

Turner P & C
Minutes of the P&C General Meeting 18 June 2014
(Turner School Library)

Attendees

Helen Bell (President and Chair)
Heather Kettle (Treasurer)
Tina Campbell (Secretary)
Diane Jones
Clem Jones (Minute Secretary)
Ephraim Grunhard (Assistant Treasurer)
Jo Padgham (Principal)
Anne Napier
Claudia Guszich
Fiona Mackinnon
Shari Tompsett
Kate Angus
Alison Scott
Joan Kellett

Welcome

The Chair opened the meeting at 8.30pm and welcomed all those present.

Apologies

Amy Seath
Craig Wood
Nicola Gibson
Andrew Neely
Robert Edwards
Rebecca Palethorpe
Pip Chapman
Mem Wilson
Sarah Goulding

Acceptance Minutes of Previous Meeting

The Minutes of the meeting held on 21 May 2014 were accepted - Ephraim Grunhard, seconded Tina Campbell.

Business Arising from Minutes of previous Meeting

- Opportunities to apply for community grants/funding. Ongoing - Tina Campbell/Claudia Guszich
- Teachers and SRC items for P&C budget consideration. Jo to meet with SRC at a combined meeting in two weeks. SRC have moved on from priorities to fund raising. Action complete.
- Basketball Hoops. Existing hoops for senior students re-installed. Need for smaller hoops for junior student in the Trainyard. Bob Edwards to be asked to follow up on quotes. **Further action required.**
- Items for musical playground. Jo Padgham advised that the musical instruments for use in the classrooms have been purchased and that Alison Chapman is to meet with

Matthew Armstrong (former Turner Music Teacher) to discuss options for the playground musical items. **Follow up action required.**

Reports

(a) President's Report

- Suggestions from parents included supporting underprivileged Turner students – Jo Padgham advised that the ACT Education authority already has in place a scheme to assist underprivileged students and therefore no action required by P&C.
- Friday canteen and lunch orders – request for expansion of menu to include brown bread, vegetable sticks, hummus etc. **Helen to contact Black Mountain school (canteen service provider)**
- Call for more volunteers to help maintain the schools' various gardens.
- Protocol for obtaining approval of P&C funded projects. **Draft being developed.**
- Pot Luck dinner – looking forward to what is hoped to be a great social event. Need for more volunteer baby sitters.

A copy of the President's Report is at Attachment A.

(b) Treasurer's Report

- Current balance \$48,783.26
- Total commitments (current and new) approx. \$41,000
- Heather Kettle reported that following the provision of some revised/firm quotes and need for some items, e.g. senior basketball hoops; Year 1/2 courtyards as they are being funded in a separate project; there has been a reduction in the estimated expenditure.
- Library Fund account - A cheque for \$1,117.72 has been presented to the school to deposit in their library account and the P&C library account will now be closed.
- Moved Ephraim Grunhard, seconded Helen Bell that the Treasurers report accepted. Approved.
- A copy of the Treasurer's Report is at Attachment B.

(c) Principal's Report

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

Items Jo highlighted were:

- Cubby update: Fresh Landscape to provide final design by end of next week.
- STEM Festival: Planning continues – looking very exciting.
- Enrolments: 2015 enrolment period has closed – offers to “in-area” and siblings to be made this week.
- Additional teacher on playground duty at lunchtime to monitor and encourage children who appear not to be participating in play activities.
- Capital Works: No further updates.
- Wakakirri is in full swing and Tournament of the Mind about to get underway.
- Second half of school athletics carnival to be held on Friday.
- Coffee Chat Friday. - Parents invited to Chat and then stay around and help/watch the athletics carnival.

General Business

- Pot Luck Dinner: Anne Napier reported that there are 16 confirmed starters; good spread of dishes, given small number suggested the function be transferred to the Staff Room – agreed – still needed to confirm baby-sitting arrangements. The Committee approved incidental expenditure of around \$25.
- Fairy Arches: Claudia Guszich reported that the second quote for the arches was considerably less than the originally approved quote and recommended the committee accept the lower quote and approve expenditure of \$350 to obtain a safety assessment from Kidsafe Australia. Moved Di Jones, seconded Heather Kettle. Claudia was also asked to ask Kidsafe for a quote for post installation inspection. The Committee also agreed that this project would be a good example to process through the revised approval protocol. **Claudia Guszich to follow up**
- Project Approval Protocol: A draft of the protocol was presented for consideration. **Helen Bell to redraft following suggestions by the meeting.**
- Outdoor Seating: The meeting decided that if the Teaching Staff agree, the existing staff courtyard seating would be moved and placed in the playground to enable students to use the seating. The SRC to decide on location. In return, the P&C would purchase new courtyard seating for the Staff. This was proposed as the safety requirements for student seating were less onerous (and more expensive) than that for staff and overall it would make better use of the existing seating. **Jo Padgham to discuss with Staff and SRC.**
- Bitumen Path Upgrade. Claudia Guszich sought a status report on the path first raised at the P&C's AGM. Jo Padgham agreed that the path needed upgrading and reported that the path upgrade is included in a list of "hard surface" projects submitted to the ETD for consideration.

Other Business

Digging Mound. What to do with the mound following the decision not to proceed with the slide. **Helen Bell asked the members present to consider alternative uses and to bring some positive options to the next P&C meeting.**

P&C Council Meeting: Joan Kellet, Turner School Board Community Representative informed the meeting of an upcoming Council meeting where School Canteens and health Food as well as the possibility of ACT P&C's being able to participate in a NSW P&C buying scheme.

Next Meeting – Wednesday 20 August 2014 7.30pm

Close

The meeting closed at 9.50pm

PRESIDENT'S REPORT.

Wednesday, 18th May, 2014.

