

# Turner School PnC

## Minutes 18/02/2020, 7pm Turner School Library

***All agenda items are to be notified to the Secretary or President one week before the meeting and, if required, accompanied by a written report, and a written proposed motion.***

*Our Parents and Citizens Association aims to improve the academic, social and emotional outcomes of students regardless of a student's ability, race, gender, religion or socio economic status.*

*All members should remember to:*

- Be punctual*
- Be prepared*
- Listen without interrupting*
- Speak briefly*
- Criticise the ideas not the person*

### **1. 1. Welcome and previous minutes**

(7.00 pm)

#### **1.1. Welcome and opening remarks (Chair)**

Nathan Chair

Welcome new and experienced members

New agenda, (it was agreed that agenda items/ reports needed to be submitted 1 week before each meeting instead of two) is from the PNC committee ACT template.

Reminder of having each meeting focus on what we should do going forward Lessons learnt from last year were noted, especially following process, and improved inclusive communications.

Notice for people to contribute is now included in the agenda and minutes.

#### **1.2. Apologies (Chair)**

Apologies

Bernadette - it was noted that Bernadette no longer has a child at Turner School. Her contribution to the School was acknowledged, especially her contribution to the annual Art Fundraiser, the Class Parent Contact role and the Friday Lunch Orders. A huge thanks to Bernadette.

Other apologies were:

Greta Doherty

Meena Poria

Heather Kettle

### 1.3. **Approval of Minutes** – See Attachment 1

Dale noted that a minor amendment to the minutes was required, in particular that the suggestion to purchase new foldable tables under the Fete discussion was a proposal only, it was agreed that any financial decisions should be left for the 2020 Fete committee.

The minutes were approved following the above amendment being made.

### 1.4. **Business Arising from Previous Minutes** (Chair)

#### **PRIORITY BUSINESS**

It was noted at this point that the formalities of the AGM can't be finalised this evening as the Audit hasn't been finalised, it was agreed to proceed with proceedings and to formalise agreements at the next meeting in March 2020.

It was noted that we are still allowed to do meetings before May 2020 if audit is not finalised.

Should we: Wrap up the financials at the end of the year December, to start new year fresh, or term 1? It was agreed that we'd keep the February meeting as the annual AGM, paying more attention in the future that the Audit must be done in time for the first meeting.

Provisional nominations can be made, providing there is nothing opposing this in the Turner School Parents and Citizens Constitution.

Clem to send the Turner School P&C constitution to the P&C members.

It was noted that the PnC folder on the School's website has a link to the Constitution.

*Task 1 for Nathan: Check the Turner School P&C constitution regarding holding the AGM and any requirements.*

2.

#### 2.1.1. **Nominations for Executive Positions** (NR)

Positions

Allison – I declare the positions vacant

Nothing finalised till the audit is complete, so March meeting will be used to confirm the following:

Dale Todling

Vice President (nominated by Nathan, seconded by Jonno)

Amanda Bruce  
Secretary (nominated by Dale, seconded by Nathan)

Renee Zwikielberg  
Dep Secretary (nominated by Dale, seconded by Jonno)

Jonathan Gouy  
Treasurer (nominated by Annie, seconded by Deepak)  
Note: nomination was provisionally accepted, noting that further interest in this  
role (and the Deputy Treasurer role) would be sought in the lead up to  
the next meeting.

To be confirmed  
Dep Treasurer (no nomination received)

Annie O'Connor  
Public Officer (nominated by Nathan, seconded by Jonno)

Nathan Richards  
President (nominated by Dale, seconded by Annie)

Other non-executive positions:  
Dale Todling  
Fete Co-Ordinator and Fair Trade Shirts

Susie Watson  
Friday Lunch Orders

Kathy Moffat  
Art Fundrasier

#### 2.1.2. **Meeting Time and Place** (NR)

Continue with future AGMs in first meeting of Term 1  
Time 7pm and 3rd Tuesday of the month agreed to going forward

AGM 2 (the formal bits)  
7pm March 17th 2020  
Pending audit report being completed (which is slated for completion by  
Friday 21 March).  
Otherwise 24th 2020 (only if audit incomplete).

