

P&C August 18 2020 Minutes

1. Welcome, Acknowledgement of Country and opening remarks (Chair)

Attendees:

Clem and Di Jones, Nathan Richards, Ole Nielsen, Annie O'Connor, Allison Edmonds, Antonia McGuire, Nicola Gibson

1.1. Apologies (Chair)

Apologies were received from: Aarthi Ayyar-Biddle, Deepak Poria, Kathy Moffat, Renee Zwikelberg, Amanda Bruce, Jamie Todling.

1.2. Approval of July 2020 Minutes (Chair)

Proposed to approve: Nathan, Seconded for approval: Annie.

1.3. Business Arising from Previous Minutes (Chair)

1.3.1 - Payments to 2 charities from End of Year School Concert - has been sent with a covering letter. Nicola noted the monies have not come out of the account yet. Deb banked the Turner School cheque last Friday.

1.3.2 - Allison to check with Deb if Turner School will be a polling station for the 2020 ACT election. Yes, Allison confirmed it is.

1.3.3 - Kathy to contact a friend re: Micro Gardens. Kathy not here, ACTION: report back at September meeting.

1.3.4 - Ole/ Nicola - shared document repository in Google. Ole has created, ACTION: Dale to give Ole access to P&C email account.

2. BUSINESS

2.1.1. Presidents Report (Chair - Nathan)

Attached below

Nathan to do follow up on grants, following attendance at a workshop hosted by Gold Creek School last week. Maximum limit on grant application is \$20,000. 2 remaining application periods: next one is 18 September. Grant aims: Improve P&C Associations, canteens, after school activities, uniform shops etc. Maximise engagement with parents.

P&C Constitution Workshop - still to be arranged by the ACT P&C Council.

Thanks to Deepak, as per report.

2.1.2. Treasurers Report (Ole)

• Including opening bank account with Bendigo Bank and trialling asynchronous electronic funds transfer

Report is attached below.

Ole proposed opening an account with Bendigo Bank, and trialling banking with them, and if the service provided is better than CBA, he'll request we move all our accounts to CBA in the future.

Open Bendigo Bank Account for P&C funds as a trial:

Proposed: Ole Nielsen, Seconded: Annie O'Connor and Clem Jones.

Transfer \$5,000 to Bendigo Bank Account for the trial.

Proposed: Nathan Richards, Seconded: Clem Jones.

Noted that 2nd account held by the P&C has a specific purpose as outlined in the P&C Constitution.

It was noted that the Community aspect of Bendigo Bank, and its ability to do asynchronous transactions were factors in deciding to use the Bendigo Bank.

Nicola noted that you can also use AusPost for Bendigo Bank transactions.

2.1.3. Principal's Report (Allison)

Report is attached below.

Antonia leading Safe and Supportive Schools policy review. The School wants to run an online parent forum, which the P&C could support to get feedback from the School community.

Encouraged completion of School Survey.

Teacher toolkit has been developed on implementing cultural integrity within Turner School. A broad definition has been used for Cultural Integrity (ie. broader than only Aboriginal and Torres Strait Islander culture).

Antonia said the School is still needing funding for the Cultural Integrity garden, and possibly a parent working bee. Also, the School is wanting to get another mural, looking at a collaboration between a local Astrophysicist and the School.

The dry creek bed is likely to be a family project, with approximately 1,000 stones. Kindergarten pupils are currently building bee hotels for the dry creek bed. Allison would like garden (not mural) finished by the end of 2020. Allison has someone building benches for the Cultural Integrity Garden.

Hoping to be able to plant the Cultural Integrity Garden in the Spring, when the weather warms. Noting that money will be needed for the soil.

2.1.4. Board Report (Aarthi)

Aarthi an apology tonight.

Allison noted focus of Board meeting was on the Safe and Supportive School guidelines, uniform update and sun smart.

Board wants P&C Facebook to promote the School Satisfaction Survey.

2.1.5. Public Officer Update (Annie)

Annie update on: submission of 2019 Annual Information Statement (as per my email of 14 August). Defer to other business.

