



Latham Primary School

Latham Primary School P&C Minutes of the Executive Meeting 3/12/19 Latham Primary School

Present: Liz Bobos, Jo Dynon, Peter Newman, Emily Kerlake, Vikky Honchera, Gaynor Thompson, Melanie Crump, Kristen Sutcliffe, Jodie Taylor, Chris (Poppy) Barnard, Kelee Hodges, Hajar Malek Gala

1. Welcome and Previous Minutes:

1.1 The meeting was opened by the Chair at 7.43pm and she thanked everyone for attending.

1.2 **Apologies:** Katherine Stock

1.3 Previous Meeting Minutes 29/10/19

It was moved by Emily that the minutes of 29/10/19 be approved, seconded by Peter
CARRIED

2. Reports

2.1 Principals report

The Principal tabled a written report (appendix B)

- 364 students currently enrolled
- Two preschool classes will run in 2020
- Staffing for 2020 is currently being elucidated, with three current teachers transferring, two new teachers secured and three more teaching positions TBA
- Two students with physical disabilities will be starting at Latham 2020, building accessibility works will start in the summer holidays. The 1/2 and 3/4 classes have been contemplating possible issues and are writing a report for the board
- HQ to be used as a classroom next year, likely to be for junior LSU. The school is looking for the smoothest transition with his change as some building work will be required which cannot take place in the summer holidays
- The school will be reviewed week 10 Term 1, focusing on strategic priorities
- The Principal thanked all P&C volunteers for the years' work

2.2 President's Report

A verbal report was given by the President

- End of Year event (family picnic and BBQ) will take place this Thursday 5 Dec. We will be using sausages left over from the CIT sausage sizzle.

- We are in the running for *Local Matters* at Grill'd for the month of December, all encouraged to go along and buy a burger
- Emily will not be president 2020 as she has personal commitments but is keen to be involved in the P&C

2.3 Finance Report

A written report was tabled by the treasurer (appendix C)

- Current available funds \$22 079.55
- Mango fundraiser \$1008 profit
- Uniform sales have been profitable this year. We will look into flexischools for uniform sales. Thanks was given to Vikky for her valuable contribution running the uniform shop.
- Sausage sizzle at CIT 9/11/19 did not make a profit due to too much stock. Excess will be sold at the End of year BBQ. Vanessa to submit receipts for reimbursement for costs.
- \$500 has been donated to the Mito Foundation, as part of the Year 6 students *Cut for a Cure*. The Foundation is interested in media for this event, Daniel Manestar to confirm media permission for the students involved
- We have Xero now and Jodie will be entering in data to start using the programme
- Tarin O'Connor will be auditing the P&C accounts again at the end of 2019
- The second P&C bank account (with only \$5 in it) needs to be closed, we need to have 2 authorised representatives to do this – Emily and Jodie will liaise to find a time **ACTION**
- Jodie will also need to stand down as treasurer in 2020 and we will be looking for a new treasurer

2.4 Canteen Report

A written report was tabled in absentia (appendix D)

- \$1578.11 available funds with approximately \$600 owing in bills
- Canteen cash takings from Wear Red for Archie Day will be donated directly to the Mito Foundation
- Canteen will be closed on the last day of school (Thurs 19/12)
- Gluten free options to be trialed 2020
- New casual position will be advertised over the school holidays, approximately 9 hours per week (previously approved by P&C)

3. Other Business

- Zoe Ivansson is unable to continue Mother and Father's day stall 2020, call out to Facebook and newsletter for volunteers for 2020
- AGM – to be held Thurs 6/2/2020. To try and encourage more families to attend we will hold a *Parents' Happy Hour*, with drinks and nibbles for adults, childcare (kindly provided by YMCA for free) and dinner for the kids. RSVP number of kids and ages to Kelee so YMCA can have the correct staff to student ratios. Flyer to go out ASAP, especially for the preschool Play and Chat session 5/12 **ACTION**
- A small present was given to Poppy to thank him for his ongoing help and support (and lots of sausages cooked!). His grandson will be graduating from year six soon and we will miss Poppy and his help
- Kristen (secretary) is also unable to continue with her executive role in 2020 due to work demands
- We will run another free BBQ for *Meet the Teacher 2020*
- School board has approached the P&C to help fund new books for the library. We are happy to help out with this and have asked for an application in writing
- A student with significant hearing loss will be starting at Latham 2020. Her current Itinerant Support Teacher (IST) (hearing) has submitted a letter for consideration for a

Roger Wall pilot, technology that would help her and other students with hearing loss hear in assembly (appendix E, please note student names are removed for privacy). Approximate cost would be \$2000. We will review this idea when we hear from Latham's IST Sandy Rees

