LANSDOWNE CRESCENT SCHOOL COMMUNITY ASSOCIATION INC.

MEETING MINUTES

**20 February 2014**

**1. MEETING OPEN 7.42 pm**

**2. ATTENDANCE**

Rachel Bain (chair), Kylie Bull, Kirsty Healy, Georgina Allanby, Andrea Mounter, Jen Murnaghan, Kristin Taylor, Miranda Harman, Belinda Rooks, Meg Webb, Anita Holding, Monique Carter, Lewina Schrale, Mila Bogovac (minutes), Steve Rogers.

**Apologies:** Libby Spandler

**3. MINUTES OF THE PREVIOUS MEETING**

*Motion raised that the minutes from the previous meeting 11 December 2013 be accepted.**Moved:**Kylie Bull Seconded:**Monique Carter*

**4. BUSINESS ARISING FROM PREVIOUS MINUTES**

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| **Action/Issue** | **Discussion** | **Status** | **Action, person responsible, time frame** |
| 1. Sustainability monies for kitchen garden and kitchen upgrade | $5000 cheque to be presented by SCA for kitchen garden program. $1500 balance to be held over towards kitchen refurbishment e.g. to cover expected planning costs. | Ongoing | Treasurer to present cheque before March meeting |
| 2. Form sub-committee for kitchen upgrade | Minimal discussion as item scheduled for March meeting. Suggestion of newsletter item inviting interested persons to be part of sub-committee and to contact Kirsty Healy kirstyhealy@gmail.com | Ongoing | March meeting |
| 3. GP room/assembly issues | a) Monique reported noise levels at assembly improved post message in newsletter late last year. Nil further action at this stage  b) Monique advised more costings to be obtained re installing blinds in GP room. Also quotes needed for protective cage around data projector.  c) Visual presentations – improved by feedback to teachers re fonts, colours & contrasts  d) Roof leak – ongoing maintenance issue. Monique monitoring. | Off minutes  Ongoing  Off minutes  Off minutes | b) Monique to present quotes at March meeting |
| 4. Portable stage options for GP room | Mila distributed list of possible contractors who provide stage options. Mostly based on mainland, variable types of stage platforms and configurations. Cost likely to be in thousands. Monique reminded factors to consider: limited storage space and ease of use (as staff likely to set up). Rachel & Mila to look into further.  Kristin suggested Monique contact architect of GP room re any contribution to option of stage. | Ongoing | Rachel & Mila at March meeting |
| 5. Netball court drainage improvement works | Monique reported significant work already completed e.g. new underground drain installed, existing drain repaired, surface cracks repaired, tree/root removal, fence repair and improved edging. Work incomplete: 2 gabion walls (rock filled cages) to be installed at perimeter fence to help prevent slippage. $40K worth of work costed to Department. | Off minutes |  |
| 6. Night market 2014 | Andrea confirmed likely to go ahead, assisted by Amanda Roberts. Jen Murnaghan also offered planning assistance. Andrea and Amanda prefer market to be more of a community event than fundraising. Eg. lower stall-holder fees. SCA still likely to run a bar and cupcake stall. Food options still welcome. Possible timing in August (term 3). Andrea to feedback to meeting in future. Off minutes until advised by Andrea. | Off minutes | Andrea to advise meeting at future date |
| 7. Quiz night 2014 | Kristin and other members still keen for this fundraising activity. Kristin to speak further with Gretel Chen. Suggestion of May (term 2) as suitable. | Ongoing | Kristin to feedback at March meeting |
| 8. School musical 2014 | Offer of school musical production for grade 6 by Leiz Moore in 2014. Monique reminded meeting briefly of previous discussion that musical auditions/rehearsals would need to be outside school hours (during lunch or after school) as an extra-curricular activity. Monique emailed Leiz conveying thoughts re musical and to thank her for efforts incl work with grade 5. Not heard back yet. | Off minutes |  |
| 9. Bike education | Booked for grade 4 to be conducted in term 4. SCA to fund. Nil further action until closer to time. | Off minutes |  |
| 10. Snakes near school | Further discussion about snakes near school. Children advised to remain away from out of bounds | Off minutes |  |

