

Minutes of 11 June 2014 Meeting

Subject Matter:	P&C Association General Meeting			
Purpose:	Regular meeting for work monitoring, reporting, and discussions/ consultation on business arising.		Date:	11 June 2014
			Time:	07.10 pm– 09.00 pm
			Location:	School Staff Room
Attendees:	<ul style="list-style-type: none"> Paul Haesler – Chair Jacinda Still Mark McDonald Grant Milthorpe Katrina Lourie 	<ul style="list-style-type: none"> Sophie Manoharan Debbie Tucek Catriona Dove Tran Tang Andrea Grazziadelli 	<ul style="list-style-type: none"> Jypara Ismailova Justin Brown Nicola Smith Emma Burns 	STAFF <ul style="list-style-type: none"> Tom Kobal Michele McLoughlin Muryel Martin Kathy Solomko
Apologies:	<ul style="list-style-type: none"> Raana Asgar Kirstin Langton Drew Baker 			<ul style="list-style-type: none"> Emmanuel Texier Kerrie Blain

Agenda Item		Discussion / Actions
2.	Confirmation of minutes of the June 2014 P&C Meeting	<p>Minutes of the P&C Committee of June 2014 were discussed and minor amendments added. Amendments are as follows: Item 3: Add - ... until such time we have a coordinator. Item 4: Change – FROM: parents TO: Committee members Item 4: Change – FROM: 5-10 years TO: one or two premium sponsors for multiple years Item 6: Change – FROM: Muriel TO: Muryel</p> <p>Action: P&C Secretary to amend the June 2014 meeting Minutes.</p> <p>Tran Tang (TT) moved: To accept amended Minutes from June 2014. Jacinda Still (JS) seconded.</p> <p>Amended Minutes of the P&C Committee meeting of June 2014 carried.</p>
3.	Business arising	<u>Action items from previous meetings:</u>

- Justin Brown (JB) noted that there is no designated Playground Sub-Committee Coordinator, when this happens, the Sub-Committee will meet with Mary Ryan, Business Manager, again.
- Debbie Tucek (DT) sent an email to P&C Execs and Sub-Committees members inviting those who wished to send her their short profiles and pictures to upload on the P&C website and or published in the TT.

Lost property

- Catriona Dove (CD) updated the Committee on the Lost Property's current status, generally the lost property coordinators are managing well, but there are a few concerns:
 - Some parent do not check lost property cupboards and bins resulting in overflows, CD wants to remind parents via TT that there will be a clear out at the end of the term, over holidays.
 - Sophie Manoharan (SM) added that a huge number of jumpers were collected after the athletics carnival, some only have 1st names and it is hard to ID owners. SM suggested in addition to putting a reminder in the TT for parents to check the lost property cupboards and bins also to send an email to P&C parent's mailing list.
- Paul Haesler (PH) agreed that both actions could be done, but P&C mail list has much less recipients than the school's, and he also noted a danger of too many emails to parents.

Action: To publish a reminder to parents in the TT, describing the process of dealing with the lost property and advising them of the end of term clearing out of all unclaimed property. To send an email reminder to the P&C mail list advising the same.

- SM requested flashing or highlighting of the Lost Property reminder in the TT to attract attention, queried who does the formatting of the TT. Response is that the School Administrator undertakes the formatting.
- SM also suggested nominating 2 people from the class once or twice a term to deliver the lost property to classes. Nicola Smith (NS) clarified that the basket delivery system has been already implemented.
- CD noted that it was hard to trace lost property to classes, there is an emergency list maintained by the school that can't be released due to privacy reasons. The problem is grouping lost property by classes, so that nominated students can deliver baskets to their classes.
- Suggestions on improvements to the management of lost property were made
- There are 34 primary school classes, the list is available, but SM wants this list in alphabetical order.

Action: School to sort the list and provide the list of names. Give parents a warning via TT 4 times a year, that the last day of the term all cupboards and bins will be cleared

Fete and Raffle update

Nicola Smith (NS) provided an update on Raffle and Fete.

- NS noted that the school disco was a great success. Despite the fire alarms going off in the middle of the event. Huge thank you to Katrina Lourie for help with organising the disco with little time for preparation, over \$2,000 was raised, great

		<p>feedback from children and parents.</p> <ul style="list-style-type: none"> • Katrina Lourie (KL) noted a good feedback on children and school from the fire team. Children were calm and well behaved, went straight out of the door when alarms went off. • NS noted that a great progress was made in preparations for Fete and Raffle. Many prizes have been secured. Hello World donated \$1,000 towards the main prize. P&C needs to purchase balance of the return airfares to Paris – main prize. • Fete – the majority of coordinators have been nominated, but there are still vacancies: <ol style="list-style-type: none"> 1. Information booth 2. Year group stalls, except BBQ 3. Vintage shop • The vacancies will be again advertised in the TT. • Fete team is drafting a letter to the Embassies inviting them to participate in the Fete. When completed the draft will be sent to Kerrie for review and endorsement. • Tran is coordinating the entertainment, working with teachers. • NS expressed hope that the P&C credit card machine will be available soon. • The Fete team will start working with Dirkins now, re ticketing. JB queried if Dirkins have been contacted. NS and JS noted that they have been researching other suppliers, but for this year we will have to continue working with Dirkins. There is a view shared by many that we may want to do a tender next year or Request for Quote. • There is no formal contract with Dirkins, the work is undertaken on gentlemen’s agreement always. In the past, there were a few issues with the ticketing. Fete Committee decided to go ahead with Dirkins this year but let them know that next year a RFQ process might be conducted. • Regardless, the Fete committee will document required services. And, if needed, will conduct a RFQ process inclusive of other providers (there are 4-5 providers available in the ACT area).
4.	P&C President report	Pal Haesler (PH) thanked the Raffle and Fete Committee for their hard work and the great progress made and noted that this time last year, we did not even have a Fete Coordinator.
5.	Principals report	<p>Tom Kobal (TK) tabled Principal’s report, on behalf of Kerrie Blain and provided highlights of the report.</p> <ul style="list-style-type: none"> • Kathy Solomko provided clarifications with regards to the PTO booking system that has been utilised for the 1st time to book parent teacher interviews in the Primary School. Emails will be sent out shortly with the log on details. • SM queried if there was an after school care organised during interviews. There’s no after school care at the time of the interviews. • PH noted the great performance by the High School band at the Australian Eisteddfod, Jazz Ensemble silver medal, Wind Ensemble – 2 golds in both divisions. <p>Full copy of the report is available at Attachment A</p>
6.	Report from Provisieur	Muryel Martin (MM) tabled the Provisieurs report on behalf of Emmanuel Texier.

