



Latham Primary School

Latham Primary School P&C Minutes of the Executive Meeting 11/9/18 Raider's Club, Kippax

Present: Samantha Chapman, Kareen Tait, Gaynor Thompson, Melanie Crump, Emily Kerslake, Kristen Sutcliffe, Jonathan Stallard, Vicky Honchera, Chris (Poppy) Barnard, Katherine Stock

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:** Liz Bobos, Jodie Taylor, Rhys Barnard
- 1.3 **Previous Meeting Minutes 7/8/18**

It was moved by Emily that the minutes of 7/8/18 be approved, seconded by Peter
CARRIED

2. Reports

2.1 Principal's report

Samantha Chapman delivered Liz Bobos's written Principal's report in her absence (Appendix B).

- Current number of students is 333 and 2019 enrollment numbers are strong.
- Staff for 2019 will soon be confirmed and Liz will be taking considerations from families for class placements for next year soon.
- Term 3 has been busy and productive with many themed weeks and activities.

2.2 President's Report

Emily Kerslake delivered a written President's report (Appendix C).

- Spell-a-thon went smoothly and raised \$5300, prizes to be delivered to students on Friday.
- School concert BBQ was a success raising approximately \$600
- Grill'd Local Matters: we are one of 3 charities that are collecting tokens for Sept at Grill'd in Belconnen. If we receive the most we will get \$300. Grill'd also keen to be involved in ongoing school events.
- Event Request Form: a form has been generated to fill in for P&C events to fill in and give to Samantha to streamline the process of organizing events.
- Painting: more painting to take place in school holidays including handball courts
- Sandpit: sand has been paid for and is to be delivered Sat 15/9 12 pm after dog training classes – TBC
- 2019 Fete to be held Sat 23 March 3-7pm. Emily to co-ordinate the events and will outsource each stall to willing individuals

2.2 Finance Report

A written report was tabled in Jodie's absence (Appendix D).

- Current available funds \$10 034.37

It was noted that we will approach Sharon Brookes to audit the P&C financial yearly statement as our current auditor Tracy Guest will be unable to audit for this year. Thanks to Tracey for all her help in auditing to date.

2.3 Canteen Report

Monthly reconciliation for August and Sept to date was tabled (appendix E).

- The canteen is continuing to make environmentally aware decisions with their packaging.
- There is a work experience student from Black Mountain School that is currently working with Bonnie in the canteen, which is going well for all involved.
- 'Green' (healthy) food is selling well at the canteen.
- The canteen is looking at another special meal once the 5/6 students have finished their special meals/snacks.
- Ways of trying to inspire more canteen volunteers was discussed with thanks going to the recent parent volunteer.

3. Other Business

3.1 YMCA and P&C have met and there is a meeting TBA with Liz about the canteen use. YMCA have the capacity to do a holiday programme for current Latham students, interest needs to be canvassed by the P&C/school and will need to be approved by the principal. The programme would need over 22 students for it to go ahead. ACTION: Sam to ask Liz about viability of school holiday care programme.

3.2 Colour Run to be cancelled for 2018 but will be considered for 2019. Our fundraising focus will be on the fete.

3.3 Enrichment – Currently the P&C has been giving the school \$2000/semester for enrichment. From now on we will need itemised receipts to reconcile funds rather than donating a set amount as a lot of these funds seem surplus.

3.3 A Christmas movie night/party will be considered for Thurs 6/12, BYO everything 5.30pm, ACTION: event request form to be filled out by Emily.

3.4 Vegetable garden update – Vanessa's plans are ready, ongoing negotiations with the school to finalise dimensions etc. The idea was tabled to start smaller and start with the fruit trees and go from there, with the possibility of getting families to donate trees. ACTION: Emily to liaise with Vanessa about this and fill out an event request form.

3.5 Father's Day stall – There has been a request from a parent for it to be specified that students can only purchase one item at the stall on the communication about the event. The idea was floated to increase the amount of presents available in 2019 by increasing the budget.

The Chair called the meeting closed 9.20pm. Next meeting Tues 30 Oct 7.30pm Raider's Club Kippax

Appendices

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

Appendix A

ACTION LIST FROM MEETING 11/9/18

Minute	Action	Who	By	Remarks
3.1	School holiday care programme viability discussion	Sam and Liz	Ongoing	
3.3	Christmas movie night	Emily	Next meeting	Event request form to be completed
3.4	Confirm planting of fruit trees	Vanessa and Emily	Ongoing	Event request form to be completed

Principal Report

11 September 2018

Enrolments

We have 333 students currently enrolled from preschool to year 6.

Our 2019 enrolments are strong with 57 places currently being offered in 3 preschool sessions and one student who is likely to spend another year in preschool. We have received a further 15 enrolments for kindergarten to year 6.

We usually maintain 80-85% of our preschoolers who move into kindergarten, and with our current number of 64, I'm calculating on 51 plus 7 from the new enrolments = 58 students in kindergarten.

Classes next year

Early in term 4, parents will be asked to inform the school if they plan to move on next year, but based on this year's student numbers and information we have already, I am planning on having:

- Preschool – 3 sessions
- Kindergarten – 3 classes
- Year 1/2 – 4 classes
- Year 3/4 - 3 classes
- Year 5/6 - 3 classes
- LSUA – 2 classes

It is nearly time for parents to let me know if there are considerations the school should take into account before placing their child into a class for next year. Considerations might be in regard to learning needs, social/emotional needs and/or friendship groupings. Teachers do the very best they can to accommodate parent requests but if this is not possible, I will phone the parent concerned to talk through our options. I can receive information either I person or via email.

