

Curtin Primary School P&C

Meeting Minutes

Thursday 21st March 2019

KEY DECISIONS/ ACTION ITEMS:

1. Jo to draft letter to send to Bunnings about BBQ replacement.
2. Jo and Megan to distribute Easter raffle tickets in Week 8.
3. Ken to coordinate Curtin Autumn Fair BBQ (6 April)
4. Disco planning & promotion meeting to be arranged by Week 9.
5. Merryn to contact Mr Tim re Performing Art intensive program and concert.
6. Sophie to finalise letter to Transport ACT for signature.
7. Megan to contact Bendigo Bank re account signatory requirements.

Attendees: Jo McKenzie-Kay, Ken Mansell, Sara Horne, Merryn O’Dea, Megan Moore, Emily Luck, Sophie Dowling, Belinda Branson, Ali Bourke, Kimberlee Stamatis, Felicity Hennessy, Kathy Wong, Ankon Rahman. **Apologies:** Mel Milsom, Marg Hallen, Tom Dowling, Sally Hawkins, Catherine Tye.

Approval of previous minutes: Proposed Megan, seconded Jo.

Business Arising from Previous Minutes: No outstanding matters.

2. PRIORITY BUSINESS

2.1 2019 Allocation of P&C Funds – Ken confirmed that the P&C has approximately \$20,000 in funds available in 2019 to allocate to assets/programs. In addition to items identified by the P&C, Merryn presented potential items for funding that had been identified and developed in collaboration with teaching staff. After discussion on the merits of various options, the P&C agreed to fund the following activities and assets in 2019 (Nominated: Megan; Seconded: Ken):

- **Super slides:** The P&C has already raised approximately \$3,300 for the super slides via the Go Fund Me campaign and hope to boost this amount through the Easter funding drive. The P&C has agreed to make up the shortfall in funding to bring the contribution of the P&C to \$10,000. The super slides will be co-funded by the school, which will contribute the remainder of the funding and be project partner.

- **Sensory and landscaping enhancements to the courtyards:** The school will engage with our indigenous families, local Nggunawal community members and artists to create sensory panels and ground-based landscaping features in the courtyards to tell the story of Nggunawal country. This new work on the courtyards will not commence until after the installation of the fence, which is expected to occur mid-year. P&C proportion of funding: \$10,000.

- **Mr Tim performing art incursion and concert:** The P&C has funded a performing and visual arts program in alternate years. Last year, the P&C funded the whole-of-school RAW Art incursion and this year it was agreed to approach Mr Tim to develop a performing arts

intensive program for each year level, culminating in a junior and senior school performance. The proportion of P&C funding is expected to be approx. \$5000.

2.2 Fundraising initiatives

- **Easter Raffle:** Jo and Megan confirmed that Easter Raffle tickets will be distributed by mid-Week 8. Funds raised from the Easter raffle will go towards Super slides funding.
- **Super slides:** The Go Fund Me drive is approx. 1/3 towards its \$10,000 goal. There will be a renewed fundraising push to tie-in with the Easter raffle.
- **Curtin Autumn Fair:** Ken has agreed to coordinate the BBQ at the Curtin Autumn Fair, including volunteer roster.
- **AEC Election Day BBQ:** Merryn has contacted the AEC re use of the Patterson Hall for the election but has not yet received a reply. The disco has been moved to the first week of 2nd term as a contingency, in case the election is held on the 11th or 18th May.

2.3 Road Safety Letter to Transport ACT

Sophie amended the road safety letter drafted by Hugo to incorporate suggestions from the P&C. It was agreed that the letter should also include concerns re parking congestion/infringements around the school. The ACT P&C Association has provided contact details for the Schools Program Manager at Transport Canberra and has offered to assist in following-up if required.

2.4 2019 Disco Planning

Ken confirmed that DJ Cliff has been booked for Friday 3rd May. This follows discussion at previous meetings about moving the disco to a less cold time of year and avoiding any potential clashes with Election Day hall use. Ali agreed to take on the role of coordinator with handover/support from P&C members. It was agreed to hold a planning meeting and begin promotion for the disco by Week 9.

2.5 Social Calendar

In addition to the fundraising initiatives discussed above at 2.2, other proposed events for 2019 include:

- **Mother's Day:** Claire confirmed she is unable to organise a Mother's Day function this year. Jo and Kimberlee will look into options for either a scaled-back event or a gift stall at the school.
- **Father's Day Breakfast:** Following the success of last year's event, it was agreed to hold the Father's Day event this year on the Friday before the Father's Day weekend: Friday 30th August.
- **Library Fundraiser:** Sara has discussed with Jane possibilities for a library fundraiser to tie in with Book Week (17-23 August) and will continue to develop a concept that will engage with the parent community.

