Highland Reserve State School
P&C Meeting

2nd December 2014

Meeting Opened: 9.10am

Present: As per sign on sheet

Apologies: Juanita Garland, Janet Nicholson, Scott Dippel, Elly Patterson, Fiona Graham, Stefan Maslen, Mark Boothman, Clare Ferguson, Megan Frener, Jennifer Lindsay,

Welcome New Members & Observers:

Confirmation of Minutes:

- Christine Main moved a motion that the November 2014 P&C Meeting Minutes be accepted as read.
  
  Approved     Carly White     2nd Emily Ritchie
  Motion Carried.

Business Carried Forward

Review Action Items:

Christmas in the park – Jess Sandeman is organizing ASL to come and play sports games. Christine to organize flyers to be put around the school.

Bubblers at the hall – Bubblers are now installed at the hall. Christine said that at breakfast club this week the kids could use the bubblers instead of the plastic cups. If the water in the bubbler is a bit hot, let it run for a minute before drinking from it.

School camp breakdown – email received from Madonna with the school camp breakdown and it was discussed that the year 6’s go on camp at the beginning of the year, we will pay for the year 6 camp subsidy now and the year 5 camp money will be given next year closer to the date. Year 6 Full camp fee would be $256 dollars – we contribute $30 per student so the final cost will be $226 per student. They are going to Lake Ainsworth, Lennox Heads.

Carly asked how the school can advise families with it being such a large amount of money. Andrew advised that the school will make sure where possible there will be a clear plan given out to see how much extra curricular charges for each Semester and there should be 6 weeks notice.

Move a motion that we contribute $2000 towards the year 6 school camp.
  
  1st – Tanya Richardson, 2nd Carly White
  All in favour.

Grade 5 camp will be in September with an approximate cost of $180 and will be held at Lake Moogerah.

Chaplaincy – We discussed last meeting

Christine went through the breakdown of where last year’s $10,000 kids matter money went for everyone to see where the money is going.
$2028 – ditto show (p-2) – fully subsidised
$655 for Stationery, books and Lego for Sharleen was provided by Kids Matter Money
$6246 for Nov 13 and Nov 14 Life Education (p-7) – fully subsidised
Any balance left is kept tagged to cover those programs and will be kept for when there is a need.

Chaplaincy, we were putting in place an action plan incase federal and state government process wasn’t formalized before the beginning of 2015. But it has now come through. The process for re-applying for a chaplain is a lot simpler this time as it is going through state process. It saved Andrew a lot of time in applying. There is a bank of money and it is unknown how the government will use that money at this stage. We will proceed with interviewing this year to fill the position. There have been applicants already interviewed through the scripture union (Sharleen) so the school needs to just choose their successful applicant.

Prep mum’s morning tea – Tea & Tissues. Christine has spoken with a few groups to see if they would like a representative to be there to talk to new parents. Go & Run, Mr Travis, Garden Club, School Banking, Administration (Blue card) and Gemma from Tuckshop, P&C exec for helpers for the forms. The Active helper database was successful as it showed us a group of people that were able to help out during the year. Christine would like people to show an interest who can be there to help out at around 9am to usher the parents up to the tuckshop area and to make them feel comfortable.

Email to be sent out from the secretary to call for volunteers for this event on the first day.

Subway lunch – We have collated all the orders and we have just over 360 subs on order for next Wednesdays Sub-day.

Next year’s events – Carly has put her hand up to run the ichallenge. Thank you Carly. The ichallenge will be held on Tuesday 31st March 2015. We will be looking for someone to run the Mother’s and Father’s days stalls for 2015. Carly has offered to order the Mother’s day stock and then handover to someone else if this is needed. If you are interested in helping out can you please let the p&c know. Christine will arrange for Penny to give Carly the handover information. Carly would like to move a motion that we have an approximate $1200 budget for the inflatable obstacle course for the ichallenge event so it can be booked over the holidays. 2nd Mercedes all in favour. Motion passed

If you have done an event this year and have documents at home, please send through files to Janet so they can all be saved and filed centrally so it makes it easier for future volunteers to run these events so documents don’t need to be re-created every year.

President’s Report

Christine has been approached by a representative from Smart Fundraisers about toys for use as the incentive for the “ichallenge” we moved away from this, Do we think that itunes vouchers are still more applicable than the toys?

