



## Latham Primary School

### Latham Primary School P&C Minutes of the Executive Meeting *Tuesday 12 May 2020* Latham Primary School

**Present:** Karen Wilson, Jo Dynon, Katherine Bode, Vicky Honchera, Tarin Cheer, Kelee Hodge, Katherine Stock; Vanessa Hagon

#### **1. Welcome and Previous Minutes:**

Previous minutes were not available and will be confirmed at the next meeting.

**1.1** The meeting was opened by the Chair at 7:30pm and she thanked everyone for attending.

**1.2 Apologies:** Terese Clear

#### **2. Reports**

**2.1 Principals report** – attached

Points of discussion:

- P&C will encourage parents of children (preschool to yr 2) to complete survey about return to school by 4pm Wednesday; only ~60% returned so far.
- Parents are currently able to choose whether to continue with remote learning but it might not be with the student's existing classroom teacher
- Directorate has determined that children with any sign of illness (even runny nose) will not be allowed to stay at school and parents will be called to pick them up
- Question: Do out-of-area students with siblings already in the school need to reenrol in preschool? Yes, but as siblings they will be accepted

**2.2 Finance Report** – attached

Points of discussion:

- Tarin responded to a question from an earlier meeting about whether there is a template for requests for funds from the P&C to the school: no because to be eligible it must be a donation and cannot be written down

**Action:** Tarin will find out what bank other P&C treasurers are using

**Action:** Katherine S. will find out how many years of service until P&C needs to be putting aside money for long service leave

### 2.3 Canteen Report – attached

Points of discussion:

- Superannuation situation has been resolved but no official communication has been received about what went wrong
- Karen reported that there has been no official communication yet about what's happening with school canteens and will contact directly once information is available; no deliveries past the front door at the moment
- Katherine S. noted that the plan the moment is for the canteen to stay shut until everyone is back at school but then to open with cashless transactions
- Question about Friday opening: Katherine S. will be available for Friday opening until July/August; we don't have the money at the moment to employ the additional staff member; P&C association has advised that any new volunteers are not to work in the canteen
- Katherine S. noted the importance, whenever the canteen opens, of students being clear on the new process for canteen orders

### 2.4 Marketing and Comms

- The committee discussed standards and policies for joining Facebook group
  - o It was noted that the P&C association has recommended media policies
  - o Group discussed how decisions about membership of the group should be made on a case-by-case basis; taking advice from school about individual situations
  - o It was discussed that Vanessa would draft a Facebook policy – it will make explicit that we respect privacy and that we won't include any information about individual children; should also provide guidance about if/when someone might be removed; however, Katherine S. noted that there is already written guidance that exists and she will find it and share it
- It was noted that it is still an important issue for the committee to find someone to take on the communications role which is becoming larger as we have this increasing online existence

### 3. Other Business

### **3.1 Fete**

- It was discussed whether it is feasible to have a fete this year
- Moved: make this year's fete an online one – carried unanimously
- Possible activities for online fete: raffle, chocolate wheel, white elephant stall; online plant sale
- Will discuss date of next year's fete at next meeting

### **3.2 Uniform shop operating under COVID**

- Presales for uniforms very positive; stock will be made ready and delivered to classrooms to be sent home with the child; no pick up; no cash until further notice and maybe for the future

### **3.3. COVID restrictions**

- School will be closed for 3-4 days cleaning if a case occurs
- There are no deliveries past the front door of the school

### **3.4 School disco – moving online**

- Would this be appropriate for the P&C to run an online disco?
- Jo discussed options: create a playlist in spotify which people can listen to anytime; throw to kids to create a video of them dancing to a song
- Karen suggested that Mel Morgan might know how to create an event of this type

The Chair called the meeting closed at 9:30pm. Next meeting is Tuesday 16 June at 7:30pm on Zoom <https://anu.zoom.us/j/92502956772>

### **Appendices**

- A. Principal's report
- B. Treasurer's report
- C. Canteen Treasurer's report

## Appendix A

### Principal's Report

8 May 2020

#### Enrolments

We currently have 374 enrolments from preschool to year 6.

Enrolments for 2021 opened at 6am Tuesday 28 April (yes, we did get some just after 6am) and close at 5pm 5 June. This is a 'window' for enrolment – not a first in best dressed one. At the end of the enrolment window, I review the applications and prioritise them using the following criteria;

1. Siblings of students currently enrolled at Latham, and any compelling cases of exceptional circumstances based on student wellbeing.
2. Students living within Latham's Priority Enrolment Area (PEA).
3. Out of Area students (dependent on numbers)

Students currently enrolled at Latham Preschool who were not living within the Latham PEA and continue to live out of area will need to enrol for Kindergarten at the school of their choice. It is not guaranteed that these students will be accepted at Latham Primary School in 2021, however this was clear on the Letters of Offer sent to families in 2019.

As of Thursday, 7 May we have received 47 applications for preschool 2021, and 13 applications for K-6 2021.

#### Staffing

All recruitment was put 'on hold' at the end of last term as we manoeuvred our way through the COVID-19 health pandemic. This resulted in the extension of the Principal Higher Duties (HDA) contract, and subsequent vacancies.

We were lucky enough for Steph to progress through her pregnancy well allowing her to continue teaching 1/2Ms until the end of week 3 or 4. With HDAs extended and the remote learning undertaken at the end of term one and beginning of term two, I am conscious of ensuring continuity for the class. Considering this, Mike Smith (60%) and Anne Brennan (40%) will take responsibility for the class until the end of the term. Both teachers are experienced 1/2 teachers and are known to families, students and staff.

