

Duffy Primary School P&C Association Inc. General Meeting

Minutes

Date: 23 February 2016

Time: 7:10pm - 8:30pm

Venue: Duffy Primary School Library

Attendees

Stuart Ross (President)	Norm Dunn
Necia Fisher (Ordinary Member)	Cate McIlroy
Cath Collins (Treasurer)	Nadine O'Keeffe (Ordinary Member)
Fiona Loaney (Ordinary Member)	Helene Delany
Ali Mungoven (Preschool Representative)	Adi Raveh (Assistant Treasurer)
Kylie Green (Uniform Shop Coordinator)	Sally Deards (P&C Delegate)
Debbie Noble-Carr	Claire Aubrey
Jessica York (Treasurer)	Jennie Sheppard

Apologies

Mel Skinner
Jacqueline Gellatly

1. Welcome, meeting open and apologies

Stuart Ross, P&C President opened the meeting at 7:10pm, welcomed all attendees, and noted apologies.

1.1 Unfilled Executive Positions

It was noted that no nominations were received for the Grants Officer Role, Assistant Secretary & Vice President.

ACTION: The Secretary will seek expressions of interest from the school community for these roles via the School Newsletter and the P&C mailing list.

2. Previous General Meeting Minutes

It was proposed that the minutes from the previous general meeting held on 20 October 2015 be accepted.

Moved: Cath Collins *Seconded:* Norm Dunn *Passed*

3. Actions arising from previous meeting

Action list from committee meeting 20 October 2015

Minute	Action	Who	By	Remarks
3 (previous action item 5.6)	Debbie to check with Mel Costello about St George school funding for re-financing. If so, Cath to spruik via email, website etc.	Debbie Noble-Carr Cath Collins	20 Oct 2015	COMPLETED. Applies to any new loan over \$300,000.
5.1	Cath to advertise price rise coming and encourage purchasing before end of year.	Cath Collins	1 December	COMPLETED
5.2	Jennie to confirm date for Preschool end of year celebration with Executive Teacher Laurel	Jennie Sheppard	20 November	COMPLETED
5.2	Cindie to investigate Directorate Policy on Jumping Castle hire	Cindie Deeker	Mid-November	Carried over
7.1	Janine to speak to Ali about possibly sourcing logs from her work	Janine Hunstone / Ali Mungoven	End Term 4	Works COMPLETED
7.2	Cath to call for volunteers to assist with Staff Breakfast	Cath Collins	1 December 2015	COMPLETED

4. Correspondence

Incoming

- Office of Regulatory Services - Reminder P&C Financial Year ended 31 December 2014
- ACT Council of P&C's - Request to update office bearers

5. Reports

5.1 Treasurer's Report

Fiona delivered the Treasurer's report. See attached Treasurer's Report - 23 February 2016

The P&C has \$257 in Rebel Sport credit that is due to expire at the end of March. Fiona asked if there was any immediate items that were required to be purchased, if not approval was sought to purchase \$260 worth of vouchers before 25 March.

ACTION: Stuart to check with Principal if there were any sports items that needed purchase.

A motion to purchase \$260.00 in Rebel Sport Vouchers from available credit in the event the school did not require any sports equipment.

Moved: Fiona

Seconded: Cath

Passed

Motion to approve the following payments:

Payments needing approval/to be ratified since last meeting

Payee	Details	Amount
LWReid	Uniform Shop stock	\$ 266.32
LWReid	Uniform Shop stock	\$4369.59
Duffy Primary	Preschool Mud Kitchen (\$600), Year 6 Graduation cake (\$90) and Preschool EOY gift books (\$198.40)	\$ 888.40
Dennis Mungoven	REPLACEMENT CHEQUE ISSUED – Previous cheque #148 lost – cancelled	\$103.96
Duffy Primary	Payment for new adventure playgrounds (approved 2015 committee)	\$14,982
LWReid	Uniform Shop orders	\$2259.71
Kylie Green	Reimbursement – 2015 Christmas Teachers Breakfast Fruit Platter	\$ 45
Stuart Ross	Reimbursement – 2015 Christmas Teachers Breakfast Fruit Platter	\$ 136
Stuart Ross	Reimbursement – 2016 Welcome BBQ costs (new BBQ hot plate and food)	\$ 385.53
Hugh Alston	2015 Auditor	\$280

