

UNDURBA STATE SCHOOL P&C ASSOCIATION GENERAL MEETING – 6.15pm, 15 May 2017

Minutes

Attendance	Rebecca Holloway	Terese Jackson	Janice Curtis
	Denise Sims	Georgia Walter	Tracey Williams
	Tracy Inglis	Mel Burgess	Marian Brooks
	Lynne Hardaker	Bianca Neaves	Beth Nolan
	Brenda Marment	Debbie Houston	Michelle Plank
	Charlotte Watson	Jordan Lockhart	Susan Ford
	Raelene Briggs	Nancy Ryder	Meg Dawkins
	David Solyali	Monique Rundle	Bianca Lemon

Apologies	David Best	Kylie Smith	Carly Cooper
	Kellie Matherson	Gaynor Williams	

Previous Minutes

Business Arising from Previous Minutes to be completed and looked at this General Meeting. - NIL

Correspondence

Business Arising from Correspondence -NIL

Denise Simms

Movie Night- 4 November. Brenda has emailed Denise`s secretary (Jody).

Budget- more money given for events but now are self-run.

Denise will give money for screen hire and move up to – approx. \$1500

P&C to organize catering and pre- movie entertainment

Good idea to charge a gold coin donation for entry

If held in school grounds need to organize – security guard, St Johns, banner for gate

Can advertise on the Moreton Bay Facebook page

Principal's Report Presented by Marian Brooks and Michelle Plank

Principal's Report – May 2017

Enrolments: Day 8: **1007** 17 May: **1001**

Curriculum

- Current focus of professional learning teams is to develop deep understanding of the Australian Curriculum (English) among teachers and work collaboratively to outline a guaranteed and viable curriculum
- School review completed 18-21 April: Affirmations included:
 - Leadership of an explicit improvement agenda
 - Collegiality among staff team
 - Work within PLTs around curriculum and data analysis to inform practice
 - PBL framework
 - Use of a range of resources and partnerships which support the school
- Key improvement strategies included:
 - Work with regional curriculum advisors to develop and implement a whole-school curriculum plan.

- Actively engage staff members in the decision-making processes of the school to embed collaborative processes and develop staff member ownership.
- Collaboratively refine the PLT model to clearly define its curriculum purpose, focus and timeline.
- Develop the data literacy skills of teachers to confidently identify starting points for learning, monitor and analyse student progress, and reflect on the effectiveness of their teaching.
- Collaboratively develop ambitious achievement targets for cohorts that set high expectations for student learning.
- Maximise individual support to students through the coordination of the resources of learning support and the Special Education Program (SEP).
- Elearning team is developing a 2-3 year plan around quality integration of technology into the learning environment to support improved student outcomes. Key components of the plan are establishment of required infrastructure and increasing teacher capability

Positive Behaviour for Learning

- High levels of integrity of PBL universal processes supported by affirmations from school review team regarding Undurba PBL processes

Human Resources

- Zoe Meyer (0.6) has replaced Lyndal West who left for family reasons
- Pam Kohn has taken over 0.6 HASS teaching role
- User pays Yoga classes for staff as part of well-being team work
- Transfer cycle for 2018 has begun.

Financial / Facility Resources

- Finance reports attached
- Recent work completed: year 1 playground rejuvenation
- Works pending: renovation of administration building (4 new offices) and new staff space (kitchen) and joining covered link; new wheelchair friendly toilet / shower near year 1 playground; repairs to water leaking into E block; rejuvenation year 2 and 3 playground.

Parent and Community Partnerships

- Series of Information sessions for parents (Prep Year 1) to on Literacy and particularly how to support children to learn to read.
- Parent Forum 8:30am Thursday 18 May: everyone welcome to come and provide ideas and feedback
- Variations to school routine: Under 8's Day: 24 May; Indigenous Artist in Residence: 29-30 May; Year 5 Bike Ed: 12-16 June; Year 3 Planetarium Excursion: 13-14 June; Gala day 2: 5 June.