#### Infrastructure and Capital Works (ICW)

At the end of term one, proposals for works to be completed at schools across the ACT throughout term two were submitted as part of a Stimulus Package by the ACT Government. We were fortunate that all our submissions for works were granted. Work that is underway or completed are;

- Completion of all remaining identified eaves fixed,
- The retaining wall at the Out of School Hours Care (OSHC) building repaired,
- A shipping container delivered as extra storage,
- Refit of the room used for storage to establish a Staff Planning Room. It will be repainted, pinboards removed, lighting enhanced, and an upgrade on the sink area.
- Lockable cupboards in Deputy Principal's office, School Leader C office and Business Manager's office.

The cupboards in Trudy's room have been installed and look great, and work to hook up the water tank to the Kindergarten toilets will begin soon.

### Community Event

Latham staff are committed to hosting one school event every year for the community. Teachers would like to have the opportunity to showcase a wider variety of learning through an authentic experience. In 2020, we were planning to host a Latham Art Show for our school community to showcase student learning in visual and media arts. The timing of this event will need to be negotiated with staff once we are at the other side of our present situation. Each year, the Latham staff will determine the focus of each event and communicate this with families.

### 2020 Action Plan

With our School Review postponed until late term three, we have been working to ensure that our 2020 Action Plan reflects the year, rather than one term. We will continue with our priorities;

- 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

Teachers will continue their work within our school improvement agenda through participation in and leadership of Project Teams; Cultural Integrity, Pedagogy, Mathematics, and English.

### Return to face to face learning and teaching

I was advised on Wednesday 6 May that all schools would progressively move back to face to face learning and teaching. We continue to think through processes to ensure the continued health and wellbeing of staff and students, along with support for teachers to adapt their learning and teaching programs to be delivered face to face. We are asking for support in ensuring students return on their allocated week to support this transition and build staff confidence that their health and wellbeing can be maintained. At this time, we will continue to offer remote learning. Over time, this will be dependent on student numbers, teacher workload and directives from the Education Directorate. I am conscious of teachers being 'half in/half out', by being expected to plan for both remote learning and face to face. We will survey families to gauge numbers and determine class compositions and teacher responsibilities to manage workload. For example, in 5/6 this may look like two face to face teaching classes and one remote learning. Obviously, no matter what roll group students are attached to, they will need to be grouped accordingly.

I would like to formally thank our Latham community for the tremendous support shown throughout this challenging and unpredictable time.

Regards,

Karen Wilson  
Acting Principal  
8 May 2020

## Appendix B

### Latham Primary School P and C Treasurer's Report Apr 2020

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Date of Meeting: 14 April 2020

#### Summary of Financial Position:

Opening Account Balance (1 Jan 2020)	<b>\$23,366.58</b>
Profit*	\$340.00
Loss*	\$2,987.50
Closing Account Balance (31 Mar 2020)	<b>\$20,719.08</b>

\*Details on next page

The profit in April is made up of the Easter Hamper Fundraiser and Banking Commission profit.

The spending relates to the Super back payment to Bonnie.

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#### Other matters:

**2019 Financial Report** – Signed Report lodged with Access Canberra on 10 May 2020 (copy cc'd to P&C email account)

**Insurance renewal for 2020-21** – Form due to Civic Insurance 1 June 2020. Vicky has confirmed we will use same estimate of stock and sales as last time (\$5k stock, \$7k sales). Katherine to confirm canteen assets, sales and wages estimates. Karen has confirmed school security in place (new question this year). Can we confirm we still have a BBQ? Where is it? Other estimates for fundraisers will be based on 2019 actuals.

**P&C Council affiliation fees** - Deferred until 31 January 2021.

**Template for funding submissions** – Action from last meeting to check if Association website had a template. No template. It is important to note the rules associated with a donation from the P&C to the school. To be GST exempt, **funds from P&C's to schools must be an unencumbered donation (gift)**. This means the "gift should not be recorded as being for a particular purpose or purchase" (p. 34 of Association Information Sheets. This includes in minutes. Page 31 of Treasurer's Handbook suggests minutes such as, "MOVED – name and name that P&C donates \$5,00 to the school".

**Banking** – To further research into alternative banks, it would be good to get an understanding from those that attend the bank in person to deposit money the importance of external coin deposit importance and location.

**LSL for Canteen staff** – Should we be saving for this?

# Profit and Loss

## Latham Primary School P&C For the month ended 30 April 2020

Projects is Fete, P&C.

APR2020

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### Trading Income

Fete Fundraiser or Donation	285.00
School Banking Commissions	55.00
<b>Total Trading Income</b>	<b>340.00</b>

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### Gross Profit

**340.00**

### Operating Expenses

Consulting & Accounting	29.00
Superannuation	2,958.50
<b>Total Operating Expenses</b>	<b>2,987.50</b>

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### Net Profit

## Appendix C

### Canteen Report – May 2020

Job Keeper: Jobkeeper payment has come through and we will be paying Bonnie over the month fortnightly Jobkeeper payments. This has been managed through our treasurer and Belinda from Sukha Bookkeeping.

This is a developing process and has been very fluid; I will remain updating the P and C as needed

Safe Canteen Approach: The P and C Association has asked for how we manage the canteen given the return to school approach. We are proposing the following:

We will be installing the following changes:

- No students will be allowed to assist in the canteen
- Social distancing will be adhered to as much as possible within the canteen space
- We will limit counter service lines
- We need to review how we receive deliveries to the school as this poses a risk for both the canteen and the school environment.

We need to talk about how we manage deliveries to the school however the school will be having deliveries so we are hoping to match this.

ACT P and C concerns : We are aware of some P&Cs that are considering not reopening their canteens. So, we are consulting with the Minister on ways to assist such P&Cs to continue with their school canteens.

The issues facing canteens that we are aware of include social distancing, restocking, staff availability, financial loss and absence of funds to restock and pay staff initially.