We like to try different things throughout the year. For example the daytime meetings this year. 3 out of 4 have had great attendance. We will discuss next year what we will do for meeting times next year. After discussing with the man from Smart Fundraisers, Christine thinks we are still on the right track. We have had cookie dough mentioned, also accommodation prizes for raffle tickets. They will give us the prizes for the accommodation, Bali, Noosa etc. But that would come at a cost. It is very hard to get accommodation so that would be an option that we could think about moving forward.

Christine has been speaking with Mark Boothman and we will discuss this in general business. We need to discuss who can be involved next year and who can help with the tea and tissues first day back.

Christine would like to thanks everyone for a great 2014. And she hopes that we have made a positive contribution to the children and the school this year.
Christine Main moved a motion that her Presidents Report be accepted. 
Accepted Carly White 2nd Emily Ritchie
Motion Carried.

Treasurers Report  (Christine to provide Scott’s report to input information)

- Incomings for November
  Subway, paypal, GCCC grant $2676.25

- Spend for November
  Fundraising, Admin, Student Needs $7092.30 (including waterbubblers, graduation)

- Budgeted Spend for December
  $2000 for prep playground equipment
  $500 graduation ceremony (the p&c donates a total of $1000 towards graduation)

Received DGR status -
After 16mths we now have our DGR status. That means that anyone that would like to donate and receive a tax deduction they can do so through this Building fund and receive a receipt. It will be a tax deduction. That money stays in a separate account and goes towards building and maintenance of building structures. This also means that we can apply for several grants that have DGR status as a requirement that we haven’t been able to apply for in the past.

A snapshot of this year’s fundraising

- Christine Main moved a motion that the Treasurer’s Report be accepted.
  Approved Sharleen Firth 2nd Carly White
Motion Carried.

Correspondence

Confirmation of DGR status received -
Book covers sent with a viewfinder – these were given to Sharleen to give out to some of the students she helps.

Principals Report

DGR guidelines from Education Queensland on what the donations and obligations are. Andrew has given these to Christine. Before we mention 2015 dates, we would like to give out as much information early as we can. Andrew would like to have the calendar sorted out for the first 2 terms of next year. There are some indicative costs for these terms to give parents a heads up. In 2015 with 6 weeks notice for excursions etc we will be closing things off 2 weeks prior to make sure things are finalised and paid for and all permissions are given and buses etc can be booked. The management of these events next year will be a strict cut-off so we can seamlessly organise these events and so it takes the added pressure off the administration staff and also we can ensure that all consents have been filed etc.

Andrew mentioned events that are already planned for Term one and two for 2015. These will be loaded into the calendar on the website.

We spoke about facilities issues with traffic entering and exiting the school. We have had quotes done for the pathway for exiting and it will be modified so the kids on bikes will come across near the living classroom and there will be an exit across near the C&K. There will also be speed bumps installed in the kiss and go and through the street near the C&K over the holidays. The new front entrance of the school will be being discussed with stockland over the next few years to develop a safe entrance to the school.

Competition to name the bottom road next year?

You would have noticed on the television about www.talkingfamilies.qld.gov.au it is important that we as a community are looking out for families in our school that may be struggling and need help. Andrew recommends looking at the website for more information about supporting and how you can help.

Thanks to our P&C this year for the significant work you have done. You have left the school a better place. You have been able to develop a better suite of things for the children at the school. We have achieved some great outcomes for the school. For example our chaplain has been here to support. On behalf of the school and the children I would like to thank the p&c for their work this year and see you next year.

School council changes, the main changes. We had to modify some of the document. These changes are subject to being reviewed by Qld Governments to meet standards. There is a section in the constitution that mentions the nature of the meetings. We were discussing if they should be a closed or open forum meeting. We have decided that they should be a closed meeting. The meetings will still be available for everyone to view. Change of membership around who the chair of the council is. In general the document states, if you are the P&C president and the chair of the council. If the presidency stops then the chair also concludes. We have made a few changes so that this doesn’t happen and doesn’t disrupt the council. We have tried to commit the position of the council chair to a period of a year. This is to ensure security and long term success of the committee.

Making sure we get a clear delineation between the school council and the roles for discussing problems within the school. The first point of contact is class teachers, then deputy, then principal and above. This will still remain. The school council will not be involved in the fixing of these problems.

