



Dodges Ferry Primary School Association
Minutes of Meeting
February 22, 2012

“A Caring Place!”

Minutes of Meeting No:	12-01
Date and Time:	22 nd February, 2012 – Commencing at 6pm
Venue:	Okines House – Dodges Ferry
Attendees:	Chairperson - Melinda Reed (MR) Deputy Chair – Karen Struthers (KS) Principal - Andy Bennett (AB) Teacher - Amanda Rowe (AR) Teacher - Ruth Stapenell (RS) Teacher - Mil Kennedy (MK) Treasurer – Katherin Chivers (KC) Parent - Amanda Mackinnon (AM) P&F - Serena How (SH) Community Representative - Nat Siggins (NS)
Chairperson:	Melinda Reed
Invitee's:	Michelle Miller
Apologies:	Parent - Milan Najman (MN) School Chaplain - David Walker (Including notice of resignation from committee)

1.	<p>Welcome/Introductions</p> <p>MR welcomed all attendees.</p> <ul style="list-style-type: none"> • In the absence of a formal Secretary KS volunteered to take minutes. • Meeting was held at the new Okines Community House building. NS indicated the positive and busy period Okines has been experiencing since moving to the new space. • MR extended a welcome to Michelle Miller attending her first School Association meeting. • MR also advised that David Walker has regrettably resigned his position on the committee due to a change in his work circumstances.
2.	<p>MR opened the meeting with a round table discussion regarding issues/priorities for 2012. Key points included;</p> <ul style="list-style-type: none"> • a comprehensive event planning system for the year; • identify tasks and achieve them; • reduce amount of irrelevant discussion and stick to topics that are the responsibility of the committee; • committee members become familiar with their roles and responsibilities;



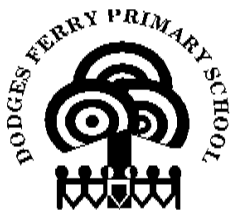
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		<ul style="list-style-type: none"> • focus on identifying what are the desired outcomes; • continue to provide guidance and advice and contribute towards the strategic plan with particular emphasis on community engagement; • act as a conduit for parent feedback as well as distributing information to the school community; • have a greater role than just a sounding board or rubber stamp. <p>Action: MR will circulate a link to the roles and responsibilities of School Association and all committee members to familiarise themselves and act accordingly as per the constitution.</p>
3.		Confirmation of previous minutes and Business Arising
	3a.	<p><i>Motion: That the minutes from the Dodges Ferry Primary School Association Meeting held on 7th December 2011 be accepted.</i></p> <p style="text-align: right;">Moved: KC, Seconded: AR Motion Carried</p>
	3b.	Event Planner is ongoing item – will be discussed in detail at next P&F meeting.
	3c.	<p>DIER tasks appear to have been acted upon, some road signs have been changed but unclear as to other Council actions.</p> <p>Action: Resolved that MR will follow up with Council.</p>
	3d.	Secretary vacancy is ongoing issue but given that the next AGM is imminent, an outcome for this agenda item is likely in the near future.
	3e.	<p><u>Hall of Fame</u></p> <p>All committee members had previously provided unanimous support for Ang Buckley’s “Hall of Fame” concept believing it to be an excellent way of creating a culture of achievement within the school.</p> <p>AM investigated the idea further and found it featured more predominantly in High Schools as opposed to Primary, and people were usually selected based upon 5 or 6 key elements such as achieving a PHD.</p> <p>AM questioned how relevant this would be to a Grade 1 student and suggested that perhaps instead we could feature speakers with “Inspiring Stories”. The stories could then be written up as a permanent record in a large illustrated book. AM agreed to take the lead on this project and SH volunteered to assist.</p> <p>Action: AM to discuss ‘Inspirational Past Students’ initiative further with Ang Buckley and refer back to the committee with a dot point summary of practical steps to implement.</p>
4.		Correspondence
	4a.	<p><u>Parent request was received for school bus service to be extended along Carlton River Road</u></p> <p>AB advised that the correct procedure is to petition DIER directly who will then conduct a survey regarding demand and safety issues. AB will send a letter to the parent thanking her for her correspondence. Important that school responds directly and clarifies that they</p>



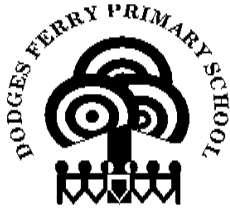
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		<p>are supportive however it is DIER's responsibility as to the final outcome.</p> <p>School Association Committee will then await outcome from DIER.</p> <p>Action: AB to draft letter of reply to the parent who has requested for school bus service to be extended along Carlton River Road.</p>
	4b.	<p><u>Okines Community House request for Garden Project Officer Funding Support</u></p> <p>Okines indicated that the 1 year fixed term contract for the Garden Project Officer is coming to a close and further funds would need to be secured to extend this very successful role.</p> <p>Some of the hours allocated to the Garden Project Officers in 2011 were spent working with students from the school.</p> <p>It was requested that the School Association or the school provide some financial support based upon contact hours with the students.</p> <p>KC suggested that perhaps P&F could hold a specific fundraising event such as a sausage sizzle in order to raise funds.</p> <p>Action: NS to consult with Gabe & Claire as to the exact amount of hours spent working with students over the previous year and Andy to consider a budgeted fee for class time based upon this information.</p>
	4c.	<p>TASSP&F State Conference is to be hosted in the south on 18/8/2012. Schools in the region have been invited to express interest in hosting this year's conference.</p>
5.		Principal's Report
	5a.	<p><u>School</u></p> <ul style="list-style-type: none"> • 429 students (223 male, 206 female), 146 STAS, 31 ATSI. • Have employed a new Library Technician. • Chris Sargent from PMA has offered his services to advise on plantings to beautify the front of the school. • Continuing to seek clarity on land swap with the council. • Athletics Carnivals held over 2 days, 8th and 15th of March, 2012. • Anaphylaxis Aware School – training well underway.
	5b.	<p><u>Budget</u></p> <p>Draft budget for 2012 has been prepared, copy to be distributed. Moving to new accounting system, centralised bank account and banking procedures.</p>
	5c.	<p><u>School Improvement Planning</u></p> <p>Discussed in detail at Item 6.</p>
6.		<p>School Strategic Plan 2012-2015</p> <p>AB provided copy of draft strategic plan calling for comments from the committee which he would like back a week from the date of this meeting.</p> <p>Particular focus to be given as to whether enough opportunity has been given for parent consultation. Three groups identified that could be under represented through the process</p>



