Highland Reserve State School
P&C Meeting

13th May 2014

Meeting Opened:

Present: As per sign on sheet

Apologies: Penny Beck, Kerry Kable, Tanya Turnbull, Nicole Young, Meagan Frenner, Nadine Lavagna-Slater

Welcome New Members & Observers:

Christine Main welcomed Kim McCarthy as a new member of the P&C.

Confirmation of Minutes:

• Christine Main moved a motion that the April 2014 P&C Meeting Minutes be accepted as read. Approved Anthea Irvin. 2nd Jenny Beauzec.
  • Motion Carried.

Business Carried Forward:

• School Chaplain – Christine Main introduced Charlene Firth as the new school chaplain and said that she had started at the beginning of the term on Mondays and Tuesdays. Charlene said that her office was in the F block near Wendy’s office and invited everyone to come in and say hi. Christine stated that Charlene would be assisting in gardening club.

• Rose Valley Drive footpath – Christine said she had received an email to officially confirm that another footpath was going ahead on Rose Valley Drive, along the “house” side of the road. This was to reduce the number of children crossing Rose Valley Drive to walk along the footpath on the “lake” side of the road, only to cross the road again near the Reserve Road roundabout. Carly White stated that she had seen a workman on Rose Valley Drive looking at the fence. Christine stated that this was probably in response to a parent complaining that the back entrance fence into Highland Reserve near the oval is falling down and that the pickets are exposed and sharp. Christine said that she was glad Stockland was looking into this. Christine stated that it had been raised with GCCC as part of the Active School Travel program that a footpath was needed on the opposite side of Rose Valley Drive. She said that we had undertaken this as a part of the P&C though we didn't receive any money for it, and said that it was still a huge advantage for the school and the community. She said it had also been raised that a bus stop was needed near the Rose Valley Drive / Heatherdale Road intersection for high school kids in the Estate. She said that GCCC would not be looking at that at the present time but that they had confirmed that they were currently obtaining quotes for the footpath.
Review Action Items

- Entrance gate next to Prep A – Fiona Graham confirmed that the entrance gate next to Prep A at the top of the stairs had been fixed. She thanked groundsman Matt for seeing to this.

- Purchase of 2 new gazebos – Christine Main thanked Darren Cheal for purchasing 2 new gazebos for the school to use for cross country and athletics days. She said that the money for the new gazebos had been raised at the cross country bake stall.

- Transfer to HRSS for teachers’ aids – Christine Main confirmed that the P&C had transferred $10,000 to the school for teachers’ aids for an extra 10 hours per week. She said that the school had already employed somebody using these funds. Fiona Graham stated that she would discuss this further in her Principal’s Report.

Presidents Report

Christine Main said that currently everything was flowing well with the P&C. She said she had had lots of people putting their hands up to run certain events, namely Penny Beck running the iChallenge, Carly White running the mothers’ day stall (and also the fathers’ day stall in September) and Emily Ritchie running the Fling. She also thanked all of the volunteers that assisted with the fundraising events for the P&C. She said that this didn’t just mean money for the school, but that it created a great feeling in the school too. She said that because people had put their hands up for the running of the big events, this freed her time up to concentrate on getting various grants. She said that she was currently in the process of finalizing a few grants. She said that that one of these was for the tuck shop to receive a new freezer. She said that, through hearing about it from Emily Ritchie, she was also currently applying for a grant for sound systems through Variety. Christine reminded everyone that she was only one person, searching online for different grants to get things for the school, and encouraged everyone to please let her know if there were other grants they were aware of that the P&C could apply for.

Christine Main moved a motion that her Presidents Report be accepted. Accepted. Carly White. 2nd Darren Cheal. Motion Carried.

Treasurers Report

- Incomings for April
  $17000 odd gross for iChallenge
  School banking commission

- Spend for April
  iChallenge expenses
  Scripture Union Chaplaincy invoice
  Mothers’ day stall expenses

- Expected for May
  Mothers’ day takings

- Budgeted Spend for May
  Morning tea
• Other items – $15000 from iChallenge after expenses

Scott Dippel confirmed that the Mothers’ day stall made just over $3000 after expenses. He stated that the Deductible Gift Recipient status was in the last stage of approval and should be coming through this month. Christine Main explained how the Deductible Gift Recipient status worked and said that this will open up a lot of other grants for us to apply for as well. She said that the P&C had been working towards getting the DGR for some time.

