Highland Reserve State School
P&C Meeting

11th November 2014

Meeting Opened:

Present: As per sign on sheet

Apologies: Dimity Ellis, Bec Phillips, Lisa McGuire, Juanita Garland

Welcome New Members & Observers: Christine Main welcomed Atsuko Joseph and Jennifer Lindsay to the meeting.

Confirmation of Minutes:

- Christine Main moved a motion that the October 2014 P&C Meeting Minutes be accepted as read.
  
  Approved Jay Joseph
  2nd Anthea Irvin
  Motion Carried.

Business Carried Forward:

Nothing to report.

Review Action Items:

Christmas in the park-

Christine Main referred to the Christmas picnic in the park and said that this year the event would not involve fundraising or a raffle and would be “volunteer free”. She said it would be a time for everyone to come to the picnic, enjoy themselves and have a good time. She said that we would not be selling raffle tickets. She said that this enabled everyone to have a good end of year, without being volunteer dependent. Christine said that Emily would be making sure that the flyer for the picnic was in the next newsletter and said that the flyer had already been sent to Matt. She urged everyone to look out for the flyers and said it would also be emailed out to the P&C members. Emily enquired whether the senior leaders would be available to play soccer or sports with the kids down at the park at the picnic. Fiona Graham replied that Jess Sandeman would be the best person to organize a game of soccer or red rover, etc.

President’s Report

Christine Main said that she had been speaking to Andrew Cummings a little while ago regarding late arrivals at the school, and said she was curious to see whether this was worse in winter or if the figures remained the same all year round. She also said she was curious to see whether Active School Travel caused the numbers of late arrivals to decrease at all. She said that the issue of late arrivals had been a concern of parents in previous meetings and she was just following up on that. She asked Andrew Cummings whether he could have a look at the figures and see how the school was doing.
Christine Main said that she and the P&C had now fully recovered from the Fling. She said that in the last month she had been contacting sponsors from the Fling, thanking them for their contributions and giving them photos from the night. She said that Kristen Zemeck’s partner had taken the photos on the night and that the photos were up on the website as of that day. She thanked IT Matt for putting the photos up on the school website.

Christine Main confirmed that she had sent out a grant application to Stockland to pay towards the prep playground equipment. Christine said that, as president and as a P&C, it was good to have fundraising goals for us to work towards and thanked teachers that had given the P&C wishlists to raise money for. She said that, while the P&C couldn’t fulfill all the teachers’ requests, it was good to have things “at the back of our head” that had been brought up by Andrew, Fiona, Abby or the teachers to give us an idea of what to work towards and where there was a need. She said that the P&C would always apply for grants to fulfill requirements where possible, and said that there are always opportunities. She said that she hoped the latest grant was successful.

Christine said that generally the P&C had had a quiet month, solidifying what we had done over the last few months and making plans for the next year. She said she had been talking to Madonna Hinkins regarding the water bubblers at the hall. She said that we would be organizing for payment of the bubblers at the end of this week or beginning of next week. She said that the school and Madonna had gotten on top of the water bubblers really quickly with quotes, etc. and that we should see the fruits of our labour before the end of the year. She said that the bubblers would really come in handy for the last few weeks of summer, as well as at the Christmas concert. She also said that it would be good for the parents to see what we’ve raised money for when they attended the Christmas concert. She said that we would now be looking to next year with regards to events, funds, etc.

Christine Main moved a motion that her Presidents Report be accepted.
Accepted Stefan Maslen
2nd Megan Frener
Motion Carried.

Treasurers Report

Scott Dippel reported that, once we had finished up from the Fling, there was $37000 odd in the bank account at the end of the month.

