



Jesus said, "I am the vine,  
You are the branches."  
John 15.5

## Golden Grove Lutheran Primary School Parents & Friends Meeting Minutes

|                  |   |
|------------------|---|
| <b>Date</b>      | Monday 24 October 2022  |
| <b>Time</b>      | 7:00pm  |
| <b>Location</b>  | Staff Admin Building  |
| <b>Attendees</b> | Will Wallace, Michelle Parcell, Claire Rathjen, Maree Kairl, Sarah Kumela, Peta Albrecht, Angus McKay, Shelbe McGregor, Wendy Carmen.   |
| <b>Apologies</b> | Karen McKinnon, Kylie Chinca, Stephen Tiller, Daminee Hattam.   |
| <b>No</b>        | <b>Minutes</b>  |
| 1                | <b>Opening:</b> <ul style="list-style-type: none"> <li>Welcome</li> <li>Devotion &amp; Prayer</li> </ul>  |
| 2                | <b>Attendance &amp; Apologies – noted above</b>   |
| 3                | <b>Minutes from Previous Meeting</b><br><p>Michelle asked if the minutes of the previous meeting 12<sup>th</sup> September 2022, as sent via email, are true and correct.</p> <p>Moved: Claire Rathjen                      Seconded: Angus McKay</p>   |
| 4                | <b>Upcoming Events</b> <ul style="list-style-type: none"> <li><b>Community Fete (Sunday 30<sup>th</sup> October)</b> – 2 x inflatables have been organised. Will confirmed the Choir will be performing, (will follow up for correspondence for parents as nothing has been sent out). Claire confirmed 1 x raffle book per family.</li> <li><b>GGLPS Quiz Night (Saturday 5<sup>th</sup> November)</b> – All organised. 3 x tables confirmed so far, need a minimum 7-8 tables to be worthwhile. Tim, Will and Wendy to confirm their tables.<br/><br/>Notice to be included in cluster newsletters to promote the event and encourage registrations.<br/><br/>Michelle seeking volunteers for the night (for marking etc).<br/><br/>Michelle to speak with Joel, will use the portable speaker for questions, can use Worship Centre sound system for music rounds.</li> <li><b>Date Night (Friday 11<sup>th</sup> November)</b> – Michelle to arrange for flyer to be sent out ASAP and Qkr! set up for bookings.</li> <li><b>MOT (Wednesday 16<sup>th</sup> November)</b> - All agreed a big cook up would be great to finish off the year (egg &amp; bacon rolls). Michelle to speak with Kylie for quantities.</li> <li><b>P&amp;F AGM (Monday 28<sup>th</sup> November)</b> - All agreed for 6.30pm start for P&amp;F meeting, followed by the AGM and pizza/drinks at the end (Sugo Pizza?).<br/><br/>Michelle to arrange for flyer to be sent out to encourage others to attend and for nominations to be added to the website (all positions become vacant).</li> </ul> |



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### 5 Action Items from previous meeting

- **Events Feedback**

- **Special Persons Morning (Friday 23 September)** Morning tea in the courtyard was a big success, with a good vibe! It was a good option to serve the food, could have done with 2 x urns (noted for next time).

More notice for RSVPs would have been handy for numbers. All agreed to return to traditional format (in the afternoon) next year. Will agreed afternoon format will help with juggling concerts etc too. Grandparents can then take students home afterwards (if they like) as well.

- **P&F Social Evening** – Postponed until Week 2, Term 1 2023.

Parent only night to promote P&F, School Board and Church with representatives from each. Hold at the start of the school year to bring everyone together.

Letter has been sent to Years F-2 families to introduce P&F and will be included in welcome packs for next year.

Flyer to be sent out during Term 4 and also for new families for next year.

- **Nature Play** – Michelle waiting for confirmation if the design will be a technical/engineering plan or only a drawing. Michelle to follow up and advise.

All agreed this will be a long term joint project with the school, which will provide multi-use spaces and will be constructed in phases.

- **Backpack for (SA) Kids** – Michelle has reviewed their website and confirmed there are a number of options for families to donate.

Michelle to arrange for a flyer to be sent out seeking donations.

- **Constitution** – Michelle has been working on the Handbook and Will has been working on the Terms of Reference. Both to be combined together to clearly define P&F Executive roles, which can also be loaded onto the school website. Once approved by the School Board, this will be distributed.

