

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

Date: 27 March 2014

Location: Yarralumla Primary School

Meeting opened: 6.10 pm

Meeting closed: 8pm

Attendees:

Guhrun Northrup (President)

Bernadette Mihaljevic (Treasurer)

Susan Pratt (Secretary)

Lea Chapuis (Principal)

Lisa Ramshaw (School Board Chair)

Anita Num

Shannon Spencer

Renee Shuttleworth

Libby Anderson

1. PARENT FORUM

The topics discussed at the forum included:

- The number of emails sent by the school. Feedback has been received that too many emails are sent from the school. However all present were happy with the number of emails and did not think it was too many.
- A 'Meet and Greet' night early in the year so that parents from across the whole school can meet each other. This has been held in previous years and was considered useful, especially for parents whose working hours prevent them from being in the school during the day.
- More information was requested about the sporting houses and how children are allocated to houses. Lea advised it is simply a balancing act to get equal numbers across the houses and keep siblings together.
- The composite classes and the impact they have on the social structures of the children.
- The Early Childhood Reading Information session held on 12 March 2014, although poorly attended, was considered very helpful by those who did participate. Parents commented that new strategies and techniques were discussed, differing from the information provided in previous years.

2. APOLOGIES

Melissa Coggan, Alex Fahey, Alison Senti, Nim Hehir, Sam Birch

The low number of attendees for the Parent Forum was noted and is possibly an indication that parents are satisfied with current 'beginning of year' processes.

3. FUNDING FOR SCHOOL NETBALL TEAM

This item was moved forward on the agenda so that the quorum could vote before parents had to leave. The teams are requesting funding for four netballs and three sets of junior bibs, a total of approximately \$250.

Motion: M2014-5

That the P&C donate \$250 to the school netball team to purchase equipment.

Moved by: Libby Anderson

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

Seconded by: Lisa Ramshaw

Passed

Whilst on the topic of netball, Lea confirmed that the basketball courts at the back of the school do 'belong' to the school and are not maintained by TAMS. The netball court between the hall and main school is not the full size. The school would like to repair the basketball courts by having them resurfaced with asphalt and properly marked for both basketball and netball. There are two courts, the cost of resurfacing one court is \$22,000. Lea would like the P&C to consider donating the funds to have one court resurfaced. There was discussion about the school providing the P&C with a prioritised list of requirements for the P&C to consider. Lisa advised that this would be discussed at the next Board meeting.

Action A2014-7

Lea to give the P&C a list of priorities for the P&C to consider this year.

4. MINUTES OF PREVIOUS MEETING

Motion: M2014-6

Minutes of the previous general meeting be accepted.

Moved by: Bernadette Mihaljevic

Seconded by: Renée Shuttleworth

Passed

5. ACTIONS ARISING FROM PREVIOUS MEETINGS

<i>Ref</i>	<i>Date</i>	<i>Action</i>	<i>Who</i>	<i>Status</i>
A2014-1	20/2/14	Talk with the school to organise transferring the Library Trust Fund to them.	Bernadette Mihaljevic	Done
A2014-2	20/2/14	Draft an email for P&C community seeking expressions of interest in the canteen coordinator role.	Toni Dawes	Done – advertised 24/2/14 via email
A2014-3	20/2/14	Draft an item for the newsletter encouraging parents to register for the market.	Renee Shuttleworth	Done – 27/2/14 newsletter
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	Done
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	Done – held 2/3/14
A2014-6	20/2/14	Date of next meeting to be advised.	Gudrun Northrup	Done 27/3/14

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

Re action A2014-1, Bernadette has filled in the paperwork, however some of the administrative details still need to be finalised with the school. The transfer needs to take place by 1 July 2014.

Action A2014-8

Bernadette to complete the transfer of the Library Trust Fund to school and assist them to get Tax Deductible Recipient status with the ATO.

6. CORRESPONDENCE

6.1. ACT Office of Regulatory Services

The P&C received its certificate of registration as an Incorporated Association from the ACT Office of Regulatory Services. This has been passed to the Treasurer for filing.

7. REPORTS

7.1. President's Report

The Board Chair (Lisa Ramshaw), the Principal (Lea Chapuis) and the P&C President (Gudrun Northrop) met for the first time this year and have agreed to continue these meetings once a term to share information and progress specific issues as they arise.

Alison Senti has volunteered to be the P&C Communications Coordinator. She has started pulling together a school calendar that will contain both school and P&C events. Alison has provided a report at **Attachment A**.

