

## **Minutes of Monthly Meeting – 26 April 2017**

### **In Attendance:**

Yvonne McLauchlan, Jennifer Lyddiard, Jackie Floro, Olivia Wenzholz, Jason Holmes, Penny Thomson, Terry Reichman, Joanne Aubertin, Paul Floro, H-Channaibanya, Janelle Kenyard, John Haydon, Carol Fox.

### **Apologies:**

Mandy Woodall, Laura Benitez, Ella Wallace, Suzanne Barnes.

### **Meeting open at 19:05**

### **Approval of Previous Minutes**

Approved by Penny Thomson, Jackie Floro

### **Correspondence**

None

### **Standard Business**

#### **Presidents Report**

Canteen – 10 hours included, need updated figures from Critique. New benchtops. Stainless Steel. School currently looking at quotes. New dishwasher from Senior School, no cost. Eftpos machine for high school? Kerryne to get costs and present at next meeting, what does canteen want to achieve with Eftpos?– Will make agenda item. Terri will ask at Council Meeting what other schools are doing with their canteen.

Uniform shop - asking for some storage. Need a rack and storage. See item **Apr 26 #03**. Library will give Uniform Shop unmarked clothes for sale.

#### **VP Report**

No report – not present.

#### **Treasurer**

\$16,000 in a Savings Fund. Discussion around moving to Term Deposit, for more interest. Joanne to research and feedback next month. Need to also check constitution.

Audit last year's reports – Joanne to send to Penny to access the appropriate software. Penny will do audit.

Report attached.

#### **Secretary**

Throughout minutes.

#### **Principal**

Report attached.

#### **ACT Council Rep**

Nothing to report at this time other than to share that ACT Council are keen to speak with Jackie regarding the car park to feedback to other schools.

### **Open Action Items**

#### **Oct 19 #03 Room Parent Concept Update**

Maria unavailable for meeting. Penny has liaised with Maria. No further update from Jason. Jason to meet with Executive to discuss the "duty" statement, needs further clarification around the Role of room parent. Jennifer to be part of these discussions with Maria and Penny.

**Action – remains open for review**

**Nov 16 #02 Branding update**

No further progress due to Fair commitments. Jackie has meeting with Donna tomorrow to discuss .

**Action – remains open.**

**Sep 14 #05 Petty Cash Storage**

No update – Jackie looked at safe in Bunnings which wasn't secure. Needs to be secure. Purpose – petty cash and canteen?  
What does Kerryne need this for?

**Action – remains open.**

**Dec 08 #07 Community Service Award**

Olivia and Jason to meet to discuss. Not yet had the opportunity.

**Action – remains open**

**Feb 15 #01 Car Park Update & Survey results**

Hongsan – children crossing at school. No visibility. Small signs. No accidents here. Driving in morning, speeding. Next few years lead a parent action to make safety crossing, design an educational sheet for children. And then engage with transport. 7 Step programme. Key message – children to be aware and safe. Aim is Zero accidents around Harrison.

Hongsan and Jackie to meet to discuss shared goals, and will present their shared ideas at next meeting.

Jackie - Temporary changes in place for Term Two however "witches hats" will not be used. Today Jackie reported was good, few cars moved.

Total fees spent by P&C is \$3209.58. More funds will be needed for hire of what is needed for Term Two. Approached ACT Roads, quote for repainting is significant - \$16'000.

Survey – Basic Information attached. Mainly comments were supportive. Main theme was to have staff park elsewhere and to stop residents parking. Majority agreed changes were positive. Parents need to be patient.

Term Two – no longer traffic cones. Longer term – education for parents on how to use Car Park. Jason to email Liaison Officer (AFP) to request more presence.

Meeting with Active Streets – encourage children and parents to park further and walk/bike to school.

Terri – ACT Council – issue with all schools. ACT Council keen to speak with Jackie.

**Action – remains open**

**Feb 15 #03 Mother's Day Stall Update**

Goods purchased. Two volunteers (new) to help with on the ground stuff in school. Will run 8/9/11/12 May from 9am – 1pm. Will ask for volunteers for two hour slots – 9-11, 11-1. Fliers will be distributed next week with class lists. Naplan on at this time, class times will reflect this.

**Action – remains open**

**Feb 15 #03 Disco update & request for funds**

Request \$2000 funds for sausage sizzle and glow/sticks bands. Free entry for kids.

**Action - approval for \$2000 by Yvonne McLauchlan, Terri Reichman. Remains open for review**

**Feb 15 #04 Fair Report**

Report attached. Profit of \$21,41.68

Survey responses closes this week.

**Action – remains open for survey review**

**Mar 15 #04 Fundraising for next year**

No time to discuss. Fun Run an option?

**Action – remains open**

**New Items**

**Apr 26 #01 Input from ACT Parents and Citizens Association**

Jenelle Kennard, Communications, John Haydon – President. Peak body for P&C, Each school has delegate to council. Lobby Government to have best schools as possible, advocate and represent issues to Education Dept. and Minister. Sit on small committees. Help P&Cs, provide resources to do our job. Sources on website, Information sheets on website. Treasurers

handbook also. Spreadsheets etc. Templates and Proformas on website also. Handover notes templates. Welcome to call or email with queries.

Fortnightly email also. Also run workshops for Exec members. One coming up on the constitution. Can also review disputes and mediate.

Top tips – be clear on goals. Set goals as new committee. Are we social/educational/advisory or fundraising body.  
Know your constitution.  
Seek help – break down big jobs,  
Make it enjoyable. Make meetings relaxed, keep them to time.  
Work with Principal. Co-ordinate calendars. Integrate with the school. Treat volunteers well.

Information shared on Understanding Conflict.

**Apr 26 #02** Canteen Quotes for Countertop

Jason and Ben looking at quotes

**Action – open for review**

**Apr 26 #03** Request for funds for Uniform Shop

**Need storage and racks. \$1000 requested.**

**Action – approval \$1000 by Yvonne McLauchlan, Jennifer Lyddiard. Closed.**

**Close 21:15**

**Next Meeting – Wednesday 17<sup>th</sup> May 2017**