



Latham Primary School

Latham Primary School P&C Minutes of the Executive Meeting 19/06/18 Raider's Club, Kippax

Present: Emily Kerslake, Vanessa Hagon, Peter Newman Rhys Barnard, Chris Barnard, Jonathan Stallard, Vicky Honchera, Susan Jeffery, Katherine Stock, Jo Dynon Gaynor Thompson, Melanie Crump, Liz Bobos, Kristen Sutcliffe

1. Welcome and Previous Minutes:

- 1.1 The meeting was opened by the Chair at 7.42am and she thanked everyone for attending.
- 1.2 **Apologies:** Meg Brice, Jodie Taylor, Kareen Tait, Mikaela Danvers
- 1.3 **Previous Meeting Minutes 15/05/18**

It was moved by the president that the minutes of 15/05/18 be approved. CARRIED

2. Reports

2.1 Principals report

Principal Liz Bobos tabled a written report (appendix B).

- Enrollment numbers are stable and the first round of enrollments for 2019 has now closed. Latham preschool may be used as an 'overflow', the number of preschool classes and whether out of area students can be accommodated is yet to be elucidated.
- Samantha Chapman has been appointed temporary business manager until 26/1/19.
- Preschool is currently undergoing rating and assessment process around seven quality areas.
- YMCA would like to increase numbers from 33-55 for afterschool care but would need access to school canteen to cater for extra children.

ACTION: Meeting to be held Tues 26/6/19 (venue TBA) with P&C and YMCA to discuss logistics of possible canteen share.

2.2 President's Report

A short, verbal report was delivered

- Thank you to the all the volunteers for the working bee. P&C storeroom was cleaned out, preschool store shed cleaned up, preschool puzzles sorted, play shed shelves installed and play shed will be opened tomorrow morning.
- Painting on the asphalt in the playground will be done at a time when there are 3 school-free days for the paint to dry.
- Sand to be delivered soon for sand pits, it has been paid for, Emily and Kareen to arrange.

2.2 Finance Report

Treasurer was absent but written report was tabled (appendix C).

- Opening balance \$13,903.47.
- New tables for breakfast club have been purchased, working bee materials purchased, P&C fees paid.
- Current balance \$11,195.50.
- In Semester 2 we will need to allow for enrichment activity funding and also the teacher's recognition money (to be spent on classroom extras)

2.3 Canteen Report

Canteen treasurer tabled a written canteen report, two months of financial reconciliation and a draft of the new canteen menu (Appendix D)

- Looking at streamlining the purchasing of food, possibility of Visa load and go the supermarket shopping and also avoid canteen employees/volunteers having to shop in their own time.

2.3.1 Motion moved by Katherine for the Visa load and go, \$200 limit for canteen supplies, and seconded by Emily and Jonathan - CARRIED

- The canteen has been looking at getting volunteers for food preparation but this has proved difficult. Possibility of employing a part time helper (10am-1pm 3 days per week) was tabled. This will be revisited next term after checking stability of financial situation. Vice President will also look into work experience students covering this need.

ACTION: Peter to investigate work experience students from local high schools to help with canteen staffing needs.

- New menu to be released next week.
- Bottled water and straws will be gone for environment reasons, Styrofoam is also gone now.
- Xero would cost \$50 month for 1 employee and \$60 month for 2. This app will enable the canteen to meet the ATO's single touch payroll needs discussed at the last meeting. Treasurer has noted previously that it would be best to have the P&C and canteen under the same Xero umbrella for transparency.

2.3.2 Motion moved by Katherine to invest in Xero, seconded by Emily - CARRIED

3. Other Business

3.1 Holiday programme possibility at YMCA run afterschool care

ACTION: Emily to draft email correspondence to YMCA to investigate if this is a possibility.

3.2 P&C Minutes to be published on school website to increase access for all interested parties

3.3 Spelling bee fundraiser – Students will be bringing home a letter for this fundraising activity next week. Students will get incentive prizes depending on how much money they raise. Activity will take place Week 2 term 3 in school time.

