

Taroona Primary School Association

DRAFT General Meeting Minutes

1st September 2020, Taroona Primary School Staffroom and via Zoom

Meeting opened at: 7:05pm



1. Welcome and Introductions

- 2. Present:** Simona Timmins (Chairperson), Hugh Kerr (Deputy Chairperson), Melissa Lees (Treasurer, joined at 7:15pm), Narelle Pullinger (Secretary, Minutes), Danielle Bresnehan (Principal), Hilary Purdie (staff), Ang Oldfield (staff, joined at 7:45pm), Demelza Rafferty, Nicholas Dunn, Amelia Dowe (left at 8:45), Rani Ekawaty (left at 8:45pm).
Apologies: N/A. **Quorum Noted.**

Demelza Rafferty and Nicholas Dunn were invited by Simona Timmins to join the TPSA Committee.

Motion that Demelza Rafferty and Nicholas Dunn are appointed as general members of the Committee.

Moved: Simona **Seconded:** Narelle

3. Conflict of Interest Declarations: none

4. Minutes from the Previous Meeting (18th August 2020): accepted. **Moved:** Demelza **Seconded:** Nick

5. Business Arising from the Previous Meeting

Item	Discussion	Action
Newsletter review re. achieving greater engagement with parents		Deferred to next meeting
Grade 6 and spending of Seaside Festival funds	<p>Further to the discussion at the previous meeting, the Grade 6 students were asked for their views and then ranked the following options for spending the funds:</p> <ul style="list-style-type: none">- a gift to the school such as a new lectern and plaque;- a memento such as a personalised tea towel; and- a leadership course at Kingborough Sports Centre or a high ropes course. <p>The most popular option was a leadership or high ropes course. This would cost approximately \$1200. The TPSA agreed to fund the chosen option for the Grade 6 students. The TPSA will seek to make future decisions on expenditure in line with the financial framework which is in the process of being developed.</p>	Danielle to determine the cost for the course and buses, select a date and circulate the information for a decision prior to the next meeting (circulating resolution) or at the next meeting

6. Correspondence

In/out	Date	From/To	Topic
In	18/8/20	TASSO	TASSO regional meeting invite (1 st September 2020)
	18/8/20, 31/8/20	TASSO	TASSO AGM meeting invite (16 th September 2020)
	20/8/20	Hobart High School Community Group	Providing information about the group, contact details and links to more information
	21/8/20	TASSO	Outcomes of TASSO regional meeting
	31/8/20	Alex Terhell	Storage of crockery and cutlery from the Seaside Festival
Out	20/8/20	TASSO	Reply to invitation and outcomes of TASSO regional meeting

7. Reports

Item	Discussion	Action
Chairperson	<ul style="list-style-type: none">Simona would like to put a TPSA item in the school newsletter more regularly, any content suggestions are welcome.	Members to provide input to Simona

Treasurer	<ul style="list-style-type: none"> Mel provided financial reports which showed approximately \$56k in the account, plus \$9k soccer and \$4k TASSO grant, as at 31 August 2020. Discussed whether it may be easier to transfer a lump sum to the soccer committee and they divide it up as required, rather than processing numerous invoices. It was decided this could be discussed outside of the meeting. 	Danielle and Mel to meet with Bianca Long to discuss the management of soccer funds
Principal	<ul style="list-style-type: none"> Danielle provided an update on the Grounds Committee, who met on 31/8/20. Nicholas Dunn offered to design and build (with family members and Demelza) a new sandpit for the Kindergarten area. The Chairperson thanked Nicholas for his generous offer, which the School has accepted. The addition of garden beds near the ECE walkway was also discussed at this meeting. The school is purchasing a shed to store the loose parts playground items, as the storage under the ECE building was problematic. The new shed will be installed in the term break. The fence at the top end of the walkway to the oval will be repaired and the slippery pavers leading to the old library will be replaced. The school has made a submission to the Department of Education to fund the repair/replacement of the concrete area near middle block. The school (and three others) has been given the opportunity for seven students to participate in an art project with Robi Glimar for the Royal Yacht Club of Tasmania (RYCT). The students will participate in a workshop, then two to three students will be chosen to assist in the creation of panels for installation at the RYCT. The Student Parliament has been enjoying providing students with lunch time activities including a skittles tournament. They will set up similar activities for Prep-Year 2 students in the near future. Danielle met with Xris Reardon from 'Working It Out', a sexuality and gender support and diversity education service. Danielle would like to invite Xris to an upcoming meeting to talk about the work they do in educating for diversity, including understanding school and community responsibilities under the Anti-discrimination Act and to discuss a possible information session/event for the school community in 2021. 	Danielle to invite Xris Reardon to a TPSA meeting (from November onwards)