- **Fete update** – Jo Dynon is the fete co-ordinator and it was agreed she has autonomy and authority to make decisions about the fete and spend money where needed (after being approved by the committee)
 - Jo's three priorities for the fete are creating and communicating with the greater community, engaging parents and involving students
 - Fete meeting 27/11, minutes available
http://www.lathamps.act.edu.au/data/assets/pdf_file/0010/459289/FeteMeeting_Minutes_27_11_19.pdf
 - Co-ordinator positions will be created; volunteer (Emma Georgiou), stall and sponsorship (Jo), teacher (TBC), entertainment (Kelee), rides (Pete), advertising and promotion (Kareen), treasurer (TBC)
 - Wristband price will be kept the same as 2019
 - Latham Shopping Hub are interested in being involved and Hajar (owner) attended today's meeting to offer support
 - LJ Hooker Kippax will be involved
 - Mini trains TBC
 - Five small businesses confirmed with priority given to those associated with the school
 - Rides – many of the companies that run rides are based in Sydney. Camelot – not going with them this year but could look into having them in 2021 and pairing up with another school to make their trip worthwhile. Pete is looking at having the following - petting zoo, reptiles, bubble soccer (bring their own generators, may be asked to do extra), laser tag, gecko gang (reduced from last fete), mini golf
- Christmas Hamper will go ahead again this year, organised by Vikky

3.1

The Chair called the meeting closed 9.45pm. Next meeting is the AGM 6/2/20.

Appendices

- A. Action List
- B. Principal's report
- C. Treasurer's report
- D. Canteen Treasurer's report
- E. Letter for consideration of funding a Roger Wall Pilot

Appendix A

ACTION LIST FROM MEETING 03/12/19

Minute	Action	Who	By	Remarks
2.3	Close second band account	President and Treasurer		
3	Flyer for <i>Parents Happy Hour</i> and AGM	Secretary	4/12/19	Done

3 December 2019

Enrolments

We currently have 364 students from preschool to year 6 enrolled in our school, which is 27 more students than we had this time last year.

41 students have been offered places in the 2020 preschool program and we have had an additional 4 enrolments sent to us. We are now requesting that our capacity stay at 44 (2 sessions) rather than have 3 sessions of 15 students in each session. This is mainly so I can decide where our staff will be next year, rather than having positions vacant.

We have an additional 15 children from Kindergarten to year 6 enrolled for next year, with 2 extras that we know of but haven't yet submitted enrolments.

Staff News

As you know Tania Blak, Peter Simmons and Sharee Harrild are all transferring to other schools, and we have secured Louise Poulakis (Japanese) and Angie Dowell (K-6). At this stage, the HR section in our Directorate tell me they are currently recruiting and should be able to offer me some options soon. I still need three teachers, so I haven't yet assigned our existing teachers to year levels.

Our class configuration looks like:

Preschool x 2 (22, 22)

Kindergarten x 3 (21, 21, 22)

Year 1/2 x 5 *this is growing (21, 21, 21, 21, 21)

Years 3/4 x 3 (24, 24, 24)

Year 5/6 x3 (27, 27, 27)

LSUA x 2 (5, 6)

Building Update

The accessibility works will start in the holidays. This will result in an accessible toilet at the senior end of the building and one set of automatic doors so that students using either a walker or a wheelchair can be independent to get out to the playground. We will have two children with physical needs starting with us next year, one in year 2 and the other in year 3. I have been so proud of the deep thinking the year 1/2s and the 3/4s have engaged in when they considered how difficult the current configuration of our building and playground would be for a student with a physical disability. They have prepared letters and drawings outlining possible difficulties and solutions and some has been presented to the School Board. I am awaiting the arrival of persuasive letters from the year 1/2s, hoping that I can influence some changes with the Directorate's Infrastructure and Capital Works.

As we have an additional class next year, we will have to use our existing HQ (teacher planning and meeting room) back to a classroom. It hasn't been used as a classroom since 2013 but it has been painted since then, an air-conditioner has been added and the large pinup boards with the wide wooden borders have been removed. The plan is to have this room to be the LSUA having them side by side and joined by a large sliding glass door. We have plans drawn up of an enlarged and greatly enhanced courtyard so that both rooms will have direct access. Unfortunately, the door work can't be started until February which is not an ideal situation, so we really have to get our thinking hats on of how best to manage until then.

Strategic Priorities

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

Just a reminder that the school will be reviewed in week 10 term 1 next year, so those of you who are available to meet with the reviewers will be able to talk about our progress from the parents' perspective.

Thank you

Thank you so much for your ongoing commitment to the P&C this year. I love how much you want to make everyone's experience at Latham the best. I know there is only a small number of you who come to meetings, but you make the world of difference. Happy holidays to you all.

