



Latham Primary School

Latham Primary School P&C Minutes of the Executive Meeting 30/10/18 Raider's Club, Kippax

Present: Jodie Taylor, Karen Wilson, Peter Newman, Jo Dynon, Emily Kerlake, Vicky Honchera, Nektaria Stavropoulos, Chris (Poppy) Barnard, Gaynor Thompson, 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:** Liz Bobos, Rhys Barnard

1.3 Previous Meeting Minutes 11/9/18

The current method of uploading the minutes to the school website was deemed unsuitable, the minutes and/or the link to the website will now be emailed to all attendees. The president moved that the minutes from 11/9/18 be accepted but no one else had read the last minutes to be able to carry the motion.

2. Reports

2.1 Principals report

A written Principal's report was tabled by Vice Principal Karen Wilson (Appendix B).

- Currently 337 students are enrolled with 9 new students joining LPS in term 4.
- Staff changes for 2019 are beginning to be elucidated, but two positions are yet to be filled.
- School satisfaction survey 166 surveys completed (i.e. relating to 166 students, not families) which was an increase from 2017. A positive trend was identified in many areas. The quantitative nature of the survey was raised within the meeting and it was suggested there was room for open questions for collection of qualitative data.
- There is now a fence/railing around the roof for safety anchor points.

2.2 President's Report

President delivered a verbal report.

- Winners of the spell-a-thon are yet to be reported, students that have earned a prize (Grill'd burger masterclass) will be notified ASAP.
- \$300 won in the Grill'd *Local Matters*.
- Grill'd will be setting up a burger making station at the school fete. They are also happy to help with composting and chicken coup when our garden project is up and running.
- Sandpits still need to be filled, sand pit is currently unusable for the preschool. Nektaria offered to arrange sand delivery and volunteers once information is given. **ACTION**
- Christmas picnic to be held Thurs 6/12. We have 500 fruit tubes from the cancelled Colour Run that can be given out to children.
- Term 4 disco to be cancelled so we can concentrate on the Christmas party.

2.2 Finance Report

Treasurer tabled a written report (Appendix C).

- Opening balance \$15 151.06
- Closing balance \$12 570.12 with available funds at \$11 595.12
- 5c challenge raised \$511.60.
- Currently looking for an auditor for the P&C 2018 report
- New accounting system needs to be set up for 2019, Xero still being considered. We will need to get someone in to set it up, volunteer if possible/appropriate or paid professional.
- P&C and Canteen to be on same financial account, work still to be done on this
- Thanks to Vicky for all her work on the uniforms. She has been buying in bulk for reductions where possible.
- Flexischools can do uniform orders too, this will be considered as an option for LPS.

2.3 Canteen Report

Canteen treasurer delivered a verbal report.

- \$544 in account currently, no bills owed.
- Work experience student from Black Mountain School has finished now, this was a successful placement. Another student from Black Mountain will be coming for work experience Thursdays.
- \$530 taken from the disco. Everyone has been happy with the canteen not selling lollies for discos.
- Bonnie has organised Halloween-themed food for tomorrow.
- Families must be mindful of completing the information on the lunch order bag and giving the correct cash, otherwise we may have to go completely to flexischools.
- 'Shout outs' at the canteen to encourage good manners and communication.

3. Other Business

3.1 YMCA

- After school care can use the canteen.
- Enrollment for afterschool care available through the YMCA website – to be put into P&C school newsletter for families' information.

- School holiday care – now need a survey to find out the interest and need (need 22 students to run the programme) – link to survey monkey to gauge interest?

3.2 Fete

- Emily will oversee the fete.
- Event request has been approved by the school for Sat 23 March 3-7pm.
- Stalls will include, cake, rides, hot dogs, plant stall, hampers, raffle tickets (to be sold on the day), sausage sizzle, teacher show bags (TBC), white elephant (no clothes, electrical, broken goods), LEGO comp, vintage car show.
- Kelee Davey to emcee fete.
- Peter Blackshaw to be approached for signs (Kareen) **ACTION**.
- Small businesses can have a stall but they have to donate to the chocolate wheel and donate \$50 to LPS P&C.
- Logistics of stall placement was discussed.
- Each year group will be asked to donate for a themed hamper, Vicky overseeing.
- Karen to see if staff would like to help the students have stalls (eg making and selling playdough like in 2016).
- Possible sponsors to approach: Grill'd, Regal Chicken (Charnwood) (to do chicken and salad stand?), St George, YMCA, Specsavers.
- Possibility of Raiders attending – Nektaria to enquire **ACTION**.
- Autumn graphic currently being developed, open Facebook to be created soon.

The Chair called the meeting closed. Next meeting Tues 4 Dec 7.30pm Raider's Club Kippax

Appendices

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

Appendix A

ACTION LIST FROM MEETING 30/10/18

Minute	Action	Who	By	Remarks
2.2	Arrange sand deliver	Nektaria	TBA	Nektaria to be emailed information to action this point
3.2	Approach Peter Blackshaw for signs for the fete	Kareen	TBA	
3.2	Approach Raiders to see if they can attend the fete	Nektaria	TBA	

Enrolments

We currently have 337 students from preschool to year 6 enrolled in our school. In term 4 we have welcomed 9 new students (4 families) to Latham.

