total</b>	<b>\$2,608.67</b>
	Bank Fees	\$0.54
	Cleaning	\$0.00
	Flexischools Fee	\$31.13
	Food	\$1,070.08
	Packaging	\$0.00
	Wages	\$1,506.92

<b>Balance at end of month</b>	<b>\$608.33</b>
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*Load and Go Card Summary:*

<b>Card Balance at start of month</b>	<b>\$74.34</b>
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Card Top Ups during month	\$615.00
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Card Use during month	\$380.75
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<b>Card Balance at end of month</b>	<b>\$308.59</b>
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**Latham PS Canteen Monthly Reconciliation 2019****MARCH (3)**

<b>Balance at start of month</b>	<b>\$608.33</b>
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<b>Income</b>	<b>Total</b>	<b>\$4,535.00</b>
	Canteen Takings	\$2,250.80
	Donation	\$0.00
	Flexischools	\$2,284.20
	Interest	\$0.00

<b>Expenditure</b>	<b>Total</b>	<b>\$4,663.07</b>
	Bank Fees	\$0.27
	Cleaning	\$145.79
	Flexischools Fee	\$61.68
	Food	\$1,941.54
	Packaging	\$0.00
	Wages	\$2,513.79

<b>Balance at end of month</b>	<b>\$687.63</b>
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*Load and Go Card Summary:*

<b>Card Balance at start of month</b>	<b>\$308.59</b>
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Card Top Ups during month	\$217.50
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Card Use during month	\$424.87
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<b>Card Balance at end of month</b>	<b>\$101.13</b>
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**Latham PS Canteen Monthly Reconciliation 2019****APRIL (4)**

<b>Balance at start of month</b>	<b>\$687.63</b>
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<b>Income</b>	<b>Total</b>	<b>\$3,484.20</b>
	Canteen Takings	\$1,458.30
	Donation	\$0.00
	Flexischools	\$2,025.90
	Interest	\$0.00

<b>Expenditure</b>	<b>Total</b>	<b>\$2,927.02</b>
	Bank Fees	\$0.45
	Cleaning	\$61.41
	Flexischools Fee	\$55.02
	Food	\$1,525.07
	Packaging	\$311.99
	Wages	\$973.08

<b>Balance at end of month</b>	<b>\$1,351.34</b>
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*Load and Go Card Summary:*

<b>Card Balance at start of month</b>	<b>\$101.13</b>
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Card Top Ups during month	\$400.00
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Card Use during month	\$438.47
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<b>Card Balance at end of month</b>	<b>\$62.66</b>
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**Latham PS Canteen Monthly Reconciliation 2019****MAY (5)**

<b>Balance at start of month</b>	<b>\$1,351.34</b>
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<b>Income</b>	<b>Total</b>	<b>\$2,115.54</b>
	Canteen Takings	\$890.44
	Donation	\$0.00
	Flexischools	\$1,225.10
	Interest	\$0.00

<b>Expenditure</b>	<b>Total</b>	<b>\$2,204.44</b>
	Bank Fees	\$0.18
	Cleaning	\$0.00
	Flexischools Fee	\$33.08
	Food	\$1,198.10
	Packaging	\$0.00
	Wages	\$973.08

<b>Balance at end of month</b>	<b>\$1,221.82</b>
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*Load and Go Card Summary:*

<b>Card Balance at start of month</b>	<b>\$62.66</b>
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Card Top Ups during month	\$200.00
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Card Use during month	\$201.78
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<b>Card Balance at end of month</b>	<b>\$60.97</b>
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# Splashpond

A hand water pump, pond and storage tank

The Splashpond is a portable water play unit for preschool children.

Little muscles bring the hand water pump to life, and cool water gushes from its spout into the pond - keep pumping to fill the pond and discover the pleasures and enjoyment water offers. No need to stop pumping - an overflow returns the water to the tank. At the end of play, pull the plug to release the water back into the tank.

Pumping water into buckets for experiments in the sandpit or, filling watering cans to enrich gardens wont empty the tank and stop the fun, the Splashpond's tank connects to mains water or, rain tank to keep it topped up.

- Kid-safe hand water pump
- 1800l x 740w x 440h (without hwp)
- 304 grade stainless steel pond
- Jarrah timber (WA) sides
- 200l galvanised storage tank
- Pond depth 65mm, capacity 80 litres
- Requires a solid, level surface

# Rainwell



Appendix E