

Taroona Primary School Association

DRAFT General Meeting Minutes

9th February 2021, Taroona Primary School Staffroom and via Zoom

Meeting opened at 7:05pm



1. Welcome

- 2. Present:** Simona Timmins (Chairperson), Hugh Kerr (Deputy Chairperson) Narelle Pullinger (Secretary, Minutes), Tracey Turner (Treasurer), Demelza Rafferty (left at 8pm), Danielle Bresnehan (Principal) and Hilary Purdie (staff).
Apologies: Melissa Lees, Nicholas Dunn and Ang Oldfield. **Quorum Noted.**

3. Conflict of Interest Declarations: none

4. Minutes from the Previous Meeting (1st December 2020): accepted. Moved: Demelza Seconded: Hugh

5. Business Arising from a Previous Meeting

Item	Discussion	Action
Storage Barn	<ul style="list-style-type: none">Demelza will provide a quote for the storage barn and the TPS house badges	Demelza to provide a quote for the materials required
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	15/12/20	Michael Dolliver	Starting a Grade 5/6 basketball team and team tops Action: Simona to contact Michael
	Various	Various	Replies to TPSA volunteer request
	9/2/21	Katie Ferguson	Uniform Shop update and attending next meeting
Out	Various	Various	Thanking respondents to TPSA volunteer request
	9/2/21	Katie Ferguson	Uniform Shop update and attending next meeting

7. General Items

Item	Discussion	Action
Welcome Back BBQ	<ul style="list-style-type: none">Five people have responded to the Term 1 TPSA email asking for volunteers and two of these are able to assist with the BBQ. Narelle was thanked for creating the email.Narelle has created a Microsoft Forms form to collect TPSA volunteer details. The form is quick and simple to fill in and makes data collection easier and more accurate. The form can be altered throughout the year depending on the volunteers required. A link and QR code can be generated and included in emails or newsletters or printed.Last year two flavours of no-sugar mineral water cans were sold. It was agreed that these would be sold again as they are a healthy option and cans are easy to recycle.Last year sausages, veggie burgers, onions and sushi were served and it was agreed to do the same this year. Sushi sold out very quickly last year and so more will be ordered this year.Red, white and sparkling wine and light and full-strength beer will again be offered. Dominique will give leftover alcohol from the Seaside Festival to Simona.	<p>Narelle to update and email the form link to Danielle for inclusion in the newsletter/ Facebook</p> <p>Simona to contact Shelagh Curtain re. alcohol amounts</p>

	<ul style="list-style-type: none"> John Varfis has volunteered to donate the onions, which is greatly appreciated. Danielle said Aaron Chen would be able to slice them. It was agreed that part of the TASSO funding would be used for this community event. Taroona High School has a BBQ that the TPSA could borrow, however the two TPS BBQs (one for sausages and one for vegie burgers and onions) should be sufficient. It was noted that the BBQs, gas bottles, trestles and marquees as well as kitchen items (wine glasses, tongs etc) should be checked prior to the event Danielle asked for volunteers to co-ordinate the BBQ, sushi and bar. Hugh will co-ordinate the BBQ, Tracey will co-ordinate the sushi and Hilary will co-ordinate the bar. It was noted that a food and/or liquor licence would be required and there may be restrictions regarding where hand cleaning stations should be etc. Eskies would be required for the drinks and Danielle said they could be dropped at the office on the day. Volunteers would be requested for this. Ice cubes would also be required and volunteers would be asked for this task too. Demelza said she was happy to create signage, however Narelle said she had located the signage documents from previous years and would be happy to update and print them to save recreating them. Lady Gowrie would have to be contacted regarding the use of the school kitchen on the day. The TPSA require more volunteers to successfully run the event and for future TPSA activities. It was asked whether a QR code could be created to recruit volunteers and Narelle said one could be generated for the volunteer form. It was decided that prices would be similar to last year \$3 for sausages and vegie burgers, \$4 per sushi roll, \$2 for mineral water cans and \$5 for alcohol. It was noted that Megan Tubb and Hilary co-ordinated the recycling last year and this would have to be organised again. 	<p>Narelle to contact John Varfis re. onions</p> <p>Danielle to contact Aaron Chen re slicing onions</p> <p>Narelle to apply for licences and look into guidelines/restrictions</p> <p>Narelle to advise Lady Gowrie re. kitchen</p> <p>Narelle to print QR code for volunteer form to recruit TPSA volunteers</p> <p>Hilary to contact Megan Tubb re. recycling</p>
Working with vulnerable people (WWVP) cards	<ul style="list-style-type: none"> It was asked whether all TPSA volunteers required a WWVP card. Danielle said yes if it was a child-related activity such as coaching a team, but not for the BBQ as parents are present and responsible for supervising their children. Following the meeting, Danielle provided the below advice: <ul style="list-style-type: none"> <i>Regarding RWVP requirements, after our discussions on Tuesday night, I went back again to the DoE policy document to confirm the status of the BBQ. Even though the Welcome BBQ school is a school community event where children are under the care of parents, it's still deemed a child-related activity. The policy states that RWVP is applicable for volunteers participating in the organisation or execution of any child-related activity associated with the DoE, therefore RWVP is required for our volunteers next Friday.</i> <i>We do, however, have the ability for me, as Principal, to manage any risks associated with volunteers who do not have a current RWVP - we can do this by ensuring that there is one person at each stall (Sushi, BBQ, Bar and Soft Drinks) that holds a current RWVP and is responsible for the management of volunteers who do not have RWVP. This is what we did with the SSF which was a school public event.</i> 	
Eligibility to volunteer	<ul style="list-style-type: none"> It was asked whether grandparents etc could volunteer for TPSA activities and Danielle said that any member of the school community could offer to volunteer. 	Narelle to reply to volunteer email from grandparent

8. TPSA Working Together Including Budget and Fundraising

Item	Discussion	Action
Fundraising - Outreach/ Subcommittee	<ul style="list-style-type: none">Deferred to the next meeting, however it was suggested that future fundraisers could be linked to the purchase of equipment or an experience such as the swimming program, to encourage volunteers and fundraising.	

9. Reports and Updates

Item	Discussion	Action
Treasurer	<ul style="list-style-type: none">See attached reports. Tracey asked about whether the TPSA records would be audited and it was found that they were required to be audited each year by someone who was not a member of the TPSA.	
Principal	<ul style="list-style-type: none">See attached report.	

10. Any Other Business

Item	Discussion	Action
Meeting dates for 2021	<ul style="list-style-type: none">The following dates were decided for 2021 TPSA Meetings:2nd March30th March (AGM)4th May1st June3rd August7th September12th October2nd November7th December	Narelle to request these dates be added to the TPSA webpage and future newsletters

Meeting closed at: 9:10pm

Date of next meeting: Tuesday 2nd March 2021