



AGENDA

School Council Meeting
Antonio Park Primary School

to be held in the Staff Room
Monday 12th November 2018 7pm

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|---|--|--|
| 1 | <p>WELCOME
Richard Lambert, Annette Hayes, Rebecca Linnett, Cassey Green, Will Issa, Caitlin Porter, Tim Campbell, Margaret Polascka, Ingrid Berkelmans, Seb Smith, Michael Ewison, Lisa Woolf, Ben Clark.</p> <p>Apologies: Mish Inifer, Elizabeth Alda</p> | |
| 2 | <p>MINUTES OF PREVIOUS MEETING
Moved:
Seconded:
Carried</p> | |
| 3 | <p>BUSINESS ARISING FROM MINUTES-none?</p> | |
| 4 | <p>CORRESPONDENCE
<i>IN: nil</i>

<i>OUT: nil</i></p> | |
| 5 | <p>CHILD SAFETY
Sign off register – please make sure you have read all required policies and signed off on them.</p> | |
| 6 | <p>REPORTS
6.1 Principal's report
6.2 Finance sub-committee – minutes attached</p> <ul style="list-style-type: none"> • Approve Annette Hayes as co-signer <p>Motions required for School Council 2018</p> <ul style="list-style-type: none"> • That School Council move \$51934.64 of payments be endorsed, \$0 transfers be ratified and all presented reports accepted as a true and correct depiction of the Antonio Park Primary school finances for the month of October 2018. • That School Council move all statements and payments as tabled for the School Purchase Cards be accepted • That School Council approve the Profit and Loss for Camps and Excursions as presented • That School Council approve the Profit and Loss for FACE@APPS fundraisers as presented • That School Council approve Hall Hire Agreements as tabled <p>Moved:
Seconded:
Carried</p> <p>6.3 Education sub-committee</p> <ul style="list-style-type: none"> • Parent Payments Policy to be ratified-see attached to email <p>Moved: Rebecca
Seconded: Margaret
Carried</p> | |

	<p>6.4 Buildings and Grounds sub-committee – minutes to be distributed at SC meeting</p> <p>6.5 Out of School Hours Care (OSHC) sub-committee – minutes attached</p> <p>6.6 Fete sub-committee – minutes attached</p> <ul style="list-style-type: none"> • Fete Partners Proposal • Sponsorship agreement • Dept Ed Sponsorship Checklist • Fete partners Proposal <p>6.7 FACE@APPS sub-committee – minutes attached</p> <p>Moved:</p> <p>Seconded:</p> <p>Carried</p>	
7	GENERAL BUSINESS	
	•	
8	Next meeting: Monday 3rd December-end of year celebrations	



MINUTES

<p>WELCOME Richard Lambert, Annette Hayes, Elizabeth Alda, Rebecca Linnett, Cassey Green, Will Issa, Caitlin Porter, Tim Campbell, Margaret Polascka, Ingrid Berkelmans, Seb Smith, Michael Ewison, Lisa Woolf</p> <p>ABSENT: Mish Inifer, Ben Clark</p>	
<p>MINUTES OF PREVIOUS MEETING Moved: Ingrid Seconded: Caitlin Carried</p>	
<p>BUSINESS ARISING FROM MINUTES - none</p>	
<p>CORRESPONDENCE <i>IN: nil</i> <i>OUT: nil</i></p> <p>CHILD SAFETY Sign off register – please make sure you have read all required policies and signed off on them. Blue folder has the sign off documents – please ensure you have signed off before the end of the year.</p> <p>REPORTS 6.1 Principal's report – see attached 6.2 Finance sub-committee – minutes attached Motions required for School Council 2018</p> <ul style="list-style-type: none"> • That School Council move \$ 127078.720 of payments be endorsed, \$60000 transfers be ratified and all presented reports accepted as a true and correct depiction of the Antonio Park Primary school finances for the month of August 2018. • That School Council move all statements and payments as tabled for the School Purchase Cards be accepted • That School Council approve the Profit and Loss for Camps and Excursions as presented • That School Council approve the Profit and Loss for FACE@APPS fundraisers as presented • That School Council approve Hall Hire Agreements as tabled <p>Moved: Rebecca Seconded: Margaret Carried</p> <p>6.3 Education sub-committee</p> <ul style="list-style-type: none"> • Homework Policy to be ratified – attached <p>Moved: Tim Seconded: Elizabeth</p>	

