



## Latham Primary School

### Latham Primary School P&C Minutes of the Executive Meeting 29/10/19 Latham Primary School

**Present:** Liz Bobos, Katherine Stock, Emily Kerslake, Kristen Sutcliffe, Chris (Poppy) Barnard, Jonathan Stallard, Melanie Crump, Gaynor Thompson, Peter Newman

#### 1. Welcome and Previous Minutes:

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

1.2 **Apologies:** Kelee Hodges, Jodie Taylor

#### 1.3 Previous Meeting Minutes 10/09/19

It was moved by Emily that the minutes of 10/09/19 be approved, seconded by Katherine

**CARRIED**

#### 2. Reports

##### 2.1 Principal's report

A verbal report was given by the Principal

- Currently ambiguous as to whether there will be two or three preschool classes in 2020. There have been substantial changes in the enrolment process by the Directorate this year that have impacted greatly on the process for all ACT schools.
- 2020 transition programmes are now running, including new students from Southern Cross visiting the school. Preschool-to-kindy transition will start soon.
- Volunteers morning tea will take place in week 6, Wednesday 20/11. Morning tea provided by the school staff to thank volunteers.
- There has been a request for media access to Breakfast Club for a story about the Christmas Giving Tree 9/12/19. It was discussed that Katherine will speak to Roxanne about ensuring the quality and nutrition of the food provided is optimised especially for this event. **ACTION**
- Three teaching positions were advertised for 2020, two have been filled via transfer, one remains vacant.

- Multi-age classrooms will continue 2020 to ensure students are able to access a flexible approach to their learning, tailored to individual needs.

## 2.2 President's Report

A verbal report was given by the President

- We may need to change the Christmas picnic to Thurs 5<sup>th</sup> Dec due to other commitments of committee. Possibility of outside movie also TBC. Kristen to liaise with Sam as to change of date. **ACTION**
- We need to find new executive committee for 2020 as the current committee is unable to continue.
- Discussion about how to involve more families in the P&C. Perhaps could look at changing the date/time of meetings to make more accessible, eg 3pm after school pick up.
- Fete committee will continue into 2020, at the moment we need a co-ordinator for the white elephant store, Kathy Tsang to be approached.

### 2.3.1 Finance Report

A written report was tabled in absentia from the Treasurer (appendix B)

- Current funds available \$21,905.86.
- Only outstanding item is still the reptile invoice from the fete, this has been chased up several times to attempt pay them to no avail.

## 2.4 Canteen Report

The Canteen Treasurer tabled a written report and September/October profit and loss sheet (appendix C)

Canteen currently has a balance of \$1998.39 with nothing outstanding.

- Load and Go will no longer be available. May need to look at a Visa debit, consider locking for PIN only (no PayWave). Katherine will talk to Commonwealth Bank and to Jodie (treasurer) about transition from Load and Go to alternative. **ACTION**
- To reduce single use plastics, Bonnie would like to have a cutlery drive for the canteen (mostly teaspoons). She has also flagged the idea of incentives for the kids to bring back the cutlery eg tickets into a raffle to win an ice cup. Approved by Kristen and Emily **CARRIED**
- The canteen would benefit from having an extra worker for nine hours a week, to be able to open the canteen on a Monday and to cover extra hours for which Katherine will no longer be available. Financial implications were discussed and the committee is happy for Katherine to further investigate this idea.
- The canteen made over \$200 on the mufti day last week, it was discussed how we can encourage children to donate their gold coins and not keep them for the canteen. Liz will speak to the students about trust.

## 3. Other Business

- Three students from year six have asked for funding for a memorial for Archie Ahmitt (Appendix D). Application for \$2000 to be spent by P&C on this project approved by Emily, seconded by Kristen **CARRIED**. The P&C are also interested in donating \$500 towards mitochondrial research. If quote is less than \$2000 for artwork then the remainder of the money will be given as a donation to Mitochondrial research (Mito Foundation) as well.

- Information on Temporary Traffic Management Plans has been received. To be forwarded to Emily as Fete co-ordinator to implement for 2020 fete.
- Grille Campaign – Vicky has forwarded the committee information on this programme. We will ask her to present it at the next meeting.
- Kitchen garden – no updates at this time.
- P&C graduation, Liz to ask Daniel if the school would like the P&C to fund a graduation cake.
- YMCA – *lids for kids*, 3D printed prosthetic limbs for kids in need. Possibility of having a 'bin' in the school entrance to collect lids of containers for use in this project, approved by Liz.