2.1.6. Communications Report (P&C; CPC email lists, Facebook) (Dale)

Dale looking to handover some of his P&C roles, including:

- Turner School P&C Facebook moderator,
- Turner School P&C Email monitor,
- Class Parent Network Coordinator, and the
- Fairtrade Shirt/ Turner School Pencil Cases/ Turner School water bladder sales

Nicola and Ole expressed potential interest in monitoring the email account, Dale to give them both access for them to trial.

2.1.7. Friday Lunch Orders (Jamie)

- Lunch orders officially restarted in Week one of Term 3
- At the moment around 70+ lunches are being ordered; down from the previous orders of 120+.
- There has been some changes to the orders as the providers are changing to the Spring Menu.
- There have been some changes to the way lunches have been handed out due to Coronavirus requirements.

2.1.8. Crazy Camel Art Fundraiser (Kathy)

Please note that everything is on track with the Crazy Camel fundraiser. I have all the artworks back from the school. I will be sorting and sending them to CC within the next week.

It was noted that payments go directly to Crazy Camel.

2.1.9. Fete Update (Dale)

10 weeks and 4 days until Saturday 31 October.

We're still in Stage 2.2 of the ACT Education Dept Roadmap.

Fete's or other events at School's can't be held until Stage 4.

At this stage, let's make no plans - however, it's getting more unlikely we won't be able to do anything on the School grounds which involves masses of people.
Check in at September P&C meeting....potential to do only something small.

Allison noted that local events on the same day or near are being cancelled.

Note: At moment, can only have 40 people in the School hall.

2.1.10. Finances Discussion (Chair)

- Nathan going to do the grant application. To work with Nicola, who has some experience. Nathan noted the tight timeframes. Allison could assist with wording of the application and noted that it would help to get assistance with excavation of dry creek bed. P&C would like a written diagram/ plan, and details of any quotes already obtained. ACTION: Allison and Nathan to work on the grant application for fundraising for Cultural Integrity Garden.
- Fundraising: 17 October Election BBQ
 - Jamie has offered to take over sales of Fairtrade shirts, pencil cases and water bladders. They can be ordered, and handed out with the lunch orders.
- Fundraising: Other
- Outgoing: Year 6 incursion (Allison) Birragai not doing incursion.

2.1.11. Container Recycling update and ACT smart sustainable funding (Deepak)

Deepak's report read by Nathan: I just wanted to thank everyone who helped with the launch of the Project TakeBk. We have received some amazing feedback and next will be working on streamlining the collections and returns.

2.1.12. Correspondence (Dale)

Email from Ted Knez: Turner resident is seeking P&C support for joining the ACT Government's Safer Streets initiative. The initiative provides communities with street signs to be placed strategically around the precinct/suburb advising people to be safe and cautious. Ted is also going to approach Black Mountain School and O'Connor Coop and Treehouse in the Park. ACT Government has advised him that it's best to have an initiative such as this come from a local P&C. Anyone want to volunteer to pursue this, and approach the ACT Government on behalf of the P&C?

Allison to see if there is a link with Transport Canberra and report back to the P&C.

Then Nathan to write back to Ted (Dale to send from the Turner P&C email account), and seek clarity on whether we support his application or if the ACT Government advised it's more appropriate for the application to come from the P&C. If it's something to be actioned by the P&C Annie will check if Steve will do the follow up.

ACT P&C Council meeting next Tuesday 25 August - let me know who's willing to attend, and I can ask for you to be added to the meeting invite. Dale to ask if they have an insight into Roadmap movement.

The ACT P&C Council has contributed to a DRAFT plan to guide school operations on returning to a COVID environment in the ACT, and are providing their advice to the Education and Health Directorates and the ACT Government.

Reminder to fill in the ACT P&C Council's Office Bearer forms - Annie? ACTION: Dale to send ACT P&C Council forms to Annie.

2.1.13 Turner School P&C Constitution (Amanda)

This update provided by Amanda:

WHAT?