Moved: Fiona

Seconded: Cath

Passed

5.1.a. Mathletics and Reading Eggs

There was discussion on if the P&C would be funding Mathletics and Reading Eggs again this year (as it has in the past). The estimated expenditure for Mathletics for 360 students is \$4,000. There was a general consensus that the P&C would fund Mathletics across the school if requested. It was less understood how much Reading Eggs is utilised across the school, especially in senior primary. The P&C would need further information on how widely Reading Eggs is utilised and may consider funding the program for the Junior school only.

Motion to approve fully funding Mathletics across the school at a cost of \$4,000.

Moved: Kylie

Seconded: Norm

Passed

The discussion on Reading Eggs and Mathletics subscriptions led to a wider discussion where some parents advised they were unaware that their children had access to these programs and did not know they had log-ins they could access from home. Additional comments were noted that distribution of teacher contacts (email etc) were inconsistent across the school, where some classes had sent home teacher contacts, and others had not.

ACTION: Feedback to be passed on to Principal to send home information on Reading Eggs & Mathletics subscriptions, as well as teacher contact details.

5.1.b. Year 6 Shirts

The committee discussed this year's Year 6 Shirts and how the P&C usually assists in the cost of purchase, by purchasing 1 shirt per child in the year. The design has now been finalised.

Motion to fund the purchase of 1 shirt per year 6 child.

Moved: Jess

Seconded: Norm

Passed

5.1.c. Equipment (Bain Marie & old BBQ)

Stuart advised that there are two pieces of equipment no longer being used by the P&C, and they are taking up valuable space at the school. He would like to dispose of the items.

Old BBQ

The P&C recently purchased a new BBQ to replace this one that was falling into disrepair. Alan (School BSO) has advised that he will happily take the BBQ himself.

Motion to gift the old BBQ to the School Building Services Officers.

Moved: Stuart

Seconded: Cath

Passed

Bain Marie

The Bain Marie has not been used for years and is gathering dust. Stuart suggested either selling, or scraping it. Members agreed that we should try selling it.

ACTION: Stuart to advertise for offers in the School Newsletter.

5.2 Preschool Sub-committee Report

No update was presented, however the End of Year Preschool Celebration was noted as a good event.

5.3 School Board Report - Debbie Noble-Carr

- There have not been any meetings this year.
- The Preschool's Accreditation score was 83/85. To receive a ranking of "Meets Standard" they were required to score 85. They will receive a rating of "Working Towards" the standard. Work has commenced on addressing the 2 points that were not awarded.
- The first Board meeting will be next week (week 5), and will welcome in a new Board Committee.

5.4 P&C Council Report

No official report was presented.

Stuart and Cath advised that the Council had been seeking feedback on 'Bring your own device' policies at Schools, and also parental assistance in preventing the Canberra Times from publishing NAPLAN 'school league tables'.

ACTION: Secretary to promote the Council NAPLAN communications.

For members wishing to read about what was discussed at the last ACT Council meeting, a summary report from the Council has been attached to this report.

5.5 Grants update

No report was presented.

5.6 Fundraising Sub-committee Report

- Adidas School Fun Run - to run in conjunction with the cross country. Kylie has the event organisers details (and can pass details on to Mel Skinner).

ACTION: Stuart to ascertain date for cross country from Principal.

- Entertainment books

It was agreed by the committee not to sell entertainment books this year. The committee felt that the amount effort required with chasing up books for several months was not worth it. This was especially so given that we would have 2 election BBQ's and stalls this year.

- Other Events

Other events for the calendar this year that the P&C would like to run

- Monster Garage Sale (May)
- Two Election Day BBQ and stalls (ACT Oct and Federal date unknown)
- Trivia Night (mid-August)
- Bunnings BBQ - need to be put on their list to be drawn.

