

Turner P & C
Minutes of the P&C General Meeting 19 March 2014
(Turner School Library)

Attendees

Helen Bell
David Dunstan
Robert Edwards
Heather Kettle
Tina Campbell
Diane Jones
Clem Jones
Jodi Wood
Ephraim Grunhard
Jo Padgham
Pip Chapman
Michael Quigley
Robyn Ross
Xu Jie

Welcome

The Chair, Helen Bell opened the meeting at 7.35pm and welcomed all those present.

Apologies

Merrilyn Woodward
Sam Reinhart
Anne Napier
Fiona Howlett
Claudia Guszich

Acceptance of Minutes of Previous Meeting

The Minutes of the previous meeting held on 19 February were accepted – Helen Bell, seconded Tina Campbell.

Business Arising from Minutes of previous Meeting

- Minutes of 2013 AGM still to be located – electronic copy subsequently received. Action complete.
- Library Fund – Deb Parr, School Business Manager consulting with the ATO. **Further follow up required.**
- List of Authorised Signatures - Papers ready to be signed at end of meeting. List to be lodged with the P&C's Bank. **Further follow up required.**
- School Grounds Master Plan – in Claudia Guszich's absence, to be discussed under General Business. Action complete

- Executive to prepare draft budget - to be discussed under General Business. Action complete
- Helen to meet with SRC to discuss Budget input - to be discussed in Principal's report and under General Business. Action complete
- Jo to prepare list of funding items - to be discussed in Principal's report and under General Business. Action complete
- P&C members to provide input e.g. continued funding of master plan – to be discussed under General Business. Action complete
- Tina Campbell and Claudia Guszich to follow up opportunities to apply for community grants/funding. **Further follow up required.**
- Tina to book fete rides – done, petting paddock to be followed up. Action complete

Vacant Office bearer Positions

Vice President – no nominations received.

Assistant Treasurer – **Ephraim Grunhard** nominated, seconded by Heather Kettle. Elected unopposed.

Reports

(a) President's Report

Helen Bell reported that following meeting with a number of parents she is convinced that while attendance at P&C meetings is low, support for the P&C remains strong. She said we have a responsibility to work to ensure we continue to represent the views of all members.

There is also a balance that needs to be maintained between building on the hard work that has gone before us and learning from what has and hasn't worked in the past, while retaining the freedom to embrace ideas and interests of our current school community. As President, my aim is to be able look back and say we achieved the goals we set in April 2014; we built friendships; and enjoyed ourselves. A copy of the President's Report is at attachment A.

(b) Treasurers' Report

Account Balances

Our account balances at 15 March 2014 were:

• Internet savings account	\$20,765.66
• Operating cheque account	\$29,083.08
• Less cheque for fete rides	-\$737
• Total	\$49,111.74

• Library Fund account	<u>\$1,114.90</u>
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(Note the Library Fund account balance will be transferred to the school once the school library account is operational).

2014 Fete

- A deposit of \$737 was paid for the ride package for the 2014 Turner School fete.

There was no other expenditure this month.

(c) Principal's Report

Jo Padgham presented her report covering Learning and Teaching; Leading and Managing; Student and Community Engagement.

Items Jo highlighted were:

- assessment and monitoring individual children's performance;
- formation of small Action Learning Sets by teachers to collaboratively inquire into student learning;
- provision of new furniture and learning devices;
- staffing updates;
- 2013 School Board annual report;
- survey to ascertain current and possible access points used by parents and students at the school;
- provision of a small Indigenous grant to start a Bush Tucker garden in both pre-schools;
- quote accepted to prepare plans for ramps and side barriers to the cubby decks to enable wheelchair access; and
- carpark consultation - no further updates.

Jo also provided two lists - one developed by the teachers and one by the SRC – of items the teachers and students would like the P&C to consider funding – as requested by the P&C.

The lists were discussed and considered in detail under General Business.

Jo sought clarification from the P&C on whether the financial support (\$200 per student) provided by the P&C in 2013 for students attending the Pegasus Riding School was an on-going donation. The Committee confirmed that it was. A brief general discussion was held regarding the standing financial support of \$200 per student attending national events. As the \$200 was set some time ago, and did not take into account the CPI, Helen Bell moved, seconded by

Ephraim Grunhard that the amount be increased to \$250 per student. The meeting voted in favour.