### 3.1

The Chair called the meeting closed 9.08 pm Next meeting is Tues 3 Dec 7.30pm Latham PS

### Appendices

- A. Action List
- B. Treasurer's report
- C. Canteen Treasurer's report
- D. Archie Ahmitt memorial correspondence

### Appendix A

#### ACTION LIST FROM MEETING 29/10/19

Minute	Action	Who	By	Remarks
2.1	Food quality discussion for filming of Giving Tree media segment 9/12/19	Katherine, Roxanne	2/12/19	
2.2	Change of Date to end of year picnic	Kristen	ASAP	Approved by Sam 30/10/19 and details put in newsletter 31/10/19
2.4	Discuss transition from Load & Go to suitable alternative (canteen and P&C affected)	Katherine, Jodie	ASAP	

## Latham Primary School P &amp; C Association

TREASURERS REPORT  
28-Oct-19

<u>Cheque Account</u>	
Balance brought forward from 6 September 2019	\$ 21,629.63
<b>Receipts</b>	
Uniforms	\$ 347.00
Disco	\$ 862.40
School banking commission	\$ 105.00
Mango fundraiser	\$ 1,225.00
<b>Total</b>	<b>\$ 2,539.40</b>
<b>Payments</b>	
Xero monthly fees	\$ 58.00
Xero set up cost	\$ 73.33
Uniforms	\$ 1,168.20
Disco	\$ 514.97
<b>Total</b>	<b>\$ 1,814.50</b>
<b>P&amp;C Account - Closing Balance as at 28 October 2019</b>	<b>\$ 22,354.53</b>
<b>Outstanding Amounts</b>	
<u>Outstanding Deposits</u>	
Total Outstanding Deposits	<u>\$0.00</u>
<u>Outstanding Commitments</u>	
Fete - Reptiles	\$450.00
Total Outstanding Commitments	<u>\$450.00</u>
<b>VISA load and Go Balances</b>	
Opening Balance	\$1.33
Deposits	\$0.00
Payments	\$0.00
Closing Balance	<u>\$1.33</u>
<b>Total Available Funds</b>	<b>\$21,905.86</b>

**Notes:**

- Uniform sales at \$5,341 and expenditure on uniforms at \$ so far this year \$3,348.95
- Xero monthly fee \$29 month and set up cost of \$73.33
- School banking commission of \$105.00
- Disco made \$347.43
- Mango fundraiser (direct deposit amount) of \$1,225.00 (cash of \$1,850 received so far not banked yet)
- Reptiles invoice from Fete still outstanding

Latham Primary School P and C – Canteen Report

October 29, 2019

The Canteen has started the 3<sup>rd</sup> Term well, we currently have \$1998.39 in the bank account. We have no bills currently owing.

BAS – submitted electronically for the first time and tax has been paid which was seamless and easy.

Load and Go – Load and Go are shutting down their card service, I need to workshop an easy payment system in relation to buying food. I would like to look at a visa card attached to the bank account with perhaps a limit access. Action: Discuss and Approval required for this action.

Cutlery Drive – Bonnie has asked whether we can look at a cutlery drive to reduce the plastic spoon requests from kids who have left their spoon at home. The plan is to have families donate cutlery and when the kids ask for a spoon and bring it back they go into a raffle of credit to the canteen in the form of \$1. Action: Approval required for this action.

New Employee – I would like to look at employing a new staff member for Monday 8:30-1:30pm (5 hrs) and Friday 9-1pm (4 hrs); a total of 9 hours. The rate will be 28.38, which is a total of 255.42. The standard qualifications are required. I would be aiming for starting Term 1 2020. Action: Discussion and Approval required for this action.

# Profit and Loss

## Latham Primary School P&C For the month ended 31 October 2019

OCT 2019

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**Trading Income**

Canteen Sales	1,152.70
Flexischools Income	1,200.58
<b>Total Trading Income</b>	<b>2,353.28</b>

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**Gross Profit**

2,353.28

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**Operating Expenses**

Load and Go	430.00
Related to Food	426.63
Superannuation	108.73
Wages and Salaries	1,144.53
<b>Total Operating Expenses</b>	<b>2,109.89</b>

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**Net Profit**

243.39

# Profit and Loss

Latham Primary School P&C

For the month ended 30 September 2019

SEP 2019

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**Trading Income**

Canteen Sales	3,259.96
Flexischools Income	1,831.09
<b>Total Trading Income</b>	<b>5,091.05</b>

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**Gross Profit**

5,091.05

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**Operating Expenses**

Load and Go	380.00
Related to Food	1,663.09
Superannuation	215.11
Wages and Salaries	3,455.94
<b>Total Operating Expenses</b>	<b>5,714.14</b>

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**Net Profit**

(623.09)

## Appendix D

17 September 2019

Dear P&C,

Our names are Damon Edgar, Blake Rawsthorne and Ryan Marriott. Our old friend, Archie Ahmitt, who would have been in Year 6 with us this year, sadly had Mitochondrial disease and died in 2015. We are wanting to make a memorial for him as this is our last year at Latham Primary School.

We are writing to request for some money (approximately \$2000) so we can make/build a memorial. Our memorial will include a painting of Archie so we have a memory of him, because he brought happiness to our school and so he will never be forgotten.



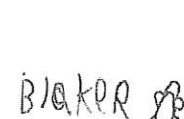
Our idea is to get an artist to paint him riding a lego giraffe with him dressed in a red shirt and black pants. We would like to make the memorial and we would like it to be at the junior courtyard because that's where we used to hang out all the time.

Liz has been in contact with Archie's mother who is very supportive of us creating a memorial for Archie. She has also been in contact with an artist who has agreed to take on the project.

We feel it is an important way to remember our friend and a way to say goodbye to Latham Primary School.

We look forward to hearing from you regarding our request.

Yours sincerely,

    
Damon, Ryan and Blake