Kylie Smith

- Student leaders and Murrumba students will help with under 8's day
- Derby and pups visiting classes. Action plan to improve mascot visibility. Always looking at ways to improve rewards for positive behavior
- Question – do any areas under renovation contain asbestos? - Testing has been done. There is no time line for work to be completed.
- Cup Cake day 24 May money raised for aerobics

**Moved Michelle Plank
Second Mel Burgess**

Treasures Report presented 15 May 2017

Profit and Loss for March and April

All Business

	Reported	
	March	April
Income	\$105,389.67	\$83,311.03
Expenses		
Cost of Sales	\$5,841.04	\$2,234.60
Wages	\$101,773.63	\$75,894.60
Other		
Expenses	\$15,663.82	\$7,805.92
Total Expenses	\$123,278.49	\$85,935.12
Profit/(Loss)	-\$17,888.82	-\$2,624.09

01 January to **30 April 2017** Net Profit **-\$21,511.14**

01 January to **12 May 2017** Net Profit **-\$14,981.71**

Loss is decreasing

March 2017

- Cost of sales includes the payment for Mother's Day Stock. \$2,240.00
- 2 days of sales for both Tuckshop and Fundurba due to weather event. Tuckshop lost approx. \$1,200.00 in sales and Fundurba lost approx. \$3,500. PPT Staff had to be paid.
- April Vacation Care incursion and excursions had to be paid in March, usually Fundurba pay a week before the event or after the event. Suppliers are asking for payment early now.
- Tuckshop took \$1,159.29 over budget and showed a profit of \$622.94
- Fundurba took \$3,000 under budget in sales and showed a loss of \$16,61.76. We have made cut backs in payroll and expenses in general.

April 2017

- The tuckshop was slow during April. It is starting to pick up now.(May)
- Tuckshop showed a loss of \$1287.36 for April
- Rostering adjustments for Fundurba allowed payroll to come in \$361 over budget. This is the closest we have been to budget this year.
- Fundurba showed a loss of \$1,243.81.
- PPT Staff had to be paid for 3 public holidays
- Fundurba had a loss of income for 3 public holidays and the tuckshop had 1 day of lost income.

Funds to be held in account

Funds required for staff entitlements	\$50,000.00
Accounts Payables	\$3,194.37
Total funds to be held in account	\$53,194.37

Bank Balance as at 12 May 2017

P&C Account	\$40,635.35
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Fundurba Account	\$157,724.29
Cash at Bank	<u>\$198,359.64</u>

Treasurers Report

Profit and Loss for April 2017

<u>All Business</u>	Reported
Income	\$83,286.27
Expenses	
Cost of Sales	(\$2,234.60)
Wages	(\$75,233.79)
Other Expenses	(\$8,442.78)
Total Expenses	<u>(\$85,911.17)</u>
Profit/(Loss)	(\$2,624.90)

<u>Fundurba</u>	
Income	\$80,104.85
Expenses	
Wages	(\$73,912.98)
Other Expenses	(\$7,435.69)
Total Expenses	<u>(\$81,348.67)</u>
Profit/(Loss)	(\$1,243.82)

<u>Tuckshop</u>	
Income	\$3,181.42
Expenses	
Cost of Sales	(\$2,234.60)
Other Expenses	(\$913.18)
Wages	(\$1,320.81)
Total Expenses	<u>(\$4,468.59)</u>
Profit/(Loss)	(\$1,287.17)
Stock on hand	\$2,767.34

<u>Uniform Shop</u>	
Income	
Expenses	

Cost of Sales	
Other Expenses	\$0.00
Wages	\$0.00
Total Expenses	\$0.00

Profit/(Loss)	\$0.00
Stock on hand	\$1,093.68

Fundraising

Income	\$0.00
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Expenses

Cost of Sales	\$0.00
Other Expenses	(\$93.91)
Wages	\$0.00
Total Expenses	(\$93.91)

Profit/(Loss)	(\$93.91)
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**Moved Lynne Hardaker
Second Marian Brooks**

