



**Turner Primary School Parents and Citizens Association
Meeting Minutes**

Date: 18 October 2017

Time: 7:30pm

Venue: Turner School Library

Welcome	By Lucas Masters (Chairperson/Vice President)
Attendance	<p>Helen Bell (President) Lucas Masters (Vice President/Chairperson) Heather Kettle (Treasurer) Greta Doherty (Secretary) Jo Padgham (Principal) Robyn Watson (Deputy Principal) Di Jones David Dunstan (Assistant Treasurer) Nirmal Farrington Derek Archer Steve Paton Chris Kenny Serena Huang Jacqui Etherington Nicki Mackay-Sim Number of attendees: 15</p>
Apologies	Ephraim Grunhard, Bob Edwards, Rowena Fitzsimmons (Minutes Secretary), Robyn Thurecht, Aarthi Ayyar-Biddle (Board)
Receipt & Adoption	It was agreed that the Minutes from the meeting of 20 September 2017 would be endorsed out-of-session via email.
President's Report	<p>Lucas Masters thanked members for attending and presented the President's Report (Attachment A).</p> <p>Lucas noted that there had been a great response to the Fair Trade Uniform campaign, with lots of orders coming in. Families can order uniforms at any time.</p> <p>Lucas also thanked Clem and Di Jones for putting out the Fete signs, and Bernadette McDonald for all her work on the cards and calendars fundraiser.</p>

Treasurer's Report	<p>The Treasurer, Heather Kettle, presented the Treasurer's report (Attachment B).</p> <p>Our account balances at 18 October 2017 were:</p> <ul style="list-style-type: none"> • Internet savings account \$12,806.31 • Operating cheque account \$6,443.99 • Less unpresented cheques \$0 • Less money for art calendar fundraising orders -\$4,707.00 <p>Total available funding \$14,543.30</p> <p>In relation to the Fair Trade uniforms, Heather advised that the P&C has made an initial payment of \$6982, with the balance of \$7000 payable after the fete.</p> <p>David Dunstan advised that there was around \$4707 in the bank from card/calendar orders plus around \$1400 in cash. This is more than previous years' totals.</p>
Principal's Report & Acceptance	<p>Jo Padgham presented the Principal's Report. Jo highlighted that:</p> <ul style="list-style-type: none"> • teachers are all doing extra at the moment, including getting ready for end of year report writing, professional development and supporting students at events such as Bandstrav • the School has been approved by the Directorate for the infrastructure proposal to re-do the bike rack area, as a partnership between the School and the P&C, including the \$10,000 already committed by the P&C for bike racks and up to \$15,000 from the 2017 Fete • the School has also been approved for Heat Mitigation measures including extra film on glass windows, fans and air-conditioning • work is underway to build an own garden for Tom. It should be in progress by the time of the School Concert.
Class Parent Contact	<p>No report</p>
Board Report	<p>James Turvey gave the meeting an update on behalf of the School Board. James noted that:</p> <ul style="list-style-type: none"> • voluntary Contributions are at around \$12,000 (approximately 29% of potential total) at the moment, just under the target of \$15,000. James noted that the Board does not insist on parents making the voluntary contribution, but rather sends out periodic reminders of how the contributions are tracking. It was also noted that preschool consumables was very low. • the School Improvement Committee is working on tracking deliverables in the School Plan • the School rated as "doing well" on the National Safe Schools framework • School Satisfaction Survey results are not in yet but will be available for the P&C meeting in November • the new Schools Administration System is being piloted, including at Lyneham High School, and will include functionality for electronic roll marking and an interactive parents portal.

<p>Fete Update</p>	<p>Steve Paton presented a Fete update:</p> <ul style="list-style-type: none"> • the sponsor for the Coffee Cart has pulled out • a book stall convener has been found, and the toy stall will be merged with another stall • a sorting day will be held on Saturday 21 October from 9am, with fete set-up from 3pm on Friday 27 October • thanks to Chris Kenny, Kennards Hire has generously supplied trestle tables which significantly reduces Ted’s workload. <p>Heather Kettle advised that she would send information about floats and reimbursements to all stall holders, and also that Sienna was preparing the fete map.</p> <p>Jo Padgham advised that Ted would be on deck all day and that Deb Parr would be volunteering as First Aid Officer again. The members thanked Deb and Ted for their efforts. Jo noted that a wet weather plan was required.</p> <p>Helen Bell advised that as part of the Risk Management Strategy, she would send food handling guidelines to all food stall holders.</p>
<p>General Business</p>	<p>World Teachers Day Breakfast Helen confirmed volunteers for the World Teacher’s Day Breakfast and noted that the Directorate had asked for photos for use on social media. Helen thanked Di and Clem Jones for shopping for the breakfast.</p> <p>Fair Trade Uniforms Helen Bell advised noted that Fair Trade is launching a school uniform campaign and members agreed for Helen to talk to Fair Trade about Turner’s efforts with our Fair Trade uniform sales.</p>
<p>Review Action Items</p>	<p>1. Endorse Minutes from October meeting out-of-session</p>
<p>Meeting Closed</p>	<p>8:35pm</p>
<p>Next Meeting</p>	<p>7:00pm Wednesday 22 November</p>

President's report – October 2017

Welcome back to the final term for the year. Thanks to Lucas for taking on the role of Chair tonight and thanks Jo for attending, backing up from the family presentation on personal development earlier tonight. We appreciate your time!