3.4 Painting of asphalt - during the school holidays. Info to go out on FB, a weekend in the school holidays is most likely time.

3.5 Spring Fair scheduled for 22 Sept, due to logistics we will not be looking for the time capsule. Possibility of laying 2018 time capsule?

ACTION: Emily to liaise with to teaching staff about possibility of time capsule.

3.6 Garden update – Vanessa has been looking at sites for the garden, best site identified is in the back corner of the playground near the preschool. Water will need to be trenched (pipes need to be laid), approx. \$1500 for this but having volunteers help may cut down on this cost. Chickens, wicking beds and espalier trees will be used/housed. Chickens to be in predatory proof housing with self-feeders. Existing worm farm to be incorporated into garden. Trees (all – equipment and tress themselves) \$1600 for 16 trees. 29.5m x 17m, design open for amendment.

ACTION: Vanessa and subcommittee to continue liaising with Liz as to the size and layout. Students may form part of the subcommittee.

3.7 Disco is scheduled for Thurs 28/6. Also discos scheduled for Week 9 term 3 and 4.

3.8 Correspondence a thank you card was received from Beth to the P&C after her recent resignation from the canteen. She noted she particularly enjoyed the letters from the students.

3.9 Roger wall pilot – Kristen to look into this assistive technology that will help students at the school with hearing loss and amplification hear at assembly in the hall.

3.10 Sporting days – a query was raised about students being able to participate in sporting days organized by the school. Currently staffing resources do not facilitate the organization of these but there may be the capacity to arrange these with volunteer help, however a teacher is still needed.

3.11 Assembly timing, - a query about the possibility of changing assembly time to make it easier to attend for working parents, noted by Liz.

4. Closure

4.1 The Chair closed the meeting at 9.55pm.

4.2 The next meeting is at 7.30pm on *Tues 14 Aug at Raider's Club Kippax.*

Appendices

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

Appendix A

ACTION LIST FROM MEETING 19/6/18

| Minute | Action | Who | By | Remarks |
|--------|--|--|---------------|--|
| 2.1 | Latham P&C and YMCA to meet to discuss logistics of canteen use | President and Canteen treasurer, YMCA and any other interested members | End of term 3 | Meeting to take place next Tuesday night 26/6/18 |
| 2.3 | Approach high schools for work experience students to help in the canteen | Vice president | Next meeting | Creating a paid position in the canteen may be necessary if this is not achievable |
| 3.1 | Investigate possibility of holiday programme Latham after school care (YMCA) | President | Next meeting | Via email |
| 3.5 | Time capsule, to be laid for 2018 spring fair? | President | Next meeting | Liaising with teaching staff |
| 3.6 | Further collaboration on size and structure of garden project | Vanessa, Liz | Ongoing | Students to be involved? |

Principal Report

19 June 2018

Enrolments

We have 334 students currently enrolled from preschool to year 6. Since our last P&C meeting we have lost a child from preschool and gained one into year 1.

The first round of enrolments for 2019 has closed now and I am in the process of analysing which out of area enrolments, if any, I am able to accept.

We have received 47 preschool enrolment applications and 12 for classes from K-6. Nine of the preschool applications are out of area (or have no sibling). Latham may be used as an 'overflow' site for preschool in 2019 – that means that local schools which cannot accommodate their in-area/sibling enrolments can come here for preschool next year on the proviso that they are enrolled in their in-area school for kindergarten.

Staff News

The Business Manager selection process is finally complete and I am able to inform you that Samantha Chapman has been successful in winning the temporary role until 26 January 2019. Should Hayden be successful in winning the Hawker College BM position when it becomes vacant, the process we have run with Sam ensures that she can be moved into the permanent position with no further process involved.

Preschool News

The preschool assessment and rating process that I told you about at the last meeting is underway.