FUNdurba Report

Senior Co-ordinator Report P & C Meeting

Date: 15/05/2017

Prepared by: Mel Burgess

1. Outstanding's are at \$55. This is only one parent so well done to Nancy and Rae. A great result as always.

2. Last month Fundurba participated in the “Share the Dignity” Charity. This is where we received donations of pads and tampons. We were able to collect 125 packets of pads and 50 packets of tampons. They were all donated to Deception Bay Lighthouse which is a refuge for troubled teen. Well done to Nancy who volunteered her time to be the collection person for a lot of local businesses so well done and a big Thank-you Nancy.
 3. We have employed another 2 Educators both with outside hours school care experience which is exciting as we have lost 3 Educators over the last few months.
 4. We still have a number of vacancies for before and after school care. We are keeping up with our advertising and taking plenty of casual bookings where ever we can.
 5. We are all very busy working on our next vacation care program.
- Brenda thanked Mel and the team for the work they do

**Moved Mel Burgess
Second Marian Brooks**

Tuckshop Report

Tuckshop Report presented March 2017 General Meeting

Online lunch order numbers starting to improve. Breakfast and second break sales are still doing well.

We have -

- 779 Registered Students online this is an increase of 41 Registered Students from January 77% of the Schools Students are registered
- 528 Users increase of 27 users from January

We have started taking Birthday Orders for a small range of iceblocks and fairy bread. We have advertised in the newsletter and on Facebook and have taken 6 orders in the past 2 weeks.

We have introduced a dip box which contains a small dip, rice crackers and carrot sticks. We are continuing to look for items that are profitable and fit in with the Smart Choices Guidelines.

I move that my report be accepted

- Approval given to purchase new pot and lid

**Moved Bianca Neaves
Second Michelle Plank**

Chaplaincy Report

Chaplaincy Report

Chaplain:	Rebecca Holloway
Date:	11 May 2017
School/s:	Undurba State School



Last month...

Overview: Term 2 is shaping up to be a busy term with much work being focused on Chappy Week events and looking at ways to build the profile of Undurba SS Chaplaincy. Following a pricing restructure and other contributing factors we now have a funding gap of close to \$24000 a year.

Core functions:

1. Social and Emotional Support (Pastoral Care)
 - One-on-one meetings with students
 - Conversations with staff and parents
 - Working with the Guidance Officer around supporting specific students
2. Spiritual Support in the school community
 - Advertising local youth groups
 - I help out at the prep-3 and high school youth groups on a Friday night and I have been able to build on connections with students, siblings and parents.
3. Mentoring
 - The Guidance Officer and I ran two groups for boys in grades 3 & 4 and next week we are starting two groups for grade 2 boys and grade 5 girls. I will be running a girls group for girls in grade 2 from next with focus being social skilling.
 - My workplace prac student has 3 weeks left on her placement. I have been assisting her in completing assignments with the help of other staff as well as finding her opportunities to experience different aspects of Chaplaincy. There are certain skills I am required to sign off on once I observe them.
4. Community Development (including donor nurture, community and church connections etc)
 - Visiting local businesses to hand out our letter invitation to our Business Partnership Evening as well as follow up emails to the businesses we visited. Marian and I also attended the KBA Speed Network event last Wednesday night.
 - I spoke at North Pine Baptist Church on 7 May to promote the Chappy Week events and highlight funding needs.
 - Marian and I have been working with Rohini from Subway and Sub Mondays are now online. Thank you to Debbie for helping to make this happen. Her contribution is very much appreciated.
5. Educational Support
 - I have been going into classes from grades 1-4 helping with reading groups. So far I have been into 8 classes and I hope to have been in every class by the end of this term.
6. Extra- Curricular Activities
 - Lunch time activities: Just Dance on Tuesdays first break and Friends Club for Grade 1s on Fridays first break.
7. SUQld team Contribution
 - Wednesday 10 May I went to Brisbane North In-Service Day.

Professional Development

- 21 May – Downs Syndrome Qld Information Session
- 6 May – SU Qld New Director and Admin Camp Training
- 10 May – In-Service Day

Professional Supervision:

Yes

Next month...

