

OUR LADY OF MOUNT CARMEL PRIMARY SCHOOL
By Prayer and Action we Follow Christ

Minutes of Parents & Friends Association Meeting
12 February 2013

Meeting Opened: 7:37pm

Present: Tracy Laidlaw, Rae Garvey, Catherine Brosnan, Peter Roberts, Jenny Kemp, Tammy Spiller, Bernadette Kreutzer, Michael Dann, Tracy O'Brien, Sharni Cotter, Kelly Mason, Dana McMahon, Laura Palmer, Kate Thurecht, Simone Holmes, Maryann Robert Piunti, Kim Broadfoot, Emma Box, Peter Delaney.

Apologies: Sam Robinson, Rachael Patterson, Shalini Matthews, Paula Lammey, Russell Moran.

Minutes of Last Meeting:

Minutes accepted from meeting held 13 November 2012.

Correspondence:

Inward: Two letters from the Carmelites thanking Mt Carmel for their Spellathon donation and Mother's Club for sponsorship of Nando. Both letters included receipts.

Outwards: Nil

Reports

Principal's Report

Presented at the meeting. Report attached.

President's Report

Presented at the meeting. Report attached.

Treasurer's Report

Presented at the meeting. Available on request.

Business Arising from Previous Meeting

Traffic Management Guidelines

The updated Guidelines have been distributed. Copies are also available at the Office. Thanks Simon Palmer for kickstarting the project, Bernadette Kreutzer for organising graphic design work to be undertaken by BCE and Laura Palmer for arranging a grant from Cr Ian Mackenzie's Office supporting the project by covering printing costs.

Classroom Cooling

Kim noted that classroom cooling options have been discussed and reviewed at P&F Meetings since April 2012. Kim presented the meeting with a brief background and update of these discussions and noted Peter Delaney's report indicated that he sees air conditioning as a priority project for this year, starting with the Prep area.

To date, Russell Moran has arranged a number of quotes for consultancy services to prepare a feasibility study for cooling alternatives. As previously discussed, there has been a concern about spending approximately \$20,000 on feasibility studies as we are going to come to the point where split system a/c is the best alternative anyway. Discussions also suggest that passive cooling methods may be just as expensive, if not more than installing split systems.

Another option being developed with Johnson Controls by Russell Moran was installation of a Central Chilling unit. This would involve greater upfront costs but would be more cost effective in the long term. However installation of a chilling system could not be staged and a central area would need to be located for the chiller.

Russell is also looking into financing options, though Kim noted that this may not be something we are permitted to do by BCE.

The cost of installing split systems has also been estimated based on the experience of St Martin's at Carina. It is estimated this would be around \$220,000 (including power upgrade). To test this the P&F is currently in the process of obtaining a quote from Cool Times for installation of split systems across the school. This should include life cycle costing and a power upgrade review.

Bretton Watson (a parent and architect with Education Queensland) has also volunteered to assist the P&F with the air conditioning investigations.

If the P&F decides to proceed with installation of spilt systems, the next step would be determining priority areas. Kim understood parents generally supported installation of air conditioning. Investigations indicate that many comparable Catholic Primary schools in the area are fully air conditioned. Kim noted that the School Board may need to consider if running costs of air conditioning could be incorporated into school fees.

This is an ongoing issue. At the next meeting the quote from Cool Times should be available as well as other additional information, which would assist in the decision making process.

Tammy Spiller questioned the wisdom of moving ahead without having eliminated other options.

Master Plan

Kim reported that the P&F would like to proceed with the development of a concept master plan for the school site as a tool to assist with future planning. This would consider current and future needs/wants and how those might be accommodated within the school site. This would include consideration of potential student growth options (even though this is not currently planned) to ensure that development within the grounds allows maximum flexibility if additional buildings are ever required.

Peter Roberts has organised a quote from architects Cottee Parker. The cost was \$5,500, together with an additional \$1,500 should a site survey be required (it is hoped that a site survey would not be necessary if previous site plans can be located).

Parents Bretton Watson and Nader Ibrahim (who has prepared the School's landscape master plan) have offered to become involved in a master plan committee to assist in steering this process. Peter Roberts has also offered to participate.

It was recommended that this be undertaken as a joint initiative with the Board and will be discussed at the Board meeting on February 19. Should funding be required for external professional services, this will be considered again at the next P&F meeting. Peter Roberts and Michael Dann also volunteered to assist with a working group on the Master Plan.

Staff Morning Teas/Christmas Lunch

Thanks to Shalini Matthews for organising this in 2012 and to Bridget Murphy-Ward who has volunteered to coordinate for 2013. Dates will be set shortly and class coordinators asked to nominate a volunteer for each morning tea.

Class Coordinators Breakfast

Kim advised that in an effort to streamline procedures for the 2013 class coordinators, a Class Coordinators information pack was prepared for distribution by teachers to new coordinators at last night's parent information night. There are still several classes without coordinators. A welcome breakfast will be hosted by the P&F in the Hall on Thursday 28 February at 7:30am.

Mother's Club Update

Thank you to the Mother's Club for hosting a welcome morning tea for new families on Monday 11 February 2013.

The annual Mother's Club Lunch will be held on Saturday 23 March at a venue still to be revealed. The cost will be similar to last year. There will be no fashion parade this year. A DVD about Nando has been compiled to show at the lunch.

Kim gave a brief summary of the role of the Mother's Club.