55 students have been offered places in the 2019 preschool program; 54 have accepted. With one Latham preschool session dedicated by the Education Directorate as an 'overflow' preschool. In essence, an 'overflow' preschool is where students who have not been offered a place at their 'in-area' preschool due to numbers can access our 3rd session. It is a way of the Education Directorate ensuring that all students have access to quality preschool programs. These families are encouraged to attend kindergarten at their local school in 2020, however once enrolled at Latham are under no obligation to move schools in 2020.

Staff Update

The teacher transfer round has gone through its preliminary stages with teachers being notified Thursday 25 October. Evan Gilson, Sladjana Pantic and Rochelle Merchant have been successful in transferring to another school in 2019. Although Daniel Manestar was thinking of transferring for 2019 there were no positions available that he felt suited his areas of strengths and interests.

We will welcome Gavin Molyneux to the full-time preschool position and Sandra Newbery to the 60% preschool position.

We have a K-6 position and the LSUA to fill for 2019. We will work with HR to help solve this.

Building Update

Sam has continued to meet with the team from Peckvonhartel Architects (PVH) to implement Phase 1 of the Administration upgrade. This has included a number of site visits in term 3 with Liz and Sam, with a follow up this term. Designs have been proposed with number of versions being viewed. Liz will provide feedback on her return. The architects are hoping to put out a call for tenders by the end of the year.

Sam has followed up with the Education Directorate about completion of the Bike Shed. The final stages of these works (bike rails) have not been forgotten, but on a waiting list. It is likely that this will be completed at the beginning of 2019.

Satisfaction Survey 2018

This year, we had 166 Satisfaction Surveys completed by parents. It is important to remember that families can complete a survey for each of their children, however this is a big increase from 77 last year. Thirty staff completed the survey and 74 year 5/6 students.

There are a number of questions that we have been tracking as a way to measure our progress towards our school priorities. The following are some of the identified questions that were used as the basis for discussion at our Executive meeting;

Staff

Question	2016*	2017*	2018*
Student behaviour is well managed at this school	81	92	90
Teachers at this school motivate students to learn	100	100	100
Staff are well supported at this school	93	83	90
Teachers at this school use results from system testing and system processes to inform planning	92	92	89
I am satisfied this school has high expectations in all that it does	100	91	100
There is school spirit and pride	63	96	90
Staff have a consensual approach to managing issues within the school	74	92	86

Staff morale is high	74	79	62
Staff get quality feedback on their performance	67	75	96

* Combined percentage of agree and strongly agree

Parent and Carer

Question	2016*	2017*	2018*
Student behaviour is well managed at this school	63	69	72
This school takes parents' opinions seriously	63	71	81
I am satisfied this school has high expectations in all that it does	66	65	85

* Combined percentage of agree and strongly agree

Student

Question	2016*	2017*	2018*
Teachers at my school treat students fairly	75	73	73
Student behaviour is well managed at this school	40	53	76
My teachers motivate me to learn	83	91	82
Overall I am satisfied this school has high expectations in all that it does	74	86	89
There is school spirit and pride	72	77	92
Staff take students' concern seriously	61	74	75

* Combined percentage of agree and strongly agree

Karen Wilson
Deputy Principal
31 October 2018

Latham Primary School P & C Association

TREASURERS REPORT
29-Oct-18

Cheque Account

Balance brought forward from 6 Aug 2018	\$ 15,151.06
Receipts	
Uniforms	\$ 531.05
School Disco	\$ 520.00
5c challenge	\$ 511.60
Workers Comp reimbursement	\$ 36.32
School Banking Commission	\$ 80.00
Total	\$ 1,678.97
Payments	
Payments to LPS	\$ 1,379.34
Spellathon Invoice	\$ 2,695.86
Reimbursment for BBQ supplies (school concert)	\$ 184.71
Total	\$ 4,259.91
P&C Account - Closing Balance as at 10 September 2018:	\$ 12,570.12

Notes:

Uniform sales since last report at \$517.05 (Total sales this year to date at \$5,015.75)
 School Disco made a profit of \$520
 Payments to LPS of \$1,379.34 for preschool submissions
 School Banking Commission of \$80
 5 cent challenge raised \$511.60

Outstanding Deposits

Total Outstanding Deposits \$0.00

Outstanding Commitments

sand pit top up \$975.00
 Additional paint for playground??

Total Outstanding Commitments \$975.00

Available Funds \$11,595.12

VISA load and Go Balances	Opening Balance	Current Balance	Spend amount
Presidents card (\$100 approved balance)	\$93.40	\$93.40	\$0.00
Fete Coordinator's card (\$500 approved balance)	\$5.99	\$5.99	\$0.00
Total	\$99.39	\$99.39	