



TAROONA PRIMARY SCHOOL ASSOCIATION

Minutes of the General Meeting
Taroon Primary School 6th March 2018

1. Attendance:

Meeting opened: 8.10pm

Chair: Leah Magliano **Secretary:** Penny Brodribb

Attendees: Danielle Bresnehan (Principal), Tony Poynter (Staff), Martine Siltman, Nicky Adams, Alex Terhell, Debbie Clark (staff), Mike Davis (treasurer), Belinda Leeson, Kate Brown

Guests: Janine Holt, Agnes Marshall, Yuko Massom, Alana Fitzgibbon, Tristan Burns

2. Apologies: Nil

3. Approval of Minutes:

Minutes from previous meeting 13th Feb 2018 were accepted.

Moved: Leah Magliano Accepted: Martine Siltman

4. Business Arising From Previous Meeting:

4.1 Code of Conduct –

Leah presented code of conduct from Calvary Hospital asking if we could use this. Richard had also emailed a code previously.

Debbie and Danielle raised the school values as a framework for code of conduct. Discussion about the Taroon High School Association Parent Handbook being a good way to inform new parents of TPSA role and perhaps something for the future. Penny said there is also a brief mention of conduct in the new constitution and suggested that this should be made readily available to new members of the committee. Agreed that this would be sufficient for now.

Action: Kate to email a copy of new TPSA constitution to Penny who will forward to all members of the committee.

4.2 TASSO grant –On going- Martine following up.

4.3 Request to stock additional uniform items – Uniform seeking permission to purchase a small quantity of two types of skorts and boys shorts as discussed at previous meetings

Agreement that a small order should be purchased in the next week as processes may change in future.

Penny also noted a request from the uniform shop that they would like to get a copy of the treasurer's report to assist with their planning.

They also asked that there be a discussion at the TPSA regarding the overarching role of the uniform shop as a school service or a TPSA revenue generator.

Action: Martine to ask a representative from uniform shop to attend net meeting.

5. Correspondence:

Forwarded by outgoing secretary Kate Brown.

IN:

- Email: Naomi Symons – resignation
- Email: Martine Siltman – Election BBQ
- Email: Leah, Alana, Yuko – confirmation response re: AGM
- Email: Danielle Bresnehan – re: AGM notice
- Email: Martine Siltman – FWD: Risk assessment TPSA BBQ
- Email: Leah Magliano – Nomination of Michael Davis
- Email: Martine Siltman – Wet weather BBQ
- Email: Danielle Bresnehan – RE: Wet Weather BBQ
- Email: Yuko Massom – Suggestion for soft drinks stall
- Email: Debra McOrist Mitchell – TASSO news
- Email: Martine Siltman – Election BBQ
- Email: Yuko Massom – Fruit juices
- Email: Danielle Bresnehan – FWD: Litter clean up TPS
- Email: Michelle Catherall – Ideas for fundraising
- Email: Martine Siltman – Nomination rec'd for Secretary, Alex Terhell
- Email: Danielle Bresnehan – re: Nominations
- Email: Team Democracy Sausage – Stall approval
- Email: Janine Holt, Craig Ludlow, Regina Kantar, Ally Gunton, "Narelle" – Request to join 'interested parent' mailing list
- Email: Jo Moore re: sports top query from parent
- Email: Danielle Bresnehan re: Sports top

OUT:

- Email: Regina Kantar, Janine Holt, Craig Ludlow, Ally Gunton, "Narelle" – response
- Email: All members – Upcoming AGM and new issue regarding membership
- Email: All members – Election BBQ
- Email: Naomi Symons – response to resignation
- Email: Danielle Bresnehan – AGM notice
- Email: Jo Moore – AGM notice
- Email: All members – Risk Assessment TPSA BBQ
- Email: All members – TASSO news

- Email: All members – Resignation from Secretary position
- Email: All members – Principal Report – February 2018
- Email: All members – FWD: Litter Clean up-TPS
- Email: All members – Ideas for Fundraising (from Michelle Catherall)

6. Reports:

6.1 Chairperson's Report - NTR

6.2 Treasurer's Report – as per AGM

6.3 Principal's Report - see appendix

7. Working Groups:

7.1 Fundraising:

Leah – we need a lead person for the fundraising group.
Some ideas discussed car boot sale, trivia night, need to discuss further at next meeting and make a year plan to avoid stress.

7.2 Grounds:

- See principals report

7.3 Traffic and Roads:

Taroona high will extend the pathway up to the end of the kinder playground to help improve pedestrian access to TPS at the end of the day when there are a lot of THS students waiting for buses.

Agnes felt that the buses were sitting with engines running for a long period waiting prior to THS end of day. Danielle offered to report this concern back to THS.

7.4 Grants:

Nicky- plants to be purchased from a grant money that has been held back are going to be used in play west.

