

**Ardross Primary School P&C Association**  
**Meeting Minutes**  
**General Meeting held on Tuesday 14 June 2022 - 7.00pm – Staff Room**

**Attendees:**

Rachel Crawshaw, Melissa Fletcher, Milena Fratini, Kelly Hallums, Nathan Hoyle, Gemma Jahn (Minutes), Robert Marshall (Principal), Justine Penno (Proxy Chair), Matt Snare, Casey Wilkins

**Apologies:**

Anna Belton, Alice Brennan, Fiona Hood, Danielle Peters, Cindy Webster, Tasha Whitmore

**1. Welcome**

Justine opened the meeting at 7.02pm, welcomed all in attendance and noted the apologies.

**2. Confirmation of previous Minutes**

**Resolution:** That the Minutes of the meeting of the Ardross Primary School P&C Association held on Tuesday 3 May 2022 be taken as read, and confirmed as a true and accurate record.

**Carried:** Kelly Hallums

**Seconded:** Melissa Fletcher

**3. Business Arising**

Nil

**4. Correspondence**

**4.1 Correspondence in**

- Father's Day catalogue
- Bank statements
- WACSSO Handbook 2022
- Felton Industries furniture catalogue
- Crazy Camel Fundraising – Christmas Cards

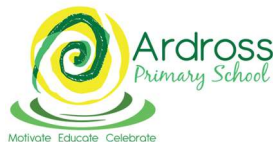
**4.2 Correspondence out**

- Nil

**5. Reports**

**5.1 President**

**Democracy Sausage** - A big thank you to all the volunteers who made the day so successful. To Fiona Hood for her behind-the-scenes work with Woolworths, Cindy Webster who helped lug food around, Fathering Project Dads who rounded up volunteers and fixed BBQ's, cake stall bakers, soup makers, runners on the day to purchase more food, as well as all the folk who purchased our goods and raffle tickets. Your efforts



ensured the day went well. Most of all, the sun was shining, and the day had a lovely community spirit. I apologise if I have missed anyone, but thank you also to: Teoh Family, Matt Snare, Ramon and Mel Fletcher, Kim MacIsaac, Crawshaw Family, Cindy Webster, Fiona Hood, Mike Wilkins, Reza, Dan Gallacher, Jayson Omodei, Geoff Cooper, Dan Palmer, Alastair and Mags Martin and Kelly Hallums. Thank you to our sponsors: Woolworths Booragoon, Bakers Delight Booragoon, Scutti Fresh Market, Maggie Dent and Grand Cru Risely St. We made a total of \$2,474.60 and a profit of **\$1,953.60**.

**Library upgrade** - Natalie Jones emailed me to say that the library is looking fabulous, and the upgrade has made a big change to the library. A couple of hiccups with shelving will be remedied next week. She suggested the first P&C meeting next term could be held in the library.

**Thank you** - I would just like to express my gratitude to the current Committee for all stepping up and performing your roles so well. We are all volunteers, and your commitment and skill are to be commended. It also ensures the collective effort is shared fairly.

#### **Upcoming events**

- Justine and Rachel have kindly organised the Christmas in July event for Friday 29 July 2022 at the Rhein Donau Club. Deposit has been placed on the enclosed garden space. I am looking forward to it.
- Mel Fletcher is organising the Barefoot Bowls volunteers – A couple of people have emailed and are interested in helping to organise it. Rosie Hough (Cameron is in Year 5) and Tania Gallacher (Rose in Year 3 and Jack in year 2). If anyone else is interested, please let us know.

**Father's Day stall** – I will order the products soon.

#### **Action items:**

- Father's Day stall confirmed for Friday 2 September 2022.
- Alice to order the products for the Father's Day Stall.
- First P&C meeting of Term 3 to be held in the library.
- Matt is happy to provide information to the Barefoot Bowls organisers.

