



Ainslie School P&C Association Inc
Administration Committee Meeting Minutes
23rd October 2019, 6:30pm

Present: Damien Ellwood (Chair), Mel McDonald (Minutes), Christina Pilkington, Claire Bobbin, Kerry Wagg, Nova Inkpen, Alessandra Whiting,

Apologies: Bindi Cooper, Judith Blake, Mark Taylor, Michael Snape

Guests: Dai

Meeting opened: 18:35

1. Previous Minutes

The previous minutes were accepted.

Moved: Damien Ellwood

Seconded: Kerry Wagg

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
13/05/19	Christina	To talk with teachers to obtain a wish list for the play pods
11/9/19	Christina	Circulate draft P&C webpage url to everyone
11/09/19	Sarah Reid (Board rep)	Take the idea of an app to manage communication back to the Board until the SAS is actually available
23/10/19	All	Everyone to send a photo to Christina.
23/10/19	Christina	Circulate website url when it is finalised
23/10/19	Mel and Nova	Organise thankyou/leaving gifts from the P&C

23/10/19	Mel	organise minor thankyou gifts
23/10/19	Kerryn	Exploring a procedure to fill and empty mop bucket water that alleviates the need to use the same sink used for washing dishes.
23/10/19	Christina	Confirm timing of orders for uniforms for Jan
23/10/19	Damien	Go back to school to express support for erection of AFL poles and let them know the views discussed at the meeting
23/10/19	Damien	Ask Wendy for expected numbers for next year

2. Board report and discussion with representative

There was no Board report as a representative was unable to attend and the next Board meeting is scheduled for 29th October.

3. Treasurers Report

Alessandra has met with Lee - uniform sales have been entered into Xero up to September. Alessandra can now finalise the August treasurers report and will circulate it. She will also finalise September and circulate.

The P&C hasn't done much, so there is no real changes in bank accounts. No-one making a loss except main entity as it is making donations. There is currently approximately \$90K in the bank at the moment.

Alessandra proposed looking into getting bookkeeping services to prepare for the end of audit. All agreed that this was a good idea.

The Treasurers report was accepted.

Moved: Alessandra Whiting

Seconded: Damien Ellwood

4. Fete update

Dai joined the meeting to discuss the idea of spray painting the pods (to deter graffiti) possibly at the fete utilising the skills of the Silver Sprayers. Dai noted that a project like this requires 6-8 weeks lead time and a team would need to lock down the outcomes and dates. Given that there are 2 pods, 2 different projects could be undertaken.

If pod painting was something that that we really wanted to do at the fete, Dai suggested that children could undertake it with paints and brushes. However, given the number of children that would want to be involved, it is likely that their work would be painted over by others during the day, and this is an activity that would require supervision.

It was agreed that there was not enough time or helpers to undertake this at the fete - Damien to let Wendy know.

Damien thanked Claire and Mel for their work.

Damien has ordered all the large bulky items. We have hired a jumping castle and a supervisor. Jumping castle and Obstacle will be combined to cover the lack of volunteers.

Christina noted that she has written to Bunnings to request assistance for the Paint a box idea. She sought approval to spend \$234 to cover enough materials to make 50 boxes.

There is currently a lack of volunteers over most areas. Meetu offered to take on a role on the day - it was noted that an entertainment co-ordinator was required.

5. Website

Christina gave a brief overview of the draft website. It is almost complete. Mel noted that she is having a problem with some of the previous minutes files and would get those to Christina asap.

ACTION: Everyone to send a photo to Christina.

ACTION: Christina to circulate when it is finalised

6. Term 4 GM

Damien is proposing that it is on 20th November - with a short admin cmte meeting prior. Topics will include the master/heritage plan presented by Meetu.

It was noted that Wendy had suggested that the P&C provided financial support to hire a venue and facilitator to present the new PBL plan (note that a formal request has not been received). The P&C would need more information to consider any request.

7. World Teachers Day (25th Oct)

Damien to liaise with Wendy about a date for a morning tea when she returns from China. We will ask if Oishii can cater.

Ideas for a gift was discussed - previously gifts have cost \$10-\$15. A plant was suggested - Mel to check at Bunnings.

8. End of year gifts

A number of P&C contributors are leaving at the end of the year - Sharon, Bindi, Meg, Lee - as previously decided, major contributors to the P&C receive a gift to the value of \$50 per year they dedicated to the P&C. All agreed this should continue this year – and the policy can be re-evaluated next year.

ACTION: Nova and Mel to organise gifts

There are also a number of minor thankyou's - Craig Honeybrook, Harriet Gray, Sam Montenegro, Linda Moore - it was agreed that a plant to the value of \$40 should be presented.

ACTION: Mel to organise.

The gifts will be presented at the graduation assembly - Mel has spoken to Mr M and he has allocated space in the program.

9 Sub-committee reports

Afters

Mod boxes are done. Christina met with Fiona Kidman in the holidays - she was not keen on misters for the area out the back of the Yerra, but happy with vines and seating etc. Planning will progress as part of the master plan process. Fiona indicated that the Directorate will support financially. There is a discussion around making the classrooms more usable, and this will hopefully be included in the design process.

Pre-school pilot in term 4 is not happening. The current licence with the Directorate only allows for onsite care. If the P&C's Afters' tender is successful, renewal of the licence is an opportunity to include this provision for the pilot. As such, the pilot has been deferred until next year.

Oishii Canteen

- Financial

Profit for term 3 2019 was \$1939 (over \$5000 profit so far this year)

- Fundraising

Canteen fete stall preparations underway

Pancake breakfast planned for Fri 13 December. We are hoping to advertise this one to preschool children's families as a fun transitioning event.

- Other initiatives

The achievements of the canteen were recognised by the Healthy Kids Association Australia when they selected us to submit a written piece about our journey and successes.

- Wishlists

The canteen will purchase the remaining items (hopefully) this week.

- Health and Safety

Currently exploring a procedure to fill and empty mop bucket water that alleviates the need to use the same sink used for washing dishes. It is also noted that we are unable to pour the water down stormwater drain because of environmental regulations.

No incidents to report.

Uniform shop

Doing orders. Alessandra writing up notes about how to enter financials into Xero. Uniform shop now signed over to Alessandra.

ACTION: Christina to ensure that the orders for uniforms for Jan

ACTION: Damien to ask Wendy for expected numbers for next year

10. Other business

Damien noted that erection of AFL posts is again being discussed. We noted previous consultation with families about views.

There was a discussion around the options which included removing soccer goals on top oval (some didn't agree because these goals are regularly used) or removing the union poles on senior oval (some highlighted that these were also used, mainly for soccer). A final option was to install AFL poles around the other poles, or diagonally across the oval, on the senior oval was supported.

ACTION: Damien to go back to school to express support for erection of AFL poles and let them know the views discussed at the meeting.

11. Next meeting

20th November 2019

Meeting closed: 2100

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
23/10/19	All	Everyone to send a photo to Christina.
23/10/19	Christina	Christina to circulate website url when it is finalised
23/10/19	Mel and Nova	Nova and Mel to organise thankyou/leaving gifts
23/10/19	Mel	Mel to organise minor thankyou gifts
23/10/19	Christina	Christina to ensure that the orders for uniforms for Jan
23/10/19	Damien	Damien to ask Wendy for expected numbers for next year
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