

Yarralumla Primary School - Parents and Citizens Association General Meeting – Minutes 26 June 2014

Date: 26 June 2014

Location: Yarralumla Primary School

Meeting opened: 6.10 pm

Meeting closed: 8.30 pm

Attendees:

Gudrun Northrup (President)

Bernadette Mihaljevic (Treasurer)

Melissa Coggan (Vice-president)

Lea Chapuis (Principal)

Susan Pratt (Secretary)

Deb Hicks (School Board Chair)

Alison Senti

Natasha Johns

Melissa Coggan

Renee Shuttleworth

Libby Anderson

Nim Hehir

Rebecca Sostarko

1. WELCOME AND APOLOGIES

2. MINUTES OF PREVIOUS MEETING

Motion: M2014-12

Minutes of the previous general meeting be accepted.

Moved by: Bernadette Mihaljevic

Seconded by: Deb Hicks

Passed

3. ACTIONS ARISING FROM PREVIOUS MEETINGS

<i>Ref</i>	<i>Date</i>	<i>Action</i>	<i>Who</i>	<i>Status</i>
A2014-11	27/3/14	Ask Paul to put a bin near the Lost Property cupboard.	Lea Chapuis	Done
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
A2014-17	15/5/14	Follow up on the distribution of the school calendar.	Alison Senti	Done
A2014-18	15/5/14	Put item on agenda for the next general P&C meeting to donate banners to the school.	Susan Pratt	Ongoing – but OK to go ahead and order the banners

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A2014-19	15/5/14	Amend 'Lucy Munro' to 'Lucinda Munro' on the email contact list.	Gudrun Northrup	Done
A2014-20	15/5/14	Advise Ms Jayne that there is approx \$6000 in the Library Fund account.	Bernadette Mihaljevic	Ongoing
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	Ongoing
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	Done – see Board Report
A2014-23	15/5/14	Approach Costco to find out what they might be prepared to donate to the preschool.	Robin Dearlove	Ongoing
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	Done
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	Ongoing
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	Ongoing

4. CORRESPONDENCE

- 4.1. Letter from the ATO confirming that the P&C is no longer a Tax Deductable Entity for the purposes of the Library Trust Fund as the Library Trust Fund has now been transferred to the school.
- 4.2. ACT P&C Association Newsletter, copies are available from the President

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5. REPORTS

5.1. President's Report

The Gala dinner was a fantastic night, there were lots of new faces and everyone seemed to have a great night. The venue was great, the Italian Club were very accommodating, the food was good and there was plenty of space. A huge thank you and well done to everyone who worked so hard to pull the night together, especially to Melissa Coggan and Rebecca Sostarko.

5.2. Treasurer's Report

The treasurer's report was presented by Bernadette Mihaljevic.

Motion: M2014-13

That the cash disbursements journal presented to the meeting be accepted

Moved by: Rebecca Sostarko

Seconded by: Nim Hehir

Passed

The Gala dinner made approximately \$10,287 however there is still a little bit of money to come in from purchases made on the night that have yet to be paid for.

5.3. Principal's Report

The Principal's report was tabled by Lea Chapuis - **See Attachment A**

Lea was asked whether teachers are able to take leave during term time. Lea explained that teachers are entitled to take Long Service Leave, Personal Leave or Leave Without Pay during term time, with the approval of the principal. Lea stated that it was obviously better if leave could be avoided during term time, however sometimes circumstances arise where it is appropriate.

The P&C would like to acknowledge Derek Synott's long and valued contribution to the school as his retirement approaches at the end of this term.

Motion: M2014-14

To purchase a gift voucher up to the value of \$200 to be presented to Derek Synott at the last assembly of the Term 2, 4 July 2014, to acknowledge his valued contribution to the school over many years.