- **Incomings for October**
  - $5000 grant from GCCC
  - $470 from school banking commission

- **Spend for October**
  - Expenses from fling

- **Expected for November**
  - Go n run takings
  - Paypal fling payments came through at start of November

- **Budgeted Spend for November**
  - Water bubblers
  - Silver & gold students
  - School camp
  - Kids Matter program
Scott Dippel confirmed that $27144 was raised from the Fling.
Scott said that with regards to the Donatable Gift Recipient status, he was working with the ATO trying to find a suitable professional person in the community to join the P&C’s building committee which was an ATO requirement. He said that once this is done, he would have to resubmit our application. He said that we have submitted everything else, so the process should be quick. Scott confirmed that the chaplain invoice had not been received as yet, and we were unsure when that would come through.
Scott Dippel moved a motion that we pay $6500 odd for water bubblers from the Fling account. 2nd Emily Ritchie. All in favour.

- Scott Dippel moved a motion that the Treasurer’s Report be accepted.
  Approved Jay Joseph.
  2nd Emily Ritchie.
  Motion Carried.

Correspondence

Confirmation of picnic in the park –
Emily Ritchie confirmed that she had received confirmation of the picnic in the park by email and letter from the GCCC.

Christine Main said that she had applied for a Mayoral grant and that we were unsuccessful.
Christine confirmed that we are currently waiting for another $500 cheque from division 2 of GCCC. She said that we had already received a $500 cheque from division 1.

Christine stated that there was helium that still had to be paid for from the Fling. She said that there was roughly half a tank of helium left in the bottles. She confirmed that that expense will come out of the Fling money and that the remaining helium could be used by the school, possibly at graduation.

Fundraising Report

Fling report -
Emily Ritchie stated that her figures were slightly different from Scott Dippel’s with regard to the Fling profits. She said that she had already added the Paypal payments into her totals, and taken out the payment due for the helium. She said that she had calculated a direct breakdown of just over $5000 raised on the night of the Fling, and presale tickets and carnival coin amounted to roughly $6000. She said that corporate sponsorships made up the balance and that there was a total profit of $26000 odd. She was glad to announce that we had cracked our $25000 goal.
Christine Main thanked Emily and all the volunteers, and said she would continue to thank volunteers and Emily and everyone involved on the night. She said it was an amazing night, very labour-intensive. She said that we didn’t have too much outlay for the night but that it involved many volunteer hours.

Principals Report

School council nomination – Andrew Cummings advised that the school had got a council together and filled all positions for the school council. He said that the next step would be to find a day to meet. He stated that Juanita Garland was the successful applicant elected. He said that he would now proceed at looking at the first meeting, where they would be required to elect a chairperson. He said that they would also then look at fulfilling the position of invited community member. He said he foresaw that the council would be in place before the end of the year.

Facilities – Andrew Cummings said that he had been working on an enrolment management plan. He said that this meant a changed capacity to 829 students including the music centre and 2 science rooms. He said that once we reached these numbers it would be on a case by case basis, should we grow that much,
where the school would discuss what is being used and what is not being used. He said he would be sending the updated enrolment management plan in. He stated that he was conscious that there is a concern about using up all of our classroom space.

Christine enquired what the current enrolment figures were for next year. Andrew advised that they were looking at 800 odd students. Christine enquired whether this meant that the prep classes were only half full. Fiona Graham confirmed that the school already has 4 classes of prep students for next year, and that she thought this number would get to 5. Christine enquired whether, in previous years, the school had had a whole class enrol between now and the end of year. Fiona replied that it was hard to tell how many new prep applications they would receive between now and the start of the next year. Andrew Cummings said that parents waiting until the last minute to enrol made facilities management extremely difficult. He said that they had already done some provisional planning regarding the building of the next classroom block up at the hall. He said that this would probably happen in around 12 months' time. Christine enquired whether this would be disruptive to assemblies, and Andrew replied that Education Queensland would probably require a fence to be erected around the building site.

