

Yarralumla Primary School - Parents and Citizens Association General Meeting - Minutes

Date: 20 February 2014

Location: Yarralumla Primary School

Meeting opened: 6.45 pm

Meeting closed: 8 pm

Attendees:

Guhrun Northrup (President)

Melissa Coggan (Vice President)

Bernadette Mihaljevic (Treasurer)

Susan Pratt (Secretary)

Marli Ayrton (Deputy Principal)

Alex Fahey

Nim Hehir

Renee Shuttleworth

May Truong

Toni Dawes

Sam Birch

1. APOLOGIES

Lisa Ramshaw, Lizzie Christiansen, Lea Chapuis

2. MINUTES OF PREVIOUS MEETING

Motion: M2014-0

Minutes of the previous general meeting be accepted.

Moved by: Bernadette Mihaljevic

Seconded by: Renee Shuttleworth

Passed

3. ACTIONS ARISING FROM PREVIOUS MEETINGS

No actions from previous minutes discussed.

4. CORRESPONDENCE

4.1. Australian Tax Office

The treasurer received a letter from the ATO in relation to the Library Trust Fund. As the P&C does not own the library in receipt of the Library Trust Fund donations it cannot be the Tax Deductible Gift Recipient. The operation of the Library Trust Fund must be transferred to the school by the end of this financial year if we wish to continue receiving a tax deduction on Library Trust Fund donations.

Action A2014-1

Bernadette will talk with the school about transferring the fund to them.

4.2. P&C Council

Alex received 2 letters from the P&C Council requesting the details of the new P&C.

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5. REPORTS

5.1. President Report

No president's report.

5.2. Treasurer Report

No treasurer's report

5.3. Principal's Report

Lea was unable to attend the meeting but Marli reported that the school executive and teachers are excited and energised for the new year.

5.4. School Board

No board report

5.5. P&C Council

There was no P&C Council rep in 2013, no report.

6. SUB-COMMITTEE REPORTS

6.1. Canteen update – Toni Dawes

The canteen is ramping up for the new year:

- The new ovens operating, but not sure if the cook tops have been wired in yet.
- There have been no nominations from within the P&C community to take over the role of canteen coordinator. Shannon Spencer has expressed her interest in the role, however she is not a member of the P&C, which may complicate the administration of the bank accounts etc. The P&C acknowledges and appreciates Shannon's interest but would like to offer the P&C community another opportunity to nominate for the role.

Action A2014-2

Toni will draft an email seeking expressions of interest in the role, including splitting the job into two roles or administering the role jointly. The email will also note that the canteen is unable to offer special lunches until a new coordinator has been appointed.

6.2. Preschool update

There was no preschool report.

6.3. Kitchen garden update – Sam Birch

There has been no garden coordinator for over a year. Sam Birch has contacted both Lions and Rotary about getting some community involvement in the garden, but neither organisation has come back with a proposal. There was discussion about the difficulties of maintaining the garden, particularly in its current form and integrating the garden into the curriculum.

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Motion M2014-1:

That the P&C does no further work in the garden until the school articulates its vision for the garden to the P&C.

Moved by: Bernadette Mihaljevic

Seconded by: Melissa Coggan

Passed

6.4. Fundraising update – Renee Shuttleworth

Community market day – despite being widely advertised the P&C has received only two enquiries about the market and no formal registrations. It is envisioned that the P&C will host a cake stall and a sausage sizzle

Action A2014-3

Renee to draft an item for the newsletter encouraging parents to register for the market

Action A2014-4

Renee to email Bernadette with the facebook details of the Home Made Market mailing list with the aim of further advertising the market.

6.5. Sub-committees

There was a brief discussion about how the P&C will organise itself in 2014 to undertake its various roles, fund raising, volunteer coordination etc.

Action A2014-5

Bernadette will organise a meeting of the P&C executive to discuss the range of subcommittees required by the P&C.

7. GENERAL BUSINESS

7.1. Proposed budget

Bernadette tabled a proposed budget for 2014 based on the previous year plus 10% - as there has been a 10% growth in the size of the school.

Motion M2014-2:

That the proposed budget be approved as a potential framework for this year.

Moved by: Susan Pratt

Seconded by: Renee Shuttleworth

Passed

7.2. Preschool matters

Motion M2014-3:

That the P&C make a donation to the Yarralumla Primary School of up to \$2000 for expenditure on consumables and other incidentals in the preschool from the petty cash held in the preschool.

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Moved by: Alex Fahey

Seconded by: Melissa Coggan

Passed

7.3. Major fundraiser for 2014

The trivia night/gala dinner will be discussed at the meeting of the executive as discussed at 6.5

8. OTHER BUSINESS

There was no other business.

9. DATE OF NEXT MEETING

Action A2014-6

Gudrun to advise the date of the next meeting.

MEETING CLOSED – 8pm

Actions Arising

Ref	Date	Action	Who	Status
A2014-1	20/2/14	Talk with the school to organise transferring the Library Trust Fund to them.	Bernadette Mihaljevic	
A2014-2	20/2/14	Draft an email for P&C community seeking expressions of interest in the canteen coordinator role.	Toni Dawes	
A2014-3	20/2/14	Draft an item for the newsletter encouraging parents to register for the market.	Renee Shuttleworth	
A2014-4	20/2/14	Email Bernadette with facebook details of the Home Made Market mailing list with the aim of further advertising the market.	Renee Shuttleworth	
A2014-5	20/2/14	Organise a meeting of the P&C executive to discuss the range of subcommittees required by the P&C in 2014.	Bernadette Mihaljevic	
A2014-6	20/2/14	Date of next meeting to be advised	Gudrun Northrup	