



**Turner Primary School Parents and Citizens Association**

**Meeting Minutes Unconfirmed**

**Date: 15th March 2017**

**Time: 7:30pm**

**Venue: Turner Primary School**

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| Welcome                            | By Helen Bell (Chairperson/President)   |
| Attendance                         | <p>Helen Bell (Chair/President)<br/>         Lucas Masters (Vice President)<br/>         Greta Doherty (Secretary)<br/>         Heather Kettle (Treasurer)<br/>         Rowena Fitzsimons (Minutes Secretary)<br/>         Jo Padgham (Principle)<br/>         Sharon Moloney (Acting Deputy Principle)<br/>         Di Jones<br/>         Chris Kenny<br/>         Bob Edwards (Board Chair)<br/>         Ephraim Grunhard<br/>         David Dunstan (Assistant Treasurer)<br/>         Number of attendees: 12</p>   |
| Apologies                          | James Turvey, Robyn Thurecht, Bernadette McDonald, Steve Paton & Clem Jones   |
| Receipt & Adoption                 | The minutes of the General Meeting held on 15th February 2017 were accepted by Rowena Fitzsimons and seconded by Greta Doherty.   |
| <b>Chairperson's Announcements</b> | <p>Helen Bell thanked everyone for attending the meeting this evening</p> <ol style="list-style-type: none"> <li>1. Helen noted that we would stick with timed agenda items. Anything that would go over would be carried over to 'other business' to ensure we get through it but also that we didn't go overtime.</li> <li>2. Lunch orders were picking up - However we are short on volunteers<br/>Helen will look to add notice to newsletter seeking volunteers</li> <li>3. This evenings main agenda item would be to focus and prioritise the allocation of the budget</li> <li>4. Andrew Barr has employed a community liaison officer who has reached out to the P&amp;C to see what our priorities are and where they may potentially be able to assist with funding and needs. Drafted letter has been formatted with the assistance of Greta Doherty, a formal letter will be sent post this meeting after discussions around areas we may look for assistance. Including but not limited to the outdoor covered learning area, irrigation for the oval and grounds, solution for area outside of library where it is always dusty and muddy, bike parking, upgrade Kindergarten classrooms and ways of calling classrooms. Letter will be written post meeting and sent to Andrew Barr's office by Helen Bell</li> </ol> |

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| <p><b>Treasurer's Report</b></p>                  | <p>5. In Internet savings account we have \$37,409.19, Operating account we have \$3,872.58. Total available is \$41,281.77, minus \$10,000 operating reserves which is what we have kept for ourselves last year. Grand total available is \$31,281.77</p> <p>6. We may take payment of \$500, which was for a digital technology presenter on behalf of school. Approval was provided via email for this. However this was just a courtesy to let everyone know that this money has been allocated. Reason behind this was due to the school being unable to pay for a presenter when they do not hold their own public liability(this individual was a teacher). The P&amp;C pays and then this is squared off in other areas with school funding provided by the P&amp;C.</p>  |
| <p><b>Principle's Report &amp; Acceptance</b></p> | <p>2 page document provided by Jo Padgham (Principle) to attendees. See attachment A.</p> <p><b>Policy Guidelines</b><br/>School board reviews the policy and guidelines of the school on a particular cycle when they are up for review. EG the communications guideline was written in 2013, which means they are now up for review. The usual process will be that the board will look at them on Monday and the wk 9 newsletter they will go out for the 2 week consultation. Being the communication between the school and the home, and vice versa. They are also on the schools website.</p> <p><b>Upgrade of Bike rack area</b><br/>Will discuss further in 'other business' later in meeting.<br/>Information of first few points in capital works held.</p> <p><b>David Street Car Park</b><br/>Noted the progress that has been made with works being completed. Moving along very quickly.</p> <p><b>5/6's</b><br/>Going off to camp this week, they are all very excited<br/>Clash with Belconnen Zone swimming, however the school has managed to work around this. Club times being submitted as opposed to the children attending.</p> <p><b>Community &amp; Engagement</b><br/>Review of how we look at how we manage music Tutors inside school hours.<br/>Requesting feedback from the parents of the school. Looking to rotate times so that students don't miss the same time every week due to having music lessons at same time each week.<br/>Do we have an annual review of this service? Or meet with groups when problems arise?</p> |
| <p><b>Board Report</b></p>                        | <p>7. Bob Edwards (current Board Member) Noted meeting next Monday. Awaiting results of board election.</p>  |
| <p><b>Class Contact Update</b></p>                | <p>8. Greta updated 238 families signup to 22 lists.</p> <p>9. K &amp; 1/2 significant increase in signups</p> <p>10. Core classes and Choir now all have contact.</p> <p>11. Big afternoon tea went really well and Robyn had her laptop there to assist with parents signing up.</p>   |

