

Latham Primary School P&C
Minutes of the Executive Meeting 15/5/18
Raiders Club, Kippax

Present: Meg Brice, Kareen Tait, Chris Barnard, Rhys Barnard, Mikaela Danvers, Peter Newman, Vicky Honchera, Liz Bobos, Jodie Taylor, David Williams, Melanie Crump, Vanessa Hagon, Katherine Stock, Emily Kerslake, Kristen Sutcliffe

1. Welcome and Previous Minutes:

1.1 The meeting was opened by the Chair at (7.35pm) and they thanked everyone for attending.

1.2 **Apologies:** nil named

1.3 **Previous Meeting Minutes 27/3/18** it was moved that minutes from this meeting are approved - *Carried*

1.4 Business Arising:

No action arising from previous meeting discussed today.

2. Reports

2.1 Principal's Report

2.1.1 The Principal presented her written report attached to these minutes and noted:

- enrolment numbers are stable and enrollment for 2019 is currently open
- Some staff are currently acting in higher duties and all staff are undergoing Annual Professional Discussions
- All classes are currently focusing on healthy eating through their Lunch Box Legends programme.
- Preschool will undergo assessment and rating process in July to ensure they are meeting National Quality Standards
- NAPLAN is currently underway for years 3 and 5 with the majority of testing being online, conducted over 3-week period.

2.2 President's Report

2.2.1 The President presented a written report as attached to these minutes.

- She thanked all involved with the Easter Parade and Mother's Day Stall.
- Teachers have now received their recognition money, we will aim to continue this payment every semester subject to being passed by the P&C each time
- The working bee/movie afternoon is Sun 20 May and preparations are underway.

2.3 Treasurer's Report

2.3.1 The treasurer tabled a written report as attached to these notes.

- Opening Balance \$16 353.02
- Auditor's report was tabled, moved to pass this report **Carried**
- Business Manager will be asked as to insurance needs of the sheds (x2), gazebo and sandpit
- ATO rolling out single touch payroll for employers with <19 employees July 2019.

Action: Canteen treasurer to investigate apps/software for single touch payroll purpose (preferably to be able to be used by both canteen and P&C treasurer)

2.4 Canteen treasurer's report

2.4.1 The Canteen treasurer tabled a written report as attached to these notes.

- Canteen manager's (Beth's) resignation effective as of 25/05/18, also recently had another Canteen manager resign (Michelle)
- Treasurer confirms her long service leave is financially covered
- Motion to fund \$200 thank you gift to current manager moved, **Carried**
- A new Canteen manager has been appointed now and will start 23/05/18 (additional to report)
- Nutrition Australia review suggestions discussed

2.5 Marketing and Communication

Nektaria Stavropoulos will be continuing to work on marketing and communications and any information will be distributed to the committee.

3 Additional items

3.1 School action plan and funding agreements

Ensuring that any project/fundraising is wanted and valuable to school staff, students and P&C. Principal to email school's Annual Action Plan to secretary for distribution to the P&C members

3.2 Working Bee/Movie afternoon 20 May

Discussed to-do list for this event. We will review afterwards and consider making it a biannual event.

3.3 Spelling bee fundraiser

Fundraising event arranged by external company to take place Term 3 2018. All material is age appropriate and will be for all year levels.

3.4 Time Capsule

The 1988 time capsule has not yet been found. The search will continue but it was suggested to delay the idea of a time capsule fair later in 2018 at this stage.

3.5 Disco

Term 2 disco 29 June, the regular canteen will be open and probably staffed by volunteers.

3.6 Vegetable garden

Vanessa Hagon, landscape architect and parent in the preschool, has offered her services to help oversee this project. School staff have been very happy and responsive to the idea. Vanessa reported espalier fruit trees and wicking beds for vegetables would be suitable for the premises. Location TBA. Possibility of using the 22 Sept date to unveil the garden and have an outside family day/mini fair.

