

# Taroona Primary School Association

## General Meeting Minutes

3<sup>rd</sup> November 2020, Taroona Primary School Staffroom and via Zoom

Meeting opened at 7:00pm



### 1. Welcome and Introductions

**2. Present:** Simona Timmins (Chairperson), Hugh Kerr (Deputy Chairperson), Narelle Pullinger (Secretary, Minutes), Danielle Bresnehan (Principal), Hilary Purdie (staff), Ang Oldfield (staff). **Apologies:** Melissa Lees, Demelza Rafferty, Nicholas Dunn. **Quorum Noted.**

### 3. Conflict of Interest Declarations: none

**4. Minutes from the Previous Meeting (13<sup>th</sup> October 2020):** accepted. **Moved:** Ang **Seconded:** Hugh

### 5. Business Arising from a Previous Meeting

Item	Discussion	Action
Review into Reporting to Families	<ul style="list-style-type: none"><li>Response options for the TPSA survey to consult families were drafted and circulated for comment</li><li>The survey was created and a link emailed to families on Monday morning</li><li>The survey is open until 5pm 10<sup>th</sup> November 2020 and has had 47 responses so far</li><li>Survey responses will be collated and a response sent to the Department of Education as part of Phase 2 of the Review</li><li>Narelle was thanked for her work to create the survey</li></ul>	<b>Narelle to analyse survey responses and provide a response to the Department in consultation with Simona and Danielle</b>
Storage Barn	<ul style="list-style-type: none"><li>Deferred to a future meeting</li></ul>	
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	28/10/20	Mike Davis	2018 and 2019 TPSA budget and expenditure
	31/10/20	Katie Ferguson	Uniform shop orders
	3/11/20	Erin Richardson and Bianca Long	Request for a contribution towards the purchase of an AED for the school, attached
	3/11/20	June Bacic and Chloe Terhell	Request for a contribution towards the Grade 6 end of year cruise
	3/11/20	TASSO	TASSO October News and invite to meeting, both attached
Out	28/10/20	Mike Davis	2018 and 2019 TPSA budget and expenditure
	31/10/20	Katie Ferguson	Reply re. Uniform shop orders
	3/11/20	Erin Richardson and Bianca Long	Reply re. request for a contribution towards the purchase of an AED for the school
	4/11/20	June Bacic and Chloe Terhell	Reply re. request for a contribution towards the Grade 6 end of year cruise
	4/11/20	TASSO	Re. TASSO October News

## 7. General items

Item	Discussion	Action
Icy poles, movies and other end of year ideas	<ul style="list-style-type: none"> <li>Narelle asked if the TPSA would be supportive of funding a fun end-of-year activity to recognise the resilience the students have shown in an extraordinary year.</li> <li>The idea was supported, especially as the TPSA has not had the opportunity to support many activities this year due to the impacts of COVID-19. It was agreed in principle up to \$2,500 could be allocated to the activity, noting it was intended to benefit all students. This was subject to a proposal being received and formally endorsed (which may need to occur out-of-session given the timeframe). It was suggested that the activity be something active and the idea of hiring a jumping castle for the last day of school was discussed. As Kindergarten students do not attend the last day of school, a separate activity may be put on in their last week.</li> </ul>	Ang to investigate cost and availability of hiring a jumping castle

## 8. TPSA Working Together Including Budget and Fundraising

Item	Discussion	Action
Budget and expenditure	<p><i>Budget and Expenditure - Development of criteria to guide decision-making and proposed 2021 budget</i></p> <ul style="list-style-type: none"> <li>Simona presented the budget guide she and Narelle have developed and the TPSA Committee's Guide to Funding Decisions document developed by Hugh. Items and suggested expenditure are flexible but it was agreed that it is helpful to have a document outlining these</li> <li>The budget, expenditure, submission streams and associated forms were discussed, including contingency and float amounts</li> <li>There was a consensus that the submission streams should be inclusive, rather than siloed, while still ensuring teachers and students have an allocated amount. As a result, a School Community stream was created to encompass parent/carer, TPSA, teacher and other submissions.</li> <li>There was a preference for one submission form, rather than one for each stream.</li> <li>It was agreed that students would benefit more from the experience if they could present their submission in their own way without having to fill in a form, which would require adult assistance. This approach will be discussed further with Alanna Carne, who co-ordinates the Student Parliament. It was noted Simona had consulted with Alanna, who was very supportive of the idea to include student submissions and supported the proposed criteria for submissions.</li> <li>It was suggested that projected income be added to the budget to give a more accurate indication of the 2021 budget</li> <li>Ang and Hilary said that it is useful to know the funding available for teacher submissions, so teachers can submit suitable submissions. Teachers may as a whole wish to make a single submission one year for a larger item/activity. The proposed forms/submission process will be updated to allow for this flexibility.</li> <li>The budget and expenditure will be reviewed in September/October 2021</li> <li>Simona, Narelle and Hugh were thanked for their work on the documents</li> </ul> <p><i>Grade 6 end-of-year event</i></p> <ul style="list-style-type: none"> <li>The request for a contribution towards the Grade 6 end of year cruise was discussed and supported.</li> </ul> <p><b><u>Motion that the TPSA contributes \$12/student for the cruise, totalling approximately \$660</u></b>  <b>Moved: Simona    Seconded: Hilary</b></p> <p><i>Request for purchase of an Automated External Defibrillator (AED)</i></p> <ul style="list-style-type: none"> <li>The request for a contribution towards the purchase of an AED for the school was discussed. This arose out of an incident at School which highlighted the</li> </ul>	<p>Narelle and Simona to continue to refine budget and submission forms</p> <p>Simona to continue to liaise with Alanna Carne re. student submission process</p> <p>Simona and Narelle to continue to update these documents</p> <p>Narelle to reply to email</p>

	<p>potential need for an AED. The School does not have an AED, as this is not mandated by the Department of Education. The closest AED is at Taroona High School. However, in extraordinary circumstances this may be located too far away to assist in saving a life.</p> <ul style="list-style-type: none"> <li>• The proposed cost of purchasing an HS1 AED is \$2395 and with a storage cabinet, totals \$2685.</li> <li>• The TPSA queried whether the Department of Education could fund the purchase, noting its significant expense and importance. Because AEDs are not mandatory, the Education Department does not fund them.</li> <li>• It was noted that other schools have sought support from the Lions Club for the purchase of AEDs. Having an AED on-site benefits the community as a whole, e.g. at fundraising events, if an incident occurs.</li> <li>• The TPSA supported having an AED on site. However, the TPSA is exploring other avenues to contribute to the purchase.</li> <li>• Once this has been investigated, the TPSA will make a decision regarding the amount to contribute, out-of-session so as to not delay the purchase.</li> </ul> <p><b><u>Motion that the TPSA contributes to the purchase of an AED for the school</u></b>  <b>Moved: Simona    Seconded: Hugh</b></p>	Narelle to reply to email
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## 9. Reports and Updates

Item	Discussion	Action
Principal	<ul style="list-style-type: none"> <li>• See attached report</li> </ul>	

Meeting closed at 9:05pm

**Date of next meeting: Tuesday 1<sup>st</sup> December 2020**