Teaching & learning audit – Andrew Cummings tabled the results of the teaching and learning audit. He said that the school had done some basic planning as to how they would manage these results. Andrew asked Abby Ross to discuss the discipline audit. Abby said that with regards to the discipline audit, she was very happy with how we went considering how we started off the year. She said that they were very impressed with how we care individually for each student and individualise the discipline as much as we can. She said that the school had applied to become a Positive Behaviour for Learning school. She said that this would provide support with process and with tying the processes in. She said she was going to try using behaviour lessons with regard to Stop Think Do awards, and use them with teaching on specific behaviours. She said that the school would carry on with the discipline steps and behaviours that they were currently using. She said that she would be reviewing expectations and the value matrix (rule of the week) to tie into HRSS values. She said that she was working on having these correlate and work together. Abby said she would also be looking over silver and gold student awards. She said that, at the start of year, these were just generic awards, but that she was looking at making them more specific. She also said that she would be looking at the actual rewards as well, possibly incorporating reward days or sessions. She said that she was also looking to try to create an effort group separate to behaviours, where children are also rewarded on effort made. She said she was looking a refining the Stop Think Do process and rewards, and would be discussing what we do if get a student receives 5 or 10 or 20 Stop Think Do awards, for example. Andrew Cummings stated by becoming a Positive Behaviour for Learning school, we were making sure with a large staff and community that we are all on the same page with behaviour expectations and implementing them.

Andrew Cummings said that the school would also start to look at small behaviours, and said there was a lot of data review involved with that. He said that the school wanted to be at a proactive stage rather than a reactive stage.

Andrew Cummings said that, with regard to the teaching and learning audit, the school is doing really well and have a lot of quality practices and processes going on. Andrew Cummings said that the audit was mainly to pick up any "holes" within those practices and processes. He said that the school had received 9 recommendations and that the strategies are very much global. He said that some of these were very simple, and that there were not a huge amount of issues. He said that these were very healthy school results. Andrew said that the school was looking at fine tuning a lot of the things we are doing, with regard to the roles of the principal and deputy principals; with regard to Head of curriculum, and the Head of Special Education Services. He said he would be making an announcement about these in the not too distant future. Andrew said that Education Queensland determined that we’re entitled to a master teacher, who would be looking at the roles and responsibilities of everyone in the management team. He said they would be looking at clarifying the role of mentors and administrative people, as well as supporting teachers in what they are doing in the classrooms. He said that they had had initial discussions with teachers. He
said that the view was to never go into a classroom with a deficit model, rather with guidelines and advice on what the teachers can do better.

Professional learning: Andrew said that the school needed to document their commitment to professional learning outlining what they expect from the staff at the school. He said that this would concentrate around coaching and mentoring.

He said that the audit recommended that the school build on the pedagogical rubric, which they would be looking at over the next couple of weeks and would decide if they would use it or not. He said that the school would also be looking at their teaching and learning cycle and analysing data.

Andrew said that with regard to curriculum planning, the auditors had only been at the school for 2 days, and that this did not always provide a 100% accurate snapshot of what was going on. He said that the school was working towards a more consistent way of curriculum planning, and that this would be a role for the Head of Curriculum. He said that the school was planning for a wide range of ability in the classroom and planning for differentiation. He said that these were evidenced by the daily notes in the classroom.

Andrew said that the school had started reviewing on the teaching of reading. He said that the school had done significant work around this before he had arrived, but that they would continue reviewing this. He said that the school would look at what the systems targets are in relation to reading and said that the expectations had to be clear. He said that he would also be looking at benchmark targets.

Student goal setting: Andrew said that the school was also reviewing the goals being set for kids, and said that the teachers were discussing this with the kids especially around behaviour. He said that they would also be looking at academic goals and how are we managing those. He said that they were talking to the kids about this and getting feedback happening and seeing how often this is revisited.

Higher order of thinking framework: Andrew said that the school would be looking at a professional learning plan, right from prep to year 6. He said that they would be providing personal development for staff around a higher order of thinking.

HOC role – Andrew said that the school would be employing a Head of Curriculum, as the school currently had an Acting HOC. He said that they had completed the shortlisting and had had 19 applicants. He noted that other schools in the area that are doing the same had received 6-7 applicants, which was encouraging for us. He said he would be interviewing 8 applicants on Friday. He said that the interview panel consisted of Narelle Best (A Deputy principal at Moorooka state school), Fiona Graham, Abby Ross and himself. He said that the HOC would help to support the staff with regards to curriculum and planning.

