

Coledale P&C Association

Meeting Minutes

Date: Tuesday 18 February 2020

Time: 6.15pm

Venue: Coledale Public School

Apologies: Lara McCabe, Tahleah Rigden

Attendees: Gila Adams, Carinya Barkley, Lauren Boers, Britta de Laat, Lizzie Buckmaster Dove, Emma Robin, Amy Geddes, Scott Kirkwood, Mitchell Eddy, Matt Bright, Amy Govers, Leo Rocker, Pip Budgen, Colleen Lux, Lana Bright, Chris Kline, Emma Johnston, Claire Godsell, Anthony Bohm, Karen Bohm

1) *Adoption/ Correction of December 2019 Minutes*

Motion by Anthony to adopt December 2019 Minutes. Seconded by Emma Johnston, all in favour. Motion passed.

2) *President's Report (Anthony)*

- Written report, distributed in advance, available [here](#).
- Welcome to the new P&C members and to our new Principal, Mrs Adams.
- Thanks to Emma J for representing the P&C at last week's 'Meet the Teacher' afternoon & starting the conversation about fundraising.
- Appointing a replacement Fundraising Coordinator (Lana has now officially stepped down) and establishing the 2020 Fundraising Plan is a key priority.
- Next meeting will be the P&C AGM. Please get in touch if you are interested in any of the P&C roles for 2020.
- Another key priority is to reconvene the Learning Committee and complete the technology guideline review that was commenced last year.
- The other item requiring consideration is whether the P&C is prepared to continue its' funding of a qualified teacher to provide learning support. Last year we funded a teacher, one day a week for three Terms to provide support and extension activities for students across all years. Whilst we don't yet have data to support the efficacy of this additional support, there is very positive anecdotal support from teachers and students.
- Gila confirmed that this financial support would enable the school to provide two consecutive days of learning support at Coledale and this teacher would be part of a broader 'Targeted Learning Team'. Also, selection of students will be by teachers and the support will likely focus on numeracy in the first half of the year, then literacy.

Motion by Anthony that the P&C fund a Targeted Learning teacher for 1 day a week for 1 year, up to \$20,000. The funds will be provided in tranches to the school, as required to meet those costs. Seconded by Pip Budgen, all in favour. Motion passed.

3) *Treasurer's Report (Lauren)*

P&C bank balance is \$41,067.86. Uniform account balance is \$1,450. Books will be audited before the AGM in March.

4) *Correspondence (Karen)*

- Last year an idea was put forward that the P&C rent out Gurawa to the broader community (for birthday parties). The school was unwilling to extend its' public liability insurance to cover this use, so enquiries have been made with the P&C's insurer. As Gurawa is a State Government asset (as is the adjacent school playground), the P&C insurance policy cannot cover this use. Recommend that if we run a specific P&C event in the future in this space, we can look to insure that, however an ongoing public rental is too complex. General agreement on this approach.

5) *Principal's Report (Gila)*

- Been a busy start to the year: putting in place a school leadership team, of which Ms Barkley is a member.
- Lovely group of children at Coledale and very impressed with the kitchen garden space and it is clearly loved by the students and very impressed with the Kitchen Garden Program run by Jo Chilton.
- Communicating with Assets about some maintenance items requiring attention. Specifically, some internal painting and rectification of leaks in the two demountable classrooms.
- This year there are 6 classes: Kindergarten, Year 1, Year 2, Yr 3/4, Yr 4/5 and Yr 6. 2021 numbers look strong and Coledale is officially a 'capped school' - meaning out of areas enrolments can only be accepted in very limited circumstances.
- Focus in 2020 on targeted learning. K-2 focusing on numeracy and Years 3-6 on literacy. Currently, the teachers are reviewing the maths scope and sequence.
- The staff have undertaken a review of CPS core values: refocusing our efforts on what are the core values for students, staff and the broader community.
- 2020 is the last year in the current school planning cycle. Accordingly, throughout 2020 the school will seek the P&C's input on the 2021-2024 School Plan.
- Mr Rothwell will be working as part of a team on the school's behaviour management policy.

- Staff will also be reviewing the school's digital devices policy, which is now a requirement of the Department and will supersede the Technology Policy commenced by the P&C last year.
- The school will also have a strong focus on student's mental health.
- Jo Chilton very keen to continue with the Kitchen Garden program.
- Melinda Campbell (Learning Support) and Natalie Rankin (PR role – marketing tasks). Please share any ideas for improving school communication.
- Niki Della Poza is the school counsellor in 2020.
- Thanks for attendance at the 'Meet the Teacher' afternoon.
- Congratulations to the newly elected SRC students. Gila plans to meet once a month with the School Leaders to hear their thoughts and views.
- Mrs Hawkins recently announced her pregnancy and a recruitment process has commenced for a contract position (commencing week 4, Term 2 to the end of 2020).
- Mrs Williams remains on maternity leave.

6) *Core services:*

Canteen (Emma Robin):

- Need one more volunteer for canteen this week.
- Yet to reconnect with Mrs Choi as our sushi supplier.
- Pip mentioned that canteen service can count towards work hours with Centrelink – may assist parents to communicate this.

Uniform (Tahleah): No update.