I propose that we seek in principle agreement from the committee to either:

1. amend the existing constitution (not recommended because its based on a 1993 document and is already 20 pages long) or
2. do a complete refresh of the constitution (based on the model constitution on the ACT P&C [website](#), which we can tailor to Turner's needs). We could include any necessary by-laws, and incorporate any previous amendments still relevant (ie library fund?)

WHY - a refresh will ensure our key governance document is up-to-date, fit for purpose (ie easy to read and use, in plain english) and principles based. Using the model from the P&C association is low risk

HOW - I can draft a new proposed constitution, and circulate it for discussion either to the whole P&C and key stakeholders (ie school executive) or we could convene a small working group (ie the four of us?) to develop the draft, and test it with a couple of specific people. Once we are broadly happy with the draft, there is a specific process to follow to manage any change to the constitution (details below)

WHEN - our P&C is incorporated, so the Minister's recent amendments (enabling meetings to be held remotely) apply, without any change to our existing constitution, so while we should update our constitution, there is no rush to do so

WHO - consultation will be key, and once we have a draft new constitution, we would follow the process set out below to consult with key stakeholders about the change. In reality this is a very specific governance document and I don't anticipate many people would be opposed to it being refreshed, given it is 28 years old!

Process

there is a specific process we would need to follow if we want to change the constitution (sorry this is quite specific)

1. Notice of a proposed change may be given by any of the members able to call a special general meeting.

2. Notifications of proposed changes must be given in writing and must set out both the specific change sought and the reasons for the proposed change.
3. At least 21 days' notice in writing, but not more than 42 days' notice, is to be given to all members of any proposed change to the constitution. Such notice may be given in the School newsletter.
4. There is a process for disagreement with the proposed changes
5. proposed changes can be considered at any general meeting whether annual, ordinary or special.
6. At the general meeting, members can speak, and then the change is voted on (passed if carried by three quarters of the members present and voting)

Discussion:

Amanda Bruce to review and note the areas that need/ should be updated and report back at the next meeting.

It was noted that the current Constitution was produced in 2013, 7 years ago, and was not in the current format, and that aspects of it needed to be reviewed (e.g. the requirement for a second bank account for building expenses). It was suggested that aspects such as office bearers and quorum references would also need to be reviewed.

3. OTHER BUSINESS (Chair)

Annie said the picnic idea instead of a Fete has got good feedback.

Teachers Breakfast morning on 16 October is still to go ahead.

It was decided there was a need for the September meeting, due to 3 main October events for discussion (among other items): the Teachers Breakfast, the Election BBQ and the Fete (or some other Fete-ish event).

3.1. Next meeting date: 3rd Tuesday in September: 15 September 2020

4. CLOSE (Chair)

Attachment 1: Presidents Report

Turner School P&C Association - President's Report for August Meeting 2020

Nathan Richards

Thank you all for attending our August P&C meeting.

Please remember that we need to follow some very clear guidelines around our meeting tonight.

Please see below.

- Do not come into school if you are unwell
- P&C meeting will be held in the staff room- people will need to enter through the hall door close to the pergola area.

- A maximum of 20 people attending
- Adults at the school will stick to the guidelines of maintaining 1.5 metres between themselves and no more than one adult per four square metres in an indoor environment (e.g. in staff tearooms).
- You will need to wash or sanitise hands on arrival
- You are welcome to bring your own drink in own cup as we won't be able to provide tea or coffee

A list of all attendees must be kept on record.

Fundraising

This month I attended the ACT P&C Association information evening on the ACT Govt grants process. There are currently 3 potential grants open to all Associations and I expect Turner School

P&C will apply for at least one of these grants. Overall, the ACT Govt has budgeted \$800,000 for

this FY. With 89 School P&C in the Territory, this equates to an average of \$9,000 available to each

school, with a maximum request of \$20,000 accepted. That said, there is no guarantee that we will

be successful.

