Highland Reserve State School  
P&C Meeting  
15th July 2014  

Meeting Opened:  

Present: As per sign on sheet  

Apologies: William Owen-Jones, Megan Frener, Dimity Ellis, Juanita Garland, Anthea Irvin, Bec Phillips, Patricia Harding, Kerry Kable  

Welcome New Members & Observers:  

Christine welcomed Helen Hawksford as a new P&C member.  

Confirmation of Minutes:  

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

Business Carried Forward:  

Family portrait fundraiser –  
Christine confirmed that Tanya Richardson was organizing the family portrait fundraiser. Tanya confirmed that she had not had a great result but said that the P&C had been very busy in June so the portrait fundraiser hadn’t really been promoted much. Christine said that she had placed flyers all over school this morning and said that she would put it on Facebook. She asked if admin could send out a flyer by email. Christine mentioned how good the photographs were last year and said that the photographer was brilliant. She said she would encourage everyone to do it. Tanya asked whether she should be handing out flyers in the school but Christine advised that she thought email might be better. Tanya asked if she could put flyers on the front desk at admin and Fiona responded that this could definitely be done. Christine stated that the Northern Gold Coast community page post it on their Facebook site over holiday, Tanya asked Scott if he could please put the photo fundraiser on the flexischools site for easier payment.  

Volunteers for P&C morning tea –  
Christine asked for volunteers at the P&C morning tea on Monday. She said that she would be letting any C&K parents that turned up for the morning tea about the fling and the photo fundraiser. She said that morning tea flyers had been handed out and that we would also be emailing parents about the morning tea.  

Successful in $1000 tuckshop grant –  
Christine was happy to announce that the P&C had been successful in receiving the $1000 tuckshop grant for a new freezer. She said that we had been very lucky to get it as it was highly sought after. She said that the grant committee seemed very impressed and confirmed that the tuckshop had already received their new freezer.  

Successful Myer grant –  
Christine advised that the P&C had applied for a $10,000 Myer grant and had received $6,700. She said that this meant that we were about halfway towards reaching the P&C’s goal of sound systems for all the prep classrooms. She said that the school currently had one sound system in a prep classroom and one mobile sound system. Lisa confirmed that the sound system makes a huge difference in the classroom.
Christine said that she was very excited and that it was great to see the P&C’s hard work paying off. She said that she just had to give them the P&C's bank details.

**Presidents Report**

Christine reiterated that she was really happy that we got the grant. She said that it sometimes can be disheartening googling grants on the internet and filling in applications, especially not knowing whether you would be successful or not. She said that we currently had high strike rate when applying for grants. She says that it shows how passionate we are as a P&C in that we have clear goals for the money we receive. She said that often you can put in many hours of volunteer work that you put in without knowing if you'll see a result. She said that originally it seemed quite a crazy, far-off goal of having sound systems in all prep classrooms but that we were now halfway there. She said that sometimes we go out on a limb as a P&C and do something that's not what a normal P&C might do, and a lot of times it surprises us and raises some money while also providing a service to the school. She said that fundraising exercises like the family portrait, the Norwex fundraiser or the Dreamworld tickets don’t raise heaps of money but provides a service to the community and parents where they can get something at a discounted rate. She said that the new sound systems will make a difference in hundreds of kids' lives going forward.

Lisa advised that the Nerang library runs a free grant writing course. Christine said that, if the P&C applies for anymore grants or gets anymore new people in volunteering to apply for grants, she would let them know.

Christine Main moved a motion that her Presidents Report be accepted. Accepted Scott Dipple. 2nd Jay Joseph. Motion Carried.

**Treasurers Report**

- **Incomings for June**
  - Dreamworld tickets
  - Interest received

- **Spend for June**
  - Fathers’ day gifts
  - Gazebo
  - iChallenge parties

- **Expected for July**
  - Fling sponsorship

- **Budgeted Spend for July**
  - Term 3 morning tea
  - Fling expenses

Scott advised on progress with the DGR and said that the ATO requires that the P&C’s building fund committee needs to have more members. Christine mentioned that the ATO requires professional “trustworthy” people, for example teachers, etc. Christine said that Helen Hawsford, Jay Joseph, Stefan Maslen and Fiona Graham expressed interest in becoming members of the P&C building committee and nominated them as members. All in favour, no objections. Scott confirmed he will re-apply with a copy of the July minutes wherein their nominations were recorded.
• Scott Dippel moved a motion that his Treasurers Report be accepted.
  Approved Carly White. 2nd Lisa McGuire
  Motion Carried.