2015 quadrennial parent opinion surveys, school surveys, strengths, weaknesses, there will be phone calls from Andrew about what we do and don’t do well. Some sort of survey as well. This year education Queensland has changed the internal reviews through curriculum performance and behaviour planning. Andrew is looking to meet with an external company that offers an external review that is at an international standard for operations of primary schools and looking at an accreditation process. It would show us
internationally where we sit. We would like to look at an international standard so we aren’t missing out on the best for our kids by sticking with state or national standards. Andrew is meeting with this business on Thursday and will discuss with us later.

Class announcements have been delayed because our enrolments for 2015 has had great fluctuation. We have quite a few students exiting. Some to the private school on Tamborine and also moving etc. This has influenced our enrolments. It is a good wake-up call for the school to market and improve our school. We are sitting at approx. 742 at the moment and we have put together the classes for this quantity. There are about 100 houses being built as well next year. We will have straight and composite classes in the mix for 2015 as well to cope with growth for the year. This should help with potential growth. Straight classes were all full so composite classes help with new children coming in and have a place to fit. We had a discussing around the composite class structure and teaching outcomes. Classes will be announced in the final week of school at this stage and there will be a meet and greet with teachers and students.

Staffing in 2015: HOC has been appointed her name is Catherine Field, she has been out and spent some time with us already. This will give us the capacity to manage our curriculum very well.

We have appointed our master teacher Sarah Gede, she is currently at Beenleigh state school. She will build teacher capacity. She will be working at the school 2.5 days per week. The Deputy principal role is being worked on now we have more enrolment numbers. There has been a review recently on food within our school. We are looking at allergies within our school. Birthday parties while we support this could be critical to a student that is allergic to something. We have taken advice from other schools and had a chat with our staff and we have decided that we will restrict bringing cakes to school. Iceblocks would still be ok as they fit within this guideline. (Quelch or Berry iceblocks which are additive free)

This will be advised to parents before the beginning of next year.

Andrew Cummings moved a motion that the Principal’s in Report be accepted.
Accepted Christine Main . 2nd Tanya Richardson
Motion Carried.

General Business

School Council -

Amendment to School Council constitution -

Had first meeting and date for the future meeting in term one has been made. There will be one meeting per term at this stage. People who have been elected, Juanita, Abbie, Madonna members, Andrew principal, Christine Chairperson, Helen is secretary. At this stage these members will be current for one year. Community members: Donna Gates has accepted her position and we are still waiting to hear from Declan from Nucrush.

Mark Boothman contacted Christine last week in regards to our previous goal of Kiss & Go Shelter, a year ago we talked about this and decided this wasn’t something we wanted to move forward with then. Mark said that he believes that there have been costings done to cover a shelter from admin to bus loop and up. Would the P&C like to push this idea through? Christine has forwarded this on to the school as we are not sure where the school will like this kind of structure as the school changes. The school has suggested that the shelter for the bus loop would be beneficial for the students when they are going on excursions etc. Andrew has said that we would like the Kiss & Go Shelter and Bus Loop would be beneficial for the school and could the P&C work with Mark Boothman to hopefully get these structures.

Christine moves a motion that we support the school in their request to accept Mark Boothmans structure plan as long as it doesn’t cost the P&C extra money. 2nd Helen All in Favour.
Helen – Next year we would like to have a friendship bench or area that kids can go to if they don’t have anywhere to go to at lunchtime. Two areas, one in upper school and one in the lower school. They would have activities run by ASL on these days so there is a place for kids to go to everyday. This would give support to children that don’t have anyone to play with on a particular day. There have been some fantastic ideas for these areas. Helen would like some ideas for these areas. The areas earmarked at this stage would be lower area. Year one undercover area. And for the upper students it would be up at the hall where the tables are. A friendship quilt to be made to put over the tables? A banner poster, teardrop flag are some ideas. If you have more ideas on this please contact the p&c and we will forward this on to Helen that is organizing this.

Abbey thanked the P&C executive and all the members for their unconditional support you give to us, it is fantastic.

Christine said thanks for a great year looking forward to next year.

**Next meeting:** Tuesday 3\textsuperscript{rd} February at 6.30pm

**Meeting Closed:** 10.58 am