Dinner Dance Committee

The dinner dance is scheduled for 26 October. Kim noted that the class coordinators pack has request parent events in term 4 be avoided. The dance will be themed. Further information will be provided at the next meeting.

Shed Sink Update

A site meeting was held in November with Peter Delaney, Peter Roberts, Kate Thurecht, Tracy Laidlaw and John McCahon. An approach to the installation of a hot water system was agreed so that this would be used in conjunction with a mobile sink unit for the Fete and other events in the Shed requiring hot water.

Tracy Laidlaw reported that she has investigated and obtained a quote. The plumber proposed two options:

1. a commercial sink, food preparation area and separate hand washing sink. This would require a grease trap and cost upwards of \$5 000.
2. a wall mounted stainless steel hand washing sink (\$780).

Tracy noted that the plumber advised against hot water and felt the second option was the better option given it would only be used a couple of times a year.

Tracy to get second quote and opinion.

Library Courtyard Project

Tammy Spiller provided an update. Items for the library courtyard have been purchased and the garden space cleared and replanted. The outdoor space is now an inviting fun area for children using the library. Kim thanked Tammy Spiller, Jayne Preston and Tracy Laidlaw for working with Tracey Halstead to complete this project.

Kitchen Garden

Tammy advised that plans for the proposed kitchen garden is progressing well. Quotes are still coming in and should be available for the next meeting. Peter has mentioned the garden during a staff meeting and the teachers are keen for information. It was suggested that Delia Price be approached to see if she would like to be involved. Again Kim thanked Tammy Spiller and Jayne Preston.

Sacred Space

John Bates to be informed that funding is still available to purchase plants to complete the Sacred Space. A working bee is to be scheduled before the Fete. Date still to be decided (see the MtC website for more details). Volunteers will be required.

Spending Priorities Review

Keera Street pathway and Gate – a detailed quote was received from Federation Paving for \$8 388. This was considerably more than originally anticipated due to the need to retain. This will be reviewed for priority once a decision is made about other projects eg air conditioning.

Playspace Australia visited the school in November to assess the feasibility of altering the senior playground to include equipment more suitable for the Prep age group and to present options for senior play equipment in another area of the school. These proposals are to be considered in the Master Planning process.

The school has purchased a second photocopier from its own budget.

Choral Risers – Villanova has some second hand risers available for sale. Christa Cloete will consider their suitability.

PA system – a quote was received from ABS Alarms to install a PA system throughout the school for \$26 409. Some price reduction could be achieved by selecting a basic model that distributes sound

around the school at the same time (it is currently split into eight separate zones). A second quote is still to be received from Deltone

General Business

School Book List Provider

Jenny Kemp noted concern at how expensive the school booklist provider is, (West End News). She also noted that much of the stationary comes home unused at the end of the year after books & stationery for the following year have been ordered. Also, there were frequently different brands of products at different prices for the same item (eg glue sticks). Many of the book list items can be sourced at much cheaper prices from places like Officeworks. It was generally felt that other cheaper providers should be investigated for 2014. It was decided that Jenny and Maryanne have a meeting with Tony Shaw to discuss further.

Jenny also proposed the school consider billing parents via school fees for items such as tissues and realms of paper thereby avoiding GST.

Friday Uniform Clarification

Peter confirmed that all students wear sports uniforms (or house shirts) on Fridays.

After School Care

Sharni Cotter requested a larger area for after school care be considered in the school Master Plan. Peter noted the possibility of using the year 7 classrooms may be considered.

Grants

A representative from the Office of Ian Kaye MP advised that a Grants information evening was being held on 11 March. More information would be forwarded to the P&F.

Class Coordinators Voluntary Fund

It was questioned whether a \$10-\$20 class fund contribution was required for purchasing teacher's birthday and Christmas presents. Kim noted that the class coordinator guidelines specified only one voluntary request for funds be made each year for no greater than \$10-\$20. These funds were not only used for the class teacher's birthday and Christmas presents but also for care of the class as a whole.

Mother's & Father's Day Stalls

It was questioned if these stalls were necessary or if they just placed additional costs and pressure on families or children who did not participate. The time and effort involved in organising the stalls was also noted. For information of new parents, these stalls are not a fund raising activity.

Peter Delaney indicated that he would be comfortable to have teachers work with their class to prepare some small token to bring home. It was decided that if the stalls had not already started purchasing items for 2013, that they do not proceed this year and the convenors (Simone Ryan and Lisa Henley) be thanked for having put so much work into this.

Library Mat

During the Fete last year the coffee cart was located under cover outside the library. The mat outside the library door was ruined as a result and Tracey Halstead has requested it be replaced. Peter said he will organise this with Tracey.

Fete Website

Tracy Laidlaw advised that the domain name would be up for renewal in approximately three weeks. The cost for another two years would be \$147. It was agreed that Tracy would investigate obtaining it for a longer period.

Litter

Sam Robinson asked that the amount of litter around the school be acknowledged and addressed. Peter would follow this up with teachers. John Bates is looking into implementing a program to address litter and weeds.

Lost Property

Lost property is cleaned periodically by the P&F with uniforms washed and returned to students. There are still many items of clothing that are not named. These are sent to the second hand uniform shop. A reminder will be put in the Newsletter asking parents to name all of their children's belongings.

Book Covers

Kate Thurecht was thanked for organising book covers and book pack drop off day the day before Term 1 commenced. A lot of positive feedback has been received by the P&F for these initiatives.

Meeting Closed: 9:25pm

Next Meeting: Thursday 21 March at 7:30pm in the Staff Room