**STANDING ITEMS**

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| **Action/Issue** | **Discussion** | **Status** | **Action, person responsible, time frame** |
| **1. Traffic issues:**  i. Safety at drop off and pick up | Drivers still stopping/parking over yellow lines. New signs arrived, “No Stopping on Yellow Lines Kid Safe Zone”, ordered from Eye Spy Signs by Andrea Mounter. Signs to be displayed at top driveway (office/staff car park) and bottom gate. Yet to be erected as Rob (handyman) still on leave. Monique to raise with Rob when returns.  Further discussion re other ideas to improve safety at drop off and pick up eg. newsletter item suggesting parents/guardians allow more time for travelling to school esp during wet weather; to park further away and walk in to school; consider discussion of drop zone (lengthy process to establish) again;. Rachel also informed the meeting that a Lansdowne parent who is a Police Officer had previously offered “speed gun” for spot speed checks, if we need to ask Police to enforce School Safety Zone.  Monique reported duty teachers have on occasion alerted parents/guardians about yellow lines and have endured unacceptable responses from some people. | Ongoing  Ongoing | Review impact of signs March meeting |
| ii. RACT Kid Safe Program | Monique reported Kid Safe have contacted her this week and available to run program. | Ongoing | Monique/Miranda to update at March meeting |
| iii. West Hobart Residents’ Traffic Committee | Miranda Harman advised that due to work commitments this year, she is no longer able to maintain membership of WH Traffic Committee. Miranda gave apologies to last meeting held Tues 18th February. Miranda advised importance of school representation on this committee. Andrea Mounter has offered to replace Miranda on committee. Kristin Taylor suggested issue of ‘drop zone’ could be raised at Traffic Committee. | Ongoing |  |
| iv. Congestion on gravel access road & adjoining carpark | Discussion about newsletter item this week re congestion, unsafe driving and parking issues both on gravel road (Hamilton St entrance) and adjoining car park. Monique reiterated request for parents to use Hamilton St and adjoining streets instead of car park, and for drivers to exercise sense and caution. | Ongoing |  |
| v. Potholes on gravel access road | Mila presented draft of letter to HCC, Parks and Customer Services Division re potholes on gravel road, as discussed at last meeting. Letter already distributed to some members for comment. To consider using letterhead. Photos not necessary. Mila to sign and send. | Ongoing | Discuss outcome at March meeting |
| **2. Centenary 2016** | Brief discussion: Formation of Centenary sub-committee on agenda for April meeting. Monique reported staff have organised representation for sub-committee. Newsletter item? | Ongoing | Sub-committee on agenda for April meeting |

**5. PRINCIPAL’S REPORTS**

**(Report received post meeting)**

Highlights from Monique: Classes settling in – guided by grade teams/curriculum, teachers sharing knowledge of students with success of new transition week December, snapshot plan for 2014 guiding work (copy provided for meeting). Ongoing participation in Asia 21st century project and connection with Kaliasin (sister school in Indonesia). Also reviewing the Supportive School Environment Policy (copy provided for meeting) reinforcing positive behaviour, school values and Department of Education respectful schools policy.

2014 projects will include: Artist in Residence – joint murals project involving all children with sister school in Indonesia; proposal to extend the Knocklofty trails into the school including kitchen garden, with signs in English, Indonesian and ?Indigenous languages; changes to languages taught, ie. Indonesian for grades 1 – 6 (Italian will cease); New SRC elected, Land to Sea (Sustainability Leaders) program proving to be very popular; music program changes – recorder optional/extra-curricular and students encouraged to choose no more than 2 music options to minimise disruption to curriculum and maximise class time.

Parent Information Evenings (see General Business – item 1)

**6. TREASURER’S REPORT**

**(Current financial report tabled, budget forecast for 2014-2015 tabled)**

Kylie Bull presented the SCA financial report for the current period: 10 December 2013 – 18 February 2014.

Kylie also presented a budget forecast of revenue and expenditure for next 2 years (up to fair 2015) for expected or probable funding requirements based on historical information and events. Budget forecast prepared with input from Andrea Mounter. Kylie and Andrea reinforced forecast amounts are approximate projections not actual funding commitments. Positive response to budget forecast from SCA members.

*Motion raised that the current period SCA Financial Report be accepted. Moved: Andrea Mounter Seconded: Lewina Schrale*

**7. REPORTS FROM SUB-COMMITTEES**

**a) Fundraising**

Kirsty Healey reported Libby Spandler willing to continue with organising Easter Raffle and associated free dress day. However, new volunteer will need to be found for 2015.

**b) Uniform**

No further updates from sub-committee and/or Mary Holland. Last plan was to approach a Devonport textiles company re sourcing locally made items for uniforms. Uniform sub-committee still to report back.