Staffing – Andrew said that he was currently looking at staffing and making preliminary decisions for next year. He said he had a rough idea of what the school will look like next year. He said that trying to make preliminary staffing decisions was always a bit risky, but that he had done his best at making educated guesses at numbers. He said he expected to be able to have teachers in classes known by the end of the year. He said he wanted to see students get a chance to meet their teacher for the following year and that he was doing this with the best of intentions. He said that a large enrolment growth in the first 8 days of term may change things, but that in most cases students will know who their teacher will be next year. Christine asked if students would be given the opportunity to greet their new teacher. Andrew replied that ideally he would like to see them spend half a day with new teacher and that they would be able to discuss classroom expectations for the next year. Christine asked if this would take place in the last week of school and Andrew replied that it would. Emily Ritchie enquired whether teachers currently knew the students in their classes for next year, or whether they would know before the meet and greet. Andrew replied that the teachers were not aware as yet, but that they would find out beforehand. Emily Ritchie enquired if the meet and greet opportunity would take place for the new prep classes. Andrew said that he would look at that
and see what could be organised. He said that ideally he wanted the students to know their teachers beforehand.

Guidance officer: Andrew advised that Jim, the current Guidance Officer, would be retiring at the end of the year. He wanted to acknowledge Jim's great contribution to the school and said he was a highly valued member of the team and highly respected by the staff. He said he would be greatly missed. Andrew said that he had made the decision to increase the role of Guidance Officer to 3 days a week for 2015. He said that if the school was able to get an extra day a week, this would mean that the role of Guidance Officer was more proactive than reactive. He said he was wanting workshops with children around mental health looked at for the extra day, and this had come about after consultation with Jim as to what he would have liked to have done. He said that looking at setting up something like this had just not been possible in only 2 days a week. He said that the school was looking to recruit a new Guidance Officer as soon as possible.

Second Deputy Principal: Andrew said that we would be entitled to have a funded second Deputy Principal position based on our numbers for next year. He said that he was currently trying to get confirmation from this from Education Queensland, but said that he was happy to risk manage this funding as an Independent School to get the role filled and ready to go for 2015.

Principal role: Andrew said that he had as yet received no notice on the role of Principal. He said that he would seek to get confirmation on that, and that he may hear closer to the end of month. He said that he was working on getting a management team together for 2015 ready to go, regardless of who is Principal.

Emily Ritchie enquired whether Andrew’s role as Acting Principal was only until the end of term. Andrew replied that it was and that it was very unlikely that the role of Principal would be advertised this year. He said that this was more than likely to take place in the first term of next year.

Fiona Graham reported on the Great Results Guarantee for this year. She said that at the start of the year when she presented the Great Results Guarantee to the P&C, the school had $229000 odd. She said that they had allocated that funding to go towards the Naplan goals set at the start of the year, in particular to increase the year 3 national minimum standard. She said that the Naplan results had shown that this increased significantly. She said that the school had also wanted to increase the number of children in the upper 2 bands (which had been a 2 year plan). She said this had been achieved this year, and that she was very happy to have achieved this in the first year.

She said that they continued to review and track student performance data fortnightly. Fiona said that, with regard to the allocation of how the Great Results Guarantee funding was spent, David had had to put together his budget report really quickly before he left which they had since modified a bit. She said that the funding had gone towards a teacher aid every morning of the week for year 3, who was moved to year 2 after the Naplan testing. She said that this had helped greatly towards achieving their goal of increasing the year 3 minimum standard. She said that the funding had also gone towards topping up reading books. She said that this also meant purchasing books that teachers could use to assist with comprehension. She said that the funding was also used to pay for a teacher aid for Language and Numeracy (STLaN). She said that the funding had also paid for PD workshops which were used to improve teachers’ leadership abilities. She said the funding was also used to pay for PD workshops around reading and writing. She said that the school had provided Naplan support sessions, which were after school sessions where students that would benefit from extra support were identified. She said that they were able to pay teacher aids a wage to support the students in those sessions. She said that these students had seen a great improvement in results and that children definitely benefitted from the extra support.