Key areas of focus:

- Helping in classrooms as much as possible
- Promoting Winter Mapleton Adventure Camp
- Continue to build connections with staff and families

Upcoming events/programs:

- Chappy Week events: Business Partnership Information Evening Tuesday 16 May, Staff Appreciation Morning Tea (catered by Kids Hope mentors) Thursday 18 May & Bush Dance Saturday 20 May.
- Triple P – I am presenting the 3 seminars over a 6 week period at Shorncliffe SS. Marian and Kylie are also working on these seminars can be run here at Undurba as well.
- Winter Mapleton Adventure Camp 26 – 30 June (I am the admin and first aid person and trainee director)

Church visitations/community engagement:

- 21 May – speaking at the North Pine Sunday School

➤ Pancake day 2 June

**Moved Rebecca Holloway
Second Marian Brooks**

Student Banking Report**Term 1 – 2017**

- We have had 1489 deposits
- Activated accounts of 60
- Commission cheque for the quarter of \$777.00

Term 1 – 2016

- We had 1285 deposits
- Activated accounts of 79
- Commission cheque of \$846.07

So, we have had 204 more deposits than this time last year, but 19 less activated accounts. This could be due to the lateness of the account opening morning. Will get in earlier for next year.

Double deposit week is this coming Wednesday (17.05.17), and will put a post up on P&C Page.

**Moved Brenda Marment
Second Michelle Plank**

Fundraising Report Mothers Day Stall 2017

Mothers Day Stall was run over 3 days – Tuesday 9th Wednesday 10th and Thursday 11th. Due to the clash in timetable with NAPLAN, the schedule was determined by teachers, which proved effective, however changes in the schedule were not communicated with the stall volunteers so a few follow ups were necessary. Only 4 volunteers helped out over the course over the three days. We did need more, but managed to pull it off.

We also decided to put a small table of items at both discos held on the Friday night. The online vouchers proved popular.

Mother`s Day – final figures will be in June Reports

Total Banking	\$6,072.90
Approx. Cost	\$2,922.11
Final stocktake to be completed	

Approx. Profit \$3149.98

Thank you Carly and volunteers for the many hours of work

Disco 20 May 2017

We had enough volunteer and everything went well. Left over stock has been costed back to the tuckshop.

Total Banking	\$1312,10
Cost	\$801.59
Includes Lily`s hours	

Profit \$510.51

Thank you Lily and the volunteers for making the night a success

**Moved Lynne Hardaker
Second Marian Brooks**

General Business

- **Fundurba request to change parent payments to include sick days –** voted, accepted
- **Fundraising for remainder of year**
 - Trivia Night, there will be a Pre- register process/theme/silent auction and prizes. Date -20 October, held off site, do not want to have alcohol in the hall. Spirt hotel involved one of the mums from the school works there and is finding a venue. A subcommittee and planning will start in the next few weeks.
 - Pie Drive – complaints about quality from previous pie drives. This time we are using Yatla Pies. Date- August, week 5 term 3. Donated gifts for largest order for child and class
 - Suggestion that Beefy`s was also a good pie.
 - Movie in the Park, November – Marian mentioned the trivia night and movie night were close together. Maybe push movies back
 - 5c Coin Donation Fundraiser if Movie in the Park does not go ahead.

- Money raised this year will go towards playground enhancements
 - P&C will be very active on Facebook, and Notice Board (located outside of office) as we do not have a calendar this year.
 - As mentioned at the AGM Bianca took the position of Secretary on a temporary basis. Bianca, thank you for the last 12 months and the work you did for the fete.
 - Carly our Vice President has also had to step down and we would like thank Carly for her work on the P&C last year and with the Fete.
 - We have 2 positions vacant to fill tonight.
- **Nominations for new Secretary – Monique Rundle**
Nomination accepted – Monique Rundle accepted position
 - **Nominations for Vice President – Beth Nolen**
Nomination accepted – Beth Nolen accepted position

Registration of New Members - accepted

Next Meeting 6.15pm Monday,19 June 2017

Meeting Closed 7.12pm