- **Mural** – Sam's final design was distributed, with the commentary shared. All agreed this is a big improvement and please the ETA for this to be completed is before the year of this year. The reaction from the teachers has been positive too. Final costings to be confirmed.

- **SACSA Sports** - Will to speak with Adele to discuss sports section of the School newsletter, along with better communication with parents (Skoolbag).

All agreed online permission forms are quick and easy to complete and less chance of them going missing (in comparison to paper version).

- **Christmas Events** – All agreed for 2 x separate events this year.

1. Fun Day for students on Tuesday 13<sup>th</sup> December. Same format as last year with inflatables, BBQ lunch and Santa visit. (Need to check if Santa is available!).
2. Family Carols evening on Friday 2<sup>nd</sup> December at 6.30pm. Combine whole school with similar format to last year. Discussed possibility of outdoor option (weather permitting and if the Church Youth band is OK with that option).



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|   | <p><b>Christmas Activities</b> – Michelle to organise some activities and maybe some Christmas themed tracts from LLL (Maree can collect if required to save postage).</p> <p><b>Santa Stockings</b> – All lollies in the stockings last year were Gluten and Dairy Free. (Will confirmed no soy allergies in the School). All agreed to use this option again. Will to confirm the number of students and will also provide to new/Foundation students for Move Up morning gift.</p> <ul style="list-style-type: none"> <li>• <b>Teachers Wishlist</b> – Adele McCusker has requested new basketball equipment for the next season (total of \$907.96). All agreed for balls and other equipment to be purchased. Will to check condition of the bags before proceeding with entire order. Discussed and agreed all basketball bags should include a basic first aid kit.</li> </ul> <p>Discussed and all agreed for future Wishlist requests require further justification, including reason for request (i.e how will this benefit the students), the audit process and what is being done with the item/s being replaced etc.</p>   |
| 6 | <p><b>Principal's Report (combined with School Board Report) –</b></p> <p>Will confirmed Special Persons Morning was a great success and atmosphere was good. Busy time of year with:</p> <ul style="list-style-type: none"> <li>• Tri Skills Gymnastics for Years F-2 students</li> <li>• Preparing for Community Fete</li> <li>• Year 5 Celebration of Learning</li> <li>• Year 3/4 Excursion to the Botanic Gardens this Friday</li> <li>• Year 1 Sleepover also this Friday</li> <li>• Festival of Music</li> <li>• Children's University Graduation</li> <li>• MOT Breakfast</li> <li>• Connected Schools Athletics</li> <li>• Schools Tours (with marketing and visits to local Kindergartens)</li> <li>• Stall at Golden Grove Village from 7<sup>th</sup> November for the week</li> </ul> <p>Kelly Underwood (Marketing &amp; Communications Officer) has started.</p> <p>Rob Mills has been working on the 2021 School Yearbook, ETA end of this year. Rob is also working on the 2022 School Yearbook and should have this up to date as well as the Year 6 Graduation by the end of the year.</p> <p>Staff Day (Student Free Day) coming up on Friday 18<sup>th</sup> November to learn about a new platform called Toddle, (replacing Seesaw) to be used next year for Reports etc too. A lack of communication regarding this Student Free Day was raised, as only noted in the calendar. A separate communication via Skoolbag was requested. GGOSH will be available.</p> |