The process is not overly complicated, and I have received some useful advice from other P&C's

that have been successful in the past. As a group we now need to finalise our project goals and decide on which projects we would like to apply for funding for. There are two remaining application

deadlines, however I suggest we have our application finalised before Sept 18th, 2020 to ensure we

have the best chance to secure funds.

Grant aims for 2020 are:

- increase the business acumen and enterprise skills of ACT public school P&C associations to run effective businesses such as Outside School Hours Care (OSHC) programs
- build efficacy of ACT public school P&C associations to strengthen family-school partnerships and embed effective parent engagement strategies as 'business as usual'
- develop and promote practical tools and resources to strengthen parent engagement to maximise the impact on children's learning and wellbeing outcomes
- support sustainable and innovative initiatives to foster greater parent engagement and improve learning and wellbeing outcomes for children and young people
- better promote P&C associations to increase involvement of all parts of the school community including Aboriginal and Torres Strait Islander families.

Any suggestions you may have are welcomed as always.

Spending funds

Thank you to Ole and Nicola for arranging the cheque for Turner School. I'm sure the \$5250 will come as a great support to our children's education.

P&C Council Training Info Sessions

Open to all of us. Please let me know if you would like to attend any event. At this stage we need

someone to cover 22/7 & 28/7. – we will need to check if there are still places available.

Event Date Link

P&C Constitution workshop TBC TBC

P&C Association – Hot Topic 25 August 2020 Let me know if you would like to attend

Financial Review Training

Thursday 22 October, 7-9:30pm.

Venue/online arrangements to be confirmed.

<https://www.surveymonkey.com/r/PCTraining>

Recycling Program

Thank you to Deepak for getting #ProjectTakeBk up and running. Once we are able to, I'm sure this

will be a great success once the program is expanded.

Thanks

Nathan Richards

Attachment 2: Treasurers Report

Treasurer's Report 18th August 2020

It has been quiet and no transactions have taken place since the last meeting (21st July). The only extra commitment taken on then was the donation to Turner School in the amount of \$5250. Neither that cheque nor any of the others issued at the meeting have yet been cashed.

With the new commitment to the school, our total equity has been reduced to \$33,192.39 from 38,442.39 in July. At the time of writing (13th August 2020) our financial position is therefore

<u>STATUS</u>	<u>Assets</u>	<u>Liabilities</u>

<u>Bank accounts 13/8/2020</u>		
<u>Cheque account</u>	<u>30655.61</u>	
<u>Business online account</u>	<u>8436.78</u>	
<u>Owed to us</u>		
<u>NIL</u>		
<u>Cheques yet to be cashed</u>		
<u>Turner School (Ch 330152)</u>		<u>5250.00</u>
<u>Benny Wills (Ch 330153)</u>		<u>160.00</u>
<u>St John's (Ch 330154)</u>		<u>160.00</u>
<u>Auditor (Ch 330155)</u>		<u>330.00</u>

<u>Equity (13th August 2020)</u>		<u>33192.39</u>
<u>Balance</u>	<u>39092.39</u>	<u>39092.39</u>
<u>History</u>		
<u>Equity (21 July 2020)</u>		<u>38442.39</u>
<u>New liabilities</u>		<u>5250.00</u>
<u>Equity (13th August 2020)</u>		<u>33192.39</u>

Our current bank, CBA, does not enable us to authorise payments from different locations and at different times (asynchronous transfers) which is why we are resorting to cheques. It was discussed at the July meeting that this limitation is not acceptable in this day and age.

We have investigated other banking options (including Westpac, Bendigo, NAB and St George) and decided to try Bendigo first based on their offerings. Consequently, *we seek permission to open new bank accounts with Bendigo Bank to trial asynchronous electronic fund transfers*. If that works well we will subsequently seek endorsement from PnC to move our accounts to Bendigo Bank.

Thanks

Ole and Nic

Attachment 3: Principals' Report

Principal's Report to the P&C

Date: 18 August 2020

Allison Edmonds

The following are highlights of school activity in each area since last meeting, any current challenges and upcoming activities of note.