8. General Business:

8.1 Plastic

Concerns have been raised about the amount of plastic and other rubbish that was collected on the foreshore in front of the school. Email was forwarded to committee. Sarah Bury was planning to attend this meeting to discuss this further but was unable to attend.

Brief discussion around this issue with the outcome that students should be given assistance to come up with solutions to the issue of plastic packaging at school. Penny raised the possibility of having recycle bins at the school. The general understanding was that the council will not collect them.

Penny to look into this further and report back.

Item to remain on agenda for next meeting, with the hope that Sarah Bury will be able to attend then.

8.2 Concert band

Clarification was sort regarding the TPS concert band and how students are chosen for this and if there is priority given to students who are intending to continue on to Taroona High School.

Danielle explained that as the band is run in kind by the High School and as there are more students wishing to join the band than there are instruments available that there has been a decision to give preference to students going to the High School. Danielle acknowledged that this year's letter about the concert band did not make this clear enough and that the letter for 2019 has already been amended to reflect this.

Danielle also acknowledged THS for providing this service to the primary school. Kate raised the question of whether the name of the band should be changed to the High School Preparatory Band or something similar to make its purpose clearer. Discussion was also had regarding the need for all students to audition for the band in order to be given a place.

8.3 ICT usage

Penny made the point that the new ICT usage policy had still not been tabled or discussed prior to being formally updated.

Danielle said this was on hold awaiting behaviour management policy update.

8.4 Fundraising process for teachers

Penny raised a question regarding the current process of teachers asking for funding from the TPSA.

The current Submission Guidelines for TPSA funding requests was presented by Danielle.

Penny raised the question of how staff members could ask for small things to be funded and whether we could move to a more even distribution of funds such as having a set amount given each year to each grade.

Alex commented that it is practise at other schools to invest fundraising money back into the school in the same year it was raised.

Another suggestion was to nominate a project that each specific fundraising event was going to fund.

Consensus was that this need further thought and discussion and it was asked if all members could consider options ready for further discussion next meeting.

8.5 Use of school sports top

Some parents have raised a question regarding the use of the TPS sport uniform for non-school specific sports and events, for example futsal.

Discussion was had regarding this.

The consensus was that teams who wish to wear the school uniform need to seek permission from the school in writing and provide evidence of a code of conduct for their competition which is in alignment with the school values.

Students wearing school uniform are expected to behave according the school values at all times.

Danielle agreed to circulate this information.

8.6

Thanks goes to Maritine Siltman (2 years), Kate Brown (2 years) and Agnes Marshall (2years) for their hard work as Chair Person, Secretary and Treasurer respectively.

Meeting Closed: 9.15 pm

Next Meeting: General Meeting – 7pm, 10th April 2018

Appendix

<https://drive.google.com/open?id=0B-7Kd1sycRFDdGhRRUxnZFhIdEp1Q18yT3V6UE43UDQwcUM0>

Principal Report for TPSA

6/3/2018

1. Student enrolments & Out of Area Application Process

- Census enrolment for the year is 369, 5 less than start of the year due to changing family circumstances (down from 403 at the end of 2017).
- Regular contact from families from out of area wanting to enrol. However, even with places available, families out of zone for THS (i.e. south of Taroona) are unable to enrol children in Year 3 or above without approval from the DoE due to capacity issues at THS.

2. Meet the Teacher / Start of Year BBQ

- Feedback was sought from teaching staff via Survey Monkey (10 teachers responded)
- Open Classrooms
 - The majority of teachers felt this was worthwhile for them and for families. One class only had 2 families arrive and the teacher felt it was a waste of time.
 - Many families did not arrive until after 5pm and stayed in classrooms well beyond 5.30 which meant teachers couldn't get out to the BBQ on time.
 - Suggestions for improvement include:
 - Clearer communication to parents about starting and finishing times
 - An announcement being made over the PA 5- 10mins before classrooms are due to close.
 - BBQ
 - Great location
 - Good food, relaxed atmosphere and great timing
 - Long queues for BBQ – not sure what can be done about this.

3. Play West Redevelopment

- An old asbestos pipe was uncovered two weeks ago which held up construction for over a week.
- Estimated completion date for ground and infrastructure works is Friday 23rd March.
- The footings for the zipline and net were finished today. There remains 30 days curing of cement before equipment will be installed and ready for use.

4. Education Act & Policy Updates

- A number of policies were updated and ratified prior to the end of 2017 – Attendance Policy & Process;
Enrolment Process; Out of Area Enrolment Procedure; School Levies and Charges Policy.
- The Managing Behaviour to Support a Safe School Environment package release by the DoE will be released in Term 2, 2018. These materials will inform our next policy updates which include Behaviour Management and Cybersafety (ICT User Agreements).

5. Primary Progress Reports

- Teachers are currently completing PPR reports which will be sent home at the end of week 6. These contain ratings across a number of markers in relation to attitude, effort and behaviour as well as a short comment.

6. 2018 Budget Overview (tabled)

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