Highland Reserve State School
P&C Meeting

9<sup>th</sup> September 2014

**Meeting Opened:**

**Present:** As per sign on sheet

**Apologies:** William Owen-Jones, Anthea Irvin, Juanita Garland, Roslyn Huri, Kerry Kable

**Welcome New Members & Observers:**

**Confirmation of Minutes:**

- Christine Main moved a motion that the August 2014 P&C Meeting Minutes be accepted as read. Approved Jenni Beauzec. 2<sup>nd</sup> Carly White. Motion Carried.

**Business Carried Forward:**

Subway lunch –
Emily Ritchie said that the Subway lunch that had been discussed in the previous meeting would probably take place toward the end of term 4 on a non tuckshop day. She said that nothing was finalized as yet. She reiterated that the Subway on Reserve Road had new franchisees and that we would wait until they had been up and running for a bit. She said she would discuss the lunch with them closer to the day. She also stated that they were now bronze sponsors for the fling

Safety around C&K and bottom carpark exit-
Christine said that this had been discussed at the last meeting and that it remained a point of concern due to the multiple access roads. Andrew Cummings stated that Matt had cut down some trees down there which would improve visibility. He said that someone from Facilities had come out to have a look at the area and discuss our options. He said that the school was looking at putting a bike path from the bike shed to come out at the C&K car park to keep kids off roadways down there.

**Review Action Items:**

Sound systems have been paid for and executive authorization of $300 top up- Christine said that she had stated at the previous meeting that the P&C had won the Myer grant for $6700 which we had applied for. She said that the money had been received in the bank account. She also said that Bree from Student Services (who was now off on maternity leave) had approached the company that sell the sound systems. She said that originally we were budgeting on around $2400 per system. The company had come back and given us 4 for the price of 3, which would cost $7000. As a P&C, the executive had all agreed and authorized the extra $300 to be spent on sound systems. Christine said that these had all now been installed and were working well. She said that there was now only one prep class without a sound system.

**President’s Report**

Christine said that she had been involved in the recent school audit. She said that she had been asked about the P&C, the fling and the iChallenge, and what the P&C raises money for. She said that the auditors
had been impressed with what we were doing as a P&C. She said that she thought she would’ve been asked about behavior, but she wasn’t. She said she was asked briefly about behavior standards in classrooms, but they seemed more interested in discussing fundraising and had gotten lots of ideas. She said all in all the conversation only lasted ten or fifteen minutes.
Christine announced that, on a personal note, her house extension was almost complete. She apologized for sometimes having a lot going on in her life. She said that things might get forgotten from time to time and she thanked everyone at the school and also in the admin team for helping out when asked.
Christine Main moved a motion that her Presidents Report be accepted. Accepted  Bec Phillips. 2nd Tanya Richardson. Motion Carried.

**Treasurers Report**

- **Incomings for August**
  - Science night
  - Photo sittings
  - Ticket sales for fling
  - Go n run
  - Grant for sound systems

- **Spend for August**
  - Fling expenses
  - Term 3 student awards
  - Prep sound systems

- **Expected for September**
  - Fling tickets
  - Sponsorship money
  - Fathers’ day stalls

- **Budgeted Spend for September**
  - Fling expenses

Kylie Pascoe asked if there was much fathers’ day stuff left in the P&C room after the stalls. Carly White responded that there were still 3 boxes left for next year.

Kylie Pascoe enquired about the Fling money (Carnival Coin) and enquired whether the P&C would raise much money the night of the Fling. Emily replied that she thought there would still be a lot of money raised on the night, as not that much fling money had been sold yet. She said that cash could still be used on the night, as well as credit card and Paypal for the silent auction prizes. Christine said she was still expecting to receive a lot of money on the night.

Christine said, on that note, she believes it is important that we don’t spend all the money raised from the Fling every year. She said that Stockland will only be at Highland Reserve estate for another year or so. She said she felt it was important to leave money in the P&C account for chaplaincy increases in the future, as well as school growth to cover the Kids Matter programs. She said that she hoped Bendigo bank would be able to replace Stockland as sponsors for the Fling once Stockland leaves, but we couldn’t bank on that. She said she felt we should leave some money in the P&C Fling account and not spend 100% of it.
Christine said that there was currently $3700 in the general P&C account and $15,000 in the Fling account. She said that we had paid out the Myer grant and the $300 top up to pay for the sound systems.

- Christine Main moved a motion that the Treasurer's Report be accepted.
  Approved Dimity Ellis. 2nd Emily Ritchie.
  Motion Carried.

**Correspondence**

Local schools promotion –
Janet Nicholson said that we had received an email from Finesse Property where parents could refer a friend that was looking to sell their property and receive a $1000 payment for doing so. She said that Finesse Property had contacted our school as they had looked at other schools in the area and our website totally surpassed everyone else. Christine said that this was a credit to IT Matt as he has become an integral part of the school website and she said a big thank you to him. Emily said that Finesse Property has since become a sponsor for the Fling.

