



Malvern Valley Primary School - Parents Association Meeting

Minutes – Annual General Meeting

Date 4th March 2020 Time 6.30pm Duration: 40 mins Location – MVPS Minute Taker: Claire Burzacott

Meeting Objective Discuss PA activities that fund additional services @ MVPS

Attendees Brendyn Flood, Claire Burzacott, Eva Rado, Joshua Sheffield, Jo Lamb, Chantal McCrae, Prasoon Veerath, Shannon Lyons, Mai Nguyen, Atila Essner, Marianne Tomlin, Anthony Lamb, Koula Batsis, Christina Petkaris, Valentina Brikos, Luke Brown, Kate Fox, Shai Meiri, Meirav Meiri, Dion Stojisavljevic, Vicki Christofilopoulos, Aimee Barwick, Simn Barwick, Kate Kurdas, Claire Madison, Melanie Lafeen

Apologies Kellie Badge, Tina Johnston, Natalia Chistyakova, Cate Williams

Actions and Agreements

No	Item Details	Action (Recommended or taken)
1.	Welcome and apologies	
2.	Minutes of previous AGM	Motion: that the minutes of the previous AGM be accepted as a true and correct record. Moved: Brendyn Flood Seconded: Jo Ann Lamb Vote: Carried
3.	Business arising from previous AGM minutes	None
4.	President's report (Brendyn Flood) <ul style="list-style-type: none"> See Appendix A 	
5.	Treasurer's report (Kellie Badge) <ul style="list-style-type: none"> Presented by Jo Ann Lamb See Appendix B 	Motion: that the Treasurer's report presented be an accurate reflection of the PA financial position at the end of 2019. Moved: Brendyn Flood Seconded: Jo Ann Lamb Vote: Carried
6.	Principal's report (Josh Sheffield) <ul style="list-style-type: none"> See Appendix C 	
7.	Canteen report (Tina Johnston) <ul style="list-style-type: none"> Presented by Eva Rado See Appendix D 	
8.	Election of Office Bearers <ul style="list-style-type: none"> Josh Sheffield was responsible for conducting the election 	



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	<ul style="list-style-type: none">• All office bearer positions were declared vacant and the following persons elected:<ul style="list-style-type: none">○ President – Brendyn Flood○ Vice President – Eva Rado○ Treasurer – Kellie Badge○ Secretary – Kate Kurdas• General Members (non-executive)<ul style="list-style-type: none">○ Claire Burzacott, Jo Ann Lamb, Chantal McCrae, Tina Johnston, Melanie Lafeen	
9.	General/Special Business	None
10.	Closure of meeting: 7.10pm	

Proposed Meeting Dates for 2020 (Wednesday evening)

March 25, May 6, June 3, June 17, August 5, September 2, September 16, November 4, December 2



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Appendix A:

Malvern Valley Primary School Parents' Association, President's Report, 2019

The past year has seen a great year with the Parents' Association contributing to many parts of the School and the School community.

Events like:

- Welcome to New Families Dinner
- Twilight Sports sausage sizzle
- The end of Term BBQs
- Mothers and Fathers Day morning tea.
- The Biggest and Best Parents Only BINGO Night
- Movie Night
- The Biggest ever Colour Fun Run

And many more great events. These events are not even possible without the support of the School community and also the Huge effort from the Parents' Association.

The PA also contributed towards many projects this past year with the purchase of some tables and chairs for our new deck, the art installation on the tunnels facing the oval. Also, we are still working with the Tag On program for the safety and wellbeing of our students and parents.

The PA also contributed toward the Grade 6 graduation dinner and also their 2019 Leavers Jumpers.

This year saw a small upgrade in the canteen with some shelving and benches installed and Tina Johnson taking on the role solo. This saw some small changes that have become vital in the sustainable life span of the canteen. This was due to a few reasons, the main reason being lack of volunteers due to all aspects of life and family situations. The first change was the ordering process being streamed to all online orders with no cash sales at lunch. The menu changing from summer and winter and those things not selling or are just too complex to make have been limited. With the canteen making these small changes the less man hours and volunteers has helped with the profitability of the canteen. With a big thank you to Tina for her tiresome work ethic.

