



Latham Primary School

Latham Primary School P&C Minutes of the Executive Meeting 06/08/19 Latham Primary School

Present: Chris (Poppy) Barnard, Emily Kerlake, Kelee Hodge, Jo Dynon, Jodie Tylor, Karen Wilson, Katherine Stock, Peter Newman, Jenna Dunley, 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:** Liz Bobos, Vicky Honchera, Kareen Tait

1.3 Previous Meeting Minutes 18/06/19

As the secretary was absent for this meeting the president took minutes which can be requested from the secretary.

2.1 Vice Principal's report

The Vice Principal tabled a written report (appendix B)

- School satisfaction survey will be open soon for parent and older student input.
- School Shades are offering sunglasses to students at \$10.85/pair for use in school. This was discussed in the meeting and it appears there is potentially some conflicting evidence on need so no further action will be currently taken.
- Reports were delivered electronically in S1 2019, the School Administration System is now looking for feedback on the process.
- A survey will be available shortly about the Out of Hours School Care at Latham as the Education Directorate is opening this to tender.

2.2 President's Report

The President presented a verbal report

- Emily reported she will vacate the position of President in 2020, and that the Treasurer Jodie will also not be re-electing.
- Discussion on how to involve preschool families with children coming up to kindergarten in 2020.
- Term 2 disco was a success with noted better behavior by senior students by Karen (executive teacher at the disco).
- Term 3 disco 19 Sept will trial 15 mins of a 'silent disco' at the start of each of the junior and senior session to cater for students with auditory sensitivities. Kindergarten classes will be approached to devise a theme and design posters.
 - o Kristen to contact kindergarten teachers re theme and poster & DJ re silent disco time **ACTION**

2.3 Finance Report

The Treasurer tabled a written statement (Appendix C)

- Available funds currently \$19,271.86.
- Outstanding commitments still \$450 for the reptiles at the 2019 Fete; we have contacted them several times to pay invoice but have not heard back.
- Xero system now set up, soon Canteen and P&C will be on the same account.

3.3 Canteen Report and Canteen Finance Report

The Canteen Treasurer tabled a written report and canteen financial statements (Appendix D)

- Thanks to the volunteers who have helped in the canteen in recent times.
- BAS has been submitted.
- Xero accounting system is in its early stages but going well.

4. Business Arising

4.1 Introducing Jenna from LJ Hooker Kippax who is keen work with the school on community projects. She is organising a colouring competition for Father's Day with a family Raiders pass to be won (this has been approved by Sam via email and Karen at the meeting).

4.2 End of year event – will currently put on hold the 25/10 event due to logistical difficulties. An alternative date in term 4 will be considered at future meetings.

4.3 School concert 3 Sept– sausage sizzle TBA. Emily to contact Emma Georgiou
ACTION

4.4 Garden project – there have been some delays in the project in relation to having student/volunteers with appropriate Working with Vulnerable People (WWVP) cards. Possibility of finding time where the Latham students are not at school but CIT students are still in session? Discussion on whether this could be achievable with volunteers. Thanks were given to Vanessa for her incredible amount of work. Kelee to speak with Vanessa about how we can navigate this situation **ACTION**

4.5 Fete 21 March 2020 3-7pm

Emily will again be the fete convener and it will follow a similar format to 2019.

Stalls/events discussed today were chocolate wheel (Jo Dynon and helper TBC), chocolate trailer (Justin Kerslake TBC), cake stall (Kristen Sutcliffe), small business stalls (Jo Dynon), rides (Pete Newman), Vesper Club (Denis TBC), wristbands and hampers (Vicky TBC), sausage sizzle (Rolfe Mazda and Poppy TBC), kids craft (Sammi Woods and YMCA TBC), \$1000 Raffle (TBC, LJ Hooker to print tickets), LJ Hooker stall (TBC), fire engine (Emily's brother TBC), white elephant (TBA), book stall (TBA), face painting, International Food (Amy Fowley), plant stall (Roxanne Tulk TBC), teacher's show bags (TBC), Show and Shine (Chris Brookes TBC), Mater of Ceremonies Kelee Hodges (to arrange performance displays etc), coffee cart, viability of second hand clothes stall to be discussed with previous stall holder, cooking decorating (TBC).

5. Closure

5.1 The Chair closed the meeting at 9.15pm.

5.2 The next meeting is Tues 10 Sept, 7.30pm Latham PS.

ATTACHMENTS

- A. Action List
- B. Vice Principal's report
- C. Treasurer's financial statement
- D. Canteen report and financial statements

ATTACHMENT A

ACTION LIST FROM MEETING 06/08/19

| Minute | Action | Who | By | Remarks |
|--------|---|---------|--------------|--|
| 2.2 | Disco – approach kindergarten class for theme and poster, liaise with DJ about 'silent disco' for first 15 mins | Kristen | ASAP | Becky approached 7/8 – her class is happy to help. |
| 4.3 | Approach Emma Georgiou for help with School concert sausage sizzle | Emily | ASAP | |
| 4.4 | Liaise with Vanessa about student help with relation to WWVP check need | Kelee | Next meeting | |

Appendix B

Deputy Principal Report Tuesday 6 August 2019

Satisfaction Survey

The 2019 School Satisfaction Survey will be 'open' from Tuesday 13 August until Monday 2 September. In 2018 we had the highest ever number of parent responses to the Satisfaction Survey. This data gives the school information on how students (year 5/6), parents and staff perceive how we are meeting school priorities and ideas for future growth. As we are in our 4th year of our 5-year Strategic Plan, this year's feedback will be extremely useful in measuring our growth over the past 4 years and developing our new plan in 2020.