Christine mentioned that Sharlene Dippel can never attend P&C meetings because Scott is here. She said that Sharlene was in the P&C room every week doing school banking and said that she was very thankful to Sharlene and her crew. She asked that Scott express her appreciation for being there week in and week out.

**Correspondence**

Janet Nicholson handed round a letter received from Kerri Pluples thanking the P&C for the $100 donation for Abby receiving state colours for netball and for the success of the recent cupcake stall held so that Abby could compete in state netball champs in Townsville.

Christine advised that Abby had made shadow player for either SE Queensland or Queensland.

Janet Nicholson also mentioned that she had received paperwork from the Queensland government advising of a new Anzac day grant of up to $80,000 that was available to go towards an Anzac day commemoration. Christine said that she would look into this.

**Fundraising Report**

Norwex and Dreamworld ticket results –

Christine advised that the P&C had raised $400+ for the Dreamworld tickets. She said that this had been done at the last minute but was still successful. She said that one lady had purchased the tickets and, although she worked at Dreamworld, she had been unable to get the great prices that the P&C had obtained.

Christine confirmed that Juanita had obtained 16 orders for her Norwex fundraiser. She advised that Juanita had donated $720 to the school café. She confirmed that approximately $1300 had been raised.

Carly said that Gemma in the tuckshop had battled to spend all the money so that’s why it was split between the school café and some of the outdoors men.

**Principals Report**

Fiona advised of several staffing changes at the school. Mr Johnson had left for Mackay last term and had been replaced by Josh Kerr in 7A. Mrs Palmer in 3E was taking time off. Elvis Moodley would replace her.

Fiona advised that Mr Moodley had been doing this role part time and that it had been a shared role. Fiona advised that Mrs Palmer would be returning next term. Fiona advised that David Roach won his position as assistant regional director in the central region and he would not be returning to school. She said that she had been in contact with him and that he was enjoying the role and learning a lot.

Fiona advised of some upcoming dates:

- Science week 18th to 22nd. Science night on 20th August. This year the theme is “Food for the Future” She said that in speaking with the teachers, they have a good idea of what they want to do.
- Year 6 camp – 21/22 and 27/28 August. Fiona said that the Year 6’s would be going to Jacobs well. She said that they had to split the Year 6 group as this was a smaller camp.
- 1-2 September – T&L and discipline audits to take place at the school.
- Year 5 camp – 1 / 2 September. Tanya advised that her daughter was in Year 5 and she had not received any information on the school camp yet. Abby confirmed that this would be going out in the next week or so.

Fiona commented on the school’s improvement agenda, which was focusing on reading, numeracy, writing, science. As part of the Great Results Guarantee different programs had been implemented in the school. Early Naplan data had come back this week showing a very good result especially in reading.
All the programs that the school had implemented prior to Naplan proved to be beneficial. She said the school would continue to focus on these areas for the year.

Audits – every 4 years schools have audits. A Principal is taken offline and comes into the school to look at different aspects of school. The last time the school was audited it had approximately 200 kids to almost 770 kids this year. The school gets graded on certain aspects. The principal conducting the audit will spend 2 days at Highland Reserve. He or she will go out to classrooms and talk to teachers and the admin team. There will also be a disciplinary audit which audits behaviour management and the behaviour environment at the school.

Fiona announced that the T zone had opened this week, which was short for “Technology zone”. She said that the T Zone consisted of a 3D printer and laptop hubs. She said it was located downstairs, in one half of the science lab. Fiona said the school’s Ipads are down there ready to be used. She said the laptop hubs consisted of booths with a monitor and Microsoft Surface tablets. She said the T Zone also had Apple TV and was an amazing area. She took the teachers down on Monday as part of staff meeting and they were very excited. Christine queried how students could access the T Zone and Fiona responded that the T Zone was to be booked by the classrooms in hour and half hour blocks. She said that it would be opening at lunch time for different groups of students, e.g. gold students, Robotics club with Mr Moodley and Mr Aldridge. Fiona hoping to share some of the exciting things that will be done in the future in there.