There was discussion about the school's new website and additional content that should be there, including publishing success stories and promoting the funding aims for this year.

Action A2014-9

Shannon to give Nira canteen payment details and a link to the canteen website so they can be published on the website.

Action A2014-10

Lea to follow up with Nira whether the P&C can be given access directly to their part of the website or whether all content needs to be sent to Nira for publishing.

Anna Alberti is working to update the photo board at the front of the school to include the school executive, the Board and the P&C executive.

7.2. Treasurer's Report

Motion: M2014-7

That the cash disbursements journal presented to the meeting be accepted.

Moved by: Renée Shuttleworth

Seconded by: Lisa Ramshaw

Lisa also noted that the quality of the treasurer's reports is very impressive.

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

7.3. Principal's Report

See Attachment B

Bernadette noted that the Swimming Carnival was very well organised and supervised, as was Yarralumla's contribution to the zone carnival.

7.4. Board Report

- Lisa noted that she is currently the only parent representative on the board since the end of Eric Nelson's term and Mark Snow's resignation part way through his term due to work commitments.

In accordance with the Board's constitution the person who received the next greatest number of votes in the election that Mark contested fills Mark's position. This person is Drew Meads, Drew's first meeting will be next week and he will serve out the remainder of what was Mark's term, ending on 30 March 2015.

An election was held to fill the other vacant position, two people nominated for the position, Deb Hicks and Rachel Cianchi, Deb Hicks is the successful candidate. Deb has been an observer on the board for the previous twelve months in her capacity as a Montessori parent.

The teacher representative has also changed with Meri Dragovic's term ending; the new teacher representative is Lynda Lawton.

- Minister Birch attended the formal opening of the new piazza.
- The school's annual budget has been finalised with an extra line added for vandalism.
- The school's annual Operating and Strategic plans have been finalised, these plans are informed by both the school validation process and NAPLAN results. The directorate had some concern that there was too much contained in the plans, however the school is determined and confident that they can meet the outcomes of the plans. There are three main priorities: Data, Numeracy and Italian language
The plans will be published on the school website
- The Board will report against priorities in coming P&C meetings. Board members will rotate attendance at P&C meetings.
- The fees for the Montessori school have increased, it is the first fee increase in ten years and was discussed and well understood by the families who will be affected.
- A priority for the Board last year was the school website. It has taken a lot of hard work, however the website is now up and running.
- A draft master-plan has been developed for the school's infrastructure which refers to the next ten-fifteen years. The directorate are aware of the age of the school, the rundown state of the Gambari wing and the pressure for school places generated from the new suburbs in Western Creek.
- The school open day will be held on Saturday 24th May 2014. It would be good if the P&C could run a small sausage sizzle and cake stand. Previous open days have been a great success, well attended and generating a very positive impression to prospective families.

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

8. SUB-COMMITTEE REPORTS

Gudrun noted that Rebecca Sostarko has volunteered to be the Lost Property Coordinator. Lea noted that the cupboard was looking much better after the clean up, although it would be good to have a better storage facility for lost property.

Renée asked that the teachers empty the lunch boxes before they go into Lost Property. It was discussed that it is not always the teachers who collect the lunch boxes and it might be more effective to put a bin near lost property so the lunch boxes could be emptied.

Action A2014-11

Lea to ask Paul to put a bin near the Lost Property cupboard.

8.1. P&C Council Meeting

Renée attended the P&C Council meeting on 25 March 2014. Many schools experience the same situation where the P&C activities are undertaken by a small group of parents. The ACT government are going to run a campaign to encourage more parental involvement in schools. The 'Celebrating the School Community' event is being held from 19 – 24 May. It was discussed that this is the week of the school open day. In addition it is soon after the Twilight Market and Party at the Shops, held 29 March 2014, so not viable to organise another community event for that week.

Renée also undertook to take some questions directly to Lea and then report back to the P&C Council.

Gudrun attended a P&C Council Workshop on 22 March 2014, at the workshop a folder of worksheets were distributed. Gudrun has found the worksheets very useful and will share with the school.

Action A2014-12

Gudrun to feature a P&C Council worksheet in each P&C newsletter.

8.2. Canteen

Shannon provided a canteen report as Caroline was unable to attend the meeting, please see **Attachment C**.