<p>Carried</p> <p>6.4 Buildings and Grounds sub-committee – Friday afternoon Working Bee 26/10</p> <p>6.5 Out of School Hours Care (OSHC) sub-committee – No meeting – updates tabled – changes to making bookings – not easy to understand – causing some concern, new coordinator coming, holiday program went well</p> <p>6.6 Fete sub-committee – no meeting</p> <p>6.7 FACE@APPS sub-committee – minutes attached – Trivia night – is it possible for the Taekwondo to take their classes in the Performing Arts room to give the committee time to set up for Trivia? Discussed the possibility for FACE to host morning tea for new parents during Foundation transitions.</p> <p>Moved: Cassey Seconded: Margaret Carried</p>	
<p>GENERAL BUSINESS</p> <ul style="list-style-type: none"> • 3/4 camp approval (as attached) • Site Licence Agreements for NDIS funded therapists to be signed and approved-tabled. 	
<p>Next meeting: Monday 12th November 7pm</p> <p>School Council Dates for 2018:</p> <p>Term 1</p> <ul style="list-style-type: none"> ↗ Monday 19th February ↗ Monday 19th March <p>Term 2</p> <ul style="list-style-type: none"> ↗ Monday 30th April ↗ Monday 28th May <p>Term 3</p> <ul style="list-style-type: none"> ↗ Monday 30th July ↗ Monday 3rd September <p>Term 4</p> <ul style="list-style-type: none"> ↗ Monday 15th October ↗ Monday 12th November ↗ Monday 3rd December – end of year celebrations 	

Minutes

Finance Meeting

Antonio Park Primary School

Held in the Conference Room
at 8.00am on Friday November 9, 2018

1. ATTENDANCE

Richard Lambert, Rebecca Linnett, Donna Willcox-Litovkin, Cassey Green,
Apologies: Annette Hayes

2. MINUTES OF PREVIOUS MEETING

Accepted

3. BUSINESS ARISING FROM MINUTES

4. FINANCE REPORT

Submitted to Finance committee for approval
Approved

5. CASHFLOW STATEMENT

Submitted to Finance Committee for approval
Approved

6. GENERAL BUSINESS

➤ Parent Contribution

- Policy will remain the same
- Parent Contribution Fee's will remain the same
- Library, Building and First Aid fund will remain the same

➤ Budget Preparation

- Budget Preparation is continuing and should be ready for Nov 27 meeting

➤ Financial Statements

- Mistake on last page of finance Report – corrected

➤ Swimming

- Funding from Government comes in too late to attach to current years swimmers – will be allocated to 2019 swimming fees

➤ Bulk orders of Class resources for 2019

- Richard has received quotes for bulk class orders and have a competitive price from Vital Office.
- Service is also great so we will go with them for 2019

➤ Fundraising

- Funds raised from 2018 fundraising will go towards a new projector and sound system for the hall

➤ Compass

- 2019 Parent Contribution charges will be put on one template with Building, Library and First Aid being optional that way people can opt for a payment plan

Meeting closed at 8.45am

Next Meeting 27 November

F.A.C.E @ APPS

Meeting Minutes

Date of meeting: **11 October 2018**

Present: Vicky Kermode, Sharon Wilson, Caitlin Porter,
Cherie Werner-Jones, Celia Davey, Mish Inifer

Apologies: Amy Prenc, Margaret Polanska, Sarah McConnell, Jacqui Davis, Alison Wright

Next meeting: November TBC

1. Announcements

- Trivia Night – we have had \$3500 in booking sales to date with the majority of tables being 12 pax. As such, we have had to hire additional tables to accommodate.
- Trivia Night tables cost \$25 to hire. Chairs have also been hired at \$3 each. Tables and chairs to be delivered on Friday 19 October to the school and will be removed on Monday 22 October. Total cost - \$350.
- Trivia Night fees have been confirmed. DJ Ben will cost \$450. MC Matt has offered his services FOC.
- Trivia Night – Celia has looked at numerous options which can be investigated for subsequent events.
- Trivia Night – donations have been provided from numerous businesses.