General Business

Cubby Update

Jo informed the committee that the school had accepted a quote from a landscaping design company for the design, documentation, contract administration and post construction inspection for the ramps and side barriers to enable wheel chair access. When the plans are received, Michael Quigley is to provide an estimate of the construction costs.

Jo thanked Michael for his work in getting the project to the quote stage.

2014 P&C Budget

Funds available as at 19 March 2014 - \$49,111.74.

Current commitments (\$22,000)

- \$7,000 for design, plans and construction of ramps and barriers for Cubbies.
- \$5,000 contribution to students attending nationals, Pegasus Riding School, etc.
- \$10,000 to be held in reserve for pre-fete costs – to be fully recovered
- Total \$22,000

New Items (Balance available \$27,000)

The meeting discussed at length, the items listed in the reports presented by the President – suggestions received from the parents; and the Principal – suggestions received from the teachers and students (SRC).

As there was insufficient time for the SRC to fully canvass all students, they have been asked to continue to meet with the students and to prioritise the items they have listed.

The items sought ranged from portable basketball hoops; bubblers for the junior school; musical instruments (non-band); upgrade of the train yard playground – murals on the hard surfaces and provision of a musical playground; outdoor seating (and tables); upgrade of the Year 1/2 classroom courtyards; slide for mound; arches for the “Fairy” garden; additional trestle tables for the fete; Ipads; additional sensory, physio resources for all teachers working with small classes; seed funding for sports, orienteering, rock climbing, etc.

The meeting first considered those items that appeared in both lists as a means of helping to determine priorities. However, not all items/suggestions were costed.

After a long period of discussion the Committee decided to develop a budget for 2014 based on the following items:

- \$5000 for Years 1/2 courtyard upgrade
- \$6500 for musical playground/sensory garden
- \$1500 for musical instruments as determined by music teachers Kirsty and Giselle
- \$2000 for STEM festival – (Science, Technology, Engineering and Mathematics)

- \$7000 to be shared between basketball hoops, fairy arches and outdoor seating. Funding agreed in principle with final decisions as to how much is to be allocated to each individual item once the committee has a realistic idea of costs.
- \$5000 for Fete-related expenses consisting of: 15 x trestle tables (actual cost \$600 total), repair of marquee (likely to be less than \$100), new fridge (approx. \$700-\$800), installation of 2 exterior power points (quote to be provided).
- Total - \$27,000

Suggestions considered but not supported.

- Slide for mound – there was a strong view that sufficient funds had been spent on implementing the playground master plan and that no additional projects from the playground masterplan, beyond the completion of the cubby area wheelchair accessibility and the fairy garden arches, will be pursued this year.
- School Canteen – the Committee were satisfied that the current operation of the canteen is the best available option for the school. Given that the kitchen is fully utilised over the remaining four days with the teaching of Life Skills and other uses by the small classes expanding the canteen is not a viable option. Also given the special dietary requirements of the small class students, utilising other commercial providers could impact on those students.
- The suggestion that the Afters' program be taken on by the P&C (or school) was not supported based on previous experience and the lack of professional and other expertise

Funding/Non funding suggestions to be considered further

- Building a connection with a disadvantaged school – possibly in a remote area. The suggestion was tabled as a means of raising awareness, not discussed in detail and deferred to another meeting. **Copy of the proposal is attached – Attachment B**
- Need for more social – non-fund raising – activities e.g., parents BBQ, trivia night etc.
- Development of a calendar of events so that parents can be more aware of what is happening and where parental input is required, people can be appointed as event coordinator.

Other Business

- Given the recent unfavourable press reports on the administration of the NSW P&C Council, the P&C was asked to write to the P&C Council of the ACT to ask if the NSW situation could have an impact on the ACT.
- Schools photos - concern was raised about the quality of the 2013 school photos. Jo advised that the photographer for 2014 had been chosen but if the parents still had concerns, they will be considered during the selection of the 2015 contractor.
- Apps available to help parents keep track of school activities. Jo advised that there are a number available but Bob Edwards urged caution due to serious privacy concerns.
- The ability of parents to be able to contact each other, for example through a Facebook page was also raised. Should the P&C consider setting up or developing a Facebook page or consider alternative options.

Close

The meeting closed at 9.35pm

Wednesday, 19th April, 2014.

President's report

Thanks for coming along tonight. It's great to be part of the P&C community. It would be wonderful to have more people here, but at the same time, it has been great to know that there is support for the P&C among many parents who aren't able to make the time to attend.