6. Principals Report - Stuart delivered the report in Cindie Deeker's absence.

Congratulations

To our:

Prime Minister: Emma Loaney
Deputy Prime Minister: Heather Gellatly
Speaker: Lachlan Canning

School Board

Congratulations to our:

- two parent representatives; Julia Graczyk and Alicia Flack-Kone
- Teacher representative Jessica Symonds

Thank you to Debbie Noble-Carr for all of her efforts and support provided to our community as Board Chair for 2015. Thank you to Andrew Izatt for his contribution as one of our parent representatives for 2015.

Introduction School Spirit Points

Last year, Year 6 gave the school a **Spirit Trophy** to give students the opportunity to earn house points for displaying our school values. School spirit points are being given out by all staff to students who are displaying the school values (Respect, Responsible, Inclusive) in the classroom and/or on the playground. It has been great hearing the students coming to the front office telling us why they have a house point ticket to put in the school spirit box. **We are celebrating students making positive choices and achieving success.**

Playground Markings

Lex James from Art by LJ – Playground Markings will be in to paint playground games. It will be a three day process. All handball courts will be re-marked and the student's voted on games to be marked.

Canteen

Our school canteen will be opening this Friday, with it's exciting new menu. The canteen will be open Wednesday to Friday each week for lunch orders via FlexiSchools and over the counter snacks at recess. Our canteen is managed by Healthy Kids Association via Alfred Deakin High School.

Priorities for Learning at Duffy Primary 2016

Our School Strategic Plan and Annual operating Plan will be focusing on the following:

- Improving literacy and numeracy outcomes for all students
- Strengthening whole school student well-being program

- Embedding learning technologies
- Providing a Preschool educational program that meets the National Quality Standard

New Staff

We have had new staff in the Year 3 and 4 teaching teams. An individual letter was sent home with each class regarding classroom teacher arrangements at the times of the change.

Thank you Duffy P & C for our amazing outdoor learning spaces!

A very big thank you to Ali for liaising and organising – the kids love it!

Thank you to the members of the Duffy P & C that are stepping down from positions – they are a very vital volunteer role within our community.

7. General Business

7.1 Days for P&C Meetings - Cath

Cath suggested the possibility of hosting the P&C Meetings on an alternating evening (*ie first meeting of term on Tuesday, 2nd meeting of term on Wednesday*), to enable more parents to attend over the course of the year. This would mean that parents who have commitments on a Tuesday could at least attend every 2nd meeting.

There was a general discussion around this idea, with many parents agreeing it may be a good idea. However it was noted that Cindie was not available on other evenings, and if this was the case the P&C did not want to meet without her.

7.2 After School Care Tender Process - lessons learnt - Cath

Cath advised that she had received feedback from several parents that the parental engagement around the Tender process had been quite poor. Most parents did not know that it could have affected their enrolments and it was very distressing to need to re-enrol so close to the end of term.

The concerns were not focused on the new provider, rather on the process undertaken, what lessons had been learnt and what steps would Duffy Primary be taking to ensure a better process next time the service is tendered.

Several parents at the meeting expressed views on the process and it was agreed that constructive feedback regarding the process would be collated and forwarded to the school.

ACTION: Secretary to seek constructive feedback

6. Next Meeting

Date: Tuesday, 29 March 2016 (*note date change*)

Time: 7pm

Venue: Duffy Primary Staff Room

7. General Meeting Close

The President closed the meeting at 8:30pm.