Beginning in Week 5- Learning Journeys.

Over the year there has been a strong connection between school and home through google meets, learning online and teacher and parent meetings. Our plan for our Learning Journeys aims to continue this strong community connection through the following format:

- Share digital Learning Journey story and talk with your child about the learning demonstrated. The aim of the story is to help you feel like you are virtually walking through our classrooms and corridors. We will send home some discussion points to help your viewing if you want to use them!
- Read and share your child's portfolio; and for older students who worked through larger projects- they will be sharing their project work samples. We will send home some handy learning conversation questions.
- Talk with your child about learning they are proud of and work samples that demonstrate their point of growth. This sharing will include some personalised feedback from the teacher and feedback from peers. We value that your child gets to be the leader in this discussion and our teachers will be working with the students over the week before to help them structure this discussion.

We thank you for your flexibility in adapting to our changed and online formats this year! We know that for some of you, the above format will give you what you need as far as understanding where your child is up to with their learning and further strengthen the connection between home and school in these unusual times. For others, you may be looking for something different. As always, please contact your child's class teacher if you would like to have a scheduled parent/teacher google meet or a socially distanced meeting at the school.

Learning and Teaching

Congratulations to our students, teachers and special visitors for our STEAM Festival. If you haven't already- check out our closing ceremony to see highlights of the week!

<https://sites.google.com/ed.act.edu.au/learning-from-home-hub/community-projects/2020-steam-festival#h.2r7lm32cpha5>

Staff professional learning

This term our staff will be engaging in the following learning:

- Week 1- All Teachers: Kath Murdoch- deepening questioning skills to strengthen student inquiry and project-based learning.
- Week 3 and 7-All Teachers: 8 Ways online course, strengthening teaching practice through Aboriginal and Torres Strait Islander Perspectives.
- Week 3- All teachers and 3-6 students: Dr Harry Kanasa (Griffith University), Teaching and Learning Maths through inquiry.
- Week 3- Leadership team: Pasi Salsburg, *Let the Children Play* webinar series
- Preschool Leadership PL- Sofia: ACEL Early Childhood Leadership Conference
- Professional Engagement: Allison and Robyn have written a digital article which will be featured on the newly established *Foundation for Learning and Literacy*, website. This has been established by a group of expert literacy educators who have banded together to speak out about effective literacy teaching and learning practices in schools. The Foundation is a non-aligned not-for-profit organisation which aims to provide easy access to expert, relevant quality information, resources, and advice on literacy education in Australian schools today: <https://foundationforlearningandliteracy.info>

School Works and Maintenance Projects

- The pergola area outside the library has been expanded to become part of a larger outdoor classroom and repairs to irrigation have also been completed as part of the ACT Government's fast track stimulus program.
- The space outside the library is continuing to be designed by our students led by the Cultural Integrity School Improvement Team. Designs still have a way to go and our kindergarten student's concept plans are up on display in the garden's notice board.

- We have had some more air conditioner/heaters installed across the school and will have the last few installed during the holidays before the weather warms up.

Staffing:

- We wish Lauren Callahan all the best as she heads off on maternity leave and we congratulate Alex Van De Rhee as he steps up to the position. Michaela Hale will also be helping with the transition.

Policy Update:

- We are moving into a space where we are aligning three enormous elements of our school improvement agenda through links to policy and procedure.

Community Engagement

- The year 5/6 students have started the 2020 online version of TOM and are preparing for a COVID aware Market Day at the end of this term.
- We continue to follow the Education Directorate's road map referring to health management related to COVID-19 and social distancing, (stage 2.2).
- The School Improvement Cultural Integrity Team will be seeking parent support for some continued building and additions to our garden outside the library. Stay tuned for more information in our newsletters.
- During this coming semester, we will be updating our *Safe and Supportive School Turner Guidelines* document through the school board and this will involve consultations with our families at coffee chats and online surveys and with our students through student forums.
- Turner Ukulele Collective started back in the hall and we have had a great turnout every week!

Allison Edmonds