

Yarralumla Primary School - Parents and Citizens Association General Meeting – Minutes 15 May 2014

Date: 15 May 2014

Location: Yarralumla Primary School

Meeting opened: 6.10 pm

Meeting closed: 8.40 pm

Attendees:

Gudrun Northrup (President)
 Melissa Coggan (Vice-president)
 Susan Pratt (Secretary)
 Deb Hicks (School Board Chair)
 Shannon Spencer
 Libby Anderson
 Alison Senti

Bernadette Mihaljevic (Treasurer)
 Marli Ayrton (Deputy Principal)
 Robin Dearlove (Preschool rep)
 Anita Num
 Renee Shuttleworth
 Colette Harkin
 Nim Hehir

1. WELCOME AND APOLOGIES

Apologies - Lea Chapuis

2. MINUTES OF PREVIOUS MEETING

Motion: M2014-8

Minutes of the previous general meeting be accepted.

Moved by: Bernadette Mihaljevic

Seconded by: Alison Senti

Passed

3. ACTIONS ARISING FROM PREVIOUS MEETINGS

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	Done – see Principal’s report
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	Done – the school is now registered as an ATO gift recipient and the transfer of funds will take place the end of the financial year
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	Done - see canteen report
A2014-10	27/3/14	Follow up with Nira whether the P&C can be given access directly to their	Lea Chapuis	Done – only the school can update the

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		part of the website or whether all content needs to be sent to Nira for publishing.		website. Renee has put this issue on the agenda for the next P&C Council Meeting to see how other schools manage this issue
A2014-11	27/3/14	Ask Paul to put a bin near the Lost Property cupboard.	Lea Chapuis	Ongoing – not possible with the current capital works taking place. A sign also needs to be put on the bin to explain what it is for.
A2014-12	27/3/14	Feature a P&C Council worksheet in each P&C newsletter.	Gudrun Northrup	Ongoing
A2014-13	27/3/14	Follow up if there are any health and safety issues with removing the fly screens.	Lea Chapuis	Done – the flyscreens have been removed
A2014-14	27/3/14	Follow up with Marli and Alison about 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	Lea Chapuis	Ongoing
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

4. CORRESPONDENCE

No correspondence

5. REPORTS

5.1. President's Report

See **Attachment A**.

Action A2014-16

Renee to email Marli with a suggestion that the School encourage parents of the junior school, as they are the most recent families to join the school community, to participate in the school open day each year

Action A2014-17

Alison to follow up on the distribution of the school calendar.

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Action A2014-18

Susan to put item on agenda for the next general P&C meeting to donate banners to the school.

Motion: M2014-9

Approve expenditure of \$726 on three school banners.

Moved by: Libby Anderson

Seconded by: Bernadette Mihaljevic

Passed

Action A2014-19

Gudrun to amend 'Lucy Munro' to 'Lucinda Munro' on the email contact list.

5.2. Treasurer's Report

Motion: M2014-10

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

Moved by: Libby Anderson

Seconded by: Melissa Coggan

Passed

Action A2014-20

Bernadette to advise Ms Jayne that there is approximately \$6000 in the Library Fund account.

5.3. Principal's Report

The Principal's report was presented by Marli, see **Attachment B**

The P&C requested that the school give the P&C a list of priorities for consideration this year. Marli advised that the school's first priority for P&C funding is the refurbishment of the old basket ball courts to create a Flexible Outdoor Space for Learning for PE and fundamental movement skills. This would involve asphaltting and line-marking the courts to create a place for structured and un-structured (during lunch and recess) outdoor activities, including netball, basketball, handball etc.

The existing netball court is not the standard court size, cannot be monitored during recess and lunch (making it out of bounds) and may eventually have classrooms built on it.

Action A2014-21

Bernadette to follow-up whether there are any grants that could contribute towards the resurfacing of the sports courts. Melissa will phone the ACT Health Department to find out whether their health grants may be appropriate.

Nim suggested seeking quotes from outside the ACT to compare prices.

5.4. Board Report

The Board Report was presented by Deb Hicks.