School Shades

The ACT Principal's Association sponsor 'School Shades' are offering sunglasses for children at a cost of \$10.85c per pair. These are of the highest quality, in different sizes, school colour, hardy case and with the school name on one of the arms. A representative is happy to come and talk with the P&C if you are interested in having sunglasses as a part of the uniform pack. Apparently, eyes are most vulnerable in children between the ages of 4-8.

Feedback to ED regarding academic reporting

After some initial emailing issues, we managed to generate and send K-6 student reports via email. We did have a few reports that didn't get where they needed to go, but we were able to work through these.

The School Administration System (SAS) team are seeking feedback from parents, teachers and leadership teams regarding last semesters reporting period. I attended a session Thursday 1 August to begin the set up for semester 2. There are a couple of changes at the 'back-end' to improve the functionality for schools. This is mainly in the way we report for students working on personalised programs.

Survey for strategic procurement

The Education Directorate is leading a strategic procurement process for all Out of Hours School Care providers (i.e. before and after school care). This involves tenders being sought for all positions, even if a provider is already established within a school. A survey will be distributed to parents to obtain their input into how the provider working in their current settings.

As a school, we have given feedback stating that we are satisfied with our current arrangement with our Out of Hours School Provider (YMCA). The provider attends our P&C meetings, are active in supporting school events such as the fete and have effective communication with the school on a regular basis.

Karen Wilson
Deputy Principal

Appendix C

Latham Primary School P & C Association

TREASURERS REPORT

5-Aug-19

| <u>Cheque Account</u> | | |
|---|-----------|-----------------|
| Balance brought forward from 18 June 2019 | \$ | 26,242.43 |
| Receipts | | |
| Uniforms | \$ | 123.00 |
| School disco | \$ | 750.20 |
| School Banking commission | \$ | 95.00 |
| Total | \$ | 968.20 |
| Payments | | |
| Accounting software and setup | \$ | 166.50 |
| Insurances and association fees | \$ | 1,604.68 |
| Splash pond funding approval | \$ | 4,900.00 |
| School Disco | \$ | 485.00 |
| Fathers Day | \$ | 395.00 |
| Total | \$ | 7,551.18 |
| P&C Account - Closing Balance as at 18 June 2019: | \$ | 19,659.45 |

| <u>Outstanding Amounts</u> | | |
|--------------------------------|--|-----------------|
| Outstanding Deposits | | |
| Total Outstanding Deposits | | \$0.00 |
| Outstanding Commitments | | |
| Fete - Reptiles | | \$450.00 |
| Total Outstanding Commitments | | \$450.00 |

| <u>VISA load and Go Balances</u> | | |
|----------------------------------|--|----------------|
| Opening Balance | | \$62.41 |
| Deposits | | \$0.00 |
| Payments | | \$0.00 |
| Closing Balance | | \$62.41 |

| | |
|------------------------------|--------------------|
| Total Available Funds | \$19,271.86 |
|------------------------------|--------------------|

| <u>Notes:</u> |
|---|
| Uniform sales at \$4,781 and expenditure on uniforms at \$2,180.75 so far this year |
| School Disco made \$265.20 (last disco made \$504) |
| Bookkeeping monthly fee started as a direct debit and set up fee paid - total so far of \$166.50 |
| Funding proposal for splash pond for Preschool paid \$4,900 |
| Insurances (Workers comp and public liability) and P and C Association fees paid for the year \$1,604.68 in total |
| Father's Day stall invoice paid \$395 |
| Reptiles invoice from Fete still outstanding |

Appendix D

Canteen Report – August 6, 2019

The canteen is in a good place, we have a steady order rate over the last few terms, many thanks to the volunteers who have been able to assist over the last few weeks while I have been away.

We have little to no problems to report at the present.

Actions:

- Increase Xero to \$50 a month
- BAS has been submitted
- There are no bills owing

Xero: We have instigated Xero for the P and C to include the canteen and the P and C; this process does have a learning curve and I will consult with Jodie regarding training. We currently are paying the lowest amount for our Xero, if we bump it up to \$50 a month we are able to have a few options that might make it easier for people to volunteer, such as a receipt scanner that will be able to upload directly to Xero and have it registered – which will be a great help for the fete etc..

Tax: The canteen following the Xero implementation is now having to pay tax, which will be submitted with the BAS form.

BAS: BAS is being submitted.

Appendix D cont.

Profit and Loss

Latham Primary School P&C

For the period 1 January 2019 to 6 August 2019

1 JAN-6 AUG 2019

Trading Income

| | |
|-----------------------------|------------------|
| Other Revenue | 12,118.72 |
| Sales | 8,777.30 |
| Total Trading Income | 20,896.02 |

Gross Profit

20,896.02

Operating Expenses

| | |
|---------------------------------|------------------|
| General Expenses | 20.00 |
| Load and Go | 2,810.00 |
| Office Expenses | 13.96 |
| Packaging | 628.32 |
| Related to Food | 7,306.49 |
| Superannuation | 155.82 |
| Wages and Salaries | 11,894.36 |
| Total Operating Expenses | 22,828.95 |

Net Profit

(1,932.93)