#### 2.1.3. **Communication with School Community** (DT)

Nathan - very important - welcoming open nature of the greater school community. Wants to make sure that we approach communications with transparency and through the correct channels (especially encouraged parents to approach the school directly with feedback).

It was noted that current communications from the P&C include the Class Parent Contact lists, the P&C emails (which will be done via the CPC lists in 2020 and the Facebook page.

Dale to continue with this as he already is

It was agreed, following an earlier meeting between Allison and Nathan, that a communication strategy would be tabled at the March meeting, this strategy will aim to improve community feedback to the school directly, a better approach to collating feedback, to encourage individuals to approach the School, rather than the PnC for matters relevant directly to School curricula and other issues.

### *Strategy tabled for March*

#### Dale

Different issues were raised last year with Dale and or with Allison  
There are a lot of Grey areas in relation to whether issues should be raised directly with the School, or should the P&C advocate on behalf of the community on issues.

There was a benefit in raising issues at the P&C forum to gain clarity on future direction to addressing the issues.

Main direction and deliverables - great framework - Nathan

Work with Allison to clarify

Robyn - people aren't waiting for responses, so best to get feedback directly to whose most relevant asap.

Allison - had put together some documentation to clarify, some issues are small, some need more time. Priorities under the areas.

#### Allison

Suggested an approach of having 3 headings, with a priority in each area to focus on for the year.

It was noted that feedback comes from multiple sources, including:

Coffee chats

Board meetings

Formal meetings

Looking for patterns

We are accountable as a leadership team when feedback comes our way  
This is Our way of being “at Turner School  
Building connection through language that is inclusive, and noting that  
Connections create Obligation”  
Partnership is valued  
Facebook page is easily accessible

#### Dale

Class parent contact coordinator for 2020  
30 classes in the school in 2020  
21 parents/carers have agreed to be the class parent so far  
Dale went to all the classrooms today encouraging all the teachers to get  
parent names on the lists  
Electronic sign-ups for parent groups is now available via the School  
website and the P&C Facebook page.  
95 sign ups from parents/cares this year for inclusion on CPC lists (so far)  
Only 61 last year for the whole year  
Class parent will send notes out to family group and form the primary  
form of communication from the PnC.  
Robyn noted that there are existing Turner School Communication  
Guidelines on the Turner School website that could be used for  
reference.

#### **2.1.4. Main Fundraising Goals 2020**

(NR) Main Fundraising Goals 2020 - TBA May move to March Meeting  
(suggestions open for discussion pending AGM and Executive Appointments)

#### Nathan

Major fundraising expenditure needs to be agreed for 2020.  
Quality of Oval - feedback was sought.  
\$90k to replace the irrigation was suggested by Allison  
Leveraging school parents  
Graders, soil, seeds etc are the costs associated with improving the oval  
Before directorate funds are sought, the P&C and the School together would  
discuss the issue at future meeting/s.  
Upgrade to learning Space outside the library. Plan to be provided by school  
prior to consideration and approval. In-principle agreement that  
concreting the area is not the most viable option

#### Deepak

Dividing the projects - Sustainability or maintenance?  
Sustainable irrigation as an approach could allow a different strain of grants to  
be sought.

#### Allison

Oval wasn't the kids priority (as identified in 2019 surveys).

Issue: How do we educate the kids about the digging on the oval and inability to then play soccer etc

#### Deepak

ACT smart sustainable funding should be considered.

ACTION: ACT smart sustainable funding agenda for next month (Deepak)

Can be run in tandem with one short term and one long term project

#### Allison

P&Cs can pay a small fee to be a part of the ACT Government grant listing - then the P&C will get emailed with what grants are available on a regular basis.

Amanda offered her grant experience towards the writing of future grant applications.

Jose/ Deepak raised the ACT Container Recycling Scheme as something that could be further used at the School for fundraising, noting the following:

Passive income stream

- cash for containers
- 300 per day (on the basis of number of containers used at the School per day)
- \$30 per day
- Containers from home could contribute to the overall collection.