Christine said that we had also received an email from Elly Patterson requesting that the preps be considered if the P&C has any spare money available at the end of the year. She said that they would love to be considered for playground learning equipment that could be used before school. Helen Hawksford said that she thought the prep teachers incorporated play as part of learning, by using sightwords and counting together with play. Carly White enquired exactly what type of equipment the prep teachers were asking for. Christine said that they were requesting moveable equipment. Fiona Graham said that the prep playground equipment hasn’t been updated since the school opened and they would need things like walking frames and bridges. Christine said that Elly had mentioned that this would cost $4000 at the most, and that we could buy bits and pieces as we go. Christine said that the request for prep playground equipment is in. She said she didn’t think the P&C could guarantee anything right now, as we still have school camp contributions, insurance and membership to pay for. She said that we would take the request on board.

Kylie Pascoe asked if the Donna Gates divisional donation would cover this. Christine replied that the divisional donation usually goes towards the end of year graduation ceremonies. She also said that the mayoral grant application went to applying for one extra sound system required in the prep classes.

Christine asked if everyone was happy to hold onto the request from Elly Patterson and look at what we have in the bank account after the Fling. Emily asked what happened to the money the P&C received from the book packs. Christine said that this money had been allocated to school readers in previous years, but that this year the money had gone to extra hours for a Teachers Aid. She also reminded everyone of the request from Mrs Futo for string equipment and that this cost about $1000 per instrument.

Christine reiterated that we should first get the Fling out of the way and suggested we re-examine our P&C goals then. She said we would then know what money we had available. She said that the P&C was still to receive our camp request from the school.

**Fundraising Report**

Family portrait fundraiser-
Christine said that in the end the photographic sessions had filled up the whole of the Saturday. She said that the photographer had been surprised to come back this year as he normally does every second year, due to lack of bookings. Christine said that we had been short of volunteers to sell raffle tickets for the free photo session, so that didn’t happen this year. She said that the fundraiser had worked well but that it wasn’t one that raised heaps of money.

Science night-
Christine said that the science night had gone really well. She said that the soups sold this year had been a hit. She said that we had had enough volunteers on the night and that we had sold out of hotdogs on the night, selling 300 just before the end of the evening.

Father’s day stalls-
Christine said that the Father’s day stalls had raised $5000 in total, having spent $3500 to purchase gifts. She said that the Tuckshop had made a killing on the day, but that Gemma had been very good about making sure kids had already purchased their fathers’ day gifts.

Principals Report

Andrew Cummings handed around the school’s financial reports and stated that there was currently $579,000 odd cash in the bank. He said that this might sound like a lot of money but that the school had lots of assets which needed replacing, especially with such a large school. Andrew said that the cash balance for operational expenses was around $300,000. He said that lots of maintenance had been going on over the last few weeks. He said that the school had received its maintenance funding, and that this was split into planned maintenance and routine maintenance. He said that he and Madonna would be sitting down and working out a plan for maintenance. Andrew noted that the figures on the report for maintenance funding didn’t quite add up, and that there must be an adjustment which had not appeared on the report.

Teaching and learning audit – Andrew stated that the provisional Naplan results had been received and that these were very strong. He said the school had achieved 15/15 higher than the Queensland mean. He said that this meant the school had achieved its Great Results Guarantee targets. He reiterated that the data was only provisional but said that they were not likely to change.

Science Night – Andrew said that the science night had been a fantastic night. He said that it was a great credit to the staff and science committee who put it together. He said that the kids and adults appeared to enjoy the activities. He thanked the P&C for the food supplied on the night.

School board – Andrew mentioned that there was one position vacant for a parent of the school on the school board. Christine said that the application for this position will go out with the minutes.

Staffing – Andrew said that the school was now over the numbers required to warrant a second deputy principal. He said that the interview process wasn’t scheduled to happen till next year, but that he was pushing to get it for next term as he felt the school really needed this. Andrew also said that the school was due for a Head of Special Education Services and that this position had been advertised. He said that interviews would take place early next term. He said that the school hasn’t been large enough for a Head until now. He commended the staff at the school and said they were doing a fantastic job.

Queensland Education Accord – Andrew said that Queensland Government was undertaking its first Education Accord and was consulting parents and schools to map out a plan for the future of Queensland’s education and to achieve a fantastic state schooling system. He encouraged all parents to have their say at www.getinvolved.qld.gov.au/gi/consultation/2090/view.html to determine priorities for our school and students. He said that this would involve answering 7 or 8 basic questions for input. Andrew said that the principals’ accord would actually take place over the school holidays.

Kylie Pascoe enquired about the position vacant for a parent on the school committee and asked if the school sent out an email advertising this position, as she felt that it was important that the position went out to all parents and not just the P&C members. Fiona Graham confirmed that the position had appeared in the school newsletter. Andrew said that the same would happen again this time.

