

## Taroona Primary School Association

### Minutes of the General Meeting



**Date / Time:** 18 August 2020, 7pm

**Venue:** Taroona Primary School staffroom / Zoom

**Meeting opened:** 7.05pm

**Chairperson:** Simona Timmins

**Minutes:** Hilary Purdie

#### **Present and Apologies**

**Present:** Mel Lees, Simona Timmins, Danielle Bresnehan (principal), Nicholas Dunn, Demelza Rafferty, Angela Oldfield (staff), Hugh Kerr, Narelle Pullinger, Leah Magliano, Hilary Purdie

**Apologies:** n/a

**Quorum Noted**

#### **3. Conflict of Interest declarations**

No conflict of interest declared.

#### **4. Minutes from the Previous Meeting - 10 March 2020**

The minutes from the previous meeting were accepted.

**Moved:** Mel

**Seconded:** Danielle

#### **5. Business Arising from the Previous Meeting:**

Item	Discussion	Action
1. TPS Newsletter	Suggestion to review a newsletter to determine if any changes could be made to achieve greater engagement with parents	Deferred until next meeting

#### **6. Correspondence:**

**IN:**

- Correspondence from TASSO dated 7 and 31 July 2020 attaching invitation to TASSO Regional Meeting, 1 September 2020, 7- 8:30pm

**OUT:**

None

## **7. Appointments**

Hugh Kerr and Narelle Pullinger invited by Simona Timmins to join TPSA committee.

Motion that Hugh Kerr appointed as Deputy Chairperson and Narelle Pullinger as Secretary.

Moved: Angela                      Seconded: Mel

## **8. TPSA**

### **Role of the TPSA and key documents**

Role of committee is to support the functioning of the school. TPSA assists in formalising policies, opportunities to connect to community, and looking for ways to support our children.

In previous years, TPSA has contributed to:

- Redevelopment of play areas;
- Learning resources and programs such as swimming;
- Nature Play sessions;
- Arts rotations;
- Grounds working bees;
- Functions - e.g. quiz nights, social events;
- Seaside Festival;
- Parent information nights (e.g. cybersafety);
- Submissions program;
- Involvement in policy and decision making; and
- Growing Up program.

The percentage / amount of money provided by the TPSA to support the school fluctuates year to year depending on circumstances. In 2020 the school is in a strong financial position due to unprecedented circumstances from COVID 19 response and funds raised from Seaside Festival in 2019.

### **Subcommittees**

A number of flexible subcommittees exist, dependant on changing needs. Some are ongoing partnerships with school, such as the grounds committee.

### **Documents**

- Constitution of Taroona Primary School Association; and
- Department of Education School Association Committee Handbook.

## **9. COVID19 - Taking stock**

Simona thanked the school and teachers, and acknowledged staff's ongoing commitment to staying focused on children's education and wellbeing during the pandemic. She noted she had received some feedback from parents (outside the Committee) regarding uncertainty about coming onto school premises and that they would welcome an invitation to come back into classrooms. She invited others to provide feedback. Other parents provided positive feedback about connections, flexibility in learning, opportunities for students to engage peer to peer online, and to teach pro-social online behaviours.

## 10. Reports

Item	Discussion	Action
Chairperson	Report not provided.	
Treasurer	Mel met with previous treasurer, reconciled all funds. Approx. \$50,000 in account, \$9,000 soccer and \$4,500 approximately is TASSO grant, to be used for parent engagement. Soccer funds held by TPSA is historical. Is this something TPSA still wants to manage? Need to check if constitutionally possible for soccer committee to manage own funds.	Danielle to investigate options
Principal	Danielle presented Principal's report (attached) Key items: <ul style="list-style-type: none"><li>• Returning where possible to 'normal' activities such as assemblies</li><li>• Test and trial period new daily structure. Attention improved across the entire day.</li><li>• New intake maps</li><li>• Planting bee very successful, well attended</li><li>• Grounds - stimulus package to fund retaining wall near office, pathways around middle block, kinder sandpit</li><li>• Security cameras installed, waiting on training and signage to be installed</li></ul>	Danielle to write newsletter item asking for local community landscaping business for Kinder sandpit works

## 11. Working Together - Budget and Finance

Simona noted background discussions to the TPSA agreeing to develop a financial framework to assist in guiding decisions on spending TPSA funds. She noted some of the challenges in the past and that the TPSA felt it would be of benefit to develop a two-year budget, noting they also needed to identify fundraising opportunities to bring in funds.

As part of the process of developing a framework, Danielle provided an overview of the school budget.

Discussion re. best way for TPSA to support school community. Suggestions:

- carry over a \$10,000 contingency buffer;
- provide document to community outlining breakdown of TPSA funding proposals (as above);
- outreach - provide a timeframe (e.g. twice a year) for school community to propose ideas;
- expenditure streams (grounds, teachers, parents/carers, students); and
- prepare draft document of proposed expenditures for feedback - carry over action.

Simona also noted one suggestion was to have spending 'streams'. For example:

- contingency stream;
- teacher submissions. Process for TPSA teacher submissions was shared. Leah provided background to this process, push in previous years to spend TPSA funds in the same year it is raised. TPSA has generally provided contributions to grounds development, learning programs (such as swimming as needed), and teacher submissions;
- parent submissions (to support priorities identified in strategic improvement plan); and

- other.

#### **Grade 6 and spending of Seaside Festival funds**

Leah raised possibility of TPSA supporting something special for current grade 6 students. Recognition that many of the families of current grade 6 children have been heavily involved in TPSA fundraising over previous years, and this has been an unusual year due to COVID restrictions, which has impacted on the Grade 6s' final year in primary school. Suggestions from grade 5-6 team:

- Kingborough Sports Centre leadership program for grade 6s; and
- Day trip (e.g. Spring Beach camp) for grade 5-6 classes.

It was noted that at present the financial framework is not yet developed and so it couldn't be assessed under this process. However, TPSA committee agreed to support grade 6 idea in principle, but required more detailed proposal.

**ACTION:** Agreement to put the suggestions to the 5-6 students, then develop proposal (including costs) to table at next meeting.

**Meeting closed:** 9:05pm

**Next meeting:** Tuesday 1<sup>st</sup> September 2020, 7pm