		<p>MM made one correction to the report, namely Year 11 oral exams will be held at Alliance Francaise, and not in Narrabundah College.</p> <p>A full copy of the report is available at Attachment B.</p>
7.	Presentation of accounts – Treasurers Report	<p>Report from Treasurer has been tabled by Justin Brown.</p> <ul style="list-style-type: none"> • \$159K is in the bank. • Of which, \$120K has been allocated to projects. • There were a few deposits last month – cash sales from cookbook sales at Paperchain in Manuka and Queanbeyan shops, commission from Pickles (uniform shop) • There were the following expenditures in the last month – reimbursement to PH for food, wine and beer during P&C AGM, 1st meeting of the school year as well for flowers to Kerrie Blain. • JB noted 1st dual approval for transactions has occurred under new approval system. • Audits – there has been a delay with finalising the audit due to the change in the audit partners. Audit results will be ready by the end of June. • There is a need to update the registration of the P&C Committee. • JB contacted ATO, advised that the P&C still has library fund attached to the P&C, it must be officially removed by sending a letter signed by the P&C President. • Main activities for the next month: pay \$12K ACT P&C Councils membership fee and \$1000 insurance. • AG queried if a parent accompanies students at the excursions, if they are covered by the insurance. Action: JB to respond to AG by email. <p>Full report is available at Attachment C</p>
8.	Report from BASC Coordinator	<p>Andrea Grazziadelli (AG) provided an update on the Before and After School (BASC) activities.</p> <ul style="list-style-type: none"> • Holiday program is in July, application forms will go out soon. The holiday program is not advertised outside of school. • Julie is away from W10 of Term 2 to W1 of Term 3. • AG will liaise with JB to discuss hand over of BASC profit to the P&C Committee.
9.	Report from the P&C delegate	<p>A report by Kirstin Langton (KL), P&C Delegate, has been tabled. KL was an apology for this meeting.</p> <ul style="list-style-type: none"> • Main point of the report was that the ACT P&C Council suggested moving elections to October-November to streamline the handover. A discussion ensued as to why the Telopea School P&C elections should/should not be moved to October/November. One of the considerations is to give new parents a chance to be elected onto the Committee. Another consideration is that the new year is so packed with the activities, one of the suggestions was to invite parents to join the P&C committee meetings through the welcome packs that are sent to new families before the new year starts. • PH reported that the Telopea P&C Constitution will be amended, basically re-written, by modifying the ACT P&C Council

		<p>template Consitution.</p> <p>Full report is available at Attachment D</p>
10.	Report from the Communication Officer	<p>Debbie Tucek (DT), Communication Officer, provided a verbal update.</p> <ul style="list-style-type: none"> • Meeting agendas and reports are made available within 24-48 hours of the meeting on the P&C website. • DT requested that the reports are converted into PDF format, that makes stitching them together easier. • All Minutes of the past 2 years meetings have been published on the website. • Fete page has been set up • New email list is working well. • DT is on leave from 29 June to 30 July, and will not be here for 1 TT issue and 1 P&C meeting. • While DT is away, Kirstin Langton will be responsible for the TT inputs and Drew Baker will be responsible for the website and email list.
11.	AOB	<ul style="list-style-type: none"> • SM sought clarifications re lost property, the school confirmed that the Lost Property volunteers could have an access to school at the first week of the holidays. • CD noted that they have previously taken all clothes on the last day of the term in bags, and have given them to charity shops or uniform shop after washing and cleaning them. • SM thanked the school executives for allocating and locking in the 15 minutes to primary students to eat their lunches. • MM reminded the Secondary School parents that a very brief survey was being undertaken, if parents wanted to fill it out, the copies are available from the Front Office. School constantly undertakes evaluations to improve its engagement with parent and students and improve educational outcomes. • Mark McDonald had a question about dead trees on the New South Wales Crescent. Action: School to follow this up with him. • MM queried if the P&C was planning to organise a welcome breakfast to new and continuing families, similar to last year. EB noted that last year a special group of parents organised such a breakfast. PH noted that P&C will consider having a breakfast this year. • EB recently attended the Secondary School assembly on Sustainability. EB took part in the assembly in a work capacity, not as parent but wanted to commend students and acknowledge the school approach to educating student about sustainability.
12.	Meeting Closed	Meeting was closed at 9:00 pm. Next meeting is on 23 July 2014
		Prepared By: JI 22 July 2014
		Approved By: P&C Exec 22 July 2014