I see the role of the Turner P&C as leading a coordinated approach to making Turner school a better place for our children. With that goal in mind, I've been speaking to parents about what they would like the P&C achieve over the year ahead. It was inspiring to have so many enthusiastic people approach me with their ideas and general support. The suggestions from parents fell into seven broad categories: the playground (bubblers, basketball hoops, outdoor seats, paths, courtyards, access to the cubbies, fairy arch, slide, a multi-purpose area, upgrading the train yard and the enclosed playground); the fete (tables, repairs, electricity, fridge); classroom resources (iPads, whiteboard repairs, science, additional resources for teachers working with children with special needs); Afters (DVDs for Little Afters, control); building a connection with a disadvantaged school (possibly in a remote community) and the activities we would like to undertake in the year ahead. I have attached these as a separate list, to be discussed within tonight's meeting, alongside the suggestions from teachers and students.

There is a balance that needs to be maintained between building on the hard work that has gone before us and learning from what has and hasn't worked in the past, while retaining the freedom to embrace the ideas and interests of our current school community. As everyone is a member of the P&C, regardless of their ability to attend the meetings, we have a responsibility to work to ensure we continue to represent the views of this broad group.

In a year's time, I'd like us to be able to look back and say we achieved the goals we set in April 2014, we built friendships and we enjoyed ourselves. As a result of our P&C, Turner School will be an even better place.

Yours sincerely,
Helen Bell.

Suggestions from parents

There were some general suggestions from parents. Many were around the project approval process and ensuring there is sufficient support. Adopting the suggestions from parents, I recommend that for each project we ensure there is a volunteer to take primary responsibility as the project manager. This person will be responsible for scoping the project, consulting stakeholders, developing a budget (including quotes) and a timeline, organising resources (donations, volunteers, etc.) and reporting back to the P&C meeting for approval and then with updates.

Another consideration is a balance between short and long term projects, as well as outdoor and indoor work. What do we want the school to look like in 5 years' time. What do we want to achieve this year?

The suggestions from parents fell into seven broad categories; playground, the fete, resources, Afters, excursions, building a connection with a disadvantaged school and the activities we're planning for the year ahead. As we read through the list I'd like everyone to think about:

- ☐ Is it a good idea, or one you'd like to see investigated further?
- ☐ Will this make Turner School a better place?
- ☐ What is the best way to achieve the goal?
- ☐ Who would make a great project manager?
- ☐ Is this something we can approve tonight and start, or do we need more information?

1. Playground

- 1.1. Completing the cubbies project (already committed)
- 1.2. Bubblers for the junior school so 1-2 children can access drinking water and refill their water bottles
- 1.3. Basketball hoops (at the correct height)
- 1.4. Building a slide on the mound near the cubbies
- 1.5. Fairy arches
- 1.6. Outdoor seats in the playground
- 1.7. Upgrading the 1-2 courtyards (raised garden beds, repaving, making them nicer places to be)
- 1.8. Upgrading the dirt/mud path that runs along the outside of the 1-2 classrooms, so kids don't get muddy and wet walking in to school from the drop off zone
- 1.9. Upgrade of the train yard – painted murals on the asphalt, more sensory things, tidy up of the sandpit etc
- 1.10. Upgrade of the small enclosed playground (including activities, suitable toys etc – perhaps in conjunction with an OT (I understand University of Canberra now have Masters students and/or physiotherapists).
- 1.11. Standard communication or other visual signs all around the school – playground, toilets, hall, kitchen etc particularly to facilitate communication with special needs children.
- 1.12. A 'sensory' room or area (Cranleigh has a wonderful area called the Garden of Delights and is a fantastic area for children to get busy, especially during cold or wet weather. This could easily cater to ALL of the children if classes rotated through)
- 1.13. A multipurpose hall - large enough to hold assemblies and motor skills sessions run by teachers (small group teachers have to continuously set up and put away bulky, heavy equipment in rooms that are not set up to run these kind of activities), as well as providing an indoor play area during wet weather. This is necessarily closed in.

2. Fete

- 2.1. Additional trestle tables (approx. 15 would be good - \$141 for 3 at Officeworks but someone might know of a cheaper supplier)
- 2.2. Outdoor electricity access (it's been raised before but never pursued. While this may have a high cost, it would provide much greater flexibility at the Fete and would be a big safety improvement on how we currently access electricity)
- 2.3. New P&C fridge for the canteen (the old one is very old and not suitable for storing food anymore)

3. Resources

- 3.1. iPads and heavy duty covers (possibly a class set of 13, with one between two)
- 3.2. Integrating science into the curriculum for the senior students
- 3.3. Whiteboards (repairs to the electronic whiteboards – this may be the Department of Education, rather than the P&C)
- 3.4. Additional OT, sensory, physio etc resources for ALL teachers to use when working with children with additional needs (or even your neurotypical child who needs to burn off some energy!)