## **5.2 Treasurer**

- **2021 Financial Audit:** Audit has been completed for 2021. In the opinion of the Auditors: *the accompanying financial reports presents fairly, in all material respects, (or gives a true and fair view of) the financial position of the Entity as at 31 December 2021, and its financial performance and its cash flows for the year then ended in accordance with (the financial reporting requirements of the applicable legislation.*
- **Australian Charities and Not-for-Profits Commission (ACNC) – Reporting:** The previous Treasurer remains the contact for the ACNC. Unfortunately his registered email account is not allowing him access to the portal. The responsible people need to be updated along with the submission of the 2021 Audit. This reporting is due by 30 June. I have contacted the ACNC advising of the situation and asking for myself to be given portal access to make the necessary adjustments (query reference number 661274).
- **Bank access:** Alice, Fiona and I have been granted ANZ bank access. Anna and Mark have been removed.

- **MYOB:** Whilst attempting to update the MYOB system, I've had to contact MYOB to update my access levels. Charlotte is still listed as the system "owner", so I haven't been able to make all the updates needed. I've emailed her a form which she'll need to sign to change the ownership of the system to myself to enable proper system setup. This will include linking the ANZ bank account so that transactions are automatically updated in the system – considerably reducing manual effort.
- **Outstanding bank reconciliation items:** Up to 31<sup>st</sup> May there are several items with queries related to the Uniform Shop. I've emailed Janet who I understand is currently investigating for me. Without having these items resolved, we can't finalise the YTD's transactions. That there are 2 transactions from 2021 that I couldn't resolve – I journaled them to petty cash to keep a record of them, and they weren't flagged by the Audit. They relate to 2 cash sales (one November, one June). I have a feeling they've been incorporated into petty cash or similar – but if we do a petty cash check, we should be able to resolve this.
- **Building Fund:** I understand that Robert has discussed this with the School Board who are generally receptive.

#### Action items:

- Melissa to keep the building fund on her to-do list.
- Melissa and Milena to meet to discuss MYOB.
- All – Forward any MYOB invoices received to Melissa.

### 5.3 Principal

#### Current enrolments – 407

K	PP	1	2	3	4	5	6
53	43	48	47	50	64	51	61

#### Pillar 1 - High Quality Teaching and Learning

- Community Café - Wednesday 15<sup>th</sup> June – Curriculum, Assessment & Reporting
- Semester 1 Reports will be distributed by email on **Wednesday 29<sup>th</sup> June**.
- Initial planning for opportunity for parents to gain further information on their child's progress underway.

#### Pillar 2 - Positive Collaboration and Partnerships

- Thank you to those Class Parent Reps who were able to attend the Morning Tea event held on Friday 20<sup>th</sup> May.
- School approached to run "**Odd Socks for Ivy**" on 27<sup>th</sup> June in support of foundation established after the unexpected death of a former Ardross PS student.
- New enrolments include refugee family from Ukraine. Query raised as to whether assistance could be made available with purchasing school supplies. **All in attendance voted in favour of the P&C assisting.**

#### Pillar 3 - Fostering an Inclusive Learning Environment

- Continuation of our school's updated Behaviour Management approach (PBS) – this fortnight's focus expectation is "**We walk on verandahs**".
- Reconciliation Dress-Up Day run by school Friday 3<sup>rd</sup> June. \$400 raised towards installation of second flagpole to fly the Australian Aboriginal flag.

#### **Pillar 4 - Strong Governance and Leadership**

- Based on P&C feedback, an updated quote for the Undercover Area upgrade is being obtained from Techworks. Assessment of Wi-Fi capacity has raised concern over part of the proposed project, but major works should be able to progress as proposed.
- Installation of the new P&C-funded library shelving has commenced and will be completed by the end of term.
- New fixed-term gardener appointed – Trevor Whitmore – commencing Monday 20 June 2022.