Environmental committee (Amy):

- Students starting a before school environmental club (Al Battestini, parent, will assist).
- Materials budget prepared by Jo Chilton (currently \$1,600 for 2020). Last year the materials costs were largely covered through sales of produce to Earth Walker and gate sales. A decline in interest from the café and the drought, means sales may not be as strong and P&C support may be required.
- Anthony suggests the P&C revisit this item next meeting. Amy to clarify Jo's requirements and timing for cash support.
- Ocean Plastic Patrol – commenced last year and hoping to restart this in the community.
- Would like to communicate all the initiatives in one place – perhaps a space in the School Newsletter or another medium? Last year's segment in the school newsletter did not seem to reach all parents.
- Leo commented that some students in Years 4/5 are interested in honing their video and writing skills, so perhaps they could get involved in recording the student environmental initiatives. General support and Amy to contact Al Battestini to progress the idea.

7) *Fundraising (Emma Johnston) – market BBQ stall*

- The refrigerator in Gurawa has broken and needs replacement. This was a P&C asset.

Motion by Emma J that the P&C purchase a new fridge for Gurawa up to \$650, seconded by Claire. All in favour, motion passed.

- BBQ schedule for 2020 has been sent out. Will place the volunteers schedule into a Google Sheet and circulate this, so parents can access that information.
- At last week's 'Meet the Teacher' I asked parents in each class to indicate whether they would be prepared to: a) get involved in one fundraising activity (with their fellow class); and b) be prepared to volunteer for one canteen shift in the year. We were able to obtain 6-8 names from each classroom, so hopefully this will be enough to drive some fundraising activities.
- Some parents of Year 6 children have expressed a desire to put together an end of year production, involving years 4-6. Many of these parents were involved in putting on the Unexpected Magic performances of 2012 and 2015 (which made a contribution of \$4,965). These parents would like \$5,000 from the P&C to cover professional sound and lighting costs for this production. Lizzie explained that the group have been considering two options: one being a higher production value and the other, more simplified.
- The idea in development as expressed by Al Batestini (and this has been briefly discussed with Gila) is a production titled 'Evolution'. Working during Term 3 to produce a 1-1.5 hour performance and evening picnic. The production would be a 'thank you' from the students and not necessarily a fundraiser. Although fundraising elements (cake, bbq, etc) could be incorporated to cover or partially cover costs.
- General support for a limited production, subject to teacher support and more detail on links to KLAs, time and resources required.
- Amy Govers recommended an analysis of how the production delivers project-based learning, focuses on the four Cs (critical thinking, communication, collaboration and creativity).
- Anthony asked Emma and Lizzie to put together a brief proposal on the two approaches for such a production (pros and cons, costs and time commitments for students and teacher) before the next meeting so the proposal can be properly considered by the P&C.
- Matt Bright suggested parents might be able to utilize the government's creative kids vouchers towards this. Worth looking into further.

8) Other business – None. Meeting closed at 8.15pm.

9) Next meeting: Next meeting will be the AGM followed by usual meeting and both will take place on 17 March 2020 at 6:15pm.

10) Membership:

Current Members:

1. Lauren Boers	Due	Renewed 13 Feb 2019
2. Lara McCabe	Due	Renewed 13 Feb 2019
3. Michael McCabe	Due	Renewed 13 Feb 2019
4. Toni Mills	Paid	Renewed 1 April 2019
5. Kate Kline	Paid	Renewed 7 April 2019
6. Chris Kline	Paid	Renewed 7 April 2019
7. Rebecca Bont	Paid	Joined 15 April 2019
8. Anthony Bohm	Paid	Renewed 15 May 2019
9. Karen Bohm	Paid	Renewed 15 May 2019
10. Simon Pinn	Paid	Joined 17 June 2019
11. Adam Jiang	Paid	Renewed 6 September 2019
12. Emma Rutherford	Paid	Renewed 6 September 2019
13. Helena Dargan	Paid	Renewed 6 September 2019
14. Paul Tardent Tong	Paid	Joined 12 September 2019
15. Lana Bright	Paid	Renewed 6 November 2019
16. Mark Bright	Paid	Renewed 6 November 2019
17. Emma Robin	Paid	Renewed 6 November 2019
18. Alanna Linn	Paid	7 November 2019
19. Mitchell Eddy	Paid	7 November 2019
20. Daniel Bullock	Paid	7 November 2019
21. Cyrus Church	Paid	7 November 2019
22. Matt Bright	Paid	Renewed 27 November 2019
23. Amy Geddes	Paid	Renewed 27 November 2019
24. Scott Kirkwood	Paid	Renewed 9 December 2019
25. Bettina Steffens	Paid	Renewed 9 December 2019
26. Knut Menden	Paid	Renewed 9 December 2019
27. Colleen Lux	Paid	31 January 2020
28. Damien Dubrowin	Paid	31 January 2020
29. Pip Budgen	Paid	Renewed 18 February 2020
30. Amy Govers	Paid	Joined 18 February 2020
31. Hayden Govers	Paid	Joined 18 February 2020
32. Claire Godsell	Paid	Renewed 18 February 2020
33. Leo Rocker	Paid	Joined 20 February 2020
34. Kimberley O'Brien	Paid	Joined 20 February 2020
35. Lizzie Buckmaster Dove	Paid	Joined 24 February 2020
36. Melanie Griffiths	Paid	Renewed 16 May 2020