Highland Reserve State School
P&C Meeting

5th August 2014

Meeting Opened:

Present: As per sign on sheet

Apologies: Mark Boothman, Jayton Joseph, Stefan Maslen, Carly White, Kerry Kable, Jenni Beauzec

Welcome New Members & Observers:

Confirmation of Minutes:

- Christine Main moved a motion that the amended July 2014 P&C Meeting Minutes be accepted as read. Approved Lisa McGuire. 2nd Bec Phillips.

Motion Carried.

Business Carried Forward:

Family portrait fundraiser –
Christine said that this had turned out to be a big day and was fully booked on Saturday 9th August. She said that the highest response was from the email sent out from the admin office. She said that about half an hour had been spent putting posters up but in the end the email had had the most response. She said that, being that Highland Reserve was a “digital school”, it was good that the email had received the most response. She said the admin department had been really good with sending out emails on behalf of the P&C, but that we would probably keep asking as seems to work the best. She said she appreciated all that the admin office did for us as a P&C.

Volunteers for science night –
Christine said that the Science night was in approximately two weeks' time. She said that the P&C required approximately 6 preparation volunteers on the night. She said that Gemma will be there on the night selling food. She said that the Science night was always a really fun night. She said the kids love running around doing all the activities. She said that even if volunteers could only spare an hour, to please let her know. She said that the P&C will be selling chicken noodle soup and pumpkin soup out of the tuckshop, and that this was really in keeping with the food theme for Science night this year.

Review action items –
Christine confirmed that we had been successful in achieving a $6,700 grant to go to sound systems in the prep classrooms. She said that we had managed to get 4 sound systems for $7,000 and that this now meant that we could outfit 4 classrooms. She said that she was now waiting for the money to hit the P&C bank account to spend. She said that the sound system company had been really supportive and offered us a good deal for purchasing 4 systems. She said a big thank you to Bree for organizing the sound systems.

President’s Report

Christine stated that in her last president’s report, she had forgotten to report that over the school holidays she had attended a meeting held with Federal members regarding exit 54 onto the highway. She said that principals from local schools had been invited, and as Fiona was away, Christine had attended in her absence.
She reported that the meeting was about making exit 54 happen. She said that it would make a huge impact to the surrounding suburbs. She said that an announcement will be made soon regarding funding for the exit and the plans to go ahead. She said that this exit may not affect all of us at Highland Reserve, but it definitely affects some of us especially with regard to extra-curricular activities in that area.

Christine also advised that she had been contacted by Sharon who is regional director for Queensland Education. She had been advised that they were looking at resumes for applicants for acting principals. Fiona said that she had understood that we as an independent school would have someone sit in on the application process. She said that this had not been the case. Christine confirmed that all that was requested of her as P&C president was to know what her ideal characteristics of a principal of Highland Reserve State School would be. Christine said that Sharon had asked her to email her back that night so that they could make a quick decision. Christine said that this was the last she had heard until the announcement at assembly of a new principal.

Christine said that as a P&C we were all under the impression that we would have some feedback or input but that didn’t happen. She said that she had emailed Sharon and stated that this is what we had been told, and said that the reality was different from our expectations. She said that in six months’ time the advertised position of school principal would go out to meritus applicants and to the rest of the state. She said that the school council will be on the panel when they appoint a full time principal. She said that, as a school council, we would have more involvement in the interview process.

Christine said that normally her president’s report is full of praise for our P&C volunteers and full of all the great things we do as a P&C. She said, however, that sometimes as president of a P&C you are required to attend a meeting and you can be asked for characteristics to appoint an acting principal. She said that in her reply to Sharon, she had generalized that we would need a principal with a strong knowledge of technology, with a strong knowledge of Naplan, someone that was good at nurturing and building community and P&C relationships, and someone that would keep what we’ve got moving forward.

Christine Main moved a motion that her Presidents Report be accepted.
Accepted Bec Phillips. 2nd Emily Ritchie.
Motion Carried.

