



**Ainslie School P&C Association Inc
Administration Committee Meeting Minutes
11th September 2019, 6:30pm**

Present: Damien Ellwood (Chair), Mel McDonald (Minutes), Christina Pilkington, Bindi Cooper, Claire Bobbin, Judith Blake, Kerryn Wagg, Alessandra Whiting (partial), Michael Snape, Mark Taylor

Apologies:

Guests: Sarah Safransky (partial), Wendy Cave (partial)

Meeting opened: 1835

1. Previous Minutes

The previous minutes were accepted.

Moved: Damien Ellwood

Seconded: Christina Pilkington

Completed action items:

Outstanding action items:

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

It was noted that from 1 July 2019, the P&C minutes now need to be made available to the public and they should go up onto the new P&C website.

2. Board report and discussion with representative

The Board Representative reported that the Broad met last night and:

- they are looking at the finance report

- the school is currently in an overspend position for various reasons – the school is working with the Directorate on a 3 year plan to balance the budget. Changes in staffing next year will help
- voluntary contributions - lowest in the region and lower than usual this year

The Committee had a discussion with the Board Representative around using an app for excursion approvals, payments etc to increase ease of engagement between the school and families and reduce the use of paper. The Committee noted that the Directorate is developing the School Administration System to have such capabilities and the scheduled time for delivery of the communications capabilities is the end of 2020.

ACTION: Sarah Reid (Broad Chair) to take the idea back to the Board of an app to manage school communication until the relevant SAS capability is available

There was a discussion about Positive Behaviour for Learning (PBL). The Board Representative informed the Committee that the School and Board have developed a draft document on the school's approach to PBL, and that there will be consultation with the community on that draft document in the near future. The Board Representative reported that the intention for document is to create discussion.

Kate MacMahon (from Directorate) gave a presentation to the ACT P&C Council meeting last week - a point to note was that a large part of a PBL policy is communication with children and the community.

As previously discussed with Chris Price (Board member) at the last meeting, the 2018 Board report contained some statistics of interest. These include that only 31% of staff who responded felt that behaviour was well managed, as well as a drop, when compared against the previous year, in numbers of those who think that the school takes parents opinions seriously.

The Committee discussed behaviour and violence, including Damien passing on a range of parental views expressed to him by multiple parents across all year groups. Damien will continue to encourage parents and carers to talk to teachers, exec staff, Wendy and Sophie as well as the Board and the Directorate with comments related to behaviour management and school violence.

The Committee agreed to provide anticipated questions on notice to the Board members and Executive staff attending the Admin Committee meetings before the meetings.

4. Treasurers Report

The P&C finances are tracking well and there are no major changes from last month. Points raised by the Treasurer:

- The P&C purchased a new BBQ
- \$1300 was donated to the school for installation of tables in the junior playground.
- The Main P&C needs to on-charge the workers comp bill to the OHSC and the Canteen businesses. The bill is higher this year due to more staff in Afters.
- Alessandra spoke to Xero about subscription costs and we are now getting a 25% discount.
- The Canteen has a \$4400 profit for the year.
- The Uniform Shop has a \$3,300 profit for the year. (Alessandra doesn't have the August uniform shop figures).
- The main account shows a \$24,419 loss. This is the result of donating more to the school and workers comp not being distributed to the businesses.

The Main account has \$90,000 in savings.
The Canteen has \$30,000 in savings.

The Committee had a discussion around moving Afters to Xero – it is currently using MYOB. It was agreed that it is better that they stay with MYOB.

Alessandra will circulate a report via email.

The Treasurers report was accepted.

Moved: Damien Elwood

Seconded: Bindi Cooper

5. Fete update and next fete meeting

Damien reported that things are going well.

- Finalised a stage space with Jess after discovering it is very expensive to hire an appropriate sized stages that get constructed.
- The Reptile Zoo is booked.
- Waiting to hear back from the school re school stalls.

A meeting could be organised - possibly in week 10.

There was a Committee discussion about where to direct some of the fete proceeds. All agreed that the Library would be a good option - more information would be required from the school before a final decision can be made.

ACTION: Mel to talk to Anney to get more information about what books she would like to purchase for the library and costings

6. GM final planning

Damien reported that based on the RSVPs received there are approx.. 60 adults coming - excellent engagement!

The format is for a quick P&C update at the beginning of the meeting and then to dedicate most of the time to the anxiety workshop.

Kieran gave similar presentation at Campbell High on Monday and has suggested a 6 week course that she could run. Damien to talk to Wendy about using school space. Another counsellor called Antonio is also coming to help field questions etc.

Canteen is providing popcorn and fruit for the kids at the movie night.

Wendy is attending.

7. Sub-committee reports and Afters survey

Damien attended the ACT P&C Council General Meeting where managing safety has been a focus. Discussions indicated that good practice is having P&Cs and their businesses reporting and discussing incidents and near misses to ensure that the P&C is identifying risks and reducing the risks of further incidents. Damien asked that Admin Committee and sub-committee to report on

safety incidents (while not focusing on student specifics) to ensure risks of incidents are being managed and reduced.

Decision: The Admin Committee and sub-committees of the P&C will discuss, and report safety incidents to the Admin Committee, for the purposes of reducing the risks of incidents in the future.

Oishii Canteen

- Kerryn reported that the next fundraiser is the pancake breakfast next Friday - Afters staff are helping with eggs and bacon rolls.
- The canteen now has its own EFTPOS machine - easier than sharing one with the uniform shop.
- Wishlist items - still trying to set up an account in order to purchase items.
- Continuing to investigate OHS issues raised from inspection.

Uniform shop

- Christine reported that everything going well, and hats have arrived.

Afters

- Mod boxes arriving tomorrow.

8. Other business

(a) Christina reported that the tables in the junior playground are now secured to the ground - however they were put in the wrong position. The school would like to buy another set of tables.

(b) Christina reported that the Ainslie P&C Website almost ready. Christina asked for some time in the next meeting to show it to the committee.

ACTION: Christina to circulate the draft P&C website url to everyone

9. Next meeting

16th October 2019.

Meeting closed: 2150

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.
- The Admin Committee and sub-committees of the P&C will discuss, and report safety incidents to the Admin Committee, for the purposes of reducing the risks of incidents in the future.

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)
- August 2019 - purchase another new smaller BBQ
- August 2019 - \$1300 donation to school for installation of tables on junior playground

2019 action items:

Date original action was raised	People responsible	Description/Comments
11/9/19	Mel	Talk to Anney to get more information about what books she would like to purchase for the library and costings
11/9/19	Christina	Circulate draft P&C webpage url to everyone
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
11/09/19	Sarah Reid (Board rep)	Sarah to take the idea of an app to manage communication back to the Board until the SAS is actually available
11/09/19	Mel	Mel to talk to Anney about getting some information about what books she would like to purchase for the library and costings