With parent engagement in mind the PA had some great speakers come and impart their knowledge. The first being Amanda Lecaude on organising and time management skills for you and your kids. Then saw Michael Carr-Gregg on Raising Happy and Resilient children. Both were both excellent for ideas and strategies for both children and parents.

2019 saw some great fundraisers. The Election BBQ and cake stall which is always a great day. The Cadbury chocolates - a big thank you to all those chocolate eaters. Also the huge traditional Christmas raffle. Thank you to all who contributed both with prizes and purchase of tickets.

On behalf of the 2019 Parents' Association, we would love to thank all the Canteen helpers, BBQ cooks, cleaners, 2nd Hand shop helpers, servers and bakers. We couldn't do it without you.



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One last note, we have some committee members leaving us. To Nat a big thank you and a job well done as our secretary. To a member of our community for the past decade, Julie Scott, we say a huge thank you for your time and effort which has been huge.

If you have the urge to join a great community within the PA please don't hesitate to contact the School or any member of the committee for details. With 2019 all wrapped up, I can't thank enough the whole PA committee - these people do a huge amount of work that no one sees. These people are the back bone of our community at this school.

So, the next time you see these great people a big THANK YOU for doing what you do would be great.

Brendyn Flood
President

Appendix B:

Malvern Valley Primary School Parents' Association, Principal's Report, 2019

The Malvern Valley Primary School Parents' Association, have over the past year, made a considerable contribution to both the engagement of our parent community and learning opportunities of our students.

In the area of parent engagement in 2019 alone, the PA contributed to or enabled the following events:

- Michael Carr-Gregg Student Wellbeing and Resilience Presentation
- New Parents' Welcome BBQ
- Hosting events such as the Movie Night, Bingo Night and Mother's and Father's Day Breakfasts
- Parent's Victoria Membership

These events and the PA's support of them has strengthened the level of parent engagement as evidenced below on the Parent Opinion Survey*, where, again this year our school has significantly outperformed 'similar schools', schools in the Stonnington and Glen Eira Network and the state (see below).

* The annual Parent Opinion Survey is administered by the DET and is circulated to 75 randomly selected families each year

Percentage Endorsement in 2019 (%) ⁱ

For Parent community engagement - Parent participation and involvement

90%
Your school

84%
Similar schools

84%
Network

83%
State



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Percentage Endorsement in 2019 (%) ¹

For Parent community engagement - School communication

93%
Your school

83%
Similar schools

86%
Network

85%
State

Percentage Endorsement in 2019 (%) ¹

For School ethos and environment - General School Satisfaction

92%
Your school

87%
Similar schools

88%
Network

88%
State

With regard to student learning, the PA's partially enabled the establishment of the Academy Program for all Grade 3-6 students through the construction of the STEM Lab. This was utilised weekly for Academy but also for a range of art and construction activities throughout the year. The support of events such as Graduation and Teacher Appreciation Day also enables these events to be as positively received as they are. As we begin a new four year Strategic Plan, the support of the PA will be critical to us achieving our targets set and enacting our Key Improvement Strategies. An emphasis on investment in student learning experiences and infrastructure will be a key focus.

Joshua Sheffield
Principal

Appendix C:

Malvern Valley Primary School Parents' Association, Treasurer's Report, 2019

The Year of Extending Learning

We commenced the year with just over \$50,000 in the bank.

2019 saw the launch of the Malvern Valley Primary School Academy with new programs for Grade 3-6 students including coding, robotics, science, engineering, music, sustainability and sport and the Parents' Association are proud to have contributed \$19,300 towards the development of the STEM Lab. This cost was met predominately from funds raised at the Carnival in 2018.

The Parents' Association financially supported 50% of the installation of the circular table and chairs on the deck between the portables after the students identified the requirement for an outdoor learning area (cost of \$2,280).