Treasurers Report

- Incomings for July
  Commission from student banking
  Ticket sales for fling
  Photo bookings

- Spend for July
  Morning tea
  Fling expenses

- Expected for August
  Science night
  Fling and photo fundraiser payments

- Budgeted Spend for August
  Fling and science night
  Go n run
  Term 3 student rewards
Current balance approximately $15,366

- Scott Dippel moved a motion that his Treasurers Report be accepted.
  Approved Bec Phillips. 2nd Darren Cheal.
  Motion Carried.

Correspondence

Janet Nicholson advised that we had received no correspondence so far this term. Christine advised that she had received correspondence from Sharon, the regional director of Queensland Education, regarding the process of employing a principal for next year which begins in September.

Fundraising Report

Nothing to report for this term.

Principals Report

Abby Ross clarified some items from the previous minutes regarding the behaviour aspect she had discussed. She said that the school currently had a behaviour team and a support team, which was made up of Jim, Helen, Teacher aids Trevor and April, as well as Fiona. She said that the behaviour team consists of a teacher in each year level. She said that this makes up the behaviour committee and there are representative teacher aids on behalf of all the teacher aids.

Abby clarified that, with regard to Trevor and April in the classrooms, they are on a 6 week cycle where they have learning behaviour goals.

Abby stated that the behaviour benchmarks for gold, silver students are laid out in the behaviour matrix where there are clear expectations around the school in each area. The matrix has come from the rule of the week. She said that the behaviour committee came out with the matrix, and that it was open to change. She said that the matrix was new in classrooms, and was not in the responsible behaviour plan as it was still up for review. She said that we need to make it that it suits our school. She said that the matrix and the responsible behaviour plan would be included in the minutes to be emailed to parents.

Fiona said that with regard to gold and silver students, everyone was welcome to discuss this with Abby at any time. She said that the school was thinking of awarding these at the end of term. She said it would still be monitored at week 5 and week 9, but due to the school only being allowed so many red food days (slushies, icy poles, etc.) it was best to hold the gold and silver awards once a term. She said that this could be done at the end of each term and she could then let Gemma know numbers for the tuckshop. She said that the students have been advised of this change. Christine said that the P&C morning tea will be in conjunction with gold & student awards as there were more parents present at this assembly.

Abby said that another change was that gold students were now allowed in the school's T zone. She said she had also been given permission by Indy 600 to allow year 6 and 7 gold students to attend with permission of P&C. She said that she had been offered free trackside tickets. She said that with regards to the gold and silver students, everyone wants consistency including the P&C, especially where some classes had a lot more kids in gold and silver than others. She said obviously the numbers of silver and gold students will be different in a Year 2 class, as opposed to the Year 6 and 7’s. She said that a silver award is for achieving an 8 out of 10 on behaviour benchmarks and gold is 10 out of 10. She said that she was going to be working on consistency. She also said that there would be a science show for gold students in September and that prizes for gold and silver students were always up for review. She said that she would have another look at the responsible behaviour plan when it comes up. Abby also wanted to
clarify from the previous minutes, that suspensions are always handled on a case by case basis. Abby said a big thank you to the P&C and said she had really enjoyed the last six months.

Fiona presented a slide show of some of the photos taken at recent P&C events. She said a big thank you to the P&C for supporting the school, the kids and the teachers. She said that it was not just about the money raised, but about the parent involvement in the school. She said that as a P&C we are always supporting the kids, also with programs like Kids Matter. She said that the P&C are amazing, really fun, and she was sure the P&C will continue like this. Fiona introduced Andrew Cummings as the new acting principal.

Fiona Graham moved a motion that the Principal's in Report be accepted.
Accepted Helen Hawksford. 2nd Christine Main.
Motion Carried.

Christine said that, as a P&C, we do some crazy things, things that no P&C has done before. She said that at times David, the admin team, Fiona and Abby may have thought we were nuts but they were always on board. She said that the iChallenge in particular, required a day out of the school curriculum. She said that it did raise a lot of money for the school but it required massive participation by parents, the admin team, the teachers and the parents for it to go ahead as well as the risk involved. She said that despite all this, the school had still agreed to let the P&C run the iChallenge. Christine said a big thank you to the teachers for getting involved and for getting the kids organized and bringing them down the oval when required. She said it was a massive team effort and that she really appreciates what the teachers, admin team and principals do at the school.