• Scott Dippel moved a motion that his Treasurers Report be accepted
  Approved Christine Main. 2nd Darren Cheal.
  Motion Carried. All in favour.

Correspondence

Janet Nicholson presented emails from Audrey Marsh’s and Abbie Pluples’ parents requesting that they receive $100 towards travel, etc. for making the state side in their respective sports. Christine explained that the P&C had moved a motion a years ago stating that they would donate a once-off payment of $100 to every child in the school that receives state colours in sport. Christine Main moved a motion that the P&C transfer $100 to the Marsh family and Pluples family. 2nd Carly White.

Christine Main stated that one student last year had made state level and received the $100 from the P&C. She said that the P&C had also moved a motion for this money and the family had asked whether they could raise money in the school by way of a bake sale towards an interstate sporting tournament, to help pay for travel expenses. She said that the P&C had agreed to this at the time. Christine Main said that the school currently had 2 students achieve state level and one of these parents had asked if they could do the same, i.e. raising money by way of a bake sale. Christine Main said she was wanting to move a motion that we don’t do the fundraising bake sale for each student that reaches state level any more, but that they would still be eligible to receive the once-off payment of $100. Catherine Hill enquired what would happen if another student asks for the chance to raise money by way of a bake sale, etc. Christine Main stated that the motion would be for all students in the school from now on. Janet Nicholson asked if there could be the opportunity of doing a joint bake sale. Carly White said that with the school continuing to grow it was not possible to do this for everyone.

Christine Main moved a motion that any eligible student, i.e. any school student that achieves state level in their sport, will be eligible for the $100 P&C payment only and not to be given the opportunity to fundraise within school as well. 2nd Scott Dippel. Against Darren Cheal, 2 abstain, 9 in favour. Passed.

Janet Nicholson also presented an email request from the Music department, wherein they had asked the P&C to provide 3 cellos. Christine Main confirmed that cellos cost about $1000 each. Christine Main presented another request from the Band asking for instruments. She stated that this would be good for the school but that currently, after expenses for teacher aids’ and iPads, the P&C just did not have the money. She said that there was some money in the bank but that this would be allocated towards fathers’ day stall and Fling expenses. She said she would reply that we had received the requests and would keep them on file for the future, possibly towards the end of the year. Christine Main confirmed that instruments would only be required at the beginning of the year, when new children are taking them up, not in the middle of the year.

Emily Ritchie enquired where the music department and band would obtain instruments if the P&C did not contribute, and Fiona Graham confirmed that they did have a budget for instruments but that it was very limited.
Fundraising Report

Christine Main confirmed that the iChallenge grossed approximately $17,000. Carly White confirmed that the mothers’ day stall went well and said that she had managed to get great gifts, as she had got in early. Christine Main confirmed that the orders for the gifts had to be placed 3 months in advance.

Carly White confirmed that the gift supplier had already messaged her about purchasing gifts for the fathers’ day stall. Christine Main thanked the fantastic support from kids, dads and all the helpers. Carly White said that this year the P&C purchased plastic bags which they handed out for free with gifts and which were cheaper than the paper bags. She also said that she had had a lot more stalls, with over 30 helpers. She said that each class didn’t even get 10 minutes to purchase their gifts on the Tuesday, as the school is so big now, but that we had got through them all. Carly stated that there was about $700 stock left over which would carry over to next year. Kristen Zemeck stated that the stalls were really efficient and well organized and the children were able to purchase their gifts really quickly. Carly White confirmed that she was happy that things had gone really well.

Principals Report

Fiona Graham confirmed that Naplan had started. She said that the Year 3, 5 and 7’s had completed Language conventions (spelling/grammar/punctuation) and writing that day. She said that the teachers had said that the kids were confident and comfortable and went really well. She stated that the next day would be Reading and on Thursday it was Numeracy.

