LANSDOWNE CRESCENT PRIMARY SCHOOL COMMUNITY ASSOCIATION INC.

MEETING MINUTES

**11 December 2013**

**1. MEETING OPEN 7:46PM**

**Kylie Bull, Mila Bogovac, Kristin Taylor, Anita Holding, Kirsty Healey, Monique Carter, Maria Casimaty, Miranda Harman, Andrea Mounter, Wendy Tilley**

**2. APOLOGIES**

**Lewina Schrale, Rachel Bain, Debby Crespan, Kerrin McKeown**

**3. MINUTES OF THE PREVIOUS MEETING**

**Motion that the minutes from the previous meeting be accepted.**

**Moved: Monique Carter Seconded: Kylie Bull**

**4. PRINCIPAL’S REPORT**

**Tabled**

**5. BUSINESS ARISING FROM PREVIOUS MEETING**

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| **Action/Issue** | **Status** | **Comments** |
| Growing up program – Not funded by the SCA for the last two years, Monique to bring costings to the meeting. To review for next year. | **Ongoing** | Kylie reported SCA last paid for Growing Up Program in 2011. Costs in 2012 were $2870 and 2013 were $2770.  Agreed not to back pay school for 2012 and 2013. Will consider funding in 2014 if school requires financial assistance to deliver this program |
| Monique spoke about the need to formalise the program around the garden and kitchen. SCA agreed that the remainder of the committed sustainability monies be used to do this. | **Ongoing** | $5000 to be put into committed funds for the Kitchen Garden program. Kylie to give Rosalie cheque in February. |
| Kitchen option to be investigated with a subcommittee to be formed at the next meeting. | **Ongoing** | Kitchen sub-committee to be set up at March 2014 meeting. Monique requested that Rob Jap, Groundsman to be included on subcommittee as he has joinery skills |
| Elections – Treasurer and Secretary to be elected for 2014/5 at December meeting. Standing members can renominate. | **Ongoing** | Treasurer  Kylie Bull nominated by Kristin Taylor, seconded by Wendy Tilley  No other nominations  Voted unanimously in favour  Secretary  Mila Bogovac nominated by Miranda Harman, seconded by Maria Casimaty  No other nominations  Voted unanimously in favour  Publicity Officer  No one offered to undertake this role. Not an elected position. Held over to February 2014 meeting. |
| Assembly – noise levels affecting the outcomes in assembly. Reminders to be made about being a good audience. Possibly to be placed on the doors to remind parents to keep siblings a little quieter. | **Ongoing** | Monique’s message in Newsletter very well received. Decreased noise levels noted at most recent assembly. |
| The option of a stage in GP was raised – To be considered and investigated. | **Ongoing** | No action. Hold over to February 2014 meeting. |
| Leiz Moore asked if the school would be interested in doing a musical in 2014. Meeting to be organised with Monique, grade 6 teachers, Lewina and Leiz. | **Ongoing** | Muscial idea met with great enthusiasm and further discussion warranted. Monique stated that curriculum requirements mean that all work for the musical will need to be outside school work hours (lunch times, and after school). Idea that perhaps it is run along the lines of film club and other extra-curricular activities. SCA funding of event to be considered in light of other funding priorities in 2014. Perhaps musical to be self funding with bar or other fundraising or ticket prices to cover costs.  Monique to convey these points to Leiz. |
| Night market to be considered for next year | **Ongoing** | Andrea Mounter and Amanda Roberts have offered to run a Night Market in 2014, with less emphasis on fundraising than previous market. To determine timing at Feb 2014 meeting. |
| Quiz night to be considered for 2014 | **Ongoing** | Kristin to speak with other possible Quiz Night organizers to establish if there is interest in running a Quiz Night in 2014. To determine timing at Feb 2014 meeting. |
| Merry Langford leaving at end of year. Gift to be organised by Rachel | **Ongoing** | Done (remove from next Agenda) |
| Thank you morning tea to be considered for early in December. | **Ongoing** | Done, thank you ☺  (Remove from next Agenda) |
| Strings program – issues are arising about the program. | **Ongoing** | Note that school puts money in to partially fund this program and therefore parents can discuss with school regarding any issues with the program. (Remove from next Agenda) |

**Previous meetings**

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| **Action/Issue** | **Status** | **Comments** |
| Hat policy at school - Still reminding children. Lots of directing to shady areas rather than punishing the children | **Done** | (Remove from next Agenda) |
| Book cover fundraiser received support. Fundraising to get flyer organized to distribute at the end of the year and first newsletter of 2014. Lew to send out flyer. | **Ongoing** | This has not been done. Agreed not to organize this fundraiser for this year. To be put on Agenda for November 2014. |