Moved by: Libby Anderson

Seconded by: Melissa Coggan

5.4. Board Report

The Board Report was presented by Deb Hicks – **See Attachment B**

Deb reiterated her message calling for volunteers to assist with the Board sub-committees, contact Deb as the first point of call if you are able help at dhicks@agroup.com.au

5.5. Preschool Report

There was no pre-school report

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6. SUB-COMMITTEE REPORTS

6.1. Fundraising subcommittee

The fund raising report was presented by Melissa Coggan

- The Gala Dinner was a great night, the final figure raised for the school should be about \$10,800, in addition approximately \$440 which was raised by the preschool.
- Melissa will write letters of appreciation to all the donors of raffle and auction items.
- Fundraising activities for the rest of the year:
 - **School disco**, booked for 14/11/14. Melissa is putting together a working group to organise the disco, if you are interested please contact Melissa at pcoggan@msn.com
 - Melissa received a suggestion to hold a fundraising event at **Lolly Pop Land**. It was discussed that this type of activity is more suitable for the junior school. Melissa will ask Louise Rawlings to look into further to see if junior school would be interested in doing.

Action A2014-27

Melissa to establish a working group to organise the school disco

Action A2014-28

Melissa to speak to Louise Rawlings about a Lolly Pop Land fundraiser for the junior school

There was some discussion about the major fundraiser for next year. It was agreed that it is probably not viable to hold the Gala Dinner every year as it relies heavily on sponsors and people prepared to donate prizes for the auctions/raffles. The P&C doesn't want to put too much pressure on donors by asking them to contribute every year and/or risk not being able to find enough donors because they have "donation-fatigue". It was also acknowledged that a fete enables the children and the wider community to be involved with the school. Renee volunteered to kick off planning for the next year's fete by holding a meeting early next term to talk to others who are interested in being involved. If you are interested please contact Renee at rshuttle20@gmail.com

Action A2014-29

Renee to organise a meeting early next term to begin planning for the fete next year

6.2. Canteen

There was no canteen report however Caroline made some expenditure requests:

- \$150 for a rice cooker
- \$350 for Sarah to attend the Food Safety Officer Course
- Up to \$100 for a set of sharp kitchen knives

The P&C discussed that it is important for sharp knives and other P&C resources to be stored securely in the canteen to prevent injury, loss and damage. Expenses for doing this can be acquitted as minor expenditure through the Treasurer at the next General Meeting.

Caroline also discussed running a Soup Pot fundraiser, the P&C requested that Caroline liaise with the fundraising sub-committee (Melissa Coggan) about timing so that fundraising activities are spaced apart and the school community doesn't feel inundated.

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Motion: M2014-15

That expenditure for Sarah to attend Food Safety Officer training course, including wages, and up to \$250 for a rice cooker and kitchen knives be approved.

Moved by: Melissa Coggan

Seconded by: Libby Anderson

Passed

Action A2014-30

Caroline to arrange a secure cupboard in the canteen to store P&C resources

Action A2014-31

Caroline to liaise with Melissa Coggan about running a Soup Pot fundraiser

7. GENERAL BUSINESS

The P&C asked the school to advise of their priority for funding support from the P&C. The school has advised, at the last P&C meeting and again tonight, that resurfacing the sports courts is their top priority. There was discussion that this goal had been put in the newsletter prior to being voted on by the P&C. Lea explained that she was asked to name a priority as a focus for the Gala dinner so she did, noting that this had been discussed and agreed by the board and that it had been previously discussed with the P&C.

There was discussion about the other priority goals for the school. The sports courts address Priority Three: Enhance student and community engagement. The school has largely been able to fund Priorities One (Improve student learning outcomes in English and Italian literacy and numeracy) and Two (Strengthen inspirational teaching and leadership: improve teaching and leadership capacity) out of their operating budget but cannot afford the entire cost of resurfacing the courts.

There was discussion about the merit and safety issues associated with resurfacing the courts and whether the money could be put towards other resources. Lea reiterated that resurfacing the sports court was the first preference of both the school and the Board; however any assistance from the P&C is always gratefully appreciated.