Fiona Graham stated that the first Naplan test for Language was to ensure that the students were spelling words correctly and then finding the incorrectly spelled word and spelling it correctly. She said that there was a lot of punctuation in the grammar section and questions about verbs. She said that the same questions had been repeated over Years 3, 5, 7 and 9. She said that for the Writing section, they didn’t know if the students would be asked to write a narrative or persuasive text. She said it was the first year they have not told the school what was expected. She said that the students had been asked to write a persuasive text and that the subject matter was to try to persuade someone why a rule should not be followed. She said that children had been writing about not wearing uniforms, or going over yellow lines on road. She said that the answers ranged from social issues, to doing homework. Some wrote about wanting to get rid of Naplan. She said that was a vast range of topics that were written about. She said that the tests were marked on 6 different categories, and that they were marked electronically except for writing which is marked by markers. Fiona Graham stated that last year the had been asked to write about a hero which some girls struggled with. She said that this year’s topic seemed to resonate with everyone.

Fiona Graham stated that the regional office had asked the school to look at staffing for 2015. She said that this meant she had had to look at enrolment predictions, which are around 845 students. This means the school will have 35 classes next year; the school currently only has space for 33 classes. She said that this impacts on the school’s out of catchment enrolment process. She said that as an Independent school, if you don’t have the classrooms for out of catchment students, you may not take them as you have nowhere to put them. She said that the school would not be supplied with extra classrooms to take out of catchment students. She said that at this stage, the school will not be taking any out of catchment enrolments. Fiona Graham said that the school will still accept the siblings of out of catchment students, but that this applies to all new enrolments.

Christine Main said that the school has to petition to Mark Boothman to put in 2 more demountables for the extra students. She also said that the Education Dept currently does not have the money to
build a two storey building near the hall, as indicated on the school plans, and will only supply demountables. She said that while there is no two storey building up near the hall, the school will not get a walkway to the hall. She said she would continue to put the pressure on Mark Boothman to get a walkway constructed to the hall.

Christine reminded everyone of the discussion at the last meeting where she said that Mark Boothman had confirmed that any walkway to the hall would not get council approval as it was incorporated in the design of the 2 storey building on the school plans, but that we would not be receiving the building for the foreseeable future.

Student Resource Scheme – Fiona Graham stated that the Student Resource Scheme was $125 per student and has been since the school opened. She said that the school would like to increase this to $130 per student from next year, and that this needs to be endorsed by the P&C. Fiona Graham moved a motion that the Student Resource Scheme be increased to $130 per student from 2015. 2nd Darren Cheal. All in favour.

Business Services Manager – Fiona Graham stated that the school’s Business Services Manager had been on leave and had resigned at the start of the year. She said that they had been holding off hiring a replacement until we become an Independent school. She confirmed that Madonna Hinkle has been acting BSM. Fiona confirmed that just before the holidays, she had advertised the position. She confirmed that she had 31 applicants and that 3 out of those were suitable. She stated that she would be interviewing next week. Emily Ritchie enquired what happens to Madonna if someone else fills her position and Fiona replied that she used to do Mary-Anne’s position. She confirmed that she would let us know when the position had been filled.

Teacher aid – Fiona Graham stated that the P&C’s donation of teachers’ aid hours worked out well for the school. She said that the school had a new teacher aid, who was working with students with disabilities. She said that he had been working 16 hours per week. With the 10 hours per week provided by the P&C, this now tops him up to a full time teacher aid. She said that the school liked to have teachers’ aids in full time so they become a part of the school family. She said that he currently goes into different classrooms, and is supporting a number of different teachers. She said that it was great to have another male teacher aid. She said that he is a good role model for the boys at the school and often plays football at playtime on the oval.

Vandalism – Fiona Graham that the school had been vandalized with graffiti the last 2 weekends. She said that the vandals are letting off pipe bombs that they are building. She said this leaves big burnt patches on the oval or on concrete. She said graffiti had also been left on the school sheds and in the front of the school. She said that people were also using the area down near the kindy for dumping of old furniture, etc. She said that this is a real concern for the school. She asked that if parents or anyone in the community see anything suspicious, please call school Watch or the police. Christine Main asked that everyone spread the word, as there are a lot of people living in the estate with children at the school. She said we’ve got a great, stunning school and its getting damaged. Fiona Graham confirmed that it is quite significant damage. She said that groundsman Matt spends a great deal of time and cost getting things repaired. Janet Nicholson enquired whether the entrance from Reserve road into the kindy area / prep car park could be gated, but Fiona Graham confirmed that the area at the bottom is council land. Fiona Graham said the vandals had been caught on camera but wear hoodies so they are unrecognisable.
Jenni Beauzec enquired about alarm trigger beams, but it was thought that the alarm would probably get constantly set off by passers-by or rodents, etc. Christine Main urged everyone to talk to their kids as they might have heard something. Emily Ritchie asked about motion sensor flood lights. Tina Lloyd-Jones replied that the youngsters/skate boarders that she suspects are doing this, she has seen in the day.