Behaviour – Abby said that at the start of the year, the school sent out a survey to its teachers using survey monkey. It asked the teachers what they wanted to see in the school. The feedback overall was that teachers were wanting more consistency and structure with regards to behaviour. When the school was smaller, behaviour was generally looked over as it was not such a big issue. Jim (guidance officer), Sharlene (school chaplain), Helen Hawksford, Trevor (a Teacher’s Aide), April (a Teacher’s Aide), Fiona and Abby had formed a behaviour management team. Behaviour issues in classes gets flagged with Abby, and Trevor and April go to the classes in question to manage the behaviour. They teach the students behaviour management skills. This had started at the beginning of the second term. Some teachers had utilised the Teacher’s Aids to manage behaviour last term and are now saying they are no longer needed. Some classes are continue to utilise the Teacher’s Aids to manage behaviour. The school rules are taught, as well as expectations in classrooms. Abby said that the school rules and behaviour matrix should now be visible in all classrooms. She said she had been working with the behaviour committee all last term. She explained that the rule of the week comes from the school’s behaviour matrix. She said that the matrix incorporated a behaviour ladder which should be in all classrooms. She said she was working on all classrooms adopting the ladder. She also said that going forward all green, silver and gold students will be on display in classrooms.

Christine queried the consistency with teachers with regards to gold and silver awards. She said that at assembly some classrooms have lots of silver and gold students, others have few. Abby said she had been really strict this year. She said that if she sees students in the reflection room or not dressed correctly they don’t make it to gold or silver level. Emily queried what happened where a child is working on one issue which is keeping them back from attaining silver. Abby suggested approaching the teacher. Abby said that all teachers are supposed to be sitting with the behaviour matrix at 5 weeks and at 10 weeks going through the list of criteria for gold and silver awards. Carly said she believes some teachers are quite strict, others not so. Christine said that this was certainly the perception from assembly, that every teacher is not grading
the same. She queried how standardised it is. Emily said it was hard for the kids too though, especially the younger ones. She wondered if some found it too hard and then gave up. She also wondered if it was too easy for say the Year 7 students.

Abby said the school was working on the students knowing their behaviour goals.

She said the children are expected to follow the rule of week, which teachers discuss with them.

She said that each classroom has a 'buddy classroom' and students are made aware of the behaviour procedures.

She said that rules and behaviour are enforced with classroom awards, silver and gold student levels, student of the week awards, and stop think do awards.

She explained the step by step process the school follows when dealing with inappropriate behaviour: 1 the child is given a warning, 2 they are reminded to ‘stop think do’, if the behaviour continues they are given time to reflect, if the behaviour continues they are given a time out, 3 the child is given time in their "buddy classroom" for reflection if the behaviour continues, 4 if the behaviour still continues the child is sent to the reflection room or to the office (Fiona or Abby).

A member queried how often a child gets sent to the reflection room or to the principal visit before something gets done. Abby said that after several visits to the reflection room or the principal, the child will get suspended. Abby explained that the teacher has the opportunity to talk to the student about their next step if the behaviour continues. She said that the school does not have a lot of high flying behaviour. Fiona explained that some behaviours will bypass these steps and go straight to suspension. Abby said that this was still very flexible and done on a case by case basis.

Abby said that there were now signs and posters around the school promoting and listing the school rules. She also said that the school had changed its reflection room referral sheet. She explained that, from now on, a parent letter will be attached to the reflection referral sheet. She said that it used to be that if a child was being sent to the reflection room, the parents may not necessarily be aware. She said that the school had now changed that. She said that parents get a letter now so they are aware. Abby said that for a child’s first time in the reflection room, she just gives them warning. She said that if they come up again, she sends a letter to the parents which contained a follow up sheet which has to be signed off by the parents. Abby said that the teachers seem quite happy with the new steps as they are consistent but that she would be getting feedback on this.

Tanya queried what would happen at the school now that David Roach was not returning. Fiona explained that she had only just been advised by Education Queensland that the principal position will be advertised to the end of the year as an acting principal role, as David only has a 6 month contract currently. She explained however, that he would probably get an extension at the end of 6 months. So therefore at the end of the year, it will get advertised as a principal position. Fiona explained that the parents or P&C had no say on this, even though the school was now Independent. She explained that this filters down to herself and Abby and that this had been quite unexpected. Jay congratulated Fiona and Abby on the wonderful job they were doing.

Fiona Graham moved a motion that the Principal’s Report be accepted.

