LANSDOWNE CRESCENT PRIMARY SCHOOL COMMUNITY ASSOCIATION INC.

MEETING MINUTES

**20 November 2013**

**1. MEETING OPEN 7:37pm**

**Mary Holland, Debby Crespan, Andrea Mounter, Wendy Tilley, Leiz Moore, Mrianda Harman, Kylie Bull, Anita Holding, Monique Carter, Rachel Bain, Lewina Schrale**

**2. APOLOGIES – Kerrin McKeown, Kristin Taylor**

**3. MINUTES OF THE PREVIOUS MEETING**

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

**Moved: Kylie Bulll Seconded: Rachel Bain**

**4. PRINCIPAL’S REPORT**

**Tabled**

**5. BUSINESS ARISING FROM PREVIOUS MEETING**

|  |  |  |
| --- | --- | --- |
| **Action/Issue** | **Status** | **Comments** |
| Hat policy at school. Monique advised that hat wearing has commenced and she will reinforce this with teaching staff and students | **Ongoing** | Still reminding children. Lots of directing to shady areas rather than punishing the children |
| Pledge to donate funds for school grade 5/6 camp and grade 6 Big Day Out. | **Done** | 5/6 Camp was not required but Grade 6 Big Day out will be used ($500) |
| Book cover fundraiser received support. Fundraising to get flyer organized to distribute at the end of the year and first newsletter of 2014 | **Ongoing** | Lew to send out the request for flyer |

**Previous meetings**

|  |  |  |
| --- | --- | --- |
| **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 to follow up. | **Ongoing** | Kylie still working through the process |
| Email from Kerrin re letterhead etc. Meeting requested Lewina forward info/links to exec | **Done** |  |
| Kids Teaching Kids conference – $300 cash will be provided to Mandy Evans. Receipts will be submitted and balance returned to SCA. $200 can also be provided upon presentation of receipts. Total donation $500 if needed | **Ongoing** | 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 |
| 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 provided this feedback to office staff | **Ongoing** | Still issues with hard copies versus digital copy. |
| Monique advised that the staining on the steps in the Amphitheatre is now a school issues. Phil had organised some maintenance and Monique will follow this up with Robert. Kristin Taylor advised that DoE might be able to assist with Insurance | **Ongoing** | School maintenance list of tasks – Not required on agenda at present. |
| Lots of incidences of children being put at risk with parents standing and parking on yellow lines. Student education to occur within school to help children to discourage their parents from breaking the rules. Monique to follow up  Potholes were filled on the evening of last SCA meeting. They are now bad again so 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  Positive comments were received last meeting about the Gourlay St Crossing. Damon was the successful applicant for the new crossing guard position.  Andrea to follow up possibility of a sign for Yellow line zones at top and bottom gates | **Ongoing** | Miranda still following up  Andrea presented possible sign options. Andrea approved for up to $250 for two signs |
| Bike education – To be considered for grade3/4 in 2014 | **Ongoing** | Grade 4 to do a yearly. Monique to organised |
| 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: Letter to Vermey’s thanking them for their support with the fair.**

**Inwards: Fire Awareness information.**

**Moved: Lewina Schrale Seconded: Andrea Mounter**

**7. TREASURER’S REPORT**

**Tabled by Kylie Bull – Over $28000 bank on fair night. More to come in.**

**Teachers able to claim stall costs as per other stall holders**

**Sustainability grant to be moved into funds committed**

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

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

**8. SUB–COMMITTEE REPORTS**

**a. Fundraising:**

**- Fair Committee – Final report not in but extraordinary event and very grateful to the fair committee**

**b. Centenary Sub-Committee – To be discussed end of 2013 and formed first meeting of 2014**

**c. Uniform Committee**

Mary has looked at the results and formalised the responses.

75% mostly or very satisfied with the uniform.

Most issues with quality of polo top and material

Quality most important followed by cost and where the uniform is made.

Plan

- Quality a problem with the polo tops – A review to be made of local schools and contact to be made with current supplier to request quality review.

– Navy long sleeve top to be used rather than white.

- Review options for ordering from a company in the north of the state.

- Review material origins – Mary to follow up

**9. GENERAL BUSINESS**

**Ongoing items**

1. Sustainability Grants – see below
2. Traffic issues in West Hobart – nothing new. Some discussion was had about the new Hill St Grocer development but this is on hold at present.
3. Centenary 2016 – To be discussed for next meeting

**Other Items**

Growing up program – Not funded by the SCA for the last two years, Monique to bring costings to next meeting. To review for next year.

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.

Kitchen option to be investigated with a subcommittee to be formed at the next meeting.

Elections – Treasurer and Secretary to be elected in 2014

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.

Stage – To be considered and investigated.

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.

Night market to be considered for next year

Quiz night to be considered for 2014

Merry Langford leaving at end of year. Gift to be organised by Rachel

Thank you morning tea to be considered for early in December.

Strings program – issues are arising about the program.

**10. NEWSLETTER ITEMS**

**Fair outcomes.**

**Celebrate the end of year**

**Elections**

**Uniform review**

**11. NEXT MEETING** – 11 December 2013

**12. MEETING CLOSED 9:35pm**