

Amaroo School P&C Association

Meeting Minutes

Monday 31 July 2023

Amaroo School, Katherine Street, Amaroo

Open: 7:06pm **Closed:** 8:25pm



Meeting Minutes

1. Procedural/Administrative

The P&C President opened the meeting at 7:06pm

• Business arising from previous meeting:

- Previous minutes accepted.
- Allocation of remaining school approved funds – Principal following up with house heads.
- Canteen upgrade discussion follow up – covered in Principals report.
- Additional eftpos Machine – on hold pending internet access resolution. (President following up)
- Floor cleaning for skipping – resolved.
- Jumper Sleeve printing – Support for purchase by P&C. Need to seek quotes and finalise.
- Conflict of Interest follow up – Updated and no issues raised.

2. Presidents Report

President provided updates to P@C 2023 Plan:

- Uniform Shop Online – Now doing delivery to classes on Wednesday for online orders. Working through secondary school delivery process.
- New School Hats – Selling well.
- Coffee Van
 - o Very positive feedback from parents and staff.
 - o Seeking to have a theme day to promote the van in next few weeks.
- Cookie Dough fundraiser
 - o Orders open.
 - o Distributing pamphlets through school tomorrow to classes
 - o Distribution of product will be done by P&C and may need volunteers.
- Father's Day Stall & Canteen Theme Day
 - o Need volunteers.
 - o Assessing SignupGenius website to manage volunteer signups etc.
 - Agreed to trial and if works that paid version may be appropriate.

Action: To follow-up regarding Signup Genius terms and conditions and trial

Uniform Shop Update

- Recommending hiring a shop staff member to manage and co-ordinate shop.
- Agreed in principal to advertise to school community for someone to fill role.

3. Financial Report

Treasurer presented financial report:

- YTD profit was \$12,143, up 108% on YTD 2022 and up on 31 May YTD (\$10,089)
- Balance sheet accepted.
- Noted several additional expenses.

Amaroo School Parent and Citizens Association Incorp.

ABN: 74 778 047 477

Katherine Avenue, Amaroo ACT 2914

- Canteen wage increase, super payment.
- Canteen increase in purchases/packaging up 8.8%.
- P&C fee.
- Purchased more hoodies for uniform shop.

Advised we have gone to market for a new auditor.

Recommended we seek a member support Canteen wage and payment approvals. This supports 2 approvals with a backup as Cristina is not currently able to fill this role.

Member identified to fill this role for Canteen approvals.

Action: Treasurer to set up as additional Canteen expense approver

4. Canteen Report

Treasurer recommended that we advertise for Canteen chair role to facilitate communications between P&C and committee and provide P&C report
Agree to advertise role.

Two theme days planned:

- Book week – Harry Potter themed.
- R U OK day – hashbrowns replaced with smiley potato pack.

Canteen have agreed to store cookie dough when arrives for collection.

5. Preschool Subcommittee Report

Pre-school planning two fundraisers (to be added to P&C plan):

- Printed plates - Agreed online payment only.
- Raffle for art auction.

Fundraising for updated A frame's for outdoor slide. Seeking funding

- P&C advised will allocate funds towards outdoor slide A frame replacement.

6. Executive Principal's Report

Principal provided the school report. Of particular note was:

- High School Student numbers increasing over next year, Primary holding steady.
- Change in School Targets for Y9.
- Advised multiple Staff Acting for next 4 weeks pending advertisement for Executive Principal.
- Version 9 of Australian Curriculum due this year:
 - More consumable, condensed, integrated and re-organised.
- Canteen upgrade:
 - 3 quotes received.
 - Food compliance requirements being assessed.
 - Likely to be completed over Christmas holidays.

7. Other Business

- Grants – identified 2 possibilities:
 - B&D Community assistance – once off \$5K.
 - Community Outdoor spaces - \$10K.
 - Consider some garden upgrades near art building and K-2 playground.

Action: Provide summary criteria and email through for consideration ahead of next meeting

- Constitution – Treasurer advised that P&C only have draft copy on file. Final registered with Access Canberra.

Action: Treasurer will request and pay Access Canberra for copy

- Online trial:

- Agreed to extend invitation with attendees to request via P&C secretary who will distribute link and materials.
- Need to consider management of behaviour and online attendee guidance.

8. Meeting Close – 8:25pm

Next meeting – 7pm, 4 September 2023

2023 meeting dates:

Term 4 – Week 7, 20 November 2023