Last week Evan, Lauren, Mel and I met briefly with the assessor and today we worked with her answering her very detailed questions all day (well I was only with her for one session; the others were with her all day). Next Tuesday and Wednesday the assessor will be in the preschool classes watching teaching and learning at work, and looking at all our documentation.

Evidence is being gathered and the report will be written around 7 Quality Areas:

- Educational program and practice
- Children's health and safety
- Physical Environment
- Staffing Arrangements
- Relationships with children
- Collaborative partnerships with families and communities
- Leadership and Service Management

YMCA Out of School Hours Program

The YMCA is now hiring our school hall 5 afternoons a week so that they can increase the number of places offered from 33 to 55. The problem they have now faced us with is that the kitchen facility in the Afters building is not large enough to service that many children and they are trying to find a suitable alternative. We have offered them the Cottage kitchen but this is too far away and the only other option is the school canteen. I do not feel comfortable making this decision because of the significant impact it will have on the operation of the canteen service. They would need their own equipment, their own storage and a shared responsibility for the space. They would require access from 2:30pm. Can you please give this some thought and discussion and get back to me?

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 Association

TREASURERS REPORT
15-Jun-18

Cheque Account

| | |
|--|---------------------|
| Balance brought forward from 14 May 2018 | \$ 13,903.47 |
| Receipts | |
| Uniforms | \$ 893.00 |
| Total | \$ 893.00 |
| Payments | |
| Canteen Employee SUPER | \$ 461.87 |
| ACT P and C Association Affiliation fees | \$ 356.65 |
| Latham PS for Bunnings invoice | \$ 2,118.51 |
| Total | \$ 2,937.03 |
| P&C Account - Closing Balance as at 15 June 2018: | \$ 11,859.44 |

Notes:
 Uniform sales since last report at \$893 (Total sales this year to date at \$3,074.00)
 Super payments to REST for canteen employees of \$461.87
 Payment to Latham PS for Bunnings purchases of shelves for Playshed and paint for playground murals
 Preschool funding submission from 2017 remaining amount of \$663.94 - order has been placed for items, awaiting invoice

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 **\$11,195.50**

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 | |

Appendix D

Canteen Report (19/6/2017)

Bills: We are on track for our accounts, and currently have no bills owed

Food Purchases: We are needing to refine our food purchasing to reflect the increased purchasing and reduce the workload on our paid staff member. I would like to request that we authorize a load and go visa card with \$200 limit on it to allow payment with Woolworths online shopping.

Staffing: I would like to discuss the possibility of having a 3 day a week staff member to work in the canteen as a prep role from 10am-1pm. This would cost us roughly \$250 including superannuation. Currently we are able to meet these requirements. In order to ensure that the canteen is able to meet the requirements of the school community we need to ensure that it is appropriately staffed.

Menu: The new menu is being released next week, we have made some food changes and made the costs equitable in relation to sauces etc.

Xero: Xero would cost us \$50 a month or \$60 a month with two staff members. This would be an advisable cost for the canteen that can be covered by the canteen.

Latham Primary School Canteen Monthly Reconciliation

For the month ending in May 31, 2018

| | | |
|--------------------------------|--|---------------|
| Bank Balance as at May 1, 2018 | | <u>662.48</u> |
|--------------------------------|--|---------------|

Income

| | | |
|-----------------|---------------|----------------|
| Canteen takings | 2174 | |
| Petty Cash | 0 | |
| Bank Interest | 0 | |
| Flexischools | 1582.7 | |
| Donations | 21.9 | |
| | <u>3778.6</u> | <u>4441.08</u> |

Expenditure

| | | |
|-------------------|----------------|--|
| Food | 1502.59 | |
| Packaging | 0 | |
| Wages | 2010.57 | |
| Flexischools Cost | 42.73 | |
| Cleaning | 0 | |
| | <u>3555.89</u> | |

| | | |
|--------------|--|---------------|
| Book Balance | | <u>885.19</u> |
|--------------|--|---------------|

| | | |
|---|--|---------------|
| Bank Balance as at April 30 , 2018 | | 885.19 |
|---|--|---------------|