Emily enquired when the Naplan results would go onto the My School website and whether the results achieved were better than last year. Fiona replied that the results go onto the website at the end of the year and that they were slightly better than last year. She said that the school had achieved no red results which was good.
Andrew Cummings moved a motion that the Principal’s in Report be accepted.
Accepted Carly White. 2nd Bec Phillips.
Motion Carried.

General Business

School book pack lists -
Christine said that she had recently spoken to Madonna about the school book pack lists, as it was that time of year again. She said that the P&C usually raises about $5000 from the school book pack lists. Christine said that she was wanting to move a motion to do the Coles $100 incentive to have the book lists in by the deadline. Christine said she was wanting to work on the order form so that it’s clearer to parents that the school book list can still be ordered after the incentive deadline date. Christine moved a motion to spend $100 on a Coles voucher for an incentive for parents to buy by the deadline (end of October last year). All in favour, nil against.

Prep playground equipment-
Discussed under Correspondence. Hold open till November/December.

Volunteers for the Fling-
Emily passed around a volunteer sign on sheet for the day of and night of the Fling, as well as the next day. She said she was needing help setting up, cleaning up and on the night in half hour blocks. She said all the tables had sold out last week and said we’ve got 300 people coming. Christine said that the Fling was building every year. She said that it only comes to fruition due to lots of hard work. Christine also stated that volunteers were needed on the Thursday before the Fling to help raise the roof. She said that she needed the volunteers to come for as much of the day as they can give. She said that lots of volunteers were also needed on the Saturday of the Fling to help set up, and that this was always a fun day.

Parents’ morning tea to coincide with gold & silver student award assembly in Week 10-
Christine said that she had decided to hold the P&C morning tea to coincide with the gold and silver student awards. She said that now that the gold and silver student awards happened once a term, it just made sense to coincide them at the end of term. She said that this assembly is always well supported by parents. She reminded everyone that the P&C morning tea would be next week after assembly. She asked everyone if they were able to bring a plates of eats please. She said she would also let C&K kindy know about the morning tea.

Kylie Pascoe enquired whether parents get advised their child has achieved gold and silver status. She suggested that perhaps the students could stay for morning tea with their parents. Tanya Richardson said that gold and silver students get their own celebration. Christine said that this may be something to look at for next term. She said that something at the end of year would be great. Abby said that parents get told by their classroom teacher when their child is due to receive a gold or silver award. Kylie said that this doesn’t always happen. Abby said she would talk to the behavior committee about it.

School chaplain-
Christine introduced Sharlene, who said she had had her Chaplaincy meeting a couple of weeks ago. Sharlene said that the meeting is to report on how things are going with her chaplaincy services in the term. She said that she reported that most of her time is spent in one on one consultations or small groups of students. She said she spends her time both inside and outside the classroom, and commonly sees between 6 to 12 students per day. She said that the referral process comes from admin, staff, direct contact, parents, self-referral and teachers. She said that it was good to see that chaplaincy is becoming more well known in the school. She said that every one of her hours is filled and running over. She said that...
most of her referrals have been regarding behavior and social skills. She said that she had had to see students dealing with grief and loss, parent separation and school anxiety. She said that these are the most popular topics. She said she had had to consult a Year 4 group on social skills and friendship skills. She said that this group was now doing well. She said she had taught respect in the classroom and that this as continuing in to garden club.

Sharlene said she was being flexible so that she can see as many students as she can. She said that she was working with Abby and Jim so that students are covered when she is not here. She said that she had brought up at the meeting that there is enough work for a 3rd day, with the school growing. She said that a 3rd day wouldn't be wasted.

Sharlene announced that she would be going on maternity leave next year. She said that her replacement would start in term 4. Fiona said that Sharlene been a great asset at the school and that having her as chaplain had been a really positive experience. Sharlene stated that she loved working at the school. She said it was nice to see a school that very much supports its students and that she was not seeing kids falling through the cracks. She said she couldn’t ask for a better support system for the kids.

Teachers ball –

Helen Hawksford announced Highland Reserve had attended the recent teachers' ball. She said that the school had been really well represented. She said that Clare had represented Highland Reserve. She said that the teachers ball was for the Gold Coast area and said schools nominate a staff member to attend. She said that this goes off to organisers to pick a representative. She said that each school has a committee to vote on all the categories, and the winners are announced on the night. Helen said that everybody had been very impressed with the schools at the northern end of the Gold Coast. She said that the number of entries from this end of the coast was very good. Helen said that she had gone along with Clare to support her. Christine stated that the school certainly does have some fabulous teachers. Helen said it was a great night to celebrate our teachers and their successes.

20th October -
Emily reminded everyone that the 20th October is a student free day.

Term 4 -
Christine said that next term would be spent planning our goals as a P&C with regard to finances.

Christine welcomed Sharlene Firth as member of the P&C.

**Next meeting:** Tuesday 14th October at 6.30pm

**Meeting Closed:** 10.05am