

Amaroo School P&C Association

Meeting Minutes

Monday 4th March 2024

Amaroo School, Katherine Street, Amaroo

Open: 7:35pm **Closed:** 8:55pm



Meeting Minutes

1. Procedural/Administrative

- **Business arising from previous meeting:**

- Signup Genius annual subscription – Done
- Additional Eftpos – Treasurer – Done
- School sign fundraising summary – Treasurer – Done
- Chalkboard updates for canteen – Primary\Secondary Principal – To follow up

2. Presidents Report

- Reviewed the draft Annual Plan
- Disco Review
 - o Disco Raised \$1,441 after expenses.
 - o Overall feedback from parents and kids was very positive.
 - o Requested a second one in the year – proposed late term 3 or early term 4.
 - o Suggestions for next time include:
 - Consider younger music for P-2 session.
 - Balls caused some disruption.
 - Consider if Year 9 could sell glow bracelets to fundraise and provide additional assistance during dance (too close to EOY for Year 10 students).
 - Investigate requesting feedback from both students and volunteers to inform future planning.
- Reviewed with school the proposed fundraising target – Library uplift.
 - o Have also considered playground uplift but pending school grant outcome.
 - o Executive Principal to advise.
 - o Executive Principal also advised that the school has currently submitted for 2 grants to uplift different areas of the playground.
- Golden Ticket
 - o Aim to increase use of Flexischool App.
 - o Approximately 1000 people using the App currently.
 - o Issue is how to reach parents not currently on the App as this is the primary means of P&C communicating with parents.
 - o Flyers may be the most practical approach.
 - o Recommended that messaging is changed to focus on community event tool rather than a P&C and canteen ordering tool.
 - o Need to review how to distribute and message Golden Ticket.

Action: Action to re-word handout flyer and organise distribution - President

Amaroo School Parent and Citizens Association Incorp.

- Mothers Day Stall 7th May
 - o Mother's Day gifts have been purchased and Approved prior to meeting.
 - o Grade 10's to run BBQ & community morning at Mother's Day and Father's Day stall mornings. – Executive Principal to follow up.
- Various regular events scheduled as per plan (Attached).
- Picture Plates:
 - o Kick off in Term 2 for order close Term 3 – Students to work on art over holidays.
 - o Promoted to Pre-school but open to K-3 as well.
 - o Will organise to pre-pay orders.
- Proposed movie night:
 - o Consider in the Gym where there is a screen and availability.
- Canteen Menu – Food classification markings not complete.

ACTION: Review food classification markings. Specifically Vegan/Vegetarian but overall review - Kristy

3. Financial Report

Treasurer presented financial report for year end 2023:

- o Net profit for 2023 \$3,140.22
- o Donated \$7,580 to school.
- o Peter Langford CPA was appointed and retained for 2024. Peter has accepted the role for 2024.
- Income:
 - o Canteen sales income up 9% on 2022
 - o Uniform shop, up 37% on 2022
- Expenses:
 - o Mother's Day Stock – Approved out of session.
 - o Uniform Shop Hoodies (need to order urgently to try and meet Jumper printing event day) – Approved out of session.
- Audit Report

Provided by Peter Langford CPA. A number of recommendations were made as below:

- o Recommended we Define Assets and Depreciate.
- o Determined Assets should be items purchased over \$1000 – Carried by Cristina.
- o Have verified GST is not required with ATO – Canteen's are provided a concession. Recommended that funding is managed as Input Taxed – Carried Kristy, Scott.
- o Difference in MYOB & Finance Report balanced has been re-baselined. This has resulted in a deficient for 2023. Accepted – Carried by Bec.
- o Make school purchases Donations not Expenses.
- o Improve audit trail by attaching receipts in MYOB.
- o Confirmed Auditor appointment and acceptance updated in November 20th minutes.

4. Preschool Subcommittee Report

- o Picture Plate orders as discussed in presidents report.

5. Canteen Report

Menu updates as discussed in President's report.

6. Executive Principal's Report

Principal provided summary of school events:

- Thank you to all P&C members for providing their time.
- School currently has 1805 registered students.
- Advised 2 grants submitted for outdoor uplifts.
- Canteen Refurbishment.
- Pending finalisation of Architecture Plans.
- ACT Property Group are project managing upgrade as they have experience with school canteen builds and ensure all certifications are covered.
- Targeting April school holidays but will move to June holidays if not ready.
- Organising fencing around basketball courts to better define school grounds.
- Parent Portal launching Term 2 – Our School.
- Pre-launch phase currently – training and preparation.
- Should improve communications.
- Phone management – going well and broadly accepted with small number of breaches each day.

7. Other Business

- Year 10 Excursion Question – Following covid some students have not had an Excursion since being in high school. Is there anything planned.
- School advised this is informed through Student Survey and it wasn't sufficiently supported. Also, a balance of focus with costs, staff availability and student focus.
- Proposed considering 'Long day' experiences instead.
- 2024 meetings will be week 6 of each term (1 meeting a term)

8. Meeting Close – 8:55pm

Next meeting – Term 2, 3rd of June 2024

Meetings 2024:

- Term 3: 26th August 2024
- Term 4: 18th November 2024