Liz Bobos

3 December 2019

Appendix C

Latham Primary School P & C Association

TREASURERS REPORT 2-Dec-19

<u>Cheque Account</u>	
Balance brought forward from 28 October 2019	\$ 22,354.53
Receipts	
Uniforms	\$ 789.00
CIT BBQ	\$ 342.00
Mango fundraiser	\$ 675.00
Total	\$ 1,806.00
Payments	
Xero monthly fees	\$ 29.00
Purchase of mangoes	\$ 3,192.00
Reptiles (Fete)	\$ 450.00
2020 Fete (stamps and envelopes)	\$ 50.91
Present for Poppy	\$ 60.40
Donation to Yr 6 Cake	\$ 100.00
Donation to Mito Foundation	\$ 500.00
Total	\$ 4,382.31
P&C Account - Closing Balance as at 2 December 2019	\$ 19,778.22

<u>Outstanding Amounts</u>	
Outstanding Deposits	
Cash payments from Mango fundraiser	\$2,300.00
Total Outstanding Deposits	\$2,300.00
Outstanding Commitments	
Reimbursement for CIT BBQ costs	\$0.00
Total Outstanding Commitments	\$0.00

<u>VISA load and Go Balances</u>	
Opening Balance	\$1.33
Deposits	\$0.00
Payments	\$0.00
Closing Balance	\$1.33

Total Available Funds	\$22,079.55
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<u>Notes:</u>
Uniform sales at \$6,130 and expenditure on uniforms so far this year \$3,348.95
Xero monthly fee \$29 month
Payment to Reptiles for 2019 Fete of \$450
Present for Poppy \$60.40
Mango fundraiser made a profit of \$1,008
CIT BBQ - cash deposit of \$342 - waiting for information on costs to reimburse
Donation of \$500 to the Mito Foundation
Contribution of \$100 to the Year 6 Farewell cake

Appendix D

Canteen Report – December 3

Our current balance: \$1578.11 – We have about \$600 worth of bills to pay.

The canteen has had good attendance this term and the Year 6 support to help out at recess and lunch has been invaluable this term/year.

Wear Red for Archie Day

The canteen will be donating the entire canteen cash takings on Friday for Wear Red for Archie Day this is to recognise the previous benefit that the canteen has had due to “coin donation days”.

Closure Days

The canteen will be closed on Thursday 19/12 (last day of school), our stocks will be reduced over the next few weeks and substitutions will need to occur.

Gluten Free

We will be introducing gluten free burger buns, gluten free bread and gluten free pizza bases for 2020 on a trial basis. Please note there is no guarantee of no gluten contamination.

New staff member

Over the Christmas holidays we will be advertising for a second staff member for the canteen for 9 or so hours per week. I will be requesting support for interviewing in the first few weeks of term.

Note: I would like to thank the P and C for their support over 2019, it has paid off as we have a great canteen which is selling brilliant food.

Cheers

Katherine Stock
2019.

Appendix D cont

Profit and Loss

Latham Primary School P&C

For the 3 months ended 31 December 2019

OCT-DEC 2019

Trading Income

Canteen Sales	2,601.75
Flexschools Income	3,978.78
Total Trading Income	6,580.53

Gross Profit

6,580.53

Operating Expenses

Load and Go	430.00
Office Expenses	448.00
Related to Food	2,456.77
Superannuation	361.51
Wages and Salaries	3,805.38
Total Operating Expenses	7,501.66

Net Profit

(921.13)

11th November, 2019

P. & C.
Latham Primary

To Whom it May Concern,

Re: Inspiro Roger Wall Pilot for School Hall

I am a Hearing Support Teacher with the Department of Education. One of my student's, [REDACTED] will be starting in Kindergarten next year at Latham Primary School.

[REDACTED] has two Cochlear Implants (CI) which have been very beneficial to help her to hear. However, there are still limitations. Amongst these, [REDACTED] has trouble hearing over a distance and in background noise. Therefore, in any gathering in the school hall, [REDACTED] would struggle and not hear the detail of much. The reverberation (echo) in this room would also present a challenge.

If your school was able to fund and install an Inspiro Roger Wall Pilot in your hall, [REDACTED] would have direct input into her hearing devices and her hearing would be much improved so she would gain access to what is being presented.

Another Hearing Support Teacher from our Team, also visits and supports [REDACTED] and [REDACTED] at Latham. There are also three other students at Latham who also have hearing loss and wear aids – [REDACTED], [REDACTED] and [REDACTED]. All these students could also benefit as only one Pilot is needed for them to walk past and automatically synchronise them to the transmitter plugged into the PA.

Further information and costings can be made available to you through Senior Audiologist, Kristen Sutcliffe at Hearing Australia.

I thank you for your consideration in this to help [REDACTED] and others to access and participate through being able to hear school assemblies and other presentations.

Please do not hesitate to contact me if I can be of assistance.

Yours sincerely,

Sandy Bates-Ineson

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