

Amaroo School P&C Association

Meeting Minutes

Monday 8th May 2023

Amaroo School, Katherine Street, Amaroo

Open: 7:05pm **Closed:** 8:40pm



Meeting Minutes

1. Procedural/Administrative

The Treasurer opened the meeting at 7:05pm

1.1 Business arising from previous meeting:

1.1.1 Flexi Schools preschool notifications

- This has been actioned and the pre-school has been advised how to subscribe to Flexischools to receive all P&C notifications.

1.1.2 House Hats proposal

- Update later in the agenda

2. Financial Report

As at 31 March 2023 the P&C's year-to-date profit was \$1,213.

- Both canteen sales and uniform shop sales are going well. Uniform shop increased opening hours to 4 days a week expected to increase sales and hoodies are selling well.
- Treasurer will present a proof of bank balance report at each meeting.
- Pre-school account has been rolled into main account. Agreement to keep ~\$2000 allocated to pre-school already approved for their use.
- Quarterly and PAYG tax quarterly payment completed in Term 1.
- No issues raised regarding finance report.

3. Presidents Report

President provided overview:

- P&C goals for the year were agreed:
 - Build Engagement with parents
 - Focus on Canteen and Uniform Shop
 - Fundraising option if appropriate
- An out of session approval for \$10K spend on the school was approved unanimously on 18 April 2023 by all committee members. This was the recommendation from a meeting to identify what could be done for the school now. The full fund allocation is still being confirmed but around \$2000 has been allocated to:
 - Catering for the Parent/ Teacher interviews
 - Recycle bins shared contribution with students
 - Pre-school swings
 - Exploring options for remaining allocated funds and will advise in coming few weeks.
 - No concerns raised by Committee.
- Uniform Shop - work underway to enable uniforms to be purchased online.
 - Discussion regarding capability to manage and operate deliveries associated with online shop without disrupting school operations
 - Proposed lock box for collection with changing lock key

Amaroo School Parent and Citizens Association Incorp.

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- Determined additional work required to assess overall profit position and option to pay staff to support online orders. Overall support to pursue idea with some caution about staying within capabilities.

4. Canteen Refurbishment

The Principal advised that the school was assessing the cost of upgrading the canteen (full refit).

- Goal is to improve overall use of space, service, storage and preparation area optimization and overall modernization.
- Issues sourcing quotes due to slow response times from businesses.
- Previous P&C committee agreed to allocate \$20K of funds towards fit out. Agreed to be honoured.
- Follow up out of session regarding possible contacts (Action)

5. Canteen Report

- Advised the Canteen is running well with no major concerns.
- They have agreed to meet every term to review overall hours and staffing levels.
- Considering fundays for kids as well.

6. Preschool Subcommittee Report

- Advised pre-school are working through variety of options to upgrade the outdoor equipment e.g. boat, seesaw, small basketball hoops etc.
- Working out a pre-school only fundraiser. E.g. picture plates, tea towels etc.

7. Executive Principal's Report

Principal provided the school report. Of particular note was:

- Board Elections
- Compliance audit almost complete with no major concerns raised.
- School has performed well with language challenge and has large number of students on accelerated learning programs.
- Communicating with the Community focus – working to update web presence but some issues encountered that are being worked through.

8. Fundraising Activities

President proposed several fundraising options:

- Coffee Van outside pre-school once a week
 - P&C would attend monthly to promote and discuss with parents.
 - Suggested flat fee for coffee van space hire.
 - Currently 3 van owners have contacted the P&C. Yet to extend for broader expressions of interest. Additional a van recommendation offered.
 - Approach endorsed by committee subject finalization and agreement with school
- Raffle
 - Prize proposed as birthday plate or picnic basket from canteen
 - Assessed value to avoid needing a licence. Prize under \$2K so should be OK.
 - Consider using lunch orders as entry to raffle to encourage more lunch orders
 - Approach endorsed by committee subject to finalization and agreement with school
- Mothers day stall
 - Tuesday 9th of May outside Canteen
- House Hats
 - Following from Action item from last meeting, seeking updated colours with increased contrast. Once agreed will request hat samples for demonstration.
 - Possible source a competitive quote and will provide. (Action)
 - Still need to work out cost and details of approach.

- Approach endorsed by committee and agreed to proceed with seeking a volunteer while developing final product for endorsement.
- BBQ end of Term
 - Proposal to have BBQ with gold coin donation from the P&C as a community event at the end of term.
 - Concern regarding volume required to support full school community unless the scope can be kept smaller.
 - Determined more complex than initially perceived and do not follow up at this time. (Not Approved)
- Carnival
 - Concern this will compete with Grade 6 market day.
 - Determined not to follow up at this time. (Not Approved)
- Disco
 - Raised as the simplest and most profitable fundraising approach.
 - Consider glowsticks and a silent disco options.
 - Request if school could run for primary school in school hours at end of term.
 - Approach endorsed by committee for follow up on details.
- Several additional ideas raised:
 - Gourmet cookie dough fundraising – pre-established approach
 - Car Raffle:
 - Toyota do a community raffle that may help.
 - Needs to be run by P&C not school.
 - Consider petrol vouchers from local stations as runner up prizes.
 - To follow up as potential to be a significant fundraising contributor

9. Other Business

- Canteen theme days
 - Theme days around events like Science day
 - Need to distribute around events already scheduled such as red food days
 - Agreed to follow up
- ACT P&C Council - Workshop Friday 19/5
- Healthy Kids Association Expo Tuesday 23/5
- Zoom P&C Council meeting Tuesday 9/5
- Follow-up on previous meeting discussion around need for additional Eftpos machine:
 - Additional machine is needed.
 - Current bank plan is old but therefore cheaper than new plans
 - Consider independent groups rather than major banks
 - Need to consider how charged. If per transaction the cost will increase due to high volume of low value transactions.

10. Meeting Close – 8:40pm

Next meeting – 7pm, 19 June 2023

2023 meeting dates:

Term 3 – Week 3, 31 July 2023 & Week 9, 4 September 2023

Term 4 – Week 7, 20 November 2023