School council - Fiona Graham stated that as an Independent School, we are now required to set up a school council. She said that the school has to have 2 official members on the council. She stated that these would be herself and Christine Main. She said that the council must have elected members. She said that she has been putting together a draft school council constitution. She advised that, as is required, she is giving the P&C 30 days’ notice to peruse the constitution. In 30 days, at the next P&C meeting, she stated that there would be a vote on accepting the constitution. She stated that everyone was welcome to look at the constitution and said that it would be emailed to the P&C. Christine Main said that the P&C could send it out with the next agenda. Emily Ritchie advised that it could also be sent out with the minutes of tonight’s meeting. Fiona Graham said that the constitution would need to be gazette and said that at the next P&C meeting, she would ask for everyone’s approval. She said that the council would require 2 parents to be members, as well as 2 staff members. She said that the school will be voting on it at their next staff meeting. She said that if she receives more than 2 applications for membership, there will be a secret ballot to finalise which 2 applications will be accepted. Fiona Graham confirmed that Abby Ross will be returning officer and will do a secret ballot to confirm the 2 members.

Functions of the school council – Fiona Graham stated that this school council acts as an advisory body, that is a connection between community, the P&C and the school. She said that the council has definite rules and regulations about what they do. She said that the council would have to meet once a term. She produced a brochure with more information on the council which was available for anyone to read. Anthea Irvin enquired whether you can still be a P&C member and be on the school council. Fiona Graham confirmed that you could.

Money in bank – currently at $403,194. Fiona Graham confirmed that the Great Results Guarantee payment from the government had bumped the school’s finances up but a lot of this had already been spent on teachers and teacher aids for the school.

Fiona Graham moved a motion that the Principal’s Report be accepted. Accepted.Darren Cheal. 2nd Emily Ritchie. Motion Carried.

General Business

P&C projects - Christine Main confirmed that, as stated earlier, the grants for the sound system were going ahead.
Christine Main stated that the gambling grant to receive bubblers on the oval had not been approved as we had received it about 3 years ago. She said that there was also the bubblers at the hall and the kiss n go shelter that were indicated as options for the P&C to fundraise for. She said that everyone had different opinions and that they all require money. She mentioned the government grant of building projects over $50,000 that was discussed at last month’s meeting which the P&C had looked at to provide the kiss n go shelter, but said that she had had some quotes and that the project would cost closer to $15,000.
Christine Main suggested putting together a list of items with a rough costing and getting the P&C and parents to vote on projects they would like the P&C to work towards. She said that this could be done through survey monkey and give a better indication of what people wanted as well as giving
us all a time to think about different projects. She said that the P&C can’t do anything at the moment as we have limited funds. Christine Main enquired whether everyone thought this was a good idea and said she would get some feedback from other parents in the school. Carly White enquired how many responses the previous survey monkey received and Fiona Graham replied that it was quite a few. Christine Main said that this would be a good way of getting more than just the P&C’s ideas and opinions and said that parents can all have a say and contribute. Christine said we would first get the ideas and weren’t going to rush into anything. She said that the list of projects could remain a work in progress. She encouraged those present to give their ideas. She said that this way we as a P&C can take our time and get our objectives and priorities right. She said that this was the only way to get something that the majority of people are happy about.