#### 2.1.5. **Expenditure for P&C Funds**

(School Donations, Fete, SRC, General Resources, Tables & Chairs etc) (NR)

Fete

- Starting organising at next AGM/ meeting in March
- Locked in date is 31/10/20

Lock in the teachers day bbq breakfast:

- 16/10/20

Election BBQ

- 17/10/20
- Raises about \$3000 (a guide from previous years)

2.1.6. **Fete (DT)** – Dale confirmed 31 October as the next Fete day (noting that it is held on the last Saturday in October every year). Dale will provide a further update at the March meeting. See previous minutes for previous Fete discussions.

2.1.7. **Teachers BBQ Breakfast** (NR) 16th October 2020 (Fri)

2.1.8. **Election BBQ** (NR) 17th October 2020 (Sat), noting that left over food from the Teachers' breakfast could be used at the Election BBQ.

2.1.9. **Donations from 2019 EoY Concert** (NR) – Confirmation that the funds have been distributed is needed at the next meeting.

2.1.10.

### 3. REPORTS

3.1.1. **President's Report** (Attached)

Presidents and treasurers

Thanks to everyone from last year  
This community is very welcoming

More events in 2018 than 2019

\$23000 raised from end of year concert and fete for 2019

State of the bank approx. \$39,000

Advocacy - it was a learning curve for everyone, lots of lessons learned in December that could have been achieved in June. End of year review covered those learnings.

3.1.2. **Financial Reports** (Treasurer)

3.1.2.1.1. Finance Statements as of Feb 2020

Jono

- Delay in Fiona (Auditor) getting back to us
- Documents provided to Auditor in early Feb
- Fiona was away
- Notable Fete Sponsorship incomings  
Luton  
McGrath
- Refer to notes provided by Jono
- Fair trade shirts (almost \$1,000 in bank since last P&C meeting)
- Crazy Camel art - Kathy Moffatt is taking over from Bernadette McDonald.
- Susie Watson - Friday Lunchorders

Minutes need to be signed to ratify new members for bank requirements.

Please take off previous signatories and add new members to reflect current signatories on the bank account.

Bank account signatories for 2020 are to include:

Nathan Richards

Jonathan Gouy

Dale Toddling

Amanda Bruce

(and any new Treasury-role assistants identified at the March meeting).

### 3.1.3. Reports from Committees and Representatives

Allison – a great story in embracing “learning from mistakes and trying new things that connect with our Earth”.

- Difference between dirt and soil
- Dorodango – a Japanese past-time
- The beauty of making mistakes
- School improvement priorities
- PnC connecting with sustainability
- Sift through the dirt and the priorities and feedback
- Our students want to have a voice
- What do we want the school environment to look like
- Solidity comes in being able to measure our impact at the end of the year
- Where are we now and what do we want to see at the end of the year
- Vulnerability air bubbles - 1 can listen to fix
- Cracks – 2 sprinkle to fix

### 3.1.4. Correspondance

Susie

Lunchorders

100 orders last week

Biodegradable container trails have failed to date, however biodegradable cutlery is now being used.

Dale forward report to Allison so she can send it to the SRC as they were following up the environmental issues in 2019.

Email from Susie to Dale outlining issues 18/02/2020 4:11pm

Friday lunch orders started last Friday 14/2, there were just under 100 lunch orders which is a typical amount of orders.

We currently have 7 regular parent helpers who are rostered on to help out with between 2 and 4 Fridays per term.



This year the supplier, Lyneham High, has replaced plastic spoons with bamboo spoons. They also aim to replace current food containers with more environmentally friendly options; however, the trials conducted so far have failed. Biodegradable containers tested have leaked juices and oils from the food when stored in there for the length of time needed to transport them. They are looking into other options.

Thanks again

**4. OTHER BUSINESS (Chair)**

Nathan

Do our best to have notes form this meeting out a week after meeting

Two weeks later have agenda items out

Difference between agreed and proposed picked up much sooner in 2020.

Be great to have improved focus on what do we want to raise the money for rather than only focussing on the specific events to be delivered.

Online correspondence rather than paper for future meetings – agreed!

**5. CLOSE AND NEXT MEETING (Chair)**

AGM 2

March 17th 2020

Pending audit report being completed

Otherwise 24th 2020