**General Business**

Highland Fling -
Emily confirmed that tickets for the Fling had gone on sale the previous Friday. She said that the admin office had sent out an email to all parents notifying them that tickets were on sale. She said that by 7:30am that morning we had sold 10 to 12 tables. She said that this had been awesome and that there were only 10 tables left out of 30 and we are not even a week in. She urged those that had not booked their tickets to do so. She said that this year we were using TryBooking, to make the ticket purchasing easier and more streamlined. She said that other schools had used it before and that it meant lower overheads for the P&C. She said that she was currently finalizing corporate sponsors and that we had already received $16,000 in sponsorship for the night. She said that a lot of sponsors were also providing goods on the night instead of paying for sponsorship. She said that there were many teams organizing themes, games, trivia, but that we would need extra volunteers on the night and for the clean up the next day as well. She said she would be asking closer to the time. Emily said that, as we were doing a cent auction this year instead of balloon prizes, the P&C required a lot of physical gifts at the moment. She said that the school had received lots of gift vouchers, etc. but that we also required physical donations. She said that if anyone knew of a business that could provide a prize, gift pack, hamper or if anyone has anything at home that they want to donate (i.e. a gift no longer wanted) the P&C could include in the auctions for the night. She asked if people could hand these in at the admin office. Emily also confirmed that the theme team were also asking for building materials to be donated for the night. She said to ask a builder contact or donate building materials that were lying around at home. Christine said that the P&C will get a list of building materials required and send it out.

Emily explained the “Carnival Coin” system. She said that tickets would be used for cent auctions, and can also be used for drinks, games, auctions, and that this meant less cash on the night. She said that the Carnival Coin would be for sale on the night but that the P&C were wanting to presell as much as possible. Emily confirmed that one sheet of Carnival Coin cost $10 or you could purchase 5 sheets for $40 tickets. She said that these are for sale now on the TryBooking website. Christine confirmed that the 5 sheets for
$40 special will only be available online. Emily also stated that, as another way of minimizing the amount of cash on the night, credit cards will be accepted through the P&C’s Paypal account for silent auction prizes. Emily confirmed that people could BYO food and alcohol on the night of the Fling. She said that the P&C will be selling adult slushies but that these would run out. She said that “carnival food” was included in the ticket price, by way of fairy floss, lollies, popcorn, and chips. She said that if people wanted anything else on the night they were welcome to bring it in on the night. She said that the P&C had agreed that this would be easier, as there was a lot of wastage in previous years. She also said that, providing snack platters in previous years meant that there was not much room on the table, especially as the tables for the night were quite small and had to sit ten people. Christine confirmed that we are on plan to fund the school bubblers at the hall, with a budget of $22,000-$23,000 and already having achieved $16,000 before the night.

Fathers’ day stall -
Christine confirmed that the Year 5’s fathers’ day stall would be held on Thursday 28 August, before the Friday public holiday. She said that this was due to the Year 5’s being away at camp just before fathers’ day. She said that she needed 5 volunteers on the day for about an hour and a half in the afternoon. She said that the rest of the school would have their fathers’ day stall on Wednesday 3 September. She said that she would be coming round again with a volunteer form. She said that this year the P&C were trialing something different. She said that in previous years there had been several stalls with the same items on each table. She said that this year she was going to trial having one table with one of each item on display with a number next to it. She said that the kids could then move on to a paying area, where they would request certain number items, pay for them and collect them. She said she was hoping this would help streamline everything. Christine said that there were 2 hour time slots for volunteers on the day, and that she was hoping to get about 8 volunteers for each time slot.

