

UNDURBA STATE SCHOOL P&C ASSOCIATION GENERAL MEETING – 6.15pm, 18 April 2016

Agenda

Attendance Debbie Houston Brenda Marment Lynne Hardaker
David Best Nancy Ryder Mel Burgess
Lily Tanner Denise Sims Marian Brooks
Bianca Neaves Belinda Norrie

Apologies Kylie Smith Craig Hills Carly Cooper
Brooke Carter Gail Williams Shane King
Joy Stansfield Karen Bootha Ben

Previous Minutes

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

Correspondence

Business Arising from Correspondence - **Nil**

**Moved David
Second Lynne**

Denise Sims

- Traffic –TMR to extend time on turn left at Dolheys Road from Ogg Road to clear back log of traffic. *Comment* - The crossing also causes delays and the red light is on for too long. *Comment* – U-turn is an issue needs a sign to say no U-turn.

Comment – the other end of Ogg Road is horrendous. *Answer* has to be reviewed. Denise will look at budget items and come back to us. Lutheran School intersection will cost 15mil to fix long term. *Comment* the train station opening will make the traffic worse. Division 7 is busting at the seams *Question* - Do you know when will rail open. *Answer* – Not yet there is a shortage of rolling stock. Denise will report back when she knows more.

Principal's Report – April 2016

Enrolments: Day 8 (5 Feb 2015): **1048**: 18 April **1049**

Curriculum

- Curriculum priorities: reading, numeracy
- NAPLAN testing: 10-14 May
- Reporting on student progress will be done as usual in term 2. This year, reports will be emailed to parents instead of printed.

Positive Behaviour for Learning (PBL)

- PBL team are continuing school wide work of embedding routines, processes, explicit teaching, acknowledgement systems and response/support processes
- Update:

Human Resources

- Master Teacher, Tara Burtenshaw is on 4 weeks long service leave (weeks 1-4)
- Kylie Smith is on 2 small periods of emergent leave (21-28 April and 20-26 May). During this time David Best will be acting Principal for first period and Gayle Williamson for second period. Michelle Plank will Relieve at Level in the Deputy Principal role.

Financial / Facility Resources

- Finance reports attached

Parent and Community Partnerships

- Early years team participated in an AEDC workshop and began collaborating with Griffin State School to promote successful transitions into Prep.

Other

- VSR for upcoming events: Year 6 John Oxley: 18 April; 2016 QYMA: 26 May; Yr1 to Caboolture Historical Village ANZAC Ceremony: 21 April; Year 2 John Oxley: 4 May; Student Leaders & Student Councillors to ANZAC Square Thursday 21st April.
- Under 8's Day will be on Thursday 26th May ; 9:00am -11:00am for Prep and Yr1.
- MSSC High School Students- 2 Classes of Yr10 students are supporting our pupils with Reading and Maths at various times. Also, a group of Yr12's are coming over starting this week.
- Thanks to Boral Petrie Quarries for their donation and support in providing, delivering and installing the Memorial Rock. There are 3 plaques attached so far.
- Student Discos- time modification: P-2 5:30- 6:45pm & 3-6 from 7:15- 8:45pm. Also continuing the policy of Prep Parents being present. Other parents welcome. Mrs Stansfield has discussed catering with Debbie. Next Disco is May13th.
- Whole School Student Body invited to participate in ANZAC March on Monday at Anzac Ave.
- Drums have arrived- Mr Hamlin had a practice with the students last Friday.
- Mrs Ingram took photos.-Company is looking to feature our group in their next catalogue.
- Mr Best has re-initiated the Stage Crew concept.
- Yrs 5 &6 students have the ability to be involved.
- Asbestos training to be completed for P and C members tonight as per mandatory departmental policy
- Sincere appreciation for the funds donated to the school. Trudy Gribble particularly expressed her appreciation for the support of the Aerobics program.

Kylie Smith

- Talk to Michelle Plank about having a market for the parents while they wait. It was done at a school Michelle has been at recently.
- Karen has taken photos of the drums purchased by the P&C

**Moved David
Second Marian**

Treasurer's Report
Profit and Loss for March 2016

<u>All Business</u>	Reported
Income	\$130,276.84
Expenses	
Cost of Sales	(\$5,950.24)
Wages	(\$82,179.59)
Other Expenses	(\$41,512.55)
Total Expenses	<u>(\$129,642.38)</u>
Profit/(Loss)	\$634.46

<u>Fundurba</u>	
Income	\$97,691.73
Expenses	
Wages	(\$73,776.36)
Other Expenses	(\$22,210.75)
Total Expenses	<u>(\$95,987.11)</u>
Profit/(Loss)	\$1,704.62

<u>Tuckshop</u>	
Income	\$11,469.53
Expenses	
Cost of Sales	(\$5,598.63)
Other Expenses	(\$144.88)
Wages	(\$6,325.41)
Total Expenses	<u>(\$12,068.92)</u>
Profit/(Loss)	(\$