Accepted Stefan Maslen. 2nd Lisa McGuire.

Motion Carried.

General Business

Volunteers and plan for science night –
Christine said that Science night would take place on 20th August. She said that this was always a good night at the school and that the school opens its doors to the community. She said that she would get the Science night up on Facebook and on the Highland Reserve community page. She said that last year the P&C did hotdogs and chicken noodle soup and said that the P&C always provides food for sale on the night. She said she had already asked Gemma if she was willing to volunteer for catering on the night and that Gemma had suggested a vegetarian dish; she suggested making a chicken noodle soup and a pumpkin soup. Christine explained that Gemma makes the soup beforehand, and just keeps it warm in slow cookers. She said that this year the P&C would not sell glow in the dark water bottles, as the student council still had a lot of glow in the dark products left over from the school disco. She said that the P&C would be selling water on the night, supplied by Springbok Foods and Zarraffas would sell coffee. She said that she would be asking for volunteers on the night, at the beginning of August and said that quite a few volunteers would be needed. Carly asked if there was the option of having something sweet on the night, as her kids always asked. Christine asked Fiona, as the Science night is food themed, could the children make their own cupcakes or something along those lines on the night. She suggested that it could be done by donation and said she would speak to Coles. Abby said she would discuss some ideas with the teachers.

Christine said that the P&C would send out an email asking for volunteers on the night.

School advising parents if children are not at school -
Kerry Kable had asked that the P&C address the school regarding the school advising parents if their children are not present at school. Christine said that Kerry had expressed some concern that this was not currently done. Fiona said she had looked into this as it had come up in the last meeting. She said that other schools use a computerized system, which had lots of pro’s and con’s and said that a lot of high schools tended to use it. She said she would contact the company to have a look at the system and costs involved, etc.

Carly said that this was a concern as a lot more kids were walking to school, which the school was encouraging.

Fiona said that one of the issues with the aforementioned system is that it sends out an automated text message. She said that this could cause panic with parents if a teacher hasn’t done the role yet and a text gets sent out. Emily queried whether the office could contact parents if their children were not in class but Fiona said that the previous week Mary-Anne had had a lot of 30 pages consisting of children’s names who had missed role call but neglected to notify the office. She said that the school also needed to educate children on the correct process when arriving late to school.

Fiona said that there was also a group of children who consistently arrived late for school.

Christine agreed that the school didn’t want to alarm parents when their child had actually arrived late for school and just forgot to notify the admin office. Fiona said she would investigate further.

Scott Dippel said that he thought the system was worth it, just to be happy to know that his kids are at school. He said it was worth receiving a false negative.

Chaplaincy meeting –
Stefan Maslen said that his latest meeting with Sharleen had been very positive and he thought Sharleen was doing a great job. He said he was very happy with her progress and said that she was constantly busy at the school. He said that the meeting had consisted mainly of stories about goings-ons at the school, rather than running through reports. He said Sharleen was, in one case, helping one student to love school a lot more, by being positive and encouraging. He said this was good to see, considering she had only been around for less than one term.

Christine explained that Sharleen seemed to work more “at ground level” and said that if parents haven’t met her yet it’s because she’s mainly one on one with the kids. Abby said that she was a great attribute to the behavior management team. She said that, when it came to the children with behavioral issues that Sharleen was working with, sometimes just having a chat with her had cleared things up.
Fling – Christine presented the Highland Fling poster that was up and around school. Emily said that there was a lot going on behind the scenes and thanked those that are coming to Fling meetings and encouraged P&C members that have been involved in the past to be there for support. Christine said that we had already achieved $9,500 in corporate sponsorships with another possible $7,000 in the pipe line. She said a big thanks to those that have laid the groundwork in years gone past, as most companies the school approached seemed only too happy to provide sponsorship, and had done so in previous years. Christine said that the prize team had been hard at work over the holidays getting prizes donated. Emily said that she had been working on some entertainment for the night, e.g. jugglers and stilt walkers. Emily said that some older kids had said that they would like to attend the Fling and said she would advertise on the website that its adults only. She encouraged everyone to pass the word around to new parents about the Fling and said that tickets would go on sale on 1st August. She said that this year the ticketing process would go through a website to make it easier. She said that table names are up on the P&C portal. She encouraged everyone to have a look and choose a table name, but said that it was optional whether people decided to dress up and go with a theme based on their table name. Christine said that she had approached IT Matt to be the Media Manager for the night and he had agreed to give up his whole night to work at the computer. Emily explained that we would be selling tickets, but also Carnival Coins which we could pre-sell. She said this would help to streamline things on the night, as the Carnival Coins could be used to purchase adult slushies, pay for sideshow alley games, to bid on silent and cent auction items, etc. Emily said that the sideshow alley would consist of clown, knock em downs and strongman. She said she was trying to get a good prize for winning the games. She said the night would consist of trivia, cent auctions, 4 corners game, silent auction. She said the tickets were first in best dressed. Christine said she would be talking to the C&K about the fling at the morning tea. She also said her and Emily would match people up with other parents in their grade if some attendees couldn’t make up a table of ten. Emily said that the prize team was to take the donated prizes to the P&C room, where she had put a tub for them all to go in.