4. Excursions

4.1. Funding children to attend Musica Viva

5. Afters and a canteen

5.1. DVDs suitable for the Little Afters room (this has been actioned)

5.2. Taking on responsibility for Afters (this was raised by parents unaware that Turner P&C used to have responsibility for Afters)

5.3. Making a canteen lunch order service more accessible (having lunch orders available on an increased number of days, possibly through an online provider, or consider operating our own canteen or engaging an external provider to run one.)

6. Building a connection with a disadvantaged school

6.1. We could work to build a connection with a disadvantaged school (possibly in a remote area with a high proportion of Indigenous students).

7. Activities

7.1. Several parents also suggested we outline the activities we would like to host over the coming year and assign a person to manage each. These could include the fete (thanks Tina!), teachers' day, a parents' barbecue and a trivia night. Are there other suggestions?

Proposal: Donating part of the fete Proceeds to a Remote Aboriginal Public School

Proposal overview:

Aboriginal schools in remote communities have no capacity to raise funds at school fetes like we do.

The idea is that we donate a proportion (possibly half) of our proceeds to a school that can't raise funds in the way we can. We would identify a school before hand and make it part of the fete fund raising, so that people know what they are contributing to.

I asked the fete committee yesterday whether anyone would be interested in the idea and four stallholders replied to say they liked the idea.

Pros:

1. We get to help out a school in a remote community with limited resources - I have been to a few and they are pretty grim.
2. Turner School can build contacts with a remote indigenous school with lots of potential benefits for our kids. Amongst these is the chance to put names and faces to the indigenous studies they are doing at school to build real understanding. (Turner kids go from learning in general terms to looking, for example, at where Bamaga primary is and what the local Aboriginal clans and their traditions are.)
3. Turner is likely to get more community support for the fete and the school generally if we were to do something like this - it may even mean a higher attendance at the fete if we were to do a little PR around it.
4. Our kids learn about giving and about doing volunteer work for the benefit of others. Turner gets to lead the way and may see other city schools follow.

Cons:

Less money for projects in the school (assuming the fete takings don't rise by as much). (Noting it won't affect your funding for the projects listed, given this is based on past fete proceeds and the proposal relates to this year's fete.)

Process

Contact one of the major indigenous organisations - e.g. CYI in Cape York, which Miguel and I have both worked for - and identify a school

Contact the relevant state education authority and discuss and get agreement to the donation.

Advertise this as part of the fete (possibly with local radio PR).

Transfer funds to relevant school for principal to determine use.

ATTACHMENT C

ACTION LIST FROM P&C COMMITTEE MEETING 19 March 2014

Minute	Action	Who	By	Remarks
	P&C close the Library fund account and that the balance of that account is to be transferred to a new account owned and operated by Turner School.	Heather Kettle/Jo Padgham	ASAP	Deb Parr, School Business Manager consulting with the ATO.
	The Executive noted the need to agree on a list of Authorised Signatories to operate the P&C accounts and that Ephraim Grunhard, former treasurer, be included in the list until all transfer issues are satisfied	Ephraim Grunhard	ASAP	List of Authorised Signatories to be lodged with Bank
	Claudia Guszich and Tina Campbell to follow up opportunities to apply for community grants/funding	Tina Campbell/Claudia Guszich	Ongoing	
	Given the recent unfavourable press reports on the administration of the NSW P&C Council, the P&C was asked to write to the P&C Council of the ACT to ask if the NSW situation could have an impact on the ACT.	Helen Bell	May meeting	
	Fete related expenses – tables. Marquee repair, fridge, outdoor electricity access	Tina Campbell	May meeting	
	New common Seal	Tina Campbell	May meeting	
	Request for sausage sizzle at Bunnings	Tina Campbell	May meeting	
	Jo to continue to meet with SRC and teachers to prioritise the items they have listed for consideration in drafting the P&C's budget.	Jo Padgham	May meeting	
	Fairy garden Arches	Claudia	May meeting	
	Basketball Hoops	Michael Quigley	May meeting	
	Items for musical playground	David Dunstan Jodi Wood	May meeting	