- **Trivia Night:** Liz, Katherine and Louise have offered to organise another Trivia Night in 3rd Term. Date is yet to be confirmed but likely to be similar to previous years (August).
- **Parent Education/Support Seminars:** Possibilities include a re-screening of the Steve Biddulph parenting film or the Tuning into Kids DVD and a presentation on childhood anxiety, which has previously been offered to Merryn by WVCS. Dates have yet to be determined.

2.6 Approval for new president to become signatory for P&C bank account

The P&C give approval for Megan Moore, President of Curtin Primary School P&C to be added to the Curtin Primary School P&C account as account signatory and allow full access to banking services including internet banking. Nominated: Ken; Seconded: Sophie.

2.7 Approval for student funding for interstate sports competition

The P&C gives sponsorship grants of \$200 to Curtin students that may have been selected to represent the ACT in interstate competitions. The P&C approved a request for \$200 from Patrick McKenzie-Kay, who has been selected to represent the ACT in the Australian skateboarding championships in Brisbane. Nominated: Megan; Seconded: Kimberlee.

REPORTS

- 3.1 President's Report** – Megan confirmed that as incoming President, the meeting had covered all or most recent areas of activity. Megan advised that she has received a generous donation of a BBQ from members of the school community, Jada and Steven Venslovas, which will greatly assist the P&C with its social and fundraising events.
- 3.2 Financial Report** – Ken confirmed that the P&C had transferred \$20,000 for furniture purchased for the school following the refurbishments. The P&C account still shows funds that have yet to be allocated for Book Packs. This will be paid as soon as an invoice is received. On current trends, the canteen operation costs are steadily improving and should break even this year.
- 3.3 Report from Canteen subcommittee** – The canteen subcommittee has not met since the last meeting.
- 3.4 Board member report** - no report provided. The new board has yet to be determined and therefore has not yet met in 2019.
- 3.5 Principal's report** – Merryn advised that Curtin has been selected to participate in a trial of the ACT Directorate's new report template for Semester One. The new report will be delivered online and will feature drop-down menus with extended explanatory material for parents. ILPs will have a different template and the student self-assessment will be given to parents as a separate hard-copy document. Merryn confirmed she will be keen to receive feedback from the P&C and broader parent community on the new template, particularly around any accessibility issues. Feedback on the new template is also being sought from teaching staff.

3.6 OTHER BUSINESS: - *Class Reps:* Sally was unable to attend the meeting to give an update in person on the parent rep process for 2019, but confirmed that three senior classes still did not have class reps. The process of having teachers collect parent contact details at goal setting interviews has worked fairly smoothly with some teachers collecting more parent contacts than in previous years, although a couple of classes were missed. Ken confirmed that P&C funds were still available for class welcome BBQs.

4.3 QUESTIONS/COMMENTS:

School Board and P&C role and functions: Merryn confirmed that the new school board had yet to be determined but that a representative would report regularly to the P&C. In response to questions about the different role and functions of the P&C and Board, Merryn described the P&C as being a committee that was open to all, and primarily focused on community building and fundraising, whereas the Board was a smaller, elected representative group that were primarily concerned with the governance and strategic direction of the school, including financial management, developing and ratifying school procedures and policies and contributing to long-term processes such as the five year plan.

Super slides: There was discussion around the size and location of the super slides. It was agreed that it was important to position the slides so that they did not infringe on the open space that is currently available to staff and students for a range of activities, such as soccer matches etc. The position of the slides and whether the slides will be located in the junior or senior playground has yet to be determined, although the top left corner of the junior playground has previously been proposed as a possible location. It was also agreed that, depending on the final location, ensuring equitable access to either the junior or senior school students would be important and special provisions during class times or breaks may be needed for this. As yet, it is not clear how after-hours access to the slides will be made available to the school and wider community after the installation of the fence, which is expected to occur mid-year.

New class break formats: There was discussion re the new recess and lunch break formats the school has implemented this year. Merryn advised that the new format has been developed so that breaks allowed for more meaningful, productive periods of teaching at optimal times of the day. The shorter lunch break has already seen a reduction in behavioural incidents, which tend to accrue at the end of the longer lunch break.

Education talking points for the P&C: Merryn advised that she would be happy to prepare some talking points on education-related topics (such as NAPLAN for instance) for P&C meetings in the future, to allow for discussion and Q&A around broader education and curriculum themes/issues.

6.30pm pre-meeting gathering: Megan thanked Merryn and the group for their attendance and suggested that if others were interested, she would be happy to allow in future for a 6.30pm pre-meeting social gathering before formal P&C meeting proceedings begin at 7pm. This would allow more time for new and regular attendees to meet and catch up in an informal setting.

Meeting closed at 9.15pm with the next meeting to be held Thursday 16th May (Week 3, Term 2).