**8. GENERAL BUSINESS**

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| **Action/Issue** | **Discussion** | **Status** | **Action, person responsible, time frame** |
| 1. Parent Information Evenings | Raised by Monique in Principal’s Report about provision of term-based parent information sessions (probable once per term) with guest speakers on topics such as Intercultural awareness (to be delivered by ex-Principal from Ogilvie HS) and Naplan. Other ideas suggested were cyber safety. Favourable response from members to idea and topics for information sessions. Monique to suggest possible dates at March meeting. | Ongoing | Monique at March meeting |
| 2. SCA Communication Officer and SCA Facebook page | Principal is Public Officer but executive keen for SCA Facebook and Jen Murnaghan has volunteered her services as Communication Officer. To be limited to SCA business (school already has Facebook page), executive and Communication Officer to post, others to view and comment. Kirsty Healy suggested LCPS consider a school newsletter app as used by another school. | Ongoing |  |
| 3. Upcoming SCA events:  a) Café Lansdowne at Athletics Carnival Tues 4th March | All events will need corresponding newsletter items reminding families of upcoming events, calling for volunteers, donation of items as required. To use notes from last year to assist with planning.  Andrea suggested blurb for Café be included in flyer advertising upcoming Athletics Carnival. No blurb in today’s newsletter, will need separate flyer to go home with students. Mila raised idea that Café could be “healthy” given it is a sporting event. Some members not keen – concern we would limit the amount of items for sale. May impact on fundraising if items not eaten/sold. All home-baked goods. Lewina offered to operate stall on the day but will need roster of volunteers.  Nil notes from last year to assist with planning. | Ongoing | Lewina. Kirsty to organise flyer advertising Café |
| b) Meet the Teacher BBQ Thur 6th March | Notes available from last 2 years. Use Robinson’s Meats again. Volunteers – Miranda, Kristin, Andrea, Kirsty, Jen.  Kristin suggested we consider icy-poles as usually popular. | Ongoing | Rachel Bain |
| c) Election Day Cake Stall (SCA) and BBQ (gd 3 camp) Sat 15th March | Meg Webb has agreed to coordinate and operate stall on the day. Agreed stall will include home-baked items, garden produce and other items (jams, preserves?). Kylie requested BBQ at Election Day to fundraise for grade 3 Hagley Camp – already has support of grade teachers and will coordinate roster of parents. Will need sign for people to be clear about fundraising benefit. | Ongoing | Meg Webb | |
| 4. Healthy eating and SCA events | Nill further discussion as per item above. | Ongoing? |  | |
| 5. Modified meeting agenda/minutes | Some feedback that previous system of agenda combined with previous minutes preferable as information/previous discussion all in one document. Other feedback that brief agenda provided a clear outline of meeting and priorities.  Attached document with upcoming meeting dates, delayed agenda items and SCA events likely to be useful. Consider distributing with agenda each month. | Off minutes | Discuss with executive | |
| 6. SCA meetings | Secretary requested confirmation of meeting dates due to school holidays. Will edit list of meeting dates and distribute. | Off minutes |  | |

**9. OTHER BUSINESS**

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| **Action/Issue** | **Discussion** | **Status** | **Action, person responsible, time frame** |
| 1. Physical activity in curriculum | Andrea Mounter requested clarification from Monique about amount of physical activity that students participate in as part of weekly curriculum. Monique confirmed weekly PE lesson generally for duration of 45 mins and daily fitness about 20 minutes. Daily fitness will recommence when training completed for the new year 6 student leaders. | Off minutes. |  |
| 2. Lunch orders | Kirsty requested clarification from Monique about status of Ezy Store and school lunches. Monique confirmed Ezy Store owners are on overseas holiday and would return mid-term. Previous assurances made that lunch orders would resume probably for next term. Other discussion about possible interest from another vendor. Monique reminded members of ongoing relationship with Ezy Store and preference for awaiting return of owners and confirming their plans. Nil further action until return of Ezy Store owners. | Off minutes. |  |
| 3. Trees | Kirsty Healey requested updates about recent tree/branch removal due to high winds. Monique confirmed work completed and that arborist from Botanical Gardens coming soon to check all trees. All work costed to the school, approximately $900. | Ongoing | Update from Monique at March meeting. |

**10. CORRESPONDENCE**

**Outwards:** Draft of letter to HCC, Parks and Customer Services Division re potholes on gravel access road. Mila to sign and send.

*Motion to confirm outwards correspondence. Moved: Mila Bogovac Seconded: Lewina Schrale*

**Inwards:** Various fundraising items – presented to Kirsty Healy (Fundraising Sub-Committee)

Thank you card from Meredith Langford (retired teacher), circulated at meeting.

**11. NEWSLETTER ITEMS**

Kylie suggested we mention $5000 for kitchen garden program funded by sustainability grant from SCA. Jen M to indicate this in school newsletter.

Other newsletter submissions already discussed in relevant items above.

**12. NEXT MEETING** – Wednesday 19 March 2014

**13. MEETING CLOSED 9:32 pm**