Discussion:

- A new website has been created for ordering, however you can continue to order using the paper system.
- Paul has painted one of the old shutters at the canteen with black board paint, so the menu can be written up, and removed the fly screen.

Action A2014-13

Lea to follow up if there are any health and safety issues with removing the fly screens.

- Coles Junior Landcare Garden Grants program has been providing grants of up to \$1,000 to schools to help create gardens in their grounds, such as bush tucker gardens, water wise gardens or veggie gardens. These programs encourage students to learn about the environment through "outdoor learning" and interaction in developing their own school gardens. All schools, kindergartens, daycare centres, and youth groups (e.g. Scouts) are

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

eligible to apply for a Coles Junior Landcare Garden grant of \$1000.

<http://www.juniorlandcare.com.au/grants-2/coles-grant>

Action A2014-14

Lea to follow up with Marli and Alison about whether it would be appropriate for the school to apply for this grant.

- There is a Canteen Managers course run by Nutrition Australia that the canteen coordinator thinks Sarah should do. There was some discussion that Sarah may have already done the course.

Action A2014-15

Shannon to follow up whether Sarah has already done this course.

9. GENERAL BUSINESS

The Twilight Market is this Saturday, currently 36 stalls registered, including four from the school. Wet weather plans are in place in case it rains. Well done to Renée and Sam Birch who have put in an enormous effort to get the market up and running.

MEETING CLOSED – 8.20pm

Actions Arising

Ref	Date	Action	Who	Status
A2014-7	27/3/14	The school to give the P&C a list of priorities for consideration this year.	Lea Chapuis	
A2014-8	27/3/14	Complete the transfer of the Library Trust Fund to school and assist them to get Tax Deductable Recipient status with the ATO.	Bernadette Mihaljevic	
A2014-9	27/3/14	Give Nira canteen payment details and a link to the canteen website so they can be published on the website.	Shannon Spencer	
A2014-10	27/3/14	Follow up with Nira whether the P&C can be given access directly to their part of the website or whether all content needs to be sent to Nira for publishing.	Lea Chapuis	
A2014-11	27/3/14	Ask Paul to put a bin near the Lost Property cupboard.	Lea Chapuis	
A2014-12	27/3/14	Feature a P&C Council worksheet in each P&C newsletter.	Gudrun Northrop	
A2014-13	27/3/14	Follow up if there are any health and safety issues with removing the fly screens.	Lea Chapuis	
A2014-14	27/3/14	Follow up with Marli and Alison about	Lea Chapuis	

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

		whether it would be appropriate for the school to apply for the Coles junior land care garden grant. http://www.juniorlandcare.com.au/grants-2/coles-grant		
A2014-15	27/3/14	Follow up whether Sarah has already done Nutrition Australian Canteen Managers course.	Shannon Spencer	Done 1/4/14 Sarah has not done this course

Attachment A – Communications Coordinator’s report

Alison Senti has volunteered to be the P&C Committee Communication Coordinator for 2014. In the first meeting with the P&C Executive last week, the Committee agreed to focus initially on improving P&C Committee communication with the school community through existing channels.

First priorities will include:

- Providing a separate email newsletter from the P&C to encourage better communication on P&C agenda items and reports from P&C office bearers (and in turn, reduce the amount of P&C Committee official correspondence required in the school newsletter).
- Providing additional information about the P&C Committee areas of responsibility (canteen, uniform shop, meeting agendas, fundraising volunteering) on the newly launched YPS website.
- Improve communication and awareness of P&C Committee success stories including purchases that have enhanced the school and community.
- Increase awareness of P&C Committee fundraising targets and acquisitions, and progress updates towards attaining these throughout 2014.
- Improve awareness of P&C Committee members through establishing a School Board and P&C Committee ‘photo board’ (both online and physical in school).
- Develop a printable school events calendar ahead of Term Two for increased awareness of key sporting , scholastic and fundraising events amongst the parent community.

Progress against the list above will be monitored, before revising a new set of priorities ahead of Term Three.