ACTION LIST FROM COMMITTEE MEETING 23 February 2016

Minute	Action	Who	By	Remarks
5.2 (20 Oct)	Cindie to investigate Directorate Policy on Jumping Castle hire	Cindie Deeker	Mid-November	
1.1	Seek expressions of interest on Vacant Roles via the School Newsletter and the P&C mailing list.	Cath Collins	29 March	
5.1	Check with Principal if there were any sports items that needed purchase	Stuart Ross / Cindie Deeker	22 March	
5.1.a	Feedback to be passed on to Principal to send home information on Reading Eggs & Mathletics subscriptions, as well as teacher contact details.	Stuart Ross / Cindie Deeker	22 March	
5.1.c	Stuart to advertise for offers for the Bain Marie in the School Newsletter.	Stuart Ross / Cath Collins	29 March	
5.4	Secretary to promote the Council NAPLAN communications	Cath Collins / Jessica York	22 March	
5.6	Stuart to ascertain date for cross country from Principal	Stuart Ross / Cindie Deeker	22 March	
7.2	Secretary to seek constructive feedback on After School Care tender process	Cath Collins / Jessica York	29 March	

Treasurer's Report – 23 February 2016

BANK ACCOUNTS

P&C	Account balance	\$51,391.04
	LESS un-presented cheques	\$16,124.36
	Actual total	\$35,266.68

NOTE: The Duffy P&C Preschool account was closed on 24 October 2015 with \$4936 transferred into the P&C Account as agreed at June 2015 meeting. Income and Expenditure specifically for the Preschool will be tracked through the P&C Treasurer Chart of Accounts.

COMMISSION SINCE 20 October 2015

- \$110.14 received from Commonwealth Bank School Banking received this quarter.
- \$220 received from Athlete's Foot.
- Email received from Rebel Sport advising there is \$1404 in store credit available. Part of this is due to expire at the end of March (\$257.48) Authorisation to get at minimum \$260 in gift cards from Rebel Sport by the 25/3/16 or can we purchase something for the school?

FUNDRAISING SINCE 20 October 2015

- \$77.25 raised through the EOY Preschool Christmas activities.

UNIFORM SHOP

- Uniform Shop takings since 20 October 2015 are shown below:

	2015	2016
Flexischools (less 3% commission)	\$4148.34	\$2,347.00
Cash sales	\$1250.00	\$1,680.05
TOTAL	\$5398.34	\$4,027.05

OTHER BUSINESS

- N/A

CHEQUES/EXPENDITURE TO BE RATIFIED

Payments needing approval/to be ratified since last meeting

Payee	Details	Amount
LWReid	Uniform Shop stock	\$ 266.32
LWReid	Uniform Shop stock	\$4369.59
Duffy Primary	Preschool Mud Kitchen (\$600), Year 6 Graduation cake (\$90) and Preschool EOY gift books (\$198.40)	\$ 888.40
Dennis Mungoven	REPLACEMENT CHEQUE ISSUED – Previous cheque #148 lost – cancelled	\$103.96
Duffy Primary	Payment for new adventure playgrounds (approved 2015 committee)	\$14,982
LWReid	Uniform Shop orders	\$2259.71
Kylie Green	Reimbursement – 2015 Christmas Teachers Breakfast Fruit Platter	\$ 45
Stuart Ross	Reimbursement – 2015 Christmas Teachers Breakfast Fruit Platter	\$ 136

Stuart Ross	Reimbursement – 2016 Welcome BBQ costs (new BBQ hot plate and food)	\$ 385.53
Hugh Alston	2015 Auditor	\$280

OUTSTANDING CHEQUES/PAYMENT TO BE RECEIVED

- No invoice has ever been received from Reptiles Inc for the school fete. Several requests have been made but none issued.

ACT Council of P&C Associations Inc

Maitland House
100 Maitland St, HACKETT ACT 2602
Ph: (02) 6241 5759 Fax: (02) 6241 8839



To: All P&C Delegates, P&C Presidents & Secretaries

Report on P&C Council General Meeting 23 February 2016

This report is issued after Council meetings to assist delegates in reporting back to their P&C associations and to inform parents generally about the activities of P&C Council.

- **Effective P&C workshop Thurs 31 Mar 16 at Stirling or 2pm Sat 2 Apr 15 at Hackett.**
- **P&C Treasurers' & Insurance workshop (combined) 7pm Thurs 7 Apr 16 at Stirling.**
- **ETD has released its Review of Decisions policy – it includes most of our changes.**

PRESENTATION: Bring Your Own Devices to school by Mr Anthony Kola, National Education Manager for Harvey Norman.