General Business

12. Funding Priorities

Spending to be as close to income as possible

1. SRC provided a list of times
2. Parents - Helen has asked parents and put in newsletter
3. Staff - They have provided their list

Kindy Upgrade

Jo (Principle) went through - plan would be to internally gut, architect was paid. Substantial upgrade. Evette Berry made aware of this also. As this was put on back burner due to Mr Fluffy and Light rail projects.

Outdoor Learning area

Same as above. Redoing quad area and putting roof over.

Upgrade to Bicycle area

Infrastructure capital works - have got a certain amount of money for upgrades to the school this includes the removal of asphalt and replacing - They asked for concept and plans.

Checking to see if funds are available and would be provided by Andrew Barr's office

Hold money till second half of the year - Agreed to go up to \$10,000 for \$8,750 installation costs to be covered somewhere else

SRC wish list

P&C to provide \$5k - Split into 2 semesters - providing \$2,500 each semester

Stem - Artists & Writers Festival

Provide \$2,000

Musical Instruments

Outdoor

Music Lessons

Blinds

\$10,000

Balance Beam

\$999

Train Yard

\$3,000

Play Space

Fitness - Up near cobweb play space/soft fall

There is also a \$10,000 operating reserve. This covers insurance, \$250 each for the kids participating in the Pegasus riding program, \$250 each for kids representing the school at a national level (sporting, Tournament of the Minds, chess etc), insurance, deposits for the fete rides, purchase of sausages etc in the lead up to events, floats for the fete and any BBQs we have during the year.

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| Fete update         | <p>13. Rides Heather - \$1,500 budget<br/>Bubble Soccer<br/>Canberra Jumping Castles<br/>Insurance coverage to be checked for risk assessment.<br/>Moved: Greta Doherty Seconded: Helen Bell</p> <p>14. Increase community representation<br/>Groups to have stalls - list to be provided at next meeting</p> <p>15. Stage - Groups to perform<br/>Stage worked really well<br/>Maybe a second stage? - interactive groups</p> <p>16. Artshow - Do art Calendars<br/>Limited space &amp; we do the artists and writes festival - could do this then?</p> <p>17. Open Mic &amp; Performance<br/>Buskers?<br/>Would need a co-ordinator for this</p> <p>18. All notifications and letters to be completed by Steve Paton<br/>Jo Padgham will provide letterhead from last year to Steve</p> |
| Fundraising         | <p>19. Cards &amp; Calendars<br/>Raises significant funds<br/>Involves teachers - putting up art<br/>Need 3-4 people to help<br/>Look to seek volunteers through class parent contacts<br/>- It is linked to the Artist and Writers Festival<br/>- Would need designated space<br/>- Working bee to get this done, maybe 3 of them?<br/>David spoke of behalf of Bernadette who coordinated this last year.</p>   |
| Other Business      | <p>20. Accountant offered under a Pro Bono arrangement<br/>It was decided that we would not go down this path</p> <p>21. P&amp;C officially thank Jo Padgham for drawings from Michael Quigley</p> <p>22. Next meeting to be held on Wednesday 17th May 2017.</p>   |
| Review Action Items | Not completed.  |
| Meeting Closed      | 8:39pm  |
| Next Meeting        | GM - 7:30pm Wednesday 17th May 2017 (Term 2, Week 3)  |
| Action Items        | <p>1. Agenda Item to be discussed at next meeting - Music Scheme and how this is managed going forward. Proposed way forward - Term 4 - Provide Information, Parents to then choose.</p>  |