



**Ainslie School P&C Association Inc**  
**Administration Committee Meeting Minutes**  
**14th August 2019, 6:30pm**

**Present:** Damien Ellwood (Chair), Mel McDonald (Minutes) Christina Pilkington, Bindi Cooper, Michael Snape, Alex Martin, Judith Blake, Claire Bobbin, Ingrid Butterfield (via phone)

**Apologies:** Alessandra Whiting, Kerryn Wagg, Mark Taylor,

**Guests:** Chris Price (Ainslie School Board)

**Meeting opened:** 1855

### **1. Previous Minutes**

The previous minutes were accepted.

**Moved:** Damien Ellwood

**Seconded:** Christina Pilkington

### **Completed action items:**

- Damien has passed the information about the Student Project Grants to teachers via Wendy
- Responding to a query, Mel spoke to the school office and found out that the library fund money has been spent.
- Claire emailed the fete stall holders from 2018 (Mel has followed up with individual emails).
- Christina brought a sample of the 'jenga' boxes to the meeting to highlight a possible activity for the fete.
- Damien discussed the idea of the movie night with Wendy. Damien spoke to Mr M and he has agreed to supervise the movie night. Christina has also offered to help supervise the movie night.
- Mel spoke to Jo about the money won by the Year 6 kids. The school has not received the money. Jo would be happy to receive a list of items the students would like purchased along with the cheque.

### **Outstanding action items:**

- Christina to ask Afters to consider simplifying their logo.
- Alessandra to discuss with Wendy options to simplify the process of the school reimbursing the P&C for equity uniforms and lunches.

### **2. Board report and discussion with representative**

Chris Price attended the meeting to give a report from the Board about the last meeting:

- Wendy gave the board an update on the master plan - a group is forming including Meetu Sharma to talk about the heritage components of the School's Master Plan.
- Wendy highlighted the ongoing cultural components to the curriculum - artist in residence, musicians etc. Chris is helping to bring research into the school e.g. during science week there is an astronomer visiting the school and students are researching space exploration.
- There is a national census data collection happening - the Board will work with Steph Martin (as disability/special needs teacher) on this.
- An MoU with Canberra Symphony Orchestra has been signed.

The Annual Board Report came out this week. The Committee discussed the following points:

- School attendance data seems lower than previous years
- Numbers of staff that responded dropped (2017 - 22 of 24 staff responded) (2018 - 13 of 29 staff)
- the data indicated the majority of staff felt that student behaviour was not well managed in the school.
- The school is 2 years into a 3-5 year Positive Behaviour for Learning implementation plan to teach social and emotional learning and to reduce violence.
- Directorate correspondence indicates that community engagement is a key element of PBL.
- Members of the P&C noted the importance of 'pastoral care' for students.
- Participation and engagement at the athletics carnival.
- School communications
- The importance of reporting on effort in A-E reporting to maintain student engagement and build resilience.

### **3. Treasurers Report**

Alessandra provided income statements and balance sheets. Key points raised:

- It would be useful to review the P&C's XERO subscription.
- The Main P&C has donated/spent/transferred over \$16,000, including giving back \$12,000 of After's money to cover a \$6000 donation to the school for musical instruments and Yerra planters; \$2004 for the outdoor tables, \$600 for the Year 1 student grant and \$681.89 on canteen equipment from the main P&C entity funds.
- The workers compensation insurance has not yet been on charged to the Oishii and Ainslie OSHC. There are additional premiums arising from our salary declaration of the year's actuals, which will also need to be paid and then apportioned. Once this has been invoiced to the sub-committees the loss for the main P&C for the year to date will be \$7,655.
- This leaves a main P&C combined cash balance of \$109,149. We require a buffer of at least \$20,000 for operating purposes, therefore we have approximately \$90,000 in savings, of which \$50,000 is the funds from Afters.

The Treasurers report was accepted.

**Moved:** Damien Elwood

**Seconded:** Mel McDonald

### **4. Sub-committee reports and Afters survey**

#### **Oishii Canteen**

- All is going well.
- Profit at the end of week 2 for the term so far of \$394.38.
- Fundraising breakfast scheduled for week 9 of term 3 on Friday 20 September
- Canteen committee looking into getting an Eftpos terminal for use in the canteen.

- It is necessary to have tax invoices for the P&C to pay for purchases. This has been a problem at some shops.

### **Uniform shop**

- All is going well in the uniform shop - Lee is still doing paperwork. Wendy, who opens on Tuesday, will not be available in Term 4, but two other people have volunteered.

### **Afters**

Things are generally good - there are 3 main things that are the focus at this point in time:

1. Tender process - Diana, a parent who is experienced with the tender process is working with Gemma to get Afters registered, and this is going well. Should we not win the tender, Afters is making provisions just in case the business needs to be wound up.
2. Afters preschool - A trial will be in place by Term 4 for Baker Gardens and possibly Reid. Not expecting a huge uptake for the trial, but are looking at it as a way of sorting out any issues and then approaching potential parents for 2020. Children will walk to and from the school and this is not expected to have a large impact on P&C staffing.
3. The enterprise agreement is being renegotiated - there will be changes with regard to paid primary carer leave which would possibly be applicable for up to four staff.

Ingrid also noted that there are a couple of families with moderate debts with the service (approx. \$400). Afters will work with families so the families can pay down those debts over time.

### **5. Community comments on the A-E report cards**

The Directorate asked for feedback from P&C's. The draft report template had been discussed at the GM and input was sought through class-room carers. The feedback was passed on the Directorate. A summary of the feedback is at **Attachment B**.