It is clear that the role of the school teacher is changing as technology becomes more available in the class room. Teaching is becoming less didactic and teachers are now guides using technology to steer students to knowledge and information. There are various BYOD models used around the country and in the ACT and these include mandated devices, a combination of devices or any device purchased by parents or provided by the school. Accidental damage protection can be purchased with the devices. Some schools may buy in devices and then flexi rent them to parents, or offer finance to parents to buy them from the school. Total reliance on such devices is not likely as it has been shown that skills such as hand writing have advantages in student comprehension and framing of written work over typing on devices. There are many devices available that have both keyboards and write-on screens. School autonomy allows Principals to do as they wish as to the model they use in their school. There is no ACT Edu comprehensive policy on BYOD. Edu's preferred device, Google Chrome, has the advantages of low cost, fast switch on & ease of use but suffers from a lack of more advanced applications and supported programs. It seems fine for primary schools but limited in applications at high school and college. I pads are excellent devices for early learning and students with disabilities. Teachers need training in the use of the devices and this is partly being met by their professional development training.

1. Election 2016 lobbying plan and education priorities

The meeting reviewed the education priorities and the consultation/implementation plan that would include both ACT and federal election candidates. Two further priorities were added to the list, which were:

- Encourage schools to employ more specialist teachers and
- Implement all the recommendations of the expert panel review into special needs students.

2. P&C associations' satisfaction/concerns survey Dec 15

The most common concern was the lack of volunteers for P&C committees and particularly the lack of skilled volunteers to fill treasurer and other business management positions. This will be discussed with Edu at a meeting on 3 March and a number of ideas were to be considered and a strategy developed that may include employing a researcher to produce options and a plan to address the shortages. The survey would be repeated at the end of the year in early/mid Nov.

3. Items for the ETD meeting 16 Mar 16

Two additional items were added to the list in the papers, these being:

- Request for a briefing on changes to special needs student transport –
- The BCC Charnwood campus application for years 4 & 5.

We will also discuss with Edu the issues around gifted & talented students and the lack of support that seems to exist in many schools. Also, we will seek information from Edu on how they calculate school capacities.

4. First meeting with new Education Minister 26 Feb 16- a get to know you meeting.

5. New 5 year Strategic Plan

The new five year strategic plan was adopted.

6. Amendments to the P&C Council Constitution

The proposed amendments to the Council constitution as presented in the paper were approved.

7. Issues from P&C Associations

7.1 School sport participation age policy and implementation in schools.

A parent has succeeded in changing a school's sport policy in relation to student age restrictions on attendance and participation in the school swimming carnival. Details of this situation are available from the Council office if requested.

7.2 Maximum class sizes in the ACT – ETD policy

Concerns over class sizes and the Edu policy on student to teacher ratios, resulted in apparent receiving advice from the Minister's office as follows: The ACT is moving towards a change in contemporary teaching methods, which will see combined team teaching and intensive small group arrangements. Edu has moved to using the teacher to student ratio method instead of the class size measure, which they believe provides a more consistent measure of teaching resourcing in schools. School autonomy again means that some schools may have much larger classes than others or share teachers among more students. Classroom crowding is another issue which needs to be watched. However, comparisons with other jurisdictions show the ACT has the lowest average class sizes in Australia.

7.3 School traffic issues at Harrison School

The ongoing issue of school traffic & student safety at Harrison School was raised. The P&C fear it is only a matter of time before there is a tragedy. They believe that the only workable solution is to have school crossing supervisors to control traffic and student behavior during drop off and pick times. The school traffic pilot program is still running and we will receive a briefing on its results shortly. AB suggested the P&C consider the walking school bus model which has the additional advantage of involving many parents with a topic they feel passionately about. We will raise Harrison's concerns directly with Edu and invite the Harrison delegate to the briefing.

- 8. NEXT MEETING** - The next General meeting is a Hot Topics meeting to be at 7pm on 22 Mar 16 at CTL Stirling. The guest speaker for this evening will talk about fund raising for P&Cs.