C&K – Christine Main introduced Tina Lloyd-Jones from the Highland Reserve C&K. Tina said she had found that lots of local parents have fly in fly out situations or are from overseas and are new to the community. She said a lot of them had no extended support system. She said the kindy had had their first parent social in the garden a couple of weeks ago and several old parents called in. She said that some parents had stated that they felt the transition from kindy to prep was a bit unsupported. She said that she had thought of going to old C&K families that had children at Highland Reserve and creating a “buddy system”. She said that old families from C&K could meet new families. She said that, in the first few weeks of school, this would give a new prep child someone to go to that they already know. She said it would not be so daunting for them. Christine Main enquired how the buddy system would work. Tina said she had thought of approaching older C&K parents to come down and meet the new C&K parents. She said if the old C&K family agreed to become a buddy, they can meet at the prep area or at kindy and discuss things that might make the transition from kindy to prep easier. She said it would give new families to the school a smoother transition, as well as a familiar face at the school. She said that this system may become a model for other early years learning centres to copy. She said that the C&K children currently do library visits and buddy reading at the school. She stated that the feedback from other parents in the past reflected that they feel they need more support. Christine Main stated the the P&C runs a morning tea every term and said we could incorporate the “meet and greet” with C&K parents at this event. She said that this would need to be set up prior to the year finishing. Christine Main advised that anyone wanting to take part in the buddy system would not be doing so as representatives of the school, just as parents creating a support system and making new friends. Christine Main stated that the morning tea in the 4th term would be good time to invite moms from C&K to meet other parents. Christine said that she would discuss this further with Tina. Cindy from C&K invited everyone to the C&K open day on the 24th May and said that everyone in the community was invited to come along. Tina mentioned that the C&K had had a lot of issue with families crossing the entrance road, along where the Highland Reserve bins are kept. She wondered whether a crossing could be made in front C&K drive way or a pathway made. Christine advised that this was all Gold Coast council property but said that she would talk to the council members and see if anything can be done.

Disco – Jess from the student council said that the disco was coming up at the end of term. She said that it would be in week 8 on the 12th June. She said that, like last year, Prep to Year 2 would have their disco from 4pm to 5pm. The Year 3’s to 7’s would have their disco from 5.30pm to 7pm. She said that the 12th June was a Thursday. She said that the student council are thinking of doing a sausage sizzle at the disco. She said that the Year 6 teachers had everything under control as far as the running of the sausage sizzle was concerned. She said that the sausage sizzle was not
needing parent volunteers at this stage, but that this may change. She said the parking would run the same as last year, where parents were encouraged to drop and pick up their kids at kiss n go. Christine advised that by the second disco last year everyone had the parking down pat. She said that dropping children at kiss n go took a bit of pressure off the volunteers and that this had worked well. She said that she would need volunteers to assist with parking, and said that we would need the same amount of volunteers as last year.

Carly White enquired whether a canteen would be run at the hall kitchen like in previous years. She said that many kids had queued up for ages to buy food. Jess advised that this would be available again this year. Tina Lloyd-Jones enquired whether children could pre-order food and said that this would eliminate the issue of children bringing money in, or losing money, especially amongst the preps. Christine Main advised that in the Prep to Year 2 disco a lot of parents stay. Christine Main enquired whether tables could be set up outside the hall selling snacks and drinks, as this had worked really well at the mothers’ day stalls. Jess said that there was a lighting issue, but if that could be sorted out it was definitely an option. Christine Main reminded everyone that quite a lot of parents had put their names down on the Active Parent Helper list to volunteer for events and the P&C would send an email out asking for help with the parking.

Blue cards – Christine Main advised that there had been a change with regards to volunteering. She said that previously things had always been very casual but that the Education Dept was cracking down on volunteers at schools. She said that if someone has put their name down to volunteer and they don’t have a blue card, they cannot help. She said that this applied to Science night, mothers’ day stall, all volunteering at the school. She said that a blue card takes about 3-4 weeks to receive once you apply for it, so if someone has put their name down to volunteer for an event, they probably wouldn’t receive their card in time. She said that the P&C would send out an email with the blue card application form to all active parent helpers and volunteers. Catherine Hill enquired whether the blue card application form could be attached to the Active Parent Helper form.