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

Attachment B - PRINCIPAL'S P&C REPORT – Week 8, Term 1 2014

Teaching and Learning

- Professional Learning Focus in January – emphasis on intercultural language learning and CLIL (Content Language Integrated Learning) with UbD curriculum design
- Focus on Social/Emotional learning / building community in first fortnight – Friendly Schools Plus, values and Fish Philosophy
- Term 1 Inquiry science units – focus on biology strand commenced in Week 3
- Literacy intervention group for 'at risk' students in Year 1 – Derek Synnott
- Early childhood routines well established in preschool and Piazza learning forum – including lining up outside, 2 minute bell
- Mindfulness introduced as daily / weekly practice
- New library shelving for Italian collection
- World of Maths – successful challenge for students in multi-age groups
- Harmony Day lunch and dress up / orange day

Leading and Managing

- Census – 357 students
- 2 x pre-school, 2 Montessori, 3 Kindergarten, 4 x 1 / 2 classes, 2 x 3/4, 1x 4/5, 1 x 4/5/6 1x 5/6
- Newly established Italian Experience class – English focus – 4/5/6
- Executive of five – Associate Principal, ET Professional Practice, two Early Childhood SLCs (one acting) Italian SLC (to be advertised as permanent position next term)
- Four new staff members: Katherine Fielding, Peter Scerri, Lynden Lawton, Jodie Stewart – mentors / panel appointed;
- Strategic Plan 2014-2017 and AOP approved
- Website roll over to new 'look' and content update
- LSAs – Italian: Anna-Maria, Anna Alberti; English ISP support in Kinder/pre-school
- Focus Groups – *Italian Language, Numeracy, Data* established to address strategic priorities in Strategic and Operating Plans for School Improvement
- Two SLAs (School Language Assistants) on 416 Visas arriving in Term 2
- NAPLAN data published. YPS above ACT mean in all strands and met ETD targets except in spelling (a strong focus in AOP); scaled growth between Year 3 and 5 above network and ACT mean.

Student Environment

- Student Sports Leader positions established
- House Captains and Vice-Captains elected
- Ambassador role for hosting school visits
- Festa Aquatica – Junior rotations, 25m and 50m races
- Clean Up Yarralumla – classes have designated areas
- Cricket Clinics in Weeks 5 & 6 for all classes; rugby clinics
- SRC reps elected – fundraising for Westmead Hospital on Harmony Day
- Year 5/6 Camp at Cooba – balance of challenges and skills / team building

Community Engagement

- Kindergarten Information Evening – 5pm Tuesday, Week 3

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

- Parent Information Session – 8.30am Thursday, Week 3
- Parent/Teacher Interviews – Week 4
- Minister Burch's Capital Improvements plaque unveiling
- Parent volunteers at Festa Aquatica
- Liaison with P&C - Bernadette M. re: school event registry / volunteers
- Italian Language Information night – Tuesday 1 April 6.30 – 8pm

Lea Chapuis 27/3/14

Attachment C – Canteen Report

The canteen is very happy to offer some new lunch options this year, bringing back some popular lunch orders from previous years and planning for a healthy and fresh menu. We will be introducing some changes that may open up the possibility of complete lunch orders including fruit and snacks, as well as more diverse meal options.

We are planning a 'No Waste Canteen Initiative' which will involve a fundraising event to offer parents a couple of high quality, reusable lunch order packages that they will own, be responsible for washing and placing at the canteen for their children's lunch order to be distributed in. This will open up even more options for the canteen and make the delivery of soups, pasta, sandwiches and full lunch meals a possibility. It will also mean less waste is produced by the canteen every week. The Black+Blum Lunch Pot which retails for \$39 will be made available for sale through the fundraiser for \$20. The Stickybeak Lunch Order bags will be available for \$7, retailing online for \$8.50. Both items still below normal retail prices and still making a modest profit for the canteen. We would like to raise the option of selling these lunch containers through the uniform shop so that parents have the option to purchase at a later date.

The canteen would also like to promote a 'Nude Food Day', 16th of October, event and submit an application to Nude Food products for a chance to win a sports pack for the school. To do this we simply hold a Nude Food Day event and encourage students and families to register on the <http://www.nudefoodday.com.au/registration.php> with a pledge to participate in a Zero Waste Lunch day event using the same school name when registering.

We would also like to work with the P&C, particularly the school garden coordinator to combine the garden and the canteen, sending composting materials back into the garden and getting out delicious fruit, vegetables and herbs that the children can cultivate and grow themselves, from the enrichment of the soil to the preparation of canteen meals. We will be submitting an application for a Coles grant of \$1000 to go towards the purchase of composting and recycling bins and establishment of gardens.

We nominate Sarah Lee for a Canteen Managers Course available through Nutrition Australia. This will cost \$390. There are additional courses that regular long term canteen volunteers may be interested in that we will submit request to the P&C for in future.

Shannon Spencer 24/3/14