- The Board met last week and invited both the preschool and the Montessori preschool to join the Board as observers, the Montessori preschool have accepted this offer.

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- The Board determined their priorities for the coming twelve months:
 1. Work towards ensuring the sustainability of the Italian Program into the future. The Board have formed a sub-committee, be led by Drew Mead, to progress this priority. The sub-committee will liaise closely with the Education Directorate.
 2. Implement the Draft Masterplan which looks at the infrastructure required at the school over the coming 10-15 years. The Board is seeking more information from the Education Directorate about the Masterplan in order to inform both school and P&C expenditure. The Masterplan is not publically available.
 3. NAPLAN – the results from NAPLAN testing last year are on the agenda for discussion at the next Board meeting.
 4. Voluntary Contributions – to date this year the school has received voluntary contributions from 80% of families, this has improved however there still remains 20% of fees outstanding.
 5. School signage – has been delivered ready for the open day.

There was discussion about major priority for the Board last year, which was to develop a pathway for students from YPS after year 6, so that they could continue to study Italian at an appropriate level. Deb explained that the two Board members who were progressing this item (Mark Snow and Eric Nelson) have left the Board. It was acknowledged that this is still a priority for many parents.

Action A2014-22

Deb will take the issue of future pathways for students back to Board for progression and seek to confirm with Mark Snow, as chair of the subcommittee for this priority, whether he is still able to progress this. She will liaise with Lea to seek confirmation about whether Telopea Park School have included Italian as a criterion for entrance.

5.5. Preschool Report

Robin Dearlove presented the Preschool Report – see **Attachment C**.

Action A2014-23

Robin to approach Costco to find out what they might be prepared to donate to the preschool.

6. SUB-COMMITTEE REPORTS

6.1. Fundraising subcommittee

The fund raising report was presented by Melissa Coggan.

The major fundraising event for 2014 will be a dinner in the Damiano Hall in the Italo Australian Club on Friday 20 June from 6.30pm.

Cost \$40 per person, or \$400 for a table of 10. Ticket price includes Antipasti, main course, a beverage on arrival and a glass of wine with dinner.

Main fundraising items include:

- Live auction - have already received prizes from the Realm Hotel, Thredbo and Woodford Church B&B in the Blue Mountains

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- Silent auction - smaller prizes, a team of people are assisting to gather these prizes.
- Hampers - SRC has been recruited to assist with the collection of donated items from families for 'themed' hampers
- Dessert auction - donations of desserts made by families will be auctioned for each table.

Regular fundraising meetings are being held on Friday at lunch time. Main organisers of the event are Rebecca Sostarko and Melissa Coggan.

6.2. Canteen

Shannon provided a canteen report as Caroline was unable to attend the meeting:

- Canteen has been trialling new recipes this term. We've had some issues that we're working on.
- We're currently working on the menu for the second half of term, but it has not been finalised yet.
- We've got lots of volunteers each week for the end of term, at least three on each day

Discussion:

- The new menu items have been very well received by both parents and students
- The canteen must have the food ready just prior to the start of lunch time. The canteen believe they are on track to do this consistently
- The canteen is currently running at a loss, it must cover costs otherwise it is being subsidised by P&C fundraising funds.
- Still awaiting responses re a parent who may be able to build a lunch order box to be situated at the front office. If there is no response the canteen will consider purchasing a mail box.

Action A2014-23

Gudrun and Bernadette will organise a meeting with the canteen to discuss whether it is providing lunch or a snack and other operational issues.

Action A2014-24

Shannon to obtain quotes for a range of suitable lunch crates and confirm with the teachers whether they want:

- the children to collect their orders from the canteen, or
- the orders to be delivered to the classroom.

7. TEE-BALL EQUIPMENT

Motion: M2014-11

To donate the Tee-ball equipment, purchased by the P&C last year, to the school.

Moved by: Libby Anderson

Seconded by: Robin Dearlove

Passed

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8. GENERAL BUSINESS

8.1. Flexi-School

There was discussion about the P&C using the Flexi-School payment system for the canteen, uniform shop and other P&C payments. The ACT P&C Council have offered to pay \$350 for all schools to register with Flexi-School, this offer expires at the end of the financial year.

