



AINSLIE SCHOOL **P&C ASSOCIATION**

2019 Annual Report

Committee's Report

The names of the committee members in office at any time during the year were:

Executive Committee Members

Damien Ellwood (President)
Vacant (Vice President)
Alessandra Whiting (Treasurer)
Melynda McDonald (Secretary)

Sub-committee Conveners:

Ingrid Butterfield (After's Sub-committee)
Kerryn Wagg (Canteen Sub-committee)
Canteen Managers: Ari Sulanjari and Clair Boyer

Administration Committee members:

Michael Snape (Outdoor grounds co-ordinator)
Christina Pilkington (Uniforms shop co-ordinator)
Meetu Sharma (Fundraising co-ordinator)
Judith Blake
Nova Inkpen
Mark Taylor
Alex Martin
Mark Taylor
Bindi Cooper
Claire Bobbin

Public Officer:

Judith Blake

Committee members have been in office since the start of the year to the date of this report.

Principal activities

The principal activities of the association were supporting the Ainslie School, promoting parent involvement in the school, running events and services for the school community

and raising funds for the benefit of the school and its students. These included overseeing the operations of the Out of School Hour Care, Canteen and Uniform Shop. No significant change in the nature of these activities occurred during the year

Operating result

The loss of the Association for the financial year amounted to \$xxx.

Signed in accordance with a resolution of the Members of the Committee:

Committee member:

Committee member:

Dated this day of 2020

Report from the Executive Committee Members

Role of the P&C

We are such a strong community, and one that we are all very proud to be a part of.

The P&C prioritises activities based on members' desires consistent with its constitution. For example, the P&C provides a number of key services:

- Operating three school services (out of school care, canteen and uniform shop)
- Running activities that are welcoming and support student leadership and learning
- Raising funds for community supported projects for the school and families in need

The P&C is happy to consider activities proposed by the school and the school community. Reflecting our constitution, the Ainslie P&C helps to make school a welcoming place and promotes parent participation in the work of the school and provides strong positive community support for teachers, staff and families. ¹

The Ainslie P&C also delivers key projects for the school community and students and connects broadly on topics of interest to the Ainslie School Community. As such, the P&C:

- supports school projects to enhance the school facilities and Ainslie School's learning environment.
- Connects with and contributes to the ACT Council of Parents and Citizens Associations.

The P&C also provides forums for community and school discussion and engagement. In this role, the P&C Executive takes a neutral role supporting discussion topics that both the school and the community want to discuss, and then facilitates discussion across the differing views in the school and the community. The P&C does not judge differing perspectives. The P&C supports and encourages respectful engagement but responsibility for conduct rests broadly with the community and with the school.

Afters provides high quality services at significantly lower prices than comparative services run by both not-for-profit organisations and commercial in Canberra. The financial position of Afters has deteriorated since last AGM requiring a reallocation of resources within the P&C. The reasons have included:

- Extra staff costs related to preparing work for the tender process in 2019. This has been a very intensive process.
- Less students enrolled in school holiday program, partly due to the bush fire.
- Modest salary increase for senior permanent employees.

The P&C is also making financial provisions for potential disruptions to its services due to the COVID-19. This means that the resources that were raised by the community for

¹ You can find Ainslie P&C's constitution (here: <https://ainsliepandc.com.au/policy-documents-2/h>).

outdoor grounds and school projects will be prioritised towards maintaining the services we run.

Overview of the P&C in 2019

This 2019 report includes an overview of all the many varied and engaging activities undertaken by the P&C and its sub-committees.

It was another full year for Ainslie School with lots of great events, including Pancake Breakfasts and Fete (see attachment for a full list of fun activities). These activities were delivered in partnership with the school and for the benefit of students and the community.

We would like to take this moment to thank our Afters, Canteen and Uniform Shop convenors, treasurers and subcommittee members. You are the backbone to our P&C and all your efforts make it possible for Ainslie School children, families and the broader community to have access to important school services. It is fair to say that our P&C does not stop supporting Ainslie School all year round.

A large number of families graduated from Ainslie School in 2019. We wish them all the best.

We farewelled a number of teachers who's contribution to our children's school experience we all valued: Susan Camden-Smith, Cathy Dee, and Dawn-Maree Dunn. We also farewelled Laurence Mandapat who made a significant and valued contribution to the school. Laurence's energy, contribution to school spirit, his efforts to teach our Year 6 students over many years and support for the main P&C as well as Afters were very much appreciated.

Thank you from the P&C President

The Ainslie P&C is a lovely community organisation that is responsive to the school community needs and delivers a lot of value. The Ainslie P&C is also a volunteer organisation, and while we employ 28 staff, the core of our operations rely on volunteers to govern our businesses, run events, deliver services and support the Ainslie School teachers and staff for the benefit of our children.