Fiona said that the Great Results Guarantee would continue again next year and said she was currently looking at what the school’s Great Results Guarantee goals for next year would be. Andrew said that they would table that at the next meeting. Emily Ritchie enquired whether the funding remained the same for next year. Andrew replied that the school could expect to see more funding next year and that this was based on enrolments.
Andrew Cummings moved a motion that the Principal’s Report be accepted. 
Accepted

Emily Ritchie

2nd Anthea Irvin

Motion Carried.

General Business

Christine introduced Lucy, the President of the Lions Club in Helensvale. Wendy from Student Services said she had applied to the Lions Club for hearing impaired sound speakers for the school, which we had received. She said they were slightly different from the others we have got at the school, as they were a slightly different model. She said that it was really good to have another speaker for the school. Christine thanked them on behalf of the P&C and the school, and thanked them for educating the P&C on the needs of children with hearing impairments.

December start to construction of footpath along Rose Valley Drive –
Christine said that it had been confirmed at an Active School Travel meeting last week that the footpath along the opposite side of Rose Valley Drive would begin construction in December. She said that this was great to see as the P&C had worked to get the Active School Travel program and part of that was to advocate for a footpath so kids don’t have to cross at the roundabout.

Beau train the trainer day –
Beau said that he was wanting to do a train the trainer day with his bootcamp ladies, with proceeds going towards the P&C. Christine commented that Beau had been a Bronze sponsor and a prize sponsor for the Fling, even though he did not have children at the school (although his fiancée Shay is on the teaching staff). Christine said she greatly appreciated what Beau was doing and said that she would put this up on the P&C’s Facebook page. She asked Beau to keep us posted on this.

School camp –
Christine Main said that the she as president was currently looking to next year, with regard to allocation of funding and said that there were lots of bills that the P&C had to pay and commitments to contribute towards. She said that the P&C currently had $10000 odd in the general account, which was allocated to go towards school camp, as well as mothers’ day gifts which needed to be paid for in February, auditing fees and public liability insurance. Christine said that she had asked the school about a figure for the school camps, which they did not currently have. Christine enquired when the school camps take place and Fiona replied that the grade 6’s went on camp at the beginning of the year, and grade 5’s at the end of the year. Christine said she was encouraging more rigorous conversation between the school and the P&C. She said that, as P&C president, she couldn’t tell parents how much the P&C saves each family by contributing towards school camps. She said that she was also wanting to educate the P&C and also parents on how much we save each child. Christine said it would be good if we could break it down and have it per student. Andrew said that he saw no reason why the P&C subsidy could not be included in the school camp invoice. Christine also said that it would also help for the treasurer and president to know how much was due in the beginning of the year and how much at the end. Jennifer Lindsay commented that many parents were very quick to whinge about stuff, but don’t know what the P&C fundraising money goes towards. Jay said that if there is any interaction the schools are having with parents, they need to promote what the P&C subsidies. Andrew said that he would see to it that in the notes about certain events and programs at the school, they would advise what they P&C are saving each child. Andrew said that in previous schools if the P&C had paid towards certain equipment, there would be a label on the equipment saying so. Christine said that she would also like to see this happen with Kids Matter.
Christine reiterated that we currently had $28000 odd in the Fling account, and that the P&C had to pay $6244 for water bubblers out of this. She said that there would also be approximately $4700 payable for chaplaincy, which had gone up. She said that the P&C normally allocated $10000 in past years and had just given the school a cheque for that amount for KidsMatter. She said that the P&C really push the KidsMatter programs at the fling, saying that is mainly what the Fling fundraises for, but said that she found parents did not know what the P&C were paying for. Christine said she would like to have a bit more of an open discussion with the school in advance so she would know, for example, what the ditto show would cost if the P&C didn’t pay towards it. Jay Joseph suggested that it be on the permission form what the P&C contribution is. Christine said that we really need to let the parents know what the P&C is saving them. Christine said that she couldn’t really name what the P&C is contributing towards, apart from Life Education and the ditto show. She said she felt we had to educate the parents and community, and spread the word to the P&C and thereby the other parents, about how much the P&C is helping, what we are doing, why we are working so hard, etc. Christine said that the more information we had as a P&C, the more we could spread that information by word of mouth. She said that the parents with older kids should also be made aware that we continue contributing towards older kids (with school camps) and life education (which is more aimed at older students than younger students) and that it’s not just the younger kids that benefit. Jennifer said that she felt it was important to break it down as an amount per student, not just a total amount. Christine said that it would be good to just have a bit more conversation going. Emily Ritchie said that it really should be highlighted if you are a parent of an older student, and that it would be good to know what we are spending across the board. Andrew said that he planned to discuss at the next P&C meeting what the rough expenses families can expect for the year ahead. He said he feels we need to be giving parents a minimum of 6 weeks’ notice of an upcoming expense. He said we should be handing out expressions of interest for school camps months in advance. He said that this would be good for parents and good for families. He said that it was a requirement of Education Queensland and we are trying to meet that requirement. He said that this would take some long term planning. Christine referred to Elly Patterson’s request for more prep playground equipment and said that the P&C had waited until all income and expenses from the Fling had been finalised. She said that the P&C had applied for a grant application for $1000 to go towards the prep playground equipment, and that we had been quoted around $4000. She said that she had been talking to the school about it and they had agreed that the P&C would contribute $2000 and the school contributing the remaining $1000. Christine said that we would re-look at these figures if the grant application was unsuccessful. Christine moved a motion that out of the Fling fundraising, the P&C would contribute $2000 towards prep playground equipment. 2nd Jay Joseph. All in favour. Motion passed.