2. Discussion

- Trivia Night currently has 17 tables sold. There may be a couple more bookings as one Foundation class did not receive information about the event.
- An email needs to be sent out to participants about what to bring on the night (BYO food and drinks)
- Purchases for the night include tablecloths, lollie bowls, lollies and prizes.
- Chinese take away containers to be used for collection of coins on the tables.
- Prizes – 1st Wine and Chocolates; 2nd Chocolates, 3rd Lotto Pack
- Games on the night to be run by Matt. These include closest coin to the bottle; Stand Up/Sit Down; Corners; Pick a number
- Prizes have been provided from Two Brothers, The Mabel and Croydon Hotel. Further prize requests to come from Micheli's Pizza, Britannia Mall, Noel Jones, Mister Fox. It was suggested that Pizzeria Express may wish to provide menus for the tables in case participants wish to order pizzas on the night.
- Canteen will be open for DIY coffee and tea along with H2O.
- The post-event clean up – Vicky approached Donna about this however there was no resolve so school council will be approached about suitable options.
- Late advice has been received about a Taekwondo class that takes place in the hall on Saturday afternoons until 5pm. This severely limits the time the committee will have to set up thus school council will be asked if this class could possibly be moved to the Performing Arts building for a one-off session. This would give us the option of setting up on Friday rather than late on Saturday just prior to the event starting (and allow for any issues that may arise to be attended to).
- APPS Families brochure – there was much discussion about the purpose of this brochure. There are still numerous questions as to how the FACE team can suitably utilize it for small

businesses. It has been suggested that few small businesses would be happy to commit to provided goods or services over \$100 in one go – however most are usually happy to provide donations on request, even if its multiple times over the course of the year. We would like to know more about how the brochure could be used for other businesses This brochure may be better suited for use by the Fete committee for approaching larger businesses for support so we would suggest handballing it back to them for final approval.

- The FACE members discussed hosting the Election Day BBQ however there is not enough members available to run this event. Another group within the school community is welcome to take over this (ie. Fete Committee) or perhaps it could be offered to an external group (Scouts, RSL, Kinder etc)
- 2019 FACE Committee – we believe we need to have an AGM in November with the hope of attracting new members to the committee. As part of this, we'd like to provide a spiel to new Foundation families so parents feel welcome to join in 2019. This information sheet should highlight what FACE achieves throughout the year (Mothers/Fathers Day stalls; hosting social events; organizing School Christmas Carols) and could be used to attract members from within current APPS families.
- 2019 FACE Committee - for the current committee to move forward into 2019, we will host an AGM and seek expressions of interest in office bearers positions (President, Vice President, Treasurer and Secretary).
- AGM Date – to be confirmed by School Council due to events being held at school (ie. Art Show). Ideally this will be an evening event within the school grounds (library or staffroom?) with a representative from the School to assist facilitate. Ideally to take place in November.

3. Actions

- Trivia Night post function cleaning costs – **Caitlin** to follow up with school council regarding best options
- School carols – ask Tim Campbell to act as Santa – **Mish** and **Caitlin** to approach Tim
- Storage options – **Caitlin** and **Shaz** to speak more with Richard Lambert. All of FACE@APPS to investigate options (Storage King; Secondhand lockable storage pods etc.).
- FACE@APPS email address further information – **Jacqui & Sarah**
- T.N – Email to go out to participants advising to bring plenty of gold coins and \$5 – **Vicky**
- T.N – Chinese containers to be provided by – **Shaz**
- T.N – Prize packs – to be sourced by **Vicky & Mish**
- T.N – additional donation requests – Micheli's Pizza (**Cherie**), Britannia Mall businesses (**Celia**), Noel Jones, (**Shaz**), Mister Fox (**Mish**). Any other donations are still be happily accepted.
- 2019 FACE – AGM Date – **Caitlin** to follow up at School Council about the date that best suits (November date requested so the 2019 group can meet before the end of the school year)
- 2019 FACE – spiel for attracting new members to the committee - **Shaz**

Meeting Agenda

Meeting Type:	Relationship meeting		
Service Name:	Antonio Park Primary School OSHC	Service ID:	691

Date:	9/11/2018	Start Time:	9am	End Time:	9:30am
Location:	631-639 Whitehorse Rd, Mitcham VIC 3132				
Attendees:	Richard Lambert – Principal Annette Hayes – Assistant Principal Lisa Wolf – Parent Representative Kim Trahar – Regional Manager Christine Nangle – Coordinator Christopher Britt – Coordinator				
Apologies:					
Next Meeting Date:	TBA				

Discussion

Welcome and Review of Previous Meeting Minutes
Staff and Program
<p><u>Roster update.</u></p> <p>Christine is completing a handover with newly appointed Coordinator, Christopher Britt. Christopher has been working with Camp Australia since August 2017 and is excited to be on board leading the team at Antonio Park. Chris will have 2 weeks handover with Christine, and will continue to be supported by the regular team of Educators – Donna, Louise, Sam and Max.</p> <p>Chris holds a qualification in Youth Work, and is currently completing a Diploma in School Age Education and Care.</p> <p>Christine is being promoted into a Training and Development Specialist role with Camp Australia, so will still be working within the region to support the service.</p> <p><u>Holiday Club</u></p> <p>Holiday Club bookings are now open for parents for the summer holidays – the theme is 'STEAM WORKS' with a focus on science and technology activities, and there are 6 planned Excursion days.</p> <p>Holiday Club will operate the following dates:</p> <p>Monday 31st December 2018 – Tuesday 29th January 2019</p> <p>Average booking numbers during HC:</p> <p>50-60 (60-75 on Excursion days)</p>
Parents and Community

Parent feedback received

- Kim advised that she has not received any recent parent feedback directly to Camp Australia.