May 31,

Latham Primary School Canteen Monthly Reconciliation

For the month ending in June 18, 2018

| | | |
|---------------------------------|--|---------------|
| Bank Balance as at June 1, 2018 | | <u>885.19</u> |
|---------------------------------|--|---------------|

Income

| | | |
|-----------------|---------------|----------------|
| Canteen takings | 871.5 | |
| Petty Cash | 0 | |
| Bank Interest | 0 | |
| Flexischools | 1214.3 | |
| Donations | 0 | |
| | <u>2085.8</u> | <u>2970.99</u> |

Expenditure

| | | |
|-------------------|----------------|--|
| Food | 770.38 | |
| Packaging | 0 | |
| Wages | 1331.23 | |
| Flexischools Cost | 32.78 | |
| Cleaning | 49.98 | |
| | <u>2184.37</u> | |

| | | |
|--------------|--|---------------|
| Book Balance | | <u>786.62</u> |
|--------------|--|---------------|

Bank Balance as at June 19, 2018

786.64



Latham Lunch Box

Phone: 61420095

Hot Food

| | | | | | |
|---------------------|------|---|---|------|---|
| Corn Cobbette | 0.50 | G | | | |
| Dino Snacks | 0.80 | A | Spaghetti Bolognese: Made in the | 4.50 | A |
| Fish Fingers | 0.80 | A | canteen with a rich tomato base, | | |
| Party Pie | 1.30 | A | vegetables and mince. | | |
| Sausage Roll (half) | 1.30 | A | Vegetable Spaghetti Bolognese: Made in | 4.00 | G |
| Sausage Roll (full) | 2.50 | A | the canteen with a rich tomato base and | | |
| Wedges | 2.00 | A | vegetables | | |

Hot Rolls

| | | | | | |
|-----------------------|------|---|-----------------|------|---|
| Cheese | 3.00 | G | Tuna | 3.00 | G |
| Meatballs | 3.50 | G | Vegemite | 1.50 | G |
| Meatballs with Cheese | 4.00 | G | Extra Fillings | 0.50 | G |
| Chicken | 3.50 | A | Carrot, Cheese, | | |
| Chicken with Cheese | 4.00 | A | Cucumber, | | |

Burgers

| | | | | | |
|--|------|---|-------------------------------|------|---------|
| Beef Burger (beef patty, lettuce and tomato) | 4.30 | A | Lettuce, Pineapple and Tomato | | |
| Chicken Burger (chicken patty, lettuce and tomato) | 4.30 | A | Tuna, Egg or Chicken | 1.00 | G and A |

Extra Items

| | | | | | |
|----------------------|------|--|--|--|--|
| BBQ Sauce Portion | Free | | | | |
| Tomato Sauce Portion | Free | | | | |
| Mayonnaise | 0.30 | | | | |
| Fork | Free | | | | |
| Spoon | Free | | | | |
| Paper Bag | Free | | | | |
| Tub of Cheese | 0.50 | | | | |

Pizza

| | | | | | |
|--|------|---|--|--|--|
| Pizza with cheese and 2 toppings (capsicum, corn, ham, pineapple, spinach, spring onion) | 4.00 | A | | | |
| Extra toppings | 0.50 | | | | |

Sandwiches

| | | | | | |
|-------------------------------|------|---|--|--|--|
| Cheese | 2.50 | G | | | |
| Shredded Chicken | 3.00 | A | | | |
| Egg Salad | 2.50 | G | | | |
| Tomato | 3.00 | G | | | |
| Tuna | 2.50 | G | | | |
| Vegemite | 3.00 | G | | | |
| Extra Fillings | 1.50 | G | | | |
| Carrot, Cheese, Cucumber, | 0.50 | G | | | |
| Lettuce, Pineapple and Tomato | | | | | |
| Tuna, Egg or Chicken | | | | | |