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		<p>include – men, families from Primrose Sands and students.</p> <p>Consider arranging events to encourage input from those three sectors.</p> <p>AM asked that the Message Sign be considered again as a priority for reaching those members of the community who do not receive correspondence from or do not have direct contact with the school and also as an excellent means of ensuring positive school/community relationships. Important to keep as a target for 2012.</p> <p>Action: SA committee members to provide comments to AB by 29th February on the Strategic Plan draft presented at meeting. AB to then come back with updated draft and way forward. Add to March agenda.</p>
7.		Treasurer’s Report
	7a.	P&F account balance as at 31 January 2012 is \$11,543.96.
	7b.	Due to time constraints the Treasurer did not present report at meeting. A copy of balance for the period ending 31 January 2012 was provided.
8.		Committee Reports
	8a.	<p><u>Parents and Friends Committee</u></p> <p>Upcoming P&F meeting 29th February will discuss P&F parent planner 2012 and event/fundraising priorities.</p>
	8b.	<p><u>Uniform Committee</u></p> <p>Due to time constraints a Uniform Committee report was not presented at the meeting. Copy provided in relation to this was as follows:</p> <ul style="list-style-type: none"> • designed “Look Smart Feel Smart” exhibition banners displayed in front school office and library • Identikid name label fundraising flyer has been distributed to all families this week. For each set of labels ordered, a small percentage of funds will be raised for the school. • Sorell Department Store has introduced new school shorts (formal and sport style) as well as boy’s trousers. • The next reimbursement cheque from Sorell Department Store will be \$3984.30 bringing the total all up of \$8067.60 collected from sales of the original ‘Uniform Shop’ stock supplied to the store in June 2011. • Sorell Department Store reported that the overall reaction about stocking the school uniform has been extremely positive. • Focus is now on how to encourage the winter uniform. It is the winter/cooler months where an obvious change in the standard of uniform clothing drops. • Considering a uniform swap system. Clothes set aside, next step is briefing teachers.
9.		Other Business
	9a.	<u>After School Activities</u>



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		Looking at ways to sponsor and/or publicise community after school activities. Due to time constraints not discussed at length. Action: MR to email committee with details of how we could sponsor and/or publicise ‘After School Activities’.
	9b.	<u>Recycling Depot</u> KS asked what has happened regarding this issue and details of the previous correspondence from the School Association to the Sorell Council. Action: Recycling Depot to be added to agenda for review at next meeting and consider possible further action.
	9c.	NS asked is anyone from the school interested in going on the Stephanie Alexander Bus Trip on Monday 5th March 2012.
	9d.	AGM meeting suggested for 21 March or 18 April. Action: Melinda to consult constitution regarding when the AGM should be held and will circulate information to committee members.
11.		Confirm Agenda actions, responsibilities and next meeting The next meeting will be held at DFPS Staff Room on March 21st, 2012 at 6pm.
10.		Meeting Close The meeting closed at 7.30pm

Prepared by: Karen Struthers
 Acting Secretary
 5 March 2012

Signed:

Melinda Reed
 Chairperson

Date:



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Meeting Action List

Meeting Number	Item Number	Content and Description	Responsible	Due Date	Status
12-01	2.	MR will circulate a link to the roles and responsibilities of School Association and all committee members to familiarise themselves and act accordingly as per the constitution.	MR	21/03/2012	
12-01	3c.	DIER tasks appear to have been acted upon, some road signs have been changed but unclear as to other Council actions. Resolved that MR will follow up with Council.	MR	21/03/2012	
12-01	4a.	AB to draft letter of reply to the parent who has requested for school bus service to extend along Carlton River Road.	AB	21/03/2012	
12-01	4b.	NS to consult with Gabe & Claire as to the exact amount of hours spent working with students over the previous year and Andy to consider a budgeted fee for class time based upon this information.	NS	21/03/2012	
12-01	9a.	MR to email committee with details of how we could sponsor and/or publicise 'After School Activities'.	MR	21/03/2012	



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12-01	3e.	AM to discuss 'Inspirational Past Students' initiative further with Ang Buckley and refer back to the committee with a dot point summary of practical steps to implement.	AM	21/03/2012	On March agenda
12-01	6.	SA committee members to provide comments to AB by 29th February on the Strategic Plan draft presented at meeting. AB to then come back with updated draft and way forward. Add to March agenda.	AB	21/03/2012	On March agenda
12-01	9b.	Recycling Depot to be added to agenda for review at next meeting and consider possible further action.	MR	21/03/2012	On March agenda
12-01	9d.	Melinda to consult constitution regarding when the AGM should be held and will circulate information to committee members.	MR	21/03/2012	On March agenda