8. General items

Item	Discussion	Action
TPSA meeting processes and timelines	<ul style="list-style-type: none"> Simona and Narelle met with Danielle to discuss TPSA meeting processes in line with the School Association Toolkit and TPSA Constitution. The ideas discussed were presented and the Committee agreed to the following: <ul style="list-style-type: none"> Agenda items to Secretary - two Fridays before a meeting; Agenda to members - one week prior to a meeting; Comments on Minutes to Secretary - one week after Minutes sent; Agenda reminder sent with Minutes to members; and Draft minutes to be added to the TPSA webpage and school newsletter if no major comments received. 	
TPSA Outreach	<ul style="list-style-type: none"> Possible barriers to joining or assisting the TPSA and ideas to increase membership and assistance were briefly discussed. Ideas included: asking members of the school community if they have a skill they'd like to offer; asking for assistance in-person (as occurred before the Seaside Festival); and sending a brief newsletter home with children. It was agreed this item should continue to be considered. 	
TPSA working together - budget and fundraising	<p><u>Budget:</u></p> <ul style="list-style-type: none"> It was agreed any policies developed should be reviewed annually, to ensure they reflect current views and are achieving their intended purpose. It was agreed this would occur in September/October to underpin the annual budget, which runs per calendar year. The TPSA Teacher Submission Guidelines were discussed including: 	Danielle to circulate the Teacher Submission Guidelines and the School Improvement Plan

	<ul style="list-style-type: none"> ○ The TPSA sees benefit in having visibility of all submissions, even if they cannot all be supported due to limited funds. The TPSA may, for example, be able to fundraise to support additional submissions; ○ The Guidelines provide clarity for teachers; ○ The role of the TPSA is to support the School. The TPSA is open to supporting submissions which may not be directly linked to the School Improvement Plan, providing that the submissions support the School (e.g. a classroom mat); ○ It was agreed that the point regarding submissions impacting the greatest number of students be removed. Some submissions may impact a smaller number of children but have a substantial benefit on those children; and ○ The cost of a proposal and the number of children it benefits are relevant factors. <ul style="list-style-type: none"> ● It was suggested that a budget be developed for 2021 and 2022. The division of TPSA expenditure was discussed and may include: <ul style="list-style-type: none"> ○ Contingency fund (which can be borrowed from); ○ Teacher's submissions; ○ Contributions towards the Swimming and Growing Up Programs; ○ Parent/carers submissions; ○ Student submissions (co-ordinated by the Student Parliament); ○ Morning teas for staff (at Christmas and as appropriate); ○ School community-building events such as a movie night; ○ Presents for outgoing staff (it was noted the TPSA previously agreed to give handmade cards to outgoing TPSA members); and ○ Other e.g. icy poles for students after the cross-country. ● It was agreed it would be helpful to have brief guidelines for both parent/carers and student submissions. <p><u>Fundraising:</u></p> <ul style="list-style-type: none"> ● Due to time constraints it was agreed to carry over discussions on fundraising to the October meeting. 	<p>Simona to update the Guidelines and circulate to members prior to the next meeting</p> <p>Narelle and Simona to draft an expenditure table</p> <p>Hugh and Simona to draft parent/carers and student submission guidelines</p>
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10 Any other business

Item	Discussion	Action
Alex Terhell has 10 boxes of approximately 100 plates and sets of cutlery and 50 mugs from the Seaside Festival that require long-term storage	If possible, the items should be stored at the school to allow easy access. Storage in the Cage may be possible, or Nicholas offered to store the items if there is not sufficient space in the Cage.	Simona to investigate if there is room to store the items in the Cage and advise Alex of the outcome

Meeting closed at: 9:05pm

Date of next meeting: 13th October 2020