Bling your bike day -
Christine advised that as part of the Active School Travel program, in conjunction with the breakfast club, the school was holding a “bling your bike” day for Active School Travel participants. She said that she had postponed it to 27 August. Christine said that the next prize in the Active School Travel program that was coming up was a glow handball. She reiterated that if there was no one at the gate to stamp your passport on Wednesdays when you walk, scoot or ride to school, to please head up to the breakfast club you’re your passport could be stamped. Christine said a big thank you to the teachers for filing in the participation forms every Wednesday. She said that the travel program netted about $650 per term to fund the school’s breakfast club. She said that the breakfast club made a difference in many kids’ lives. She said that she was always encouraging kids at the breakfast club to take an extra piece of fruit with them. She said that the breakfast club also meant the kids were getting to school on time one day a week and with a healthy breakfast before school too.

Subway lunch –
Emily said that with a lot of the corporate sponsors that the P&C had approached, they are wanting to know how the school can help advertise their business. She said that the Subway at Coles had recently changed hands to a younger family that were looking at buying in the estate. She said that the new owners are keen to be a part of the community and had agreed to become a Silver sponsor for the Fling. She said that in return the school will run a Subway lunch similar to the Souvlaki Hut lunch run a couple of years ago. She said that she had recommended that it be held on a non-tuckshop day closer to the end of term, and have a limited menu. She said she still had to negotiate whether it would be the kids purchasing the subs at a cheaper price or as a fundraiser where the P&C earns an amount from each sub. Emily said that the subs could be served cold and thought it was a good idea to support business in the local community that also support us as a school, as long as it didn’t compete with the school canteen. Emily moved a motion that
we have subway lunch between now and the end of year. Details to be finalized as to fundraising. Second Anthea Irvin. All in favour.

Abby asked about special prices for teachers on Fridays, as the teachers have Subway club every Friday. Emily said she would discuss that with them. She also encouraged everyone to tell the owners your children go to Highland Reserve, if you are in there.

Safety around C&K and bottom carpark exit –

Emily said we had discussed this area a lot in the past and that she felt that this area needs to be visited again, especially seeing that the area at the top of the school had vastly improved due to some extra training and extra teacher and principal presence at kiss n go. She said that in the past couple of weeks, things have really improved at the kiss n go area. Emily said that we as a school are encouraging more children to ride to school, but that many of the children cycle right through the middle of the bottom teachers’ car park as they leave the bike shed. She said that this is especially dangerous if teachers are reversing. Emily said that, as a parent, she thought that there should be a designated route for cyclists after exiting the bike shed. She also thought that cyclists should dismount from their bike in front of C&K. She thought that there needed to be a designated cyclists path down there and said she thought a lot of parents and students were not aware that it was the rule of the road to dismount a bicycle before crossing a road. She thought that parents also needed to be made aware as a lot of parents are walking through the middle of the car park with their children after school. Christine said that there needed to be a balance of educating children, educating parents, school safety (designating areas) and signage. Emily confirmed that when speaking to teachers who park down there, many had said that there had been a few near misses. Groundsman Matt had said that there had been a discussion about speed bumps. Fiona said that the school had looked at a range of options. Christine suggested running a program like the school did with kiss n go about road rules and where to ride / walk with so many access points. Christine said that this was an ongoing issue, it happened in every school but it was especially bad with 4 access roads with lots of traffic and pedestrians, cyclists, etc. Kelsey Power suggested breeding a culture of reverse parking perhaps starting with the staff car park. She said after that, we could promote it in different areas of the school. Christine said that the P&C would revisit this issue in the next meeting and suggested the possibility of yellow painted lines on the road or car park area for cyclists.

New principal –

Christine introduced the new school principal, Mr Andrew Cummings. Andrew confirmed that he would have a look at the bottom car park and see what could be done.

He briefly discussed his teaching background stating that he had been teaching for 16 years and had been a principal for 15 years. He also discussed his family saying that he was a father of 3 children himself, the oldest of which had just started high school.

New members –

Christine officially welcomed Shay, William, Jill, Kelsey and Claire as new members of the P&C. She said that, as new members, they would receive agendas of upcoming meetings as well as minutes of the meetings.

Next Meeting: Tuesday 9th September at 9.10am

Meeting Closed: 7.44pm