Thanks to everyone who has supported the introduction of **Fairtrade polo t-shirts** at Turner. The response has been fantastic. I have especially appreciated the emails of support from parents. The P&C has placed an order for 500 Turner polo t-shirts in various sizes (size 4 through to size 16), which will be delivered in mid-January, in time for collection on the first day back. We have over \$1329.50 in sales already.

Size:	4	6	8	10	12	14	16
No. of T-shirts from Rrepp	10	115	140	130	70	30	5
No. ordered so far...	0	5	24	12	6	3	1
No. left in stock	10	110	116	118	64	27	4

While the t-shirts will be available for sale through the P&C next year, we have asked people to put their order in to the front office as soon as possible to ensure we can reserve the size/s they require. We have also organised for a copy of the order form to be added onto the school's website.

We looked at ordering the t-shirts using Flexischools, which is the system we have for Friday lunches. There was an initial set up fee (\$350) plus a fee per order. This added considerably to the cost of the t-shirts, so we have decided instead to use excel and a weekly banking reconciliation. This is working well, thanks to **Heather**, our wonderful treasurer. I plan to move to the order tracking to a google docs based system and a P&C email address, to enable multiple users to view the orders.

The P&C is pleased to be supporting students attending the National Chess competition and the two teams attending the National Finals of the Tournament of the Minds in Adelaide. Through your support, the P&C is able to provide each family with a child representing the school at a national level with \$250 to help with travel expenses.

The **Teachers' Breakfast** is coming up on Friday the 27th of October. Thanks to Di and Clem who are doing the shopping, James who is on coffee and all the people who have volunteered. If you'd like to call in to help out for an hour or so that morning it would be great to have you anytime between 7.30am and 9am. The more volunteers we have the more fun this is (and it really is quite fun).

The **Turner Fete is coming up on the 28th of October**. I ran this message in last week's school newsletter: *"Many thanks to everyone who has already volunteered to run or work on a stall. With two weeks to go, the fete committee (led by Steve Paton) met over the holidays to work out some final details. While there has been a great response, there are still a few stalls that need to be filled, particularly books and toys. **The book and toy stalls** usually net over \$4000 between them. Sorted goods are easier to sell and get better prices, so it would be great if we could find volunteers to run these two stalls. If you can't coordinate (possibly due to commitments on another stall), please think about volunteering for a few hours on or before the day to help with sorting the mega-jumble. If you can help with sorting please let Anne know: 0410 008 068. If you would like to coordinate or help with books or toys (information on what to do will be provided – it's managing the sorting, setting up the day before the Fete and organising volunteers to help out on the day), please contact Steve Paton: stevepaton76@gmail.com."*

It's great to see the Turner Rugby Union Club back on board as the main sponsor for the Woodfired Pizza Stall. L Hooker are on board supporting Gina's Pet Rocks Stall and Flip out Mitchell are offering two for one entry via bags on Heidi's Mixed Lollies Stall. My stall, Fresh Fruit, will be offering free fruit to those with a Fete Hand. The free fruit was made possible last year by the kind support of Dickson Park Dental Surgery.

Kennards Hire are supporting the Sausage Sizzle. If you have a business and you're interested in sponsoring the fete please get in touch with either me or Steve.

Thanks to Bernadette for running the **The Art Calendar** (card, phone case, pillow case, notebook, sketch pad...) fund raiser, which closes off **this Friday, the 14th of October**. Please take the time to look at your children's artwork on display (either on the wall or in a folder) outside each classroom and put in your order. If you've misplaced your order form let Bernadette know and she'll be able to help: lbdfamily16@gmail.com .

Kind regards,
Helen Bell
0414 714 191

**Turner School P&C - Treasurer's Report
P&C Meeting – Wednesday 18 October 2017**

Account Balances

Our account balances at 18 October 2017 were:

• Internet savings account	\$12,806.31
• Operating cheque account	\$6,443.99
• Less unrepresented cheques	-\$0
• Less money for art calendar fundraising orders	-\$4,707.00
Total available funding	\$14,543.30

2017 P&C agreed priorities

Budget Item	Agreed P&C budget priorities (adjusted)	Funding rollover from 20/9	Expenditure since 20 September 2017 and notes	Remaining funding
Operating expenses includes Pegasus, fete expenses, PSSA and TOMS	\$10,000	\$7,577.81	\$250 - nationals	\$7,327.81
Bike racks	\$10,000	\$10,000	Reserved for bike rack project Fairtrade t-shirt deposit - \$6,982 (sourced from bike funds until after Fete)	\$4,347.50 (includes income from t-shirt sales)
SRC	\$5,000	\$0		\$0
Artists' and Writers' Festival	\$2,000	\$0		\$0
Blinds for four classrooms	\$7,513	\$0		\$0
Balance beam	\$1,158	\$0		\$0
Creative play resources and stepping stones and tables/chairs for the Train Yard and fairy garden	\$5,317	\$2,487	\$4,527 committed (\$2,830 donated to school to date)	\$2,487
Wooden toys	\$350	\$0	Actual cost \$194.90	\$155.10
	\$41,338	\$20,064.81	Total	\$14,317.41

	Additional income
Fete (plant stall sale)	\$256
Fairtrade t-shirt sales	\$1,329.50
Total	\$1,585.50

Treasurer
18 October 2017