Motion: M2014-16

That the P&C consider funding all or some of the cost of resurfacing the sports courts.

Moved by: Renee Shuttleworth

Seconded by: Natasha Johns

Passed

Next Meeting

6pm, Thursday 7 August 2014 (Week 3/Term 3) YPS staffroom

MEETING CLOSED – 8.40pm

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Actions Outstanding/Arising

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A2014-18	15/5/14	Put item on agenda for the next general P&C meeting to donate banners to the school.	Susan Pratt	Ongoing
A2014-20	15/5/14	Advise Ms Jayne that there is approx \$6000 in the Library Fund account.	Bernadette Mihaljevic	Ongoing
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	Ongoing
A2014-23	15/5/14	Approach Costco to find out what they might be prepared to donate to the preschool.	Robin Dearlove	Ongoing
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	Ongoing
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.	Bernadette Mihaljevic	Ongoing
A2014-27	26/6/14	Establish a working group to organise the school disco.	Melissa Coggan	
A2014-28	26/6/14	Speak to Louise Rawlings about a possible Lolly Pop Land fundraiser for the junior school.	Melissa Coggan	
A2014-29	26/6/14	Organise a meeting early next term to begin planning for the fete next year	Renee Shuttleworth	
A2014-30	26/6/14	Arrange a secure cupboard in the canteen to store P&C resources	Caroline Scerri	
A2014-31	26/6/14	Liaise with Melissa Coggan about running a Soup Pot fundraiser	Caroline Scerri	

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Attachment A – PRINCIPAL'S P&C REPORT – Week 8, Term 2 2014

Teaching & Learning

- Formative and summative assessments completed by teachers for end of semester reports (reports went home today on Thursday of Week 9 – 26 June)
- New inquiry units commenced based on history / humanities of Australian Curriculum
- Italian Republic Day – a rotation of 3 activities on Venice theme
- NAPLAN tests successfully conducted
- New ipad cabinets for storage/syncing now installed in the Forum – 4 cabinets of 10 ipads in each cabinet being shared between K-2 classes
- Teaching and learning support with three pre-service teachers in Kindergarten, 3/4 and 4/5/6

Leading and Managing

- Italian Kindergarten teacher panel conducted in Week 7 – outcome notified to community by end of term (Sabrina Beber's Italian classes have been taught by Meri, relief teacher Melissa Medlicott – Michela this term)
- Panel for Italian Program Coordinator rolled over to Week 1 next term
- Derek Synnott retiring at end of this term; higher duties to be filled by Sarah Veitch for one term.
- Petro Purtell on personal leave for unknown period; liaison with Montessori Australia to determine replacement; Leonie Kowald currently capably teaching Green Room class
- National Consistent Collection of Data (NCCD) on students with disability / special learning needs
- Highly successful Professional learning of staff – EduTECH conference: 3-4 June in Brisbane (Lea Chapuis, Marli Ayrton, Nira Grujic); CLIL one day workshop at University of Melbourne and visits to two bilingual schools – 5-6 June (Sharon Brissoni, Meri Dragicevic, Lynden Lawton & Carmela Brancato); GROWTH coaching – Lea Chapuis, Arianna Cansdell; Mentoring program (Uni. Canberra) – Sarah Veitch, Cheryl Couch; Putting Faces on the Data – 21 May with Dr Lyn Sharratt (Lea Chapuis & Marli Ayrton) for new ways of collating student data.
- Principals' meetings: New enrolment process and identifying 'gaps' and over-subscribed network preschools, Teacher Quality Institute (TQI) legal requirements; Leadership Series: Work Health and Safety obligations and guidelines based on WHS Act 2011 – changed responsibilities & no longer any 'crown' protection for Principals
- New paintwork on walls, doors, skirting boards of canteen corridor and hall skirting boards; remaining work to be completed once the floor is repaired
- New garden bed at school entrance – to be painted and planted; requires anti-termite board
- Request to TAMS for school signage at Loftus St/Novar St roundabout and intersection
- Lockdown and evacuation practices each term
- Annual Professional Discussions ongoing by Principal and AP with staff members – clarification of how they are meeting their identified teaching practice goals and future plans
- Meeting with Italian Ambassador at Residence to discuss teacher recruitment support for teachers from Italy

