

**UNDURBA STATE SCHOOL P&C ASSOCIATION
GENERAL MEETING – 6.15pm, 15 February
Minutes**

Meeting Open 6.17pm

Attendance

Brenda Marment	Craig Hills	Simone Oxford	Debbie Houston
Katrina Jorgensen	David Best	Nancy Ryder	Mel Burgess
Kylie Smith	Carly Cooper	Belinda Norrie	Alison Marks
Glenn Spresser	Marian Brooks	Tracy Inglis	Bianca Neaves
Lynne Hardaker			

Apologies

Brooke Carter Joy Stansfield Gayle Williamson Karen Botha

Previous Minutes

Business Arising from Previous Minutes to be completed and looked at this General Meeting. – **Nil**

Correspondence

Business Arising from Correspondence – **Nil**

Welcome Kylie Smith

Principal's Report – February 2016

Enrolments: Day 8 (5 Feb 2015): **1048**

- 43 classes (no changes or movement of students on Day 8)
- 123 Prep students

Curriculum

- School priorities: reading, numeracy
- Focus of student free days in January was pedagogy, teaching and learning in these areas and also included Seven steps to writing professional development for teachers on 25 January
- Melinda Cassells Sound to Letters being implemented across P-2: teachers are developing their understanding of the program and beginning to implement
- Professional learning teams (PLTs) have been established to lead and guide whole school work in: literacy, numeracy and behaviour. All teachers are a member of one of these teams
- Specialist teams are forming for ASOT, elearning

Positive Behaviour for Learning (PBL, previously School Wide Positive Behaviour Support)

- Nicola Jeffrey will continue as Behaviour Support Teacher

- PBL team will continue school wide work of embedding routines, processes, explicit teaching, acknowledgement systems and response/support processes
- Integrity of Universals will be assessed through SET survey in term 1
- Lunch time clubs operating from week 2
- Baseline data for year will be presented at next P and C meeting

Human Resources

- Induction of new staff comprehensive and ongoing
- New staff 2016:

Kylie Smith (Principal)
 Trudy Walker (Year 2)
 Jayne Crawford (Yr 2)
 Katie Denning (Year 3)
 Katrina Gale (drama)

Robyn Scarcini (Prep)
 Andrew Kiss (Year 4)
 Lyndal West (Year 2)
 Janet Almond (drama)

Financial / Facility Resources

- Finance reports attached
- Budget plans approved and uploaded for 2016

Parent and Community Partnerships

- Student Leader Induction will be held 26 February
- Fortnightly Community Cuppas to start this week (2pm Tuesday before parade)
- Carly liaising with teachers to man stalls with volunteers and teachers
- New Chaplain: Karen Botha has commenced and first Chaplaincy Committee meeting was held on Thursday 11 Feb and new community members welcomed to the committee. First Chappy Pancake Brekky to be held 11 March
- Easter Hat parade (24 March); Under 8s day and Book Week Parade in planning

Other

- VSR for upcoming events: Yr 5 Living History (22, 24 Feb); Yr 2 History Workshop (22 Feb); Prep Butterfly experience (22 Feb); Yr 2 Science (12 May); Indigenous Artist in residence (1-16 March); Prep PetPEP (1 March); Yr 6 Living History (27 Apr)

Kylie Smith

- Gayle Williamson has spoken to every prep family. 122 families all happy with prep only one problem

**Moved Kylie
 Second Marian**

Treasurer's Report

Profit and Loss for January 2016

All Business

Income

Expenses

Reported

\$98,946.99

Cost of Sales	(\$20,875.29)
Wages	(\$71,109.00)
Other Expenses	(\$9,483.50)
Total Expenses	(\$101,467.79)

Profit/(Loss) (\$2,520.80)

Fundurba

Income \$70,299.54

Expenses

Wages (\$68,241.76)

Other Expenses (\$9,183.40)

Total Expenses (\$77,425.16)

Profit/(Loss) (\$7,125.62)

Tuckshop

Income \$683.15

Expenses

Cost of Sales (\$2,338.77)

Other Expenses (\$169.21)

Wages (\$1,999.28)

Total Expenses (\$4,507.26)

Profit/(Loss) (\$3,824.11)

Stock on hand \$2,696.99

Uniform Shop

Income \$24,554.30

Expenses

Cost of Sales (\$18,536.52)

Other Expenses (\$130.89)

Wages (\$867.96)

Total Expenses (\$19,535.37)