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|    | <p>The Foundation and Wellbeing room upgrades have been completed. Looking to refurbish the GGOSH playground with next Capital grant.</p> <p>The 5-10 Year plan continues and finalising loans, approaching LESNW next month and awaiting Commonwealth funding approval by the end of the year. Aiming for a March to October build time, with 2024 Foundation Students in the new facilities.</p> <p>Will announced there are some preliminary discussions regarding repurposing the 2 x Transportable buildings for a potential ELC at GGLPS. Costs to relocate vs demolition and could be timely with mid-year intakes for both Pre Schools and Schools. Potential site where the sandpit is currently located (with 1/6 to 1/8 of the Oval allocated to the ELC). All a work in progress.</p> <p>Cyber Security also a focus with School Board.</p> |
| 7  | <p><b>Treasurer's Report –</b></p> <p>Claire confirmed Opening balance \$29,836.</p> <p>Refer to report for transactions.</p> <p>Closing balance \$32,632.</p> <p>Claire noted an Air Fryer was allocated to P&amp;F for Golden Time. Will confirmed this is an error and to refer this back to the Finance team.</p>   |
| 8  | <p><b>School Board Report –</b></p> <p>Refer to Principal's Report.</p>   |
| 9  | <p><b>General Business</b></p> <ul style="list-style-type: none"> <li>• <b>First Aid Courses for 2023?</b> – Maree raised this on behalf of another parent. First Aid courses to resume next year? Michelle to forward details to Will to follow up.</li> <li>• <b>Book Club Website</b> – Maree raised concerns with the Book Club website and credit card payments (not a secure site). Will to check if the app is more secure and include a note in the Newsletter.</li> <li>• <b>Year 6 Graduation Frames</b> – Will to confirm if they have been ordered/received.</li> <li>• <b>Swimming Lessons</b> – Dates not included on the calendar. Will to follow up.</li> </ul> <p><b>Meeting Closed at 9.15pm</b></p>  |
| 10 | <p>Next Meeting – <b>Monday 28 November at 6.30pm.</b></p> <p><b>AGM to follow the P&amp;F Meeting</b> (along with pizza/drinks after both meetings).</p>   |



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### Action Items:

| No | Description  | Responsible       | Date |
|----|--|-------------------|------|
| 1  | <b>Community Fete</b><br>Will to arrange for correspondence to be sent out regarding Choir performance.  | Will              | ASAP |
| 2  | <b>Quiz Night - Saturday 5 November.</b><br>Notice to be included in Cluster Newsletters to encourage registrations.<br>Michelle to speak with Joel regarding sound systems.<br>Looking for volunteers to assist with marking. | Will/Michelle/All | ASAP |
| 3  | <b>Date Night - Friday 11 November.</b><br>Michelle to arrange for flyer to be sent out and Qkr! bookings available  | Michelle          | ASAP |
| 4  | <b>MOT – Wednesday 16<sup>th</sup> November</b><br>Flyer to be sent out?<br>Michelle to speak with Kylie regarding quantities for Egg & Bacon rolls  | Michelle/Kylie    | ASAP |
| 5  | <b>P&amp;F AGM – Monday 28<sup>th</sup> November</b><br>Michelle to arrange for flyer to be sent out, Nominations to be added to School website, pizzas from Sugo?   | Michelle          | ASAP |
| 6  | <b>P&amp;F Social Evening (Week 2, Term 1 2023)</b><br>Michelle to arrange for flyer to be sent out.   | Michelle          | ASAP |
| 7  | <b>Nature Play</b><br>Michelle to follow up for confirmation on design format (technical/engineering version)?   | Michelle          | ASAP |
| 8  | <b>Backpack for (SA) Kids</b><br>Michelle to arrange for flyer to be sent out to seek donations.   | Michelle          | ASAP |
| 9  | <b>Mural</b><br>Final costings to be confirmed.  | Will/Michelle     | ASAP |
| 10 | <b>Constitution</b><br>Will and Michelle to continue working on the Handbook and Terms of Reference for review by the School Board.  | Will/Michelle     | ASAP |
| 11 | <b>SACSA Sports</b><br>Will to confirm with Adele if this information to be included in Sport section of newsletter along with updates on the School sports teams.   | Will              | ASAP |



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| 12 | <b>Christmas Events</b><br>Michelle to arrange Inflatables, BBQ lunch and Santa stockings for the Student Fun Day on 13 <sup>th</sup> December. Confirm if Santa is also available?<br>Will to discuss format of Family Carols evening with the Church Youth Band for 2 <sup>nd</sup> December.<br>Christmas activities and LLL tracts to be arranged for the students. | Michelle/Will | ASAP |
| 13 | <b>Teachers Wishlist</b><br>Will to discuss the condition of the Basketball bags with Adele.<br>Will to inform teachers of requirements for future requests.  | Will          | ASAP |
| 14 | <b>First Aid Courses</b><br>Michelle to forward details to Will to follow up for 2023.  | Michelle/Will | ASAP |
| 15 | <b>Book Club Website</b><br>Will to confirm if the app is more secure for online payments than the website and include in Newsletter.   | Will          | ASAP |
| 16 | <b>Year 6 Graduation Frames</b><br>Will to confirm if the frames have been ordered/received.  | Will          | ASAP |
| 17 | <b>Swimming Lessons</b><br>Will to follow up dates for swimming lessons and add to the School calendar.   | Will          | ASAP |