Actions (3):

-Garden subcommittee to be formed chaired by Vanessa and will involve YMCA staff from before/after school care – President

-Plan of garden concept to be drafted so budgeting can start – Comms and marketing

-Recruiting more volunteers for the project and subcommittee

3.7 Trivia night

This fundraising idea is planned to go ahead later 2018, TBA

3.8 Breakfast Club

Meg was thanked for running this. Logistics of using the canteen and OH&S issues were discussed. 4 more tubular plastic tables will be purchased for breakfast club by the P&C. The possibility of running an independent breakfast club was discussed.

3.9 Terms of Reference (TOR) for Subcommittees

Not directly covered by constitution.

Action: Author a document detailing TOR for subcommittees – Treasurer

4. Closure

4.1 The Chair closed the meeting at 9.47pm

4.2 The next meeting is at 7.30pm on Tues 19 June 2018 at Raider's Club Kipnox

ATTACHMENTS

- A. Action List
- B. Principal's report
- C. President's report
- D. Treasurer's report
- E. Canteen Treasurer's report

ATTACHMENT A

ACTION LIST FROM MEETING 15/5/16

Minute	Action	Who	By	Remarks
3.2.1	Research into software/apps suitable for the implementation of the single touch payroll	Canteen Treasurer	Next meeting	
3.6	Form Garden subcommittee	President	Next meeting	In conjunction with Vanessa
3.6	Plan of Garden concept to be drafted	Marketing and Communications	Next meeting	
3.6	More volunteers to be recruited for garden project	All	Ongoing	
3.9	Author document detailing TOR for subcommittees	Treasurer	Next meeting	

Principal Report

15 May 2018

Enrolments

We have 334 students currently enrolled from preschool to year 6. Although this is the same enrolment number as at our last meeting, there has been some movement within classes with the addition of a year 6 student in 5/6EM, and the transfer of one of our LSU students in Jan's class to another school. We are about to lose another child who has secured a place in a neighbouring LSC (Learning Support Class).

The 2019 enrolment period is currently open and I am busy conducting enrolment interviews for both the preschool and LSUs. We have received 25 preschool enrolment applications to date, and 5 inquiries for LSU placements.

Staff News

Mel Mongan was successful in winning the HDA to backfill Karen for the first five weeks of this term and Peter Simmons secured the HDA to replace Mel as Junior Team leader. As is the case whenever you take on someone else's role, they are both learning a lot about the role and themselves, and are both doing a great job.

Last Tuesday we conducted interviews for the temporary Business Manager position. Hayden is at Hawker College until 26 January 2019 and that may become permanent so it is very important that we get our processes right. Paperwork has been lodged with Shared Services so we wait now for it all to be approved and I will be able to announce the successful applicant.

I am currently conducting Annual Professional Discussions with all teachers; this is part of the teacher performance and development process. APDs allow teachers dedicated time with me to celebrate their professional successes, look at their goals for the year and to discuss career aspirations and transfer options. It is from data collected through these discussions that I will start to formulate next year's staffing needs.

Lunch Box Legends

As part of our Fresh Tastes focus Evan has introduced 'Lunch Box Legends' which is sponsored by the Capital Region Farmers' Market at EPIC. Teachers identify children's lunch boxes which contain healthy fresh foods. They then photograph and email these lunch boxes for me and I have the privilege of judging the winner who receives a \$20 voucher to spend at the Farmers' Market. This is going to be a hard job for me; some of the lunches are amazing!

Preschool News

We were notified last week that the preschool will undergo the assessment and rating process sometime between 4 July and 29 July. The aim of this process is to determine whether and at what rating level the preschool meets the National Quality Standard, and the requirement of the National Regulations. All early childhood services undergo this process. An authorised officer will observe practice, engage in conversations with staff and sight relevant documentation. The last time the preschool was assessed was in 2015.

NAPLAN

As many of you will be aware already, this week marks the start of year 3, 5, 7 and 9 NAPLAN tests. For the first time ever the tests will be conducted online (with the exception of year 3 writing). The testing period has been increased from one week to three weeks to "provide schools with more flexibility in scheduling" which I interpret as primarily the potential drain of IT hardware.