Action A2014-25

Bernadette to investigate the fees and charges associated with using Flexi-Schools and report back to the next P&C Executive meeting on 10/6/14.

9. NEXT MEETING

6pm, Thursday 19 June 2014, YPS staffroom

MEETING CLOSED – 8.40pm

Actions Outstanding/Arising

Ref	Date	Action	Who	Status
A2014-11	27/3/14	Ask Paul to put a bin near the Lost Property cupboard.	Lea Chapuis	Ongoing – not possible with the current capital works taking place. A sign also needs to be put on the bin to explain what it is for.
A2014-12	27/3/14	Feature a P&C Council worksheet in each P&C newsletter.	Gudrun Northrup	Ongoing
A2014-14	27/3/14	Follow up with Marli and Alison about 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	Lea Chapuis	Ongoing
A2014-16	15/5/14	Email Marli with a note to encourage parents of the junior school to participate in the school open day.	Renee Shuttleworth	Done 19/5/14
A2014-17	15/5/14	Follow up on the distribution of the school calendar.	Alison Senti	
A2014-18	15/5/14	Put item on agenda for the next general P&C meeting to donate banners to the school.	Susan Pratt	
A2014-19	15/5/14	Amend 'Lucy Munro' to 'Lucinda Munro' on the email contact list.	Gudrun Northrup	

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A2014-20	15/5/14	Advise Ms Jayne that there is approx \$6000 in the Library Fund account.	Bernadette Mihaljevic	
A2014-21	15/5/14	Follow-up whether there are any grants that could contribute towards the resurfacing of the sports courts (BM). Phone the ACT Health Department to find out whether their health grants may be appropriate (MC).	Bernadette Mihaljevic and Melissa Coggan	
A2014-22	15/5/14	Take the issue of future pathways for students back to Board for progression and confirm with Mark Snow, as chair of the subcommittee for this priority, whether he is still able to progress this. Liaise with Lee to confirm whether Telopea Park School have included Italian as a criterion for entrance.	Deb Hicks	
A2014-23	15/5/14	Approach Costco to find out what they might be prepared to donate to the preschool.	Robin Dearlove	
A2014-24	15/5/14	Organise a meeting with the canteen to discuss whether it is providing lunch or a snack and other operational issues.	Gudrun Northrup	
A2014-25	15/5/14	Obtain quotes for a range of suitable lunch crates and confirm with the teachers whether they want the children to collect their orders from the canteen or have the orders delivered to the classroom.	Shannon Spencer	
A2014-26	15/5/14	Investigate the fees and charges associated with using Flexi-Schools and report back to the next P&C Executive meeting on 10/6/14.	Bernadette Mihaljevic	

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Attachment A – P&C President’s report

Meetings Attended or matters addressed Since the Last Meeting:

- A2014-18 – The school has submitted an Electricity Report with required maintenance requests including wiring of the canteen stove tops. It will likely be a few more weeks for a response to be provided. A request was placed with school administration for a PowerPoint to be placed in the uniform shop, and have been informed that it has been installed.
- A2014-19/20/21 - Outstanding
- A2014-28 - Survey distributed to community seeking support for school open day. Some responses provided to date, but further responses with support needed to ensure enough people on the day.
- A2014-30 - Coffee cart not booked, good to proceed with machine.
- A2014-31 - P&C school calendar distributed to school community 12 May.
- A2014-32 - Notice placed in school/P&C newsletter with one response to date.
- A2014-34 - The banners are intended to have the school logo (white on green) with little show through.
- A2014-35 - List of school teachers email details distributed to community via P&C newsletter

Things on the horizon:

- School Fundraising for 2014 - Focus on Flexible Learning Space - soccer, ball skills, movement skills