Prep mum’s morning tea –
Janet Nicholson suggested that the P&C’s first morning tea of the year be held on the first day of school, possibly outside the tuckshop. She said this was a good opportunity for new prep mums to meet the P&C, it could also be an opportunity to meet the school chaplain, Sharleen from school banking, as well as Gemma from the tuckshop. Emily said it would be a good opportunity for the P&C and anyone else to answer any questions as the teacher info sessions are usually only in the second or third week of term. Scott Dipple said that this could also take some of the weight off the teachers. Emily Ritchie said that because prep orientation is not usually run before prep starts, this might help answer some parents’ questions. Elly Patterson said she thought that this was a lovely idea. Fiona Graham said that this was something the school used to do, and Elly replied that this was when they had the extra classrooms down in prep. Fiona said that lots of parents stay at the school on the first day after the bell goes. Christine said that we would have to be super organized on the first day. She said that she would make sure it happened, we just needed volunteers to help organize on the day. She said that it didn’t need to be restricted to prep only, that other new parents were welcome as well as existing parents who wanted a catch up.

Active Parent Helper flyer on student resource scheme form –
Christine Main requested that the school again attach an Active Parent Helper flyer to the student resource scheme statements to be sent out at the beginning of next year. She said that this had provided a database of helpers which had been really helpful throughout the year.

Chaplain report –
Stefan Maslen discussed Sharlene Firth’s latest chaplain report. He reminded everyone that she would be going on maternity leave in January, and that the school would be without her for the next year. He said that Sharlene was a great chaplain and it was a shame for the school, however she had promised that she would be back. He said that they were currently looking for someone to fill that position. He said that there was a complication with chaplain funding, however, as we were at the end of our three year run. He said that they were yet to receive the papers so that the school could apply for funding for a chaplain. He said that Scripture Union require the government funding in order to employ a chaplain. He said that this meant that the school could not employ a chaplain until the funding came through. Andrew Cummings said that the school had to re-advertise the position quite a bit which didn’t help speed up the process, as they don’t always get a suitable applicant.