Fling – The Fling will take place on Saturday 11 October, everyone is to note the change of date. Emily Ritchie said that the previous date that had been discussed had clashed with the teachers’ ball and said that last year about 2 tables consisted of teachers. Juanita Garland said that football should be over by then and Abby Ross confirmed that there were no grand finals being played on this date. Christine Main said that it would be the first week back at school in the 4th term. Emily said that the Fling would have a Carnival theme with trivia, side show alley games, silent auctions, cent auctions, adult slushies, photo booth, fairy floss, popcorn and performers. The P&C had received a really good quote for 4 games for the night, e.g. strong man, etc. There are a lot of things still up for discussion. There was a lot of negative feedback from volunteers about the balloon prizes last year. Everyone had said that this was very labour intensive. We would still need prizes donated, but there will be a cent auction instead of the balloon prizes. We will encourage parents to purchase tickets to put against certain prizes and this will eliminate the amount of cash handled on the night. There will still be the Jokers wild card and 4 corners rounds. The P&C will be providing adult slushies for sale, so we don’t need a liquor license as it will not be an open bar. Last year there was an issue about encouraging consuming alcohol on school premises, especially as we are raising money for the Kids Matter program which teaches about discouraging drinking. The event will still be BYO but it would have to be controlled, with the responsible serving of alcohol. Christine Main asked for a show of hands that everyone was happy with the P&C selling adult slushies, if that was the only alcohol supplied by P&C on the night. All in favour. Apparently every year at the Fling
the P&C gets asked to hire a photo booth, but this is usually very expensive. Emily confirmed that she had received a quote for a manned photo booth with unlimited photos for a third of the price of what you would normally expect to pay. There would be a print-out of 3 photos with a slogan like “Highland Fling 2014”. Christine said that the fling budget was $2500 last year, but that they had only spent $1000. She said that she had learnt from the ichallenge that it’s OK if a little bit more money is spent on particular things if it gets everyone excited and makes a successful event. She was happy to have the same budget again. Emily said that the quote for the photo booth included props for the photos.

There will be popcorn and fairy floss for sale but that this will not cost the P&C anything. The P&C will just receive a percentage of what is sold.

Lots of volunteers will be needed on the night: a trivia team, a theme team, a sponsorship team and a prize team. Christine said each team would run their own meetings. The Fling has a $20,000 target which is certainly achievable as the Fling received almost that last year. Kristen Zemeck will run the trivia team as she has a contact who runs trivia nights, and there will be 3 rounds of trivia. She said that this would give lots of time to have fun and play games. Christine advised that, if volunteers wanted to head up a specific team, they need to be happy to run that particular team. She said nobody would get micro managed. Christine asked if everyone was happy to pay $20 a head. She stated that there was a slight price increase for the Fling tickets, but that it had been $15 every year for 3 years. Everyone present agreed that they were happy to pay this. There will still be tables of 10, and the hall capacity is 30 tables. Emily said that she had been looking into a website which we will use this year that will collate everything. This will allow people to pay for their tickets by Paypal, or they could still pay at the office. We will be using an improved sound system from last year. We are hoping to fill all the tables this year, as last year they had filled all but 2. She said it would work on a first in best dressed policy. Carly suggested advertising to Fling at C&K to fill tables. Christine said that she would love anyone involved in running the Fling last year to mentor / come to meetings to help in the planning and to assist those that had not been involved in previous years.

The first Fling meeting will be on Wednesday 18th June at 3.15pm at the hall.

Reserve Road crossing – Darren Cheal asked who looks after the Reserve Road crossing in front of the school. He said that in the morning at around 7.15am, there are often high school kids using the Reserve Road crossing outside the school. He says that at that time of morning there is no lollipop lady and he stops to let the kids cross the road. He says cars are going around those that have stopped at the crossing and that the kids crossing the road will be hit one of these days. Christine replied that we would need to contact William Owen-Jones or Mark Boothman. Christine Main replied that filling in a near miss form might help. She said that we should send it to Main Road and cc Mark Boothman. She said that if Main Roads don’t have a “near miss” form, there is a basic pro forma one which she can supply to Darren if he needs it. She believes filling in one of these might increase the chance of Main Roads addressing the problem.

Fathers’ day stall – Carly White advised that she would need to look at purchasing fathers’ day stall supplies soon. Christine Main moved a motion that the P&C spend $3500 on fathers’ day stall supplies 2nd Bec Phillips

Next Meeting: Wednesday 18th June at 9.00am and tea will be supplied by Emily Ritchie.

Meeting Closed: 8.28pm
http://www.signupgenius.com/go/30E084BA4A92AA20-disco