Lisa advised of the parent queries and feedback she has received:

- Kim to follow up with Customer Service and call a family asap in regard to their 4 year old attending Holiday Club (going into prep in 2019)

HC feedback - Excursion days only on Tuesdays and Thursday – no variety, therefore if parents work these days and only book their children in on these days they are only paying the higher fee, and only have the option of Excursion days.

- Bookings – Kim to escalate to Meg and Customer Service – follow up on 7 days cancellation on website – generic CA emails do not have the specific booking/fees arrangements for Antonio Park, which is sending incorrect/misleading information to parents.

Finance and Administration

Attendance numbers

BSC average: 55
ASC average: 65-80
HC: 50 – 75

Partnership

Partnership

Richard and Annette remain as the Key Contacts for Term 4, 2018.

Other Business

Important dates:

Prep Information night 12th December 2018 – Donna and Chris will attend

Actions Arising

#	Item	Who
1.		
2.		
3.		

APPS 2018 FETE COMMITTEE MEETING MINUTES

Date: Monday 22/10/18

Time: 7:30pm

Location: The Hub, Lv1, Suite 11, 602 Whitehorse Rd, Mitcham

Attendees: Marg, Anna, Victoria, Alison, Paul, Felicity

2019 FETE PLANNING

- Save the date onto FB and in Newsletter - AW
- Status update for Bookings for 2019
 - Book Security --AW
 - Book Stage with Or Lady of Perpetual Help --PH
- Fete Theme from JSC – Around The World
- Silent Disco – AW
- Smoking Ceremony - Koori Officer if appropriate and cost – AW to follow up with Annette
- Online raffle -
 - See raffle plan attached for overview
 - how paper and online tickets work
 - need marketing person to take on Raffle Stallholder.
 - Speak with Cristy Gaskill re Stallholder role (and support from Marketing Sub-committee) – FH to follow up.
- Rides: - Troy will send through plan for the oval. Public liability insurances, safety sheets, etc being returned.
- Jeepster – awaiting response from Cathy Nisbet.

COMMITTEE

- Fete Committee and structure for 2019
 - Set School Principal Meeting - AW
 - New Committee Members – Kim Coulson coming on board for Marketing Sub-committee.

SPONSORSHIP:

- Sponsor Update – Noel Jones verbally agreed to \$5000 cash sponsorship.
- Fete sponsor prospectus ready to go for 2019 Sponsorship. (Removed the “where’s it going?” aspect, lower donation “community friends ”updated to include decal.)
- Canteen supplier - discounted supply? Annette will forward contact details
- Target 2nd cash donor (\$2,000-ish) to cover more of the food cost??
- Cheque for Marquee is available, will MP to follow up with Richard.

FOOD AND STALLHOLDERS

- Bakers Delight have approached us for Xmas Mince Pies drive – definitely go ahead. AH to follow up.
- Liquor license – PH to update Fete Map to Anna.
- All Food Stallholders returning, except Snow Cones.
- Equipment at Bart’s house – AW to follow up
- International food – put a request out to school community once we announce Fete Theme. - Marketing
- Support for food safety officer – Anna M may not be available as she has started a full-time role – will follow up with her in time. Same with Brad.
- Lolly lady

OTHER STALLS

- Need a co-ordinator for this non-food stallholders; keep ears and eyes out and go through the feedback forms and contact the warm leads.
- Silent Auction – with support from Margaret; find out how online auction worked at RPS.
- Showbags – do we still do it? Or replace with a lolly stall and dice roll instead of Lucky dip.
- Raffle
- Get Arty – not keen to continue on, is there anyone wanting to take this on.
- Decorate your own cupcakes and gingerbreads.
- Books – no donated books from previous fetes via Travelling Fete Container

OTHER

- War on Waste effort – conscious of waste, winding down on our non-recyclables, still using stock in the Fete Container.
- Pre-loved quality and quantity – a lot was disposed of straight into the skip.
- Set Fete Committee meetings for year
- November 19th, December 10th, Feb 4th, Feb 18th, March 4th, March 18th
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Next Meeting: November 19th