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| **Action/Issue** | **Status** | **Comments** |
| Kylie Bull has obtained advice re information required by Australian Charities and Not for Profits Commission. Deadline of Dec 2013. Kylie still working through the process | **Ongoing** | Kylie to add Monique and new office bearers elected tonight.  Remove from next Agenda, ongoing requirement does not need to be discussed at meetings. |
| Kids Teaching Kids conference – Rebanked $96.60 that was not spent of $300. $200 extra not spent. Kylie requested that more flexibility next time for use of funds in case of emergency for next year’s trip | **Done** | No discussion |
| Calendar on back of newsletter request made for it to extend till the end of term –  Positive comments about the setout of last month’s newsletters was received and Monique will provided this feedback to office staff. Still issues with hard copies versus digital copy. | **Done** | No discussion |
| Traffic safety at drop off and pick up - Student education to occur. Monique to follow up  Potholes reappearing with poor weather. Andrea will follow this up  RACT have just started a new kidsafe tas program offering road safety in schools. Miranda is getting more info and will discuss with Monique. Consider term 4 or term 1 2014  Andrea presented possible sign options. Andrea approved up to $250 for two signs | **Ongoing** | No stopping on Yellow Lines signs are currently being made by Eye Spy signs at a cost of $143. Andrea will arrange with Monique to put these signs up at the commencement of the 2014 school year.  Mila to write letter to HCC, Parks division regarding potholes in gravel access road and carpark adjacent to West Hobart Oval. Photos to be included.  Miranda has spoken to Kidsafe Tas Program organisers and will coordinate with Monique regarding possible delivery of road safety program at our school. |
| Bike Education - Grade 4 to do program yearly. | **Done** | No discussion |
| SCA events -  Write ups to happen after each event so that a record occurs.  Position descriptions for executive roles  Protocol for fundraising events.  Request for constitution to be uploaded to the website | **Ongoing** | NOT REQUIRING DISCUSSION THIS MEETING |

**6. CORRESPONDENCE**

**Outwards:** Application against 15 Lansdowne Crescent

Bank Statement

Letter from ACNC

**Inwards:** Fundraising book (not presented at meeting)

Email from HCC re received application against change of use of 15 Lansdowne Crescent (not presented at meeting)

**Moved: Monique Carter Seconded: Wendy Tilley**

**7. TREASURER’S REPORT**

**Motion that the Treasurer’s Report be accepted.**

**Moved: Kylie Bull Seconded: Kristin Taylor**

Report presented had two new sections: Costs being sought and Costs for Every Year to show known future funding requirements.

Agreed that whilst these sections provide great forward looking information they are to be removed from the report as they may give the impression that these funds are in some way committed, and they are not.

Requested that Kylie prepare a forecast of revenue and expenditure for 2014, based on past experience, to be presented at the February 2014 meeting for forward planning of events and funding priorities.

**8. SUB–COMMITTEE REPORTS**

**a. Fundraising: - no report**

**- Fair Committee**

**b. Centenary Sub-Committee – To be formed in February 2014 meeting**

**c. Uniform Committee - no report**

**9. GENERAL BUSINESS**

**Ongoing items**

1. Sustainability Grants - Remove from Agenda for next meeting
2. Traffic issues in West Hobart
3. Centenary 2016

**Other Items**

Items raised not requiring further action

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| **Item** |
| Wendy Tilley expressed thanks to the SCA and the school as this is her last meeting after 13 years involvement with the school. In return Monique thanked Wendy and Vic for their consistent involvement in the school and their support. |
| Maria Casimaty’s daughter Lidia is finishing year 6 at Lansdowne next week and expressed her thanks to the teachers, specialist staff and support staff for everything they have done for Lidia in the 8 years she has been at the school. |

Items raised requiring further action

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| **Action/Issue** | **Status** | **Comments** |
| Kristin Taylor raised issue of blinds for back windows in GP room to improve presentations. Costing to be done 2014. | **Raised** | Include on Agenda Feb 2014 |
| Kristin Taylor raised issue of use of font sizes and contrasts between font colours and backgrounds in visual presentations at assembly. Monique to pass this on to teaching staff to note. | **Raised** | Include on Agenda Feb 2014 |
| Kristin Taylor raised issue that our current fair model required re-visiting.  Concerns include time spent raising donations and sponsorships, bi-annual rather than annual, number of parents involved.  Agreed to re-visit the fair model with a sub-committee to be raised to look at this at the April 2014 meeting.  Note if we move to annual fairs rather than biannual that this would commence 2015 not 2014. | **Raised** | Include on Agenda April 2014 |
| Mila noted that she has concerns regarding the lower kindergarten room and will raise these next year. | **Raised** | Include on Agenda Feb 2014 |
| Kirsty asked that the Fair sign at the front of the school on Lansdowne Crescent be taken down. Monique to organize. | **Raised** | Include on Agenda Feb 2004 |
| Kirsty suggested storage in Jenny Dudgeon’s classroom could be improved using drawers rather than the current shelves | **Raised** | Include on Agenda Feb 2014 |
| Kirsty informed meeting that tiger snakes have been sighted in close proximity to school. Monique to advise teachers and appropriate conversations with students to take place. | **Raised** | Include on Agenda Feb 2014 |
| Monique informed meeting that netball court drainage improvement works will take place over January 2014. The open drain will be replaced with an underground drain, the edges of the court will be fixed to prevent slippage. Budget for works is $40k. Noted that these works are not for leveling the court. | **Raised** | Include on Agenda Feb 2014 |
| Meet the Teachers BBQ to be held on Thursday 6th March. This to be an alcohol free event in line with decision to have some school events alcohol free. This to be advertised. | **Raised** | Include on Agenda for Feb 2014 |

**10. NEWSLETTER ITEMS**

**Nil – no newsletter next week**

**11. NEXT MEETING** – 19th February 2014

**12. MEETING CLOSE 9:19pm**