#### **Action items:**

- Robert to arrange the date/time for open classrooms in Term 3. A list of dates/times for interviews to be provided by each classroom teacher.
- *Odd Socks for Ivy* to be run on 27 June 2022 to raise funds for this cause.
- PJ dress-up day fundraiser deferred to Term 3.
- Robert to liaise with Melissa about P&C assistance for new enrolments requiring support.
- Robert to obtain quotes for new flagpole and table these at the next P&C meeting.
- Robert to compile a list of items that funds raised may be directed into and table this at the next meeting for P&C consideration.
- P&C to convene an Executive Meeting in Week 10, Term 2 to vote on the contribution of funds to the undercover area works.

#### **5.4 Uniform Shop**

- Provided an update on the t-shirts and logo used.
- A huge thank you to the Parents that volunteer in the Uniform Shop – your hard work is always appreciated.

#### **Action items:**

- Uniform Shop to continue selling the items that have been printed with the incorrect logo until stock is exhausted.
- All new orders are to have the correct logo.
- Kelly to raise the option of reverting to screen printing of the logo on shirts to the School Board.
- Chad to investigate the issue with the EFTPOS machine.
- Melissa to speak to Apple about loaning an Apple Pay Square.

#### **5.5 Class Parent Representative Coordinator**

- All is going well with the Class Parent Representative Coordinators; they are doing a wonderful job sending out information to the school community.

#### **Action items:**

- Justine to provide Robert with the two P&C information resources.
- Robert to include these in the packs given to families that commence at Ardross PS during the school year.

#### **5.6 Fathering Project Coordinator**

- Barefoot Bowls event was attended by 16. A great time was had.
- Camp weekend scheduled for 10 September 2022.

- Bushwalk planned for 7 August 2022.

**Action items:**

- Fathering Project to scope the proposed camp site.
- Matt to contact Denise regarding the new Fathering Project invoice.
- Melissa to organise the invoice for last year.

## 5.7 School Board Representative

- Kelly advised that the school has received two new evaporative air-conditioning units (Rooms 9 and 10). The Department of Education has funded these.

**Action items:**

- Robert will conduct an audit of the school electrics to see what is possible for air-conditioning in the future.
- Robert is obtaining quotes for new turf (mix of grass and artificial turf) for the pre-primary outdoor space and is looking into whether new flooring is needed to replace the linoleum in some school rooms.

## 6. General business

### 6.1 Nathan Hoyle – School Chaplain

- Employed by YouthCare at Ardross PS for two-days per week since 2014. Base funding is fixed to student enrolment numbers. The P&C has funded an additional day each week since 2017.
- Provides a pastoral care presence in the school that is non-religious based. Offers socio-emotional and mental health support for students.
- Liaises with the Student Services Team, teachers and (where needed) parents.
- Works closely with, and refers to, outside providers who work with students out of school. Acts as a conduit between these providers and classroom teachers.
- Early intervention is crucial. Students can refer themselves, or referrals come via teachers or parents.
- Works with students during class time or breaks.
- Has a pastoral care network with different high schools to enable a smoother transition.
- Is part of the Critical Pastoral Response Team that is deployed to schools in emergency situations.
- Ardross PS has implemented the EdConnect Mentoring Program. It involves screening, recruiting and training volunteers to support students in schools. Mentors refer more critical issues back to the school. For more information, visit <https://www.edconnectaustralia.org.au>.

Robert thanked the P&C for contributing funds to Nathan's role and Nathan for his important work within the school.

### 6.2 Event updates

- **Christmas in July:** Being organised by Justine and Rachel. Start time: 7.30pm for after dinner nibbles and drinks. \$2 entry per non-German club member. Will determine ticket pricing after the menu items are finalised. Event date has been promoted via classroom WhatsApp groups. The event will focus on socialisation and include a small fundraiser (e.g. raffle).



- **PJ dress-up day:** Deferred to Term 3.
- **Odd Socks for Ivy:** 27 June 2022.

**Action items:**

- Robert to advise staff of the Christmas in July event details.
- P&C to map out a list of school fundraisers and charity fundraisers.
- P&C to compile list of short and longer-term outputs from fundraising.

**7. Next meeting**

- Tuesday: 2 August 2022, 7.00pm in the Ardross Primary School library.

**8. Meeting closed** by Justine at 9.15pm.