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The Mosaic Community Project was completed in 2019, enhancing the school grounds and engaging the wider community when they are gathered in the yard near the tunnel (cost \$110).

Canteen shelving was upgraded to enable the efficient and safe operation of our canteen given our increase in students and demand on canteen services (cost \$1,280). While we are discussing canteen, in 2019 Tina expanded the food choices to include pre-cooked meals and canteen earned a net profit of \$9,925.

Sundry purchases of a BBQ box and folding table were incurred in the amount of \$96 during 2019. The TagOn system continues to receive Parents' Association support with a cost of \$50.

Engagement with our community of families was strengthened with many opportunities for our families to come together to:

Learn

- Guest Speaker Amanda Lecaude delivering "The Importance of Time Management and Organisation for Primary School Students" (cost \$466)
- Bricks 4 Kids Science Night (cost \$473)
- Guest Speaker Michael Carr-Gregg "Raising Happy & Resilient Children" (cost \$2,779)

Celebrate

- New Families Welcome BBQ (cost \$390)
- Teacher's and Principal's Appreciation Days (cost \$230)
- Free fruit on "Ride to School Day" (cost \$68)
- Mother's and Father's Day breakfasts (cost \$305)
- End of year concert Santa treats (cost \$15 plus remaining chocolates from Cadbury Fundraiser)

Have fun

- Twilight Sports including a BBQ Dinner & Parents Races (profit \$283)
- Family Movie Night (profit \$202)
- Parent's Bingo Night (profit \$2,175)
- Footy tipping (profit \$340)

Fundraise & Community Engagement

- Chocolate Drive (profit \$4,500)
- Colour Fun Run (\$3,998)
- Election BBQ and Cake Stall (profit \$2,345)
- End of Term BBQs (profit \$2,750)
- Entertainment Books (profit \$660)
- Card and Calendars (profit \$690)
- 2nd Hand Uniform Shop (profit \$692)



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- Christmas Raffle (profit \$620)
- Rotary Christmas Trees/Cakes (profit \$190)

The Parents' Association continued their ongoing support of the Grade 6 students in their final year through the purchase of a specially designed Rugby Top to distinguish the students as our school leaders (\$690) and subsidised their graduation.

We will head into 2020 with a bank balance of approximately \$52,000, an increase of \$1,200 compared to last year despite the large capital expenditure on the STEM Lab during 2019!

We would not have been able to do any of this without our fantastic volunteers, both those in the Parents' Association & the others in the school community that donate their time and effort. Thank you to everyone who helped make each fundraising activity a success!

Kellie Badge
Treasurer

Appendix D:

Malvern Valley Primary School Parents' Association, Canteen Report, 2019

Canteen proved once again to be popular with the MVPS community during 2019.

Approximately 140 students ordered their lunch from canteen every Friday. The introduction of pre ordering for morning recess early in the year was well received with an average of 70 morning recess orders each week which significantly reduced wait times for over the counter sales at recess.

The volunteer roster was difficult to fill at times throughout the year however we did not need to cancel any canteen days this year. We did have a couple of weeks in Term 3 that window service was cancelled and only catered for pre-paid orders due to low volunteer numbers. So far in 2020 we have had a great start with filling the roster more easily.

It is anticipated that by Term 2 Shino Shibata will join Tina Johnston by running canteen every second week.

Stonnington Council inspected the canteen late in Term 4, and the canteen passed this inspection without any problems.

The canteen finished 2019 making an approximate profit of \$9,700 for the year.

During early 2019 we carried out some improvement works in the kitchen adding additional benches and cupboards. Further improvements are planned this year in upgrading / expanding some kitchen utensil and equipment.



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During 2019 several new menu items were tested as occasional specials. Some of which have resulted in permanent menu additions and others will return as occasional specials based on popularity.

I would like to thank all parents that helped out during the year and welcome anyone interested to sign up for a shift when they can and use the opportunity to get to know other parents at the same time.

Tina Johnston
Canteen Supervisor