### **6. Fete preparation - minutes from meeting**

There was a fete meeting last week.

- We agreed to light footprint/environmental responsibility theme and there will be activities to support this, including some free activities.
- The fete will probably be centred around the junior playground. One possibility is to have the stage in front of pod in the Junior school playground area. Some sort of flooring would need to be hired to ensure it was level and safe.
- Christina bought a sample 'jenga' box - for a big jenga set for the pod. Children can paint each panel of the box - this will be a free activity. She will speak to Bunnings to see if they will donate materials.
- Mel has been contacting stall co-ordinators
- Michael volunteered to be BBQ co-ordinator.
- Christina volunteered to be the fairy floss stall co-ordinator.
- There will be a Year 6 market day stall co-ordinated by Mr M.

It was moved that we need to buy another small BBQ (approx \$1400) to replace the one that was accidentally removed when the other new ones were delivered.

**Moved:** Damien Ellwood

**Seconded:** Michael Snape

## **7. Book Fair**

- Going well
- Books are being donated.
- Jo has found a space where books can be stored and sorted.
- Date has been changed to Wed 18th Sep.

## **8. Student Project Grants**

There are two applications for Student Project Grants.

- The first is for binoculars for Kindergarten to take on their walk every Wednesday. Christina noted that there is currently a sale on which makes them very cheap.
- The second is for another Kindergarten class - the teacher would like puppets to get children interested in reading and to aid comprehension - the puppets would be associated with the books.

It was agreed that the Committee would consider these applications out of session (e.g. via email)

## **9. Upcoming GM**

Mr M has agreed to supervise movie night in the Yerra building.

The agenda for the GM will include a brief update and Treasurer's report (to meet reporting requirements) and then Kieran Vaughan will give a presentation on kids and anxiety. Kieran is also presenting at Campbell High - so there is a consistency of message in our community. It will be advertised in Altiora next week - with more advertising as it gets closer. The GM will be in the hall and the P&C will provide tea and coffee and biscuits/baked goods.

## **10. Other business**

Christina reported that the junior school playground tables are being made tomorrow and requested that \$1300 is transferred to the school to pay for the tables to be secured to the ground.

**Moved:** Christina Pilkington

**Seconded:** Damien Elwood

It was noted that Wendy is happy for a sensory garden to go ahead at the top corner of the junior oval.

- Christina reported that she went to Garran School on 1st Aug and met with Fiona Kidman from the Directorate to inspect a sensory garden.
- The Garran staff noted that there is no longer Directorate sensory garden funding, and a separate grant application has to be completed.
- Fiona was keen to support a misting area and felt this could be done quickly.
- This P&C Committee agreed to discuss this further and to enquire how this fits with the Master Planning process of the school.

It was suggested that consultation for the Master Plan, upgrades to the Yerra and a sensory garden can occur at the fete.

Christina reported that the P&C website is nearly complete - AGM minutes need to be added.

***ACTION: Christina to circulate the link so it can be viewed by the P&C admin cmte.***

## **11. Next meeting**

11 September 2019.

**Meeting closed:** 2110

**Attachment A: Decisions, Actions, and Events run by the P&C for 2019** (This section is updated and attached to each set of Minutes)

**Decisions:**

- The P&C gave in principal support to the idea of Afters trialling an after school care program for Pre-schoolers.
- The P&C will create it's own webpage that the school can link to from their page.

**Financial decisions**

- June 2019- \$2000 donation to the school for tables on the junior playground
- July 2019 - \$6000 donation to the school for the music program (to Afters who will pass on to the school - see below)
- July 2019 - \$600 for school garden glass house
- July 2019 – Transfer \$12000 back to After’s for Afters to buy mod boxes and make a \$6000 donation to the school for the music program. (Afters provided \$60,000 to the main P&C for outdoor grounds projects that did not go ahead)

**2109 action items:**

Date original action was raised	People responsible	Description/Comments
12/06/19	Christina	Ask After's to consider simplifying their logo
12/06/19	Alessandra	Discuss with Wendy options for payments to P&C for equity uniforms and lunches
12/06/19	Christina	Sign up to Wordpress and create a draft P&C page
13/05/19	Christina	To talk with teachers to obtain a wish list for the play pods
13/05/19	Damien	Damien will put together a description of the P&C's communications to send to Jay Bellchambers.

## **Attachment B: Community Feedback on A-E Report Card Template that was provided to the Directorate**

The Directorate asked for feedback from P&C's. The draft A-E report template was discussed at the P&C GM and input was sought through class-room carers. The feedback was passed on the Directorate. A summary of the feedback from families is below.

- It depends on teachers, but parents often don't have much information about what their children are learning.
- The A-E report is often the main feedback that parents get and an opportunity to talk with kid's, and is therefore very important.
- Reducing subject curricula down to 4-5 sentences does not reflect the intent behind the curriculum
- Families don't understand how the descriptors/marks respond to the work that the child brings home in their portfolio.
- Reporting on effort is important for resilience of children, and often the main aspect that kids can focus on. Effort in the template is not described well enough.
- Grouping of subjects can be an issue where children are good at one aspect of a class and not others (e.g. when music and art are combined)
- Some parents noted how the Ainslie School recently stopped reporting effort against each subject – and the next day the kids were all comparing the grades they got...this had not happened before and was attributed to the lack of feedback on effort since there was no other component of the report to focus on. Some parents worried that this undermined kids resilience. Some parents noted the stigma of low grades and kids not wanting to engage after they got a low grade and limited/no recognition of effort.