Stefan said that there was currently a high court challenge with regard to the government funding school chaplains. He said that he believed the funding would continue but the policies have to be changed. Christine said that Rob from Scripture Union was adamant that the government would continue funding for school chaplains but that they might need to “re-name” it. She also said that Scripture Union was hesitant to employ someone until they had received the money to pay them, which was understandable. Stefan said that they had come up with an ingenious idea. He said that as pastor of a church, he currently employs a chaplain for Young Discoverers, and this could be used as a fall back plan. He said that because the P&C generously give money towards the chaplain role, we could leverage that money up front. Christine stated that we were not going to give the funding as a P&C just yet. She said she had spoken with Andrew Cummings and the school was willing to employ a chaplain. Stefan said, if need be, Crosslife can employ a chaplain on behalf of the school, and the school could pay Crosslife. In any event, they would be working together so that there is a chaplain in the school. Stefan said that this is only a worst case scenario, and that the necessary paperwork may come through beforehand. Christine said that the government gives the school roughly $20000 a year for a school chaplain (for 2 days a week for a year). She said that there was a shortfall, and that the actual costs were around $24700, which was up from a couple of years ago it was $22000 odd. She said that part of the P&C fundraising from the Fling pays for shortfall. Christine said that when we actually receive the chaplain funding from the government, they then pay it for a 12 month period. She said that if we as a P&C start paying towards a chaplain before the funding comes through, we may still have to pay the shortfall and we just could not afford both. She said that this was why the school had stepped in to pay for a chaplain from the beginning of the year if the funding is not received in time. This way we are not without a chaplain at the start of the year.

Christine said that she was hoping that the school would get a good chaplain and hoped that because all chaplains are out of a job at the end of the year, that this meant there was a high probability of getting a good chaplain. Andrew said that he felt that many years ago schools didn’t have chaplains and there was a massive void in the schools. Christine said she could see the difference in our school between not having a chaplain and having a chaplain. Abby Ross said Sharlene was constantly relationship building and counselling kids. Andrew said that the position of chaplain would not be advertised, as Scripture Union have a pool of applicants. He said that Scripture Union would not begin interviewing until payment comes through, either from the school or the government. Andrew said that the school would have to look at how to do this, as could not pay a chaplain directly.

Subway lunch –
Emily Ritchie said that the Subway lunch would be held in the last week of school when the tuckshop is closed, possibly the Wednesday, which would make it the 10th December. She said that Subway were one of the sponsors for the Fling, and they would be donating $1 per order back to the P&C. Emily said that the bread options would be limited to either white or wholemeal to make it easier. She said there would be a
few standard cold subs on the menu (e.g. ham, chicken, tuna, salad, cheese). She said the price would be $5 per 6-inch order. She said that Subway have put forward an option of paying $6 to include a drink and cookie. She said she thought this might create difficulty in keeping drinks cold and asked if everybody was happy to have subs only on the menu, which everyone agreed to.

Andrew requested that the Subway lunch be held on the 10th December, as the swimming carnival on the 4th December could be postponed to the 9th December if it is rained out.

Emily said that the subs would be handed out for first break, and that there was an option of upgrading to a footlong for an extra $1, but she would double check this. Emily confirmed that Subway would deliver the ordered subs on the Wednesday and that we would need volunteers to help distribute them to the classes. Anthea Irvin enquired when they would be ordered and Emily replied that they would need to be ordered the week before. Emily asked if anyone was around for the souvlaki lunch and if it was a success. Elly Patterson replied that lots of kids had ordered but didn't like it. Fiona Graham said she imagined we would get lots of orders. Christine agreed and said that the Bendigo Bank sausage sizzler earlier in the year had around 400 orders. Emily said that the sausage sizzle had not been pre-ordered so she expected between 400-600 subs to be ordered.

Next year’s events -
Christine mentioned next year’s events and asked if the school was still needing ipads and wanted the ichallenge to continue. Emily asked if the school was still using Apple products. Fiona Graham replied that the school was getting a both Apple and other devices. She said she felt that ipads in the classrooms were definitely still required, but said they had gone with a different tabled in the T zone as this had been a cheaper option as the school wanted as many as they could afford.

Christine said she still thought it was a good idea to have the ichallenge at the beginning of the year and the Fling later on, being our two major fundraising events. She said she realized that the beginning of the year was a bit tight what with the athletics carnival, etc. and asked if the school was still happy to have the ichallenge at the beginning of April. Fiona said that the 1 April next year is in the last week of term 1. Christine replied it was probably better to do it in the last week of school. Elly Patterson said she would need to check if the ditto show was on that date. Christine said that we would need to start looking at it as Penny had started working on the ichallenge over the Christmas holidays. She said she would talk to Mr Travis about cross country as this was usually around 18 March.