Fathers’ day stall – Carly said that the Fathers’ day stalls would take place School advising parents if children are not at school, and the mornings of Thursday 4th and Friday 5th September. Fiona explained that this was because Gala day was that week on Monday and Tuesday. Abby stated that the Grade 5s only get back from camp on the Wednesday some time and may not remember and have money with them. It was decided that the Grade 5’s would have their Father’s day stall on Thursday 28th August (Friday is GC show day) then everyone else would School advising parents if children are not at school.

Highland Reserve made Channel 9 news – Christine mentioned that the school had appeared on the Channel 9 news about the environmental enclosure. She explained that this was because Stockland had donated money to the Gold Coast City Council to promote water wise projects, and the Council had given the money to the school after a successful grant application. Christine explained that we were the only school that had taken part in this to date. She said that other schools might struggle with enough committed volunteers or interest and that Kerry Kable was currently trying to generate interest at other schools. Christine said that Stockland had got a bit of media coverage out of it. She said that the enclosure was great to have and asked that everyone support it by purchasing produce from the market stall at assembly on Mondays. She said that Sharleen and her were running the garden club on Mondays, and that Christine and Catherine was running it on Thursdays. She explained that money for the produce was required up front. Christine mentioned that the garden club had had a cooking day on the last day of last term where they tasted the herbs, chopped the herbs, peeled the vegetables, cooked with the produce and got to eat it. She said the kids were so excited and couldn’t wait to taste what they had grown. She said that Gemma has asked for cherry tomatoes in the tuckshop which she was going to put on the menu. Christine reiterated that the garden needed parent support and encouraged parents to get down there. She said that parents were also welcome to take cuttings for their own gardens.
Walking and wheeling made the May paper – Christine said that the school had also appeared in the May newspaper as part of Stockland for the park n stride program. She said that the numbers go up and down from week to week but it was a great social thing to have as part of the community.

Student council and Bendigo bank results -
Christine said that the Bendigo bank sausage sizzle held last term had raised about $600, which goes to the Starlight Foundation. She said that the day had been full on with around 450 sausages going out in 20 minutes. There had been a few hiccups as well, such as the trailer arriving late, but all in all it went well and we managed to get the food out. She said that logistically it had not been easy. She said that Jo from Bendigo had expressed her thanks to us. She said that the Upper Coomera branch were really chuffed with the success as other branches were still unsure as what kind of fundraiser they wanted to hold that involves food. She said that Bendigo had hinted to a sponsorship for the Fling of between $3,000 and $5,000.

Highland Reserve estate / Stockland -
Christine said that Stockland had passed on some information in her recent meeting with them regarding Fling sponsorship. She said that Stockland had told her that next year construction will begin on Highland Way, which runs behind the C&K. She had said that the school needed to be involved in the design for Highland Way with regards to parking, access, etc. Highland Way will be a main road with two lanes in each direction. Carly said that it will need a crossing. Christine said that it had been in the pipeline for ages but that it had to be incorporated with the final stage in the original section of the estate. She said that she had asked for an overpass or underpass to be included in the design, but said that didn’t go down too well. Christine also informed everyone that Stockland would be leaving the estate in about 2 years so there is a finite end date as to when their fling contribution may run out.

Volunteers for food for morning tea –
Christine reminded everyone about the P&C morning tea after assembly on Monday 21st July and asked for volunteers to bring a plate.

Next Meeting: Tuesday 5th August 2014 at 6.30pm
Meeting Closed: 8.18 pm