Thanks for coming along tonight to our first fete meeting of 2014. As our focus in is the fete my report is quite short.

Following on from our discussions of support for Indigenous Australians at our last meeting, I attended the schools' Reconciliation Assembly. It was beautiful, despite the freezing weather.

Over the last month I have had a couple of suggestions from parents. One was that in line with the focus on the needs of Turner School students we should consider supporting underprivileged children within our community. As a group, we could discuss ways of achieving this, suggestions so far have been the provision of uniforms and book packs.

Another suggestion was in relation to the Friday lunch orders. I've had a request that the menu be expanded to include brown bread, vegetable sticks and healthy dip, such as humus. If there is support for this and no objections, I recommend we ask Black Mountain School if this is possible.

The Turner School gardens are tended by a team of volunteers. Last week I spent 15 minutes before school one day preparing two of the beds for planting by removing the leaves. Heidi and four of her kindergarten friends had fun helping. If you'd like to help out with the gardening and/or water during the holidays please let Sally know (Sally.Higginson@ed.act.edu.au).

Between meetings we have been working on a protocol for the approval of projects. The draft we have so far is attached.

I'm looking forward to our first social event, the Pot Luck Dinner, in the school hall this Saturday. This is how it works. We each bring a dish to share (6 serves of entrée, main or dessert - or 10 serves of rice or bread), there are babysitters in the Library to look after the kids (\$10 per child) while they watch Frozen (again!), we bring some wine to share (I'm making mulled wine for our table) and have a fun. We're super organised with the food co-ordination so that there is enough of each course. If you're planning to come along but haven't yet let us know what you're bringing, log in to Survey Monkey form <https://www.surveymonkey.com/s/7M5BH9J> It should be a great night!

Yours sincerely,

Helen Bell.

DRAFT project protocol

The aim of this protocol is to ensure that all P&C construction and landscaping projects undertaken are in alignment with the relevant guidelines.

1. The project is proposed is presented at a P&C meeting for general consideration.
2. Approval will be sought from the school (via the principal). Projects must have the support of the school before if they are to go ahead
3. Once approved by the P&C and the school, a design will be undertaken with sufficient detail for approval by the ACT Schools.
4. The design will be taken to the ACT authority that approves school ground projects for advice on anything missing in the design.
5. A detailed design with measurements etc is developed.
6. We might want to circle back to ACT Schools to get a final opinion on the detailed design (did we properly incorporate their advice?)
7. The Principal gives approval for the project to proceed
8. The design must then be costed, and agreement will need to be sought from the P&C for expenditure and an overall budget for the project.
9. The project will commence. It is recommended someone familiar with ACT schools projects is included in the project team.
10. If the cost of the project changes and will exceed the approved budget, re-approval must be sought from the P&C before any additional expenditure can occur.
11. The constructed project is then signed off by the ACT Schools people.

Turner School P&C - Treasurer's Report P&C Meeting – Wednesday 18 June 2014

Account Balances

Our account balances at 18 June 2014 were:

- Internet savings account \$43,783.26
- Operating cheque account \$5,000.00
- **Total** **\$48,783.26**

- Library Fund account \$0
 (A cheque for \$1,117.72 has been presented to the school to deposit in their library account and the P&C library account will now be closed).

Expenditure

\$547.00 P&C Affiliation fees
 \$33.75 New P&C common seal

Financial commitments

Current commitments (\$22,000)

- \$7,000 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
- Sub-total \$22,000*

New budget commitments agreed at 19 March meeting (final costs still to be agreed by the P&C Committee, revised figures have been included where possible)

- \$0 Years 1/2 courtyard upgrade (this is now included in a separate school improvement project and will no longer be funded by the P&C)
 - \$6500 Musical playground/sensory garden
 - \$1500 Musical instruments as determined by music teachers Kirsty and Giselle
 - \$2000 STEM festival – (Science, Technology, Engineering and Mathematics)
 - \$7000 Shared between basketball hoops, fairy arches and outdoor seating.
 - \$2000 Fete-related expenses consisting of: 15 x trestle tables (actual cost \$600 total), repair of marquee (free), new fridge (approx. \$1,100), installation of 2 exterior power points (approx. \$300).
- Sub-total - \$19,000*

Total commitments (current and new) – approximately \$41,000

Note the fete related expenditure was less than anticipated. The residual funding from this commitment will be used to meet other ongoing P&C commitments.

Heather Kettle
 Treasurer
 18 June 2014

ATTACHMENT C

ACTION LIST FROM P&C COMMITTEE MEETING 18 June 2014

Action	Who	By	Remarks
Claudia Guszich and Tina Campbell to follow up opportunities to apply for community grants/funding	Tina Campbell/ Claudia Guszich	Ongoing	Ongoing.
Friday canteen and lunch orders – request for expansion of menu.	Helen Bell	August meeting	Helen to contact Black Mountain school (canteen service provider)
Protocol for obtaining approval of P&C funded projects. Draft being developed	Committee members	August Meeting	Draft Protocol to be developed through discussion/e-mail
Items for musical playground	Jo Padgham	August Meeting	Teacher Alison Chapman to meet with Matthew Armstrong to discuss options for musical items.
Basketball Hoops.	Bob Edwards	August Meeting	Need for smaller hoops for junior student in the Trainyard. Bob Edwards to be asked to follow up on quotes.
Garden arches	Claudia Guszich	August Meeting	<ul style="list-style-type: none"> • Obtain a safety assessment from Kidsafe. • Obtain quote from Kidsafe for post installation inspection. • Complete Project Protocol.
Outdoor seating for students	Jo Padgham	August meeting	To discuss proposal to relocate courtyard seating to playground and buy replacement seating
Digging Mound	Committee Members	August Meeting	Members to consider alternative uses and to bring some positive options to the next P&C meeting.