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



Latham Primary School P&C

1. The Easter Hat Parade and Raffle was a lot of fun last term, we raised just under \$300 and the kids put in a huge effort for their hats.
2. Thanks to all the support from the volunteers who helped at the Mother's Day stall last week
Special shout out to Zoe Ivansson who coordinated the event. The gifts were lovely and the kids had a fabulous time 'shopping'.
3. The teachers all received their P&C recognition money at the beginning of the term. At the last P&C meeting we agreed that all classes were given \$100 as a thank you for all that they do and recognition that teachers use their own money often for classroom items. We will continue this initiative each semester, when there are funds available.
4. The working bee is this Sunday, there is still a bit of organising that needs to be done prior to the day, any volunteers to help in organising please come see/ call me. (more detail in the agenda)
5. We have quite a few events for the term that will be discussed further in tonight's meeting
 - a. Spelling bee
 - b. Disco
 - c. Wine tasting (TBC)
6. We are looking for more parents to step up and volunteer as co-ordinators for some of the P&C events planned. We don't ask a lot; it makes such a big difference to getting more done. Please get in touch if you have capacity or interest in helping out.

Latham Primary School P & C Association

TREASURERS REPORT
14-May-18

Cheque Account

Balance brought forward from 26 March 2018	\$ 16,353.02
Receipts	
Uniforms	\$ 594.00
Easter Raffle	\$ 238.00
Student Banking Commission	\$ 155.00
Mother's Day stall	\$ 1,175.05
Total	\$ 2,162.05
Payments	
Donations to LPS	\$ 3,900.00
Mothers Day supplies	\$ 711.60
Total	\$ 4,611.60
P&C Account - Closing Balance as at 14 May 2018:	\$ 13,903.47

Notes:

Uniform sales since last report at \$594 (Total sales this year to date at \$2,181.00)
 Donations to LPS include \$2,000 for the Enrichment Program (\$1,000 per Term for Semester 1) and a class grant of \$100 per class to a total of \$1,900.
 Mother's Day stall raised \$1,175.05 with an invoice for \$711.60
 Preschool funding submission from 2017 remaining amount of \$663.94 - order has been placed for items 2017 audit complete.

Outstanding Deposits

Total Outstanding Deposits \$0.00

Outstanding Commitments

Remainder of Preschool funding submission for play equipment \$663.94

Total Outstanding Commitments \$663.94

Available Funds \$13,239.53

Considerations for 2018

Top up sandpit \$900.00
\$900.00

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	

Canteen Report – May 15, 2018

The Latham School Canteen has been a busy little space over the last few months.

Staff Changes

We have some staff changes with the canteen we accepted the resignation of one of our canteen managers a few weeks ago and our current canteen manager is leaving on May 25th. We have advertised for the canteen position and received 6 applications for the position. We conducted interviews last week and we are currently in the process of finalising the successful candidate.

I have arranged with the classes to provide a celebration for the last day and I would like to purchase a gift to celebrate.

Nutrition Australia

We have had a review from Nutrition Australia we need to make some changes regarding the chicken that we have previously used. We will be using steamed chicken once the current product is completed to reduced food waste; this will ensure that we meet the required green targets.

It is essential that we meet these guidelines to meet our requirements. The report has been submitted to the principal for review.

Menu changes

We will be making some price changes to the menu over the next few weeks; we have taken off the cost of the lunch bag off Flexischools. We have also removed full meat pies from the menu; the burgers are more popular and the meat pies aren't a green food. We will be asking for people to provide menu suggestions in the next few months.

General comments

There has also been a high number of kids coming to the canteen with a \$20 - \$50 notes; it is recommended that this is discouraged as this is a lot of money to bring to the school.

We have cleaned out products and items from the canteen that are no longer used.

The BAS has been submitted and we currently have no bills outstanding.

Cheers

Katherine Stock