Staff News

We had about 25 potential transferees attend our teacher information session in week 4 and several others either email or visit me since. We should receive a list of all applicants for our advertised positions in the next week or two and find out early to mid-term 4 who we've picked up. I'm very clear to potential new teachers about the school improvement journey we're on, so feel pretty confident that those who apply do so with a clear intention to embrace our vision.

This term's happenings

Term 3 is always a busy term with Science Week, Literacy and Numeracy Week, Book Week, Footy Colours Day, Crazy Hair Day and the school concert. Throw in Limelight, sports carnivals (we've had Belconnen Athletics, Oztag, Cricket Gala Day and Buroinjin), ICAS, Ukulele and class excursions for some students, it's small wonder we are coming to the end of the term feeling a bit tired!

Thank you to the P&C for your help with the concert sausage sizzle and the Father's Day stall, and for organising our inaugural Spellathon. Plus of course the disco next week – you have been busy too!

I thought the concert this year was fantastic- a great variety of performances with children and teachers clearly putting in a lot of effort.

Strategic Priorities

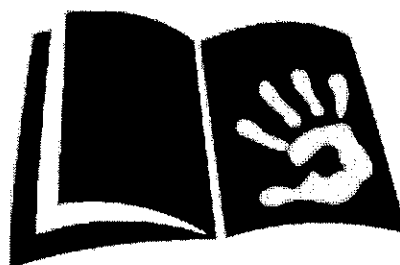
Appendix B (cont).

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

Presidents Report

Term 3, 2018

Spell-a-thon

- Great effort for our first attempt
- Final money raised is still to be determined
- Incentive prizes arrived last week
- Will be allocated on Thursday night and distributed to kids on Friday – prizes will be given to teachers to hand out.
- Liz calculating spelling scores
 - Highest class – gets a class party
 - Students who got them all correct go to Grill'd for a masterclass

School Concert BBQ

- BBQ was a great success, thank you to all who helped out and cooked and sold, and thank you to those who ate them!

Grill'd Local Matters

- Latham Primary P&C is the local matters beneficiary this month –
- As of Friday we have already had our jar emptied once
- If we have the most tokens at the end of the month – we will get \$300.00

Event Request Template

- I have created a new template to be used for events the P&C want to run at the school.
- If you have something coming up on behalf of the P&C please fill out this form
- All forms must be signed by the P&C (doesn't have to be me) and the school

More Painting

- Looking for volunteers to help finish off the last bits of painting over the school holidays – hopefully with warmer weather it won't be as cold as July!

Sand Pit

- We need to finalise the sandpit project. I haven't booked it in for delivery yet – will arrange that in this meeting.

School Fete

- The school fete for 2019 has been confirmed Saturday 24 March, 2019 3-7.00pm

Latham Primary School P & C Association

TREASURERS REPORT
10-Sep-18Cheque Account

Balance brought forward from 6 Aug 2018	\$ 9,910.10
Receipts	
Uniforms	\$ 697.70
Fathers Day Stall	\$ 1,013.45
School Concert BBQ	\$ 638.90
Go Fundraise Deposits	\$ 7,277.91
Total	\$ 9,627.96
Payments	
Payments to LPS	\$ 3,900.00
Sand for sand pit	\$ 260.00
Canteen staff farewell	\$ 200.00
Incorporation Certificate	\$ 27.00
Total	\$ 4,387.00
P&C Account - Closing Balance as at 10 September 2018:	\$ 15,151.06

Notes:

Uniform sales since last report at \$665.70 (Total sales this year to date at \$4,452.70)
 Father's Day stall made a profit of \$288.45
 Donations/Payments to LPS of \$3,900 (enrichment, classroom donations)
 Spellathon raised around \$8000 in total (less invoice of \$2700 means a profit of \$5,300)
 School concert BBQ made a profit of \$454.19

Outstanding Deposits

ACT Workers Comp refund	\$36.32
Total Outstanding Deposits	\$36.32

Outstanding Commitments

Remainder of Preschool funding submission for play equipment	\$663.94
Preschool funding submission wine barrels and potting mix	\$633.50
sand pit top up	\$975.00
Spellathon Invoice	\$2,695.86
Concert BBQ cost	\$184.71
Additional paint for playground??	
Total Outstanding Commitments	\$5,153.01

Available Funds	\$10,034.37
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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	

Latham Primary School Canteen Monthly Reconciliation

For the month ending in August 31, 2018

Bank Balance as at August 1, 2018		553.11
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Income

Canteen takings	2454.55	
Bank Interest	0	
Flexischools	1939.8	
Donations	230.78	
	4625.13	5178.24

Expenditure

Food	1849.31	
Packaging	253.77	
Wages	1337.99	
Flexischools Cost	52.37	
Load and Go	430	
Cleaning	0	
	3923.44	

Book Balance		1254.8
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Bank Balance as at August 31, 2018		1254.8
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Load and Go
 Rolled over amount
 Load and Go
 credited amount
 Load and Go
 Total
 Expenditure

0

Card Cost

Total

0

0

Current Credit on the Card

Latham Primary School Canteen Monthly Reconciliation

For the month ending in September 11, 2018

Bank Balance as at September 1, 2018		1254.8
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Income

Canteen takings	0	
Bank Interest	0	
Flexischools	722.4	
Donations	85	
	807.4	2062.2

Expenditure

Food	481.78	
Packaging	138.6	
Wages	973.08	
Flexischools Cost	19.5	
Load and Go		
Cleaning	0	
	1612.96	

Book Balance		449.24
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Bank Balance as at September 11, 2018		449.24
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Load and Go
 Rolled over amount
 Load and Go
 credited amount
 Load and Go
 Total
Expenditure

Card Cost

Total	0	0
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Current Credit on the Card		255.99
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