Profit/(Loss) \$5,018.93

Stock on hand \$30,296.25

Fundraising

Income \$0.00

Expenses

Cost of Sales \$0.00

Other Expenses	\$0.00
Wages	\$0.00
Total Expenses	\$0.00

Profit/(Loss) \$0.00

Fete

Income \$3,410.00

Expenses

Cost of Sales	(\$6,346.10)
Other Expenses	\$0.00
Wages	\$0.00
Total Expenses	(\$6,346.10)

Profit/(Loss) (\$2,936.10)

Funds to be held in account

Fundurba move	\$92,000.00
Funds required for staff entitlements	\$50,000.00
Accounts Payables	\$21,492.00
Total funds to be held in account	\$163,492.00

Bank Balance as at 15 February 2016

P&C Account	\$33,692.56
Fundurba Account	\$282,604.46
Cash at Bank	\$316,297.02

**Moved Simone
Second Brenda**

Chaplaincy Report

Read out by Marian Brooks

- Karen is from Maura and is very experienced, she has worked in both primary and high schools

Karen Botha - School Chaplaincy Report

Undurba State School P&C Association

Wow!! What a rollercoaster ride! Undurba SS is awesome. The staff is awesome. The students are awesome. What more could a Chappy ask for!

I have only been at work for 1 week due to the broken ankle, which means I don't have much to report around what has happened up to now.



I've had some students playing chauffeur during lunch times. They familiarized me with the school grounds and I enjoyed not having to wheel myself around. Other lunchtimes we played Uno and Jenga.

I attended the Student Support meeting last week. It really helps to know which students to look out for.

My plans for when my cast is off, is to run lunchtime activities in the Chappy Lounge. I will set up different stations where students can come to color in, play games, have a chat and enjoy the safe surroundings. This will be ideal for those students who struggle to fit in, or just want to get away from the rest.



I am scheduled to assist 4 Prep and Year 1 classes with Reading and Numeracy games on a weekly basis. This will help me to get to know the students while lending a helping hand to the teachers.

I am extremely excited about the Fete. We're working on brochures, labels, popcorn cups and popcorn machines to make sure the Chappy Pop-Corn Stall creates Chaplaincy awareness. I am thoroughly impressed by the professionalism with which the planning is done.



On the radar for next week is my first Chappy Competition. This is something new to me too. I am thinking of running a Coloring Competition for Year 5 & 6, with a small prize for the winner. This will not be a major event, but will help in getting a Chappy Profile out there.

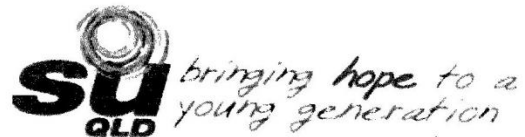
I am planning on going for the training in order to run the Seasons of Change Program as soon as possible, as it has already been identified that there is a need for it. I am waiting for Encircle to get back to me regarding price and commencement date.



Our first Pancake breakfast is coming up. This will be another first for me, and I am really looking forward to having fun with the Local Chaplaincy Committee.

I attended the North Pine Baptist Church yesterday, and want to work towards a partnership between Undurba State School Chaplaincy and their weekly playgroups, as well as volunteering at their Youth Groups on Friday evenings.

It has been a tough start to the year for me, but things will only get better, and I want to thank each and every person affiliated to USS, for their patience, assistance and friendliness. Your smiles go a long way in welcoming new people to this amazing school.



**Moved Marian
Second Simone**

FUNdurba Report

Senior Co-ordinator Report P & C Meeting

Date: 15/02/2016

Prepared by: Mel Burgess

1. Outstanding's are at \$0. So a big well done to Nancy and Rae for their continual hard work and training the new parents.
2. Our Vacation Care was very successful and we all had a wonderful time. We are busy organizing the Easter Vacation Care.
3. Nancy has worked really hard over the past few months and has eliminated our waiting list. This is a huge achievement as we had over 100 children on our waiting list. We did find we lost quite a few enrolments to Griffin as we couldn't guarantee positions at the end of last year. We now have a number of vacancies and we have advertised for the first time in 7 years.

We had a very successful recruitment during Vacation Care where we hired 8 new staff. Which is fantastic. Its great to see so many new fresh faces

**Moved Mel
Second Marian**

David Dywer

- Not contesting next election
- Organising a rock from the quarry to fit a plaque on for Anzac Day
- Moreton Bay Rail – issue with new signal box not communicating with old signal box. Should be open mid-year
- New road opening –Galipolli Way. Once it is open Ogg/Goodfellows Road should be able to be reduced to 50km. request has been made will take 6-12 months to action. Will make it safer for children
- Council has had complaints regarding double parking and people crossing anywhere across the road.
- P&C Constable Ben is looking after us
- Craig thanked David on behalf of P&C
- David has been involved with the school as a parent and with council for around 30 years

Tuckshop Report

The new Tuckshop menu was finalised last week ready to be approved and distributed to classes this week. We have had to delay this as the Queensland Government has released revisions to the Smart Choices Strategy.

