

Taroona Primary School Association

General Meeting Minutes

13th October 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), Narelle Pullinger (Secretary, Minutes), Demelza Rafferty (joined at 7:35pm), Nicholas Dunn, Danielle Bresnehan (Principal), Hilary Purdie (staff), Ang Oldfield (staff). **Apologies:** N/A. **Quorum Noted.**

3. Conflict of Interest Declarations: none

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

5. Business Arising from a Previous Meeting

Item	Discussion	Action
Construction of Kinder sandpit and raised bed	Nicholas, Sophie Dunn and Demelza were thanked for their significant time and professional work in designing and constructing the Kinder sandpit and raised bed during a week of the school holidays. They were each presented with a thank-you gift.	Nicholas to send Danielle photos for inclusion in the newsletter/ Facebook page
TPS soccer certificates	Demelza was thanked for designing and organising printing of the TPS soccer certificates, which were presented to players at the end of the season. The TPSA also thanked Andrew Wilkie's Office for printing the certificates free of charge.	
Grade 6 and spending of Seaside Festival funds	Grade 6 students attended a fitness leadership experience at Kingborough Sports Centre at the end of last term and found it really enjoyable. The School is considering enrolling Grade 5 students in this course at the start of the year as it provided students with skills in leadership and mentoring which can be applied to other situations such as Daily Fitness.	
Storage of crockery and cutlery from the Seaside Festival	Alex Terhell brought the crockery and cutlery to the school and it was stored in the TPSA Cage. The TPSA has a strong focus on sustainability and encourages the crockery and cutlery to be used for future fundraising activities.	
Xris Reardon attending a future TPSA meeting	Xris has been invited to the December TPSA meeting to discuss a possible information session/event for the school community in 2021.	
Newsletter review re. achieving greater engagement with parents		Deferred to a future meeting
TPSA outreach		Deferred to a future meeting

6. Correspondence

In/out	Date	From/To	Topic
In	27/9, 13/10	Katie Ferguson	Uniform Shop orders, back to school sale dates for 2021 and stock update
	30/9, 12/10	Liz Haywood	Request for input for the upcoming edition of Taroona News
Out	11/10, 12/10	Katie Ferguson	Reply to email and the possibility of attending a TPSA meeting
	11/10, 12/10	Liz Haywood	Reply to request for input and the possibility of submitting a TPSA fundraising article for the next edition

7. General items

Item	Discussion	Action
Uniform Shop rack purchase	<ul style="list-style-type: none"> Katie requested approval to purchase a new uniform rack to replace the current broken one, however she has since sourced a second-hand rack. Katie mentioned that sales of the summer dress have slowed and she has only sold one winter dress this year. Katie offered to attend a TPSA meeting to discuss whether these items should be retained and other matters. The cost of running the uniform shop (e.g. insurance for stock and merchant fees) was discussed. It would be helpful to have more information on this to ensure costs were covered. It was also noted that the uniform shop provides a valuable service, particularly for parents of children in their first years of school. 	Simona to invite Katie to a future meeting
Review into Reporting to Families	<ul style="list-style-type: none"> The Department of Education is undertaking a Review into Reporting to Families between July 2020 and March 2021. The current arrangements for reporting to families have been in place since 2007. The Review will consider if these arrangements still meet learner and family needs. School Associations are being consulted as part of Phase 2 of this process, which is open between 12 October and 13 November 2020. It is preferable for all submissions to be collated by each School Association and submitted once via the online survey, however if this is not possible individuals may complete the online survey. Previous online TPS surveys have had around a 60% response rate, so creating a survey to send to parents/carers would be a way to gather the required information. Parents/carers could be given a week to respond. The school has a Survey Monkey account that the TPSA could log into to create the survey. 	Narelle to draft survey response choices and circulate to members, who will be given a week to provide input before the survey is sent to TPS parents/carers
Storage barn	<ul style="list-style-type: none"> Demelza noticed that the exterior of the storage barn behind the Kinder block was in poor condition. It was last painted in 2003. Demelza has created a farmyard design consisting of a painted base with vinyl stickers which are fade-resistant. The design also includes hidden bugs at eye-level for children to find. Demelza sought approval from Lady Gowrie, however the barn is owned by the school, so approval is not required. 	Demelza to provide a cost for the project Simona to find out who did the printing for the Seaside Festival

8. Reports and Updates

Item	Discussion	Action
Chairperson	<ul style="list-style-type: none"> Simona said she will prepare a Chairperson's report at the end of the year and will provide a verbal update at monthly meetings, unless a report is specifically requested. 	
Principal	<ul style="list-style-type: none"> See attached report. <p><u>Motion that the TPSA endorses the TPS Levies and Charges Policy 2021</u> Moved: Nicholas Seconded: Simona</p>	
Treasurer	<ul style="list-style-type: none"> Mel wishes to remain on the TPSA Committee, however wishes to resign from the position of Treasurer. Simona thanked Mel for her efforts and thanked her for remaining on the Committee. There is currently \$61,200 in the TPSA account, however there are some significant upcoming uniform shop invoices. 	Nicholas to ask his sister Sophie if she would be interested in the Treasurer's role Simona and Danielle to review the TPSA Constitution regarding community members becoming part of the TPSA

9. TPSA Working Together Including Budget and Fundraising

Item	Discussion	Action
Development of TPSA core documents	<ul style="list-style-type: none">• Narelle, Simona and Hugh have been working on the development of a number of TPSA core documents including:<ul style="list-style-type: none">○ A budget and expenditure guide;○ A funding decision flowchart;○ Staff and student TPSA funding submission guidelines;○ A student TPSA funding submission form;○ A TPSA member register;○ A TPSA annual timeline; and○ A TPSA Committee officeholder guide.• The below documents (attached) were circulated and were accepted and considered helpful documents for outreach and meeting organisation:<ul style="list-style-type: none">○ A diagram to explain the make-up and roles of the TPSA; and○ A meeting process flowchart.	Narelle, Simona and Hugh to continue developing these documents before circulating them to members for their input
Fundraising	<ul style="list-style-type: none">• See Fundraising Ideas and Fundraising Timeline documents. The fundraising ideas put forward were approved in principle and will be further considered.	Ang to provide details for artwork fundraiser and reversible bucket hats
Budget		Deferred to the next meeting

Meeting closed at 9:15pm

Date of next meeting: Tuesday 3rd November 2020