Student Environment

- ROSTRUM school finals held in Biblioteca – Gianna Pople and Lucy Piva to represent YPS
- ICAS competitions – computer skills, science, writing, spelling
- Introduction of Servizia Sociale at lunchtimes for effecting change in playground behaviours

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- YPS participation in University of Canberra program to track physical activity of students (observation of students by U.Can in PE lessons)

Community Engagement

- Highly successful P&C fundraising dinner at Italian Club – Friday 20 June; over \$10,000 raised
- Australian School Climate Measurement Tool on school social environment – elements of Relationships, Connection and Engagement and ‘culture’
- Positive feedback from Kindergarten and Preschool Surveys of parent satisfaction of programs and transition process
- OPEN DAY – highly successful; over 50 families expressed interest; 24 visits to preschool.

Lea Chapuis 26/6/14

Attachment B - BOARD REPORT – Week 2, Term 2 2014

With the term coming to an end and as new Chair to the Board, I thought it was fitting to give a quick update on the Board proceedings over these last few months.

First and foremost we farewelled Lisa Ramshaw (previous Chair) who after many, many years serving the P&C and the Board, with her last two years as Chair, decided it was her time to step down. I would like to personally thank Lisa for her amazing efforts and tireless energy that she brought to the Board and the community. Lisa did many things behind the scenes that have contributed to the well-being of this school and she will be missed in this capacity. We also had Mark Snow and Eric Nelson step down. Mark and Eric were instrumental in their role as members and were a fabulous support to Lisa. Their contributions will be greatly missed - thank you. As a teacher representative, Meri Dragicevic's term also came to an end. Meri brought inspiration and insight to the board in her capacity as a teacher and her love and joy of Italian and the Italian teaching within the school. Thank you Meri for your hard work and contribution.

With that we have been lucky to have two new board members and a new teacher representative. Welcome on board as parent representatives Drew Meads and, most recently, Rachel Cianchi-Smith, Montessori representative Rochelle Whyte and new teacher representative Lyndon Lawton. Thank you also to Cheryl Couch for her continued commitment to the board and Sarah Malam and Lea Chapuis for their guidance and efforts in ensuring that the board members are well informed on the operations of the school (we would be lost without you).

With quite a number of member changes, we have still managed to review the strategic priorities of the school and have now established and endorsed a subcommittee which will be focused on **Embedding Bilingualism: Student Pathways and Program rigour**. The subcommittee will be chaired by Drew Meads and will be composed of two distinct working groups.

Working group 1: Pathways for YPS Leavers - exploring pathways to transition from primary school bilingual education to secondary school ensuring language proficiency is maintained and enhanced. This will be led by Mark Snow who will be supported by Libby Anderson, Melissa Coggan and Lea Chapuis.

Working group 2: The challenges and rigour of an Italian Program - exploring the challenges of embedding a bilingual program and the ways of addressing and improving the future of the Italian program. This will be led by Lyndon Lawton. We now need volunteers to help Lyndon as this is a big task at hand. "Calling all volunteers!"

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The Board is excited about these working groups and we look forward to seeing their progress over the coming months.

If you can volunteer your time and would like to be involved in any of the tasks we would be very grateful. Please provide your name and details to Sarah Malam in the first instance and advise which task you would like to assist with.

As always, if there any questions or if you would like to know more about the strategic direction of the school please do not hesitate to contact me on dhicks@agroup.com.au

I look forward to working with the Board and the School in my new role as chair and welcome any feedback and ideas along the journey.

Regards

Deb