The updated guidelines will be mandatory in Queensland State Schools from **Term 2, 2016.**

Smart Choices is mandatory in Queensland State Schools and applies to all situations where food and drink is supplied in the school environment. That means that it also applies to Disco, Sports Day, Cup Cake Days and Christmas Carol Events. We will only have 2 Red Days per term.

We will be taking several snack type foods off the menu and providing more meals.

We will open day 1 of Term 2 with a new menu.

Quite a few Prep parents are trying to place lunch orders through the tuckshop for their Prep children, we are making a sandwich for them in the morning and advising parents that the Preps cannot order till later in the year.

We have had some problems with parents not updating their child's class for their Online ordering. As a result orders are being placed in incorrect boxes. We have emailed parents, advertised on Facebook and the Newsletter regarding this issue and it hopefully will be solved soon.

Uniform Shop Report

We were able to supply all stock without experiencing any out of stocks for back to school sales. We did things a little differently this year; we also took appointments for fittings during the week. We opened the week before school 9-12am as normal and added 3 -5pm on Wednesday and Friday. The afternoons were very busy; we will do the same next year. Thursday was the meet and greet day, it was the busiest day for the uniform sales.

We are placing another order for legend shirts tomorrow (Tuesday, 16 Feb) the uniform supplier assures me they will be back before school photos.

We have met with two suppliers as well as our current supplier to discuss outsourcing the uniform shop. We are still in the process of comparing the proposals and investigating before we bring the findings to the P&C Meeting. The next step if we decide to go ahead with outsourcing is to vote to put out a tender and then start the tender process.

**Moved Brenda
Second Carly**

Fete Committee Report

- Sending notes home with Fete information
- Flashing light sign will be on display on corner 2 weeks before fete - donated by a family at the school
- 96 live are coming to the fete
- Will talk about fete at parade, have posters and advertise in the newsletter
- There is 12 rides, approx 45 market stalls, food stalls, 5hours stage show, roaming performers, class stalls, a raffle, silent auction, P&C stalls - glow sticks, popcorn, herb tins, photo booth and a lazer light show
- Volunteers – 20 min block year level coordinators have rosters
- Staff will be on the till and parents on the counters

- Donation Days –green boxes are getting filled, donations now are for consolation prizes
- 128 high school student volunteers
- Rides and stage will arrive from 4pm Friday
- Coats will be bringing flood lights
- Neighbours have been given notice about the fete – the retirement village are taking up a stall place for Probus Club
- Letterbox drop happening next week
- There is a brochure with information regarding wrist bands presales. Sold online and cash
- Parking for market stall and entertainers has been organised
- Ogg Park can be used for parking also
- Question – what are the year levels doing
 - * Prep – Show bags
 - * Year 1 – Pirate Dig
 - * Year 2- Lucky Dip
 - * Year 3- Second Hand Store
 - * Year 4- Crazy Hair and Lob a Choc
 - * Year 5- Temporary Tattoos
 - * Year 6- Side Show Alley
- Student Councillors - will be ambassadors for the night
- Teachers will work out open/closing hours for their stalls
- Paid Facebook ad boost sponsorship will kick off now
- 1000 likes on page
- Any objections to paid ad - **No**
- Put platinum sponsors on Facebook page ad
 - * HJ Grant
 - * Cube Advisors
 - * Torque Toyota
 - * Bedrock Books

**Moved Carly
Second Lynne**

General Business

P&C would like to ask for approval to donate funds to the school based on what they were given last year.

1. PE - \$3200 last year this year \$3200 **passed**
2. PBL \$4000 last year this year \$4000 **passed**
3. Aerobics – Jackets last year this year \$2500 **passed**
4. Athletics \$1000 towards the eventual purchase of sports tank tops to be used on a hand back basis. **Passed**

- Kylie thanked everyone for the lovely welcome to the school
- Brett has been on P&C for 7 years a token of appreciation will be organized for next meeting

Registration of New Members

Next Meeting 21 March 2015
AGM 21 March 2015 after General Meeting

Meeting Closed 6.56pm