Christine suggested that, with the ichallenge, instead of class parties for the highest fundraiser for prep-year 3 and years 4-7, we give those 2 classes an extra turn on the obstacle course. She said that this year the 2 class parties had ended up taking place 3 months later because of other things going on. She suggested that the extra turn take place during 2nd break. Elly and Abby agreed that they thought the kids would prefer more time on the obstacle course as their reward. Christine said that it was something to bear in mind for next year.

Christine asked how everyone felt about the photo fundraiser, which we had done 2 years in a row now. Scott Dippel said the numbers were down this year from last year. Emily Ritchie said that most schools do the photo fundraiser every second year. It was agreed that this could be re-looked at for 2016.

Christine asked if everyone was happy to still do the bake sale at the athletics carnival and it was agreed that the kids loved purchasing cupcakes after their race, so it would stay. Scott Dippel said that the theme park ticket sales had been a good fundraiser. Emily said she didn’t feel that the Movie World tickets had been as successful as we had not gotten much of a discount. Janet Nicholson said she would see what kind of discount we could get for next year from Movie World. Scott said that the Dreamworld ticket sales had netted about $600-$800.

Christine said that the events for next year would be kept as simple as possible, and said she felt there was no need for any raffles for fundraising. She said that the P&C would do Science night, the mothers’ and fathers’ day stalls, and if there was voting at the school in the election we might do a sausage sizzle at the
school. She asked the P&C if they had any fundraising ideas to put forward, maybe something we hadn’t seen before. Emily suggested the seed drive and said that that might be nice. Christine said that this could be possibly be done in conjunction with the Environmental Enclosure. She said that all the facilities are there, they just need more student and school involvement and that there was huge underutilized potential, as far as the enclosure went.

Christine reminded everyone that the events for next year required someone to run them and encouraged the P&C members to put up their hands. She also said that Penny would not be here next year to run the iChallenge. Christine said that this was the last night time meeting of the year, so she thanked those present for all their help during the year and looked forward to seeing them again in 2015.

Emily Ritchie just wanted to give the school some feedback with regard to the volume at the disco. She said that the volume level seemed louder than at previous discos. She also asked that if after school care children attend the disco, could a person from the after school care please accompany the child. Fiona said that we would have to discuss this with the after school care. Jennifer Lindsay felt that the after school care would be liable if something happened to the child while at the disco.

Emily also asked, especially with the younger children, if someone could stand up and remind everyone of the rules in the hall at the start of the disco. She also said she felt that a lot of preppies didn’t know who the teachers were or where the toilets were, for example.

Emily Ritchie also wanted to enquire if the school required parents to assist with the school reader and library book stocktake, as this was the last week of the year when these would go out with the students. She said she felt most parents would be happy to help out if it meant that their children would still receive reading books for the next couple of weeks. Elly Patterson confirmed that this was the last week that class readers would go out. Jennifer Lindsay suggested that maybe as a compromise, there could be no home readers but that books could remain in the classroom. Andrew said he would look into this. Kelsey Power reminded everyone that online readers could still be accessed. Fiona Graham said that, as this was the first year the school had undertaken a stocktake on books, there may have been a bit of panic and possibly a bit of miscommunication.

Christine welcomed Atsuko Joseph and Jennifer Lindsay as new members of the P&C.

Christine asked Andrew to draw a name for the Edsco bookpack prize. She said that this year 224 students had ordered bookpacks before the due date, which was an improvement on last year. She reminded everyone that they could still order the Edsco bookpacks and said she would put this on Facebook. She said that if Edsco bookpacks were ordered by the 6th December, they would still be received before the end of the year.

Christine stated that Lily Hills in Grade 1 was the winner of the $100 Coles voucher.

**Next meeting:** Tuesday 2nd December at 9.10am

**Meeting Closed:** 8.48pm