Attachment B - PRINCIPAL’S P&C REPORT – Week 2, Term 2 2014

Teaching & Learning

- Kindergarten:
 - Continuing with phonics (introducing sight words), conventions with writing and reading
 - Vowels & introduction to reading with familiar words (classroom, UBD, everyday language)
 - Gross motor focus – balancing, coordination, spatial awareness
- 1 /2 Inquiry Unit: How is our environment changing? (Earth Science)
- Visitor: Colonel Fox from the Australian Army spoke to children about the significance of ANZAC Day
- Assemble Giada and Granato presented the Assemblea focusing on ANZAC Day with presentation by Colonel Fox
- G&T enrichment maths group with Zoltan Backsai
- Science: How do living things adapt to their environment? (5/6 area)
- Homework sharing in both Italian and English, mini projects and art from Plants in Action unit. (3/4)

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- Writing focus across 3-6 has been Narrative
- Enrichment groups - pottery fish focus for a mural supporting our Fish Philosophy, up to firing our creations
- JLSU: team building in regard to strategies and implementation of the ILP smart goals
- SLSU - assessment and interviews with parents regarding transition to high school 2015
- intercultural understanding eg. plants growing in Italy and Australia, vegetables used in Italian cooking and Indigenous bush tucker for Australia
- NAPLAN testing this week (numeracy this morning)

Leading and Managing

- Major maintenance and work, health and safety issue with flooring outside and under the Art Studio. Carpet removal has exposed rotting timber joists that will require ETD financial support to repair.
- Digital signage now up and running in front foyer and staff room
- New signs in Italian installed around school
- Participation in the ETD ANZAC ceremony last term
- Successful Cross Country carnival on Tuesday Week 2; zone carnival tomorrow Fri 16 May
- Two Yarralumla reps at ACT Swimming – did PBs
- Students practising rostrum speeches
- Friendly schools plus SEL – years 3-6: focus on self-management; Years 1/2: how to make and keep friends and respectful listening; kindergarten: developing self-awareness and recognising different emotions
- Mindfulness practice every day in all classes
- Shed constructed for students' chess pieces
- New desks for Montessori Villa classrooms
- Five students representing YPS on Mix106.3 breakfast radio 'student weather report' segment this week
- Hockey clinics to commence on 3rd June

Community Engagement

- Yarralumla Community Twilight Fair
- Adult Beginner Pottery Throwing lessons commenced last Thursday with Heidi Strachan
- Friday Enrichment group also taught by Heidi
- Arrival of two School Language Assistants – Michela Corbella and Mery Bellagamba
- New plants for landscaped gardens – Beth Allen, Melissa Coggan & Liz Campton
- Good parental participation at Cross Country carnival

Lea Chapuis 5/5/14

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Attachment C – Yarralumla Preschool Report

Paid visits and excursions for Term 1

- the chicken hatching program
- Visit by Indigenous artist Chris Duncan
- Visit by entertainer Pirate Pete
- Bus wash

Excursions planned for Term 2 so far:

- Cockington Green
- Aboretum

Fundraising events for 2014

Term 1:

Twilight Markets (Preschool cake stall contribution - Revenue received \$320.10?)

Term 2:

- Bunnings Sausage Sizzle

Date: to be confirmed, potentially August

- Working Bee

Date: Saturday 28 June 2014 1pm – 4pm

Potentially the cycle path and railing for the bridge will be worked on

Costco – letter to be written to Costco regarding play equipment for possible donation or reduced cost for the Preschool – to be confirmed

Term 3:

- Commonwealth Games

Dates are: Wednesday 30 July 2014 1:45pm – 2:45pm Wombats

Friday 1 August 2014 1:45pm – 2:45pm Bilbies

- Montessori / Preschool Fete

Date: **to be determined**

- Meeting to be arranged with Preschool and Montessori to discuss arrangements – Robin and / or Lizzie to follow up with the meeting arrangements with the Montessori School
- Ideas for stalls for the fete and preschool parent input required - email to the fundraising parents and then a further email to all the preschool parents for input

- Tea Towels:

Preschool teachers to arrange the drawings by students, parents to arrange the orders etc

Term 4:

- Mangoes

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Term 1 2015:

- Welcome pack for parents (optional)

Cost \$50 will contain:

- 2 x t-shirts
- Hat
- library bag, and
- towel bag

Available to purchase in term 4 2014

Next Meeting Preschool Fundraising meeting:

Wednesday 11 June 2014

3:00pm