Many parents make significant contributions to the P&C. This support is greatly appreciated and helps build the community spirit that I love in our school.

I would also like to take this opportunity to make a special mention of some community members that have truly gone above and beyond.

Bindi Cooper has for many years contributed a significant amount of energy and expertise to the P&C. Bindi was the P&C Vice President in 2018 and she ran most of our communications and has been a wonderful source of energy and support right across all the moving parts of our P&C. Bindi's youngest daughter Mia graduated year in 2019.

Sharon Hourigan has been P&C Treasurer for many years and contributed her significant chartered accounting expertise. Sharon has made sure that the P&C finances have been managed and audited to a very high professional standard and has been a great sounding board for me as P&C president. Sharon son Finn graduated in 2019.

Meg Frugniet has been the canteen convenor and on the Canteen subcommittee for many years offering her baking and culinary flare to most P&C activities. Meg has supported Ari and Clair and ensured a viable and vibrant canteen can deliver tasty and healthy food for our kids, school staff and community. Meg's son Chris graduated in 2019.

Claire Bobbin has been a valued member of the P&C supporting and organising many events and activities over many years. Claire has also been a great help with P&C communications and active in the Admin Committee over the past year.

Christina Pilkington has been very active in the P&C since her family joined the school. A number of things that Christina does include running the uniform shop, being on the Afters subcommittee and Admin Committee, setting up the P&C website and being active with the junior year groups with children and teachers to organise P&C Student Project Grants.

Mel McDonald who consistently and quietly goes above and beyond the call of duty. Mel, you supported many families and P&C members, drove the P&C committee as Secretary and you tirelessly helped at every school event. We all thank you for your support and energy over a long period.

Thank you! I have appreciated your energy and work and I would like the community to know about all your contributions!

Attachment A: P&C Activities for 2019

| Term | Week | Event |
|------------------|-----------------------------|--|
| December | Previous year | Planning for the school fete commences |
| January | Before school starts | Afters holiday program Uniform shop opens early Provide funds for Kindy welcome packs Organise Classroom carers for coming year |
| Term 1 | | |
| February | Week 1 | Tea and tissues for Kindy families |
| March | Week 8 | AGM held |
| | Week 10 | Pancake breakfast provided by the canteen |
| April | Holidays | Afters holiday program |
| Term 2 | | |
| May | Week 3 | Federal election BBQ |
| June | Week 7 | General meeting |
| July | Week 10 | Pancake breakfast provided by the canteen |
| July | Holidays | Afters holiday program |
| Term 3 | | |
| September | Week 6 | Book Fair |
| | Week 7 | P&C General meeting |
| | Week 10 | Pancake breakfast provided by the canteen |
| October | Holidays | Afters holiday program |
| Term 4 | | |
| November | Week 3 | Fete |
| | Week 5/6 | World teacher day morning tea |
| | Week 7 | P&C General Meeting |
| December | Week 8 | Crazy Camel artwork delivered |
| | Week 10 | Year 6 yearbook (ongoing all term, finalised W10) |
| | Week 10 | Year 6 graduation |
| | Week 10 | Books from Santa |
| | | Opportunity & achievement funds allocation |
| December | Holidays | Afters holiday program |

Attachment B: Sub-committee reports

Afters Sub-committee

The year of 2019 was another successful one for Ainslie OSHC (which includes Before, After and Vacation care services) with consistent enrolments, and healthy finances. Our Centre continues to be headed by our Director, Gemma Lockton, and our Assistant Director, Nadia Anwar. Lachlan Fittler continued in his role as Educational Leader and although he has now left to take up a role as an Assistant Director at another service, he maintained a consistent and creative program. Austin Hatfield, previously the services Community Coordinator, will move into the role of Educational Leader.

The Committee comprised Ingrid Butterfield - Convenor, Samantha Hu - Treasurer, Gemma Lockton - Director, and Christina Pilkington – general member. The service continued in good financial order with the ongoing focus on fiscal management and our ability to contribute our surplus back into P&C projects. We have had to increase our fees this year to maintain financial viability but remain one of the most affordable services in the region.

In 2019 we underwent Rating and Assessment against the National Quality Framework (ACECQA). The service received a rating of Meeting and Exceeding in all quality areas. This was an improvement on the previous Rating and Assessment cycle, where the centre achieved Working Towards or Meeting on all quality areas, reflecting the dedication and hard work of all Ainslie OSHC educators.

Ainslie OSHC went through the Centre Based Services Procurement process to engage with the Territory in a Licence Agreement and Service Deed arrangement, to continue to provide an Education and Care service for Ainslie School.

Before School Care: Austin Hatfield coordinated a successful before school care program, offering a quality, healthy breakfast each morning, along with a variety of activities for all age groups, for both indoors and outdoors. These activities change daily and included spontaneous activities at the children's suggestion. Enrolments are currently running at approximately 90% and are staffed according to children's bookings at a ratio of 1:11.

After School Care: Lachlan Fittler coordinated an educational program that meets the needs of all children in all age groups and abilities. Emily Radcliffe is the chairperson of the Programming and Evaluating Meeting once per week to meet the requirements of the National Quality Framework. Children's suggestions are embedded into the program each week. Activities range from sport, reading, lego, music, arts and crafts and self-directed play opportunities. We continue to support a range of external programs such as Tae Kwon Do, Coerver Coaching, Tennis and Music lessons.

Vacation Care: Vacation care offers programs during each of the school holiday periods throughout the year. This program is as an ongoing success for the Centre.

We have increased our occupancy up to 80 children and have a typical occupancy of 82%. We have had a range of incursions and excursion throughout the year ranging from water slides, discos, trips to various parks, Laser Tag, rock climbing, Go karting, the Dreamworks Exhibition and the ever popular trips to the movies.

Ainslie OSHC maintains a close and productive working relationship with Ainslie School and we are working on ways to strengthen the communication between both Ainslie OSHC educators, the P&C and parents and School staff. We are very appreciative of the guidance and support of the P&C. We are very proud that Ainslie OSHC continues to grow and prosper and provides this important service for our school community.

Canteen Sub-committee

2019 was another great year for Ainslie Primary's Oishii Canteen. Unlike many schools, our success has meant that we can continue to open 5 days a week, providing healthy food and a welcoming social hub for our school community.

We are lucky to have two extremely dedicated Canteen Managers, Clair Boyer and Ari Sulanjari (who work 2.5 days each in this capacity). Last year our managers were also officially appointed as LSAs at the school, based in the canteen (sharing one fulltime equivalent position in this role). This has allowed for some amazing learning initiatives around topics such as sustainability and wellbeing to take place in the canteen. We even got closer to our goal of going single use plastic free through moving to reusable table-wear and a very popular spoon and fork raffle (students returned cutlery in exchange for a chance to win canteen credit).

Our managers also initiated a weekly report in the school's newsletter, The Altiora. Here they have shared tips, thoughts and recipes and highlighted the invaluable role that volunteers play in keeping the canteen going. Nevertheless, due to a decline in volunteer numbers and Fridays being a consistently busy and high-pressure day, the canteen committee agreed to employ another staff member for one day a week, so last year we welcomed Belle Palmer to the team.

Additional fundraising, beyond day to day operations, has proven to be a crucial part of the canteen's success. Last year we again hosted (with the help of OSHC) our popular pancake breakfasts each term which have become a wonderful opportunity for families to gather and enjoy some delicious food together. Through these, along with a polling booth and fete stall, we raised over \$7000 which meant that we could invest in some much-needed equipment for the canteen (including a commercial grade freezer, professional food processor and stick mixer). Due to these large investments our profit margin was not significant (approximately \$200), yet it was in line with our budget forecast for the year.

Finally, the canteen subcommittee of Kerryn Wagg, Willow Condi, Anna Chu and Monica Ruibal would like to thank outgoing members Meg Frugtniet and Bindi Cooper whose children graduated from year six last year.

Kerryn Wagg
Canteen Convenor

Uniform shop report

I took on the role of Uniform Shop Co-ordinator in March 2019 and have been supported in the transition to undertaking all the necessary tasks. There is a lot involved and I could not have done it without the support of Lee, Wendy, Grit, Julie and Alessandra. Together we have undertaken the following steps to ensure that the Uniform Shop is viable and meets the uniform needs and demands at Ainslie Primary School.

- End of semester and end of year stock takes in preparation for Summer and Winter purchases and to ensure Inventory records are correctly recorded in Xero.
- Monitoring and responding to uniform email orders from parents.
- Ensuring that the Uniform Shop continues to open on Tuesday and Thursday mornings. This is in addition to online ordering through flexischools and direct debits.
- I am grateful to the Canteen for their continued support in selling school hats, as this item is the most popular item purchased multiple times a year by parents and students.
- The Albert (eftpos) machine continues to be a huge success at the Uniform Shop as it is the preferred method of payment.
- Working with and building relationships with our suppliers to ensure prices remain competitive, uniform orders are filled and delivered on time. Unfortunately in both early 2019 and 2020 we have run short on size 6 short sleeve polo shirts.
- In January this year (2020) we operated the uniform shop from 9.30 to 11.30 on three days prior to school starting. These were very busy days and generated over \$7,000 in sales. This is lower than this period in the prior years.

New developments in 2019-20

- Following a request from Annie Medhurst, we now stock a waterproof library folio with the school crest. These are now available for \$10.
- Flexischools is now available for Uniform Shop orders and the items are delivered to the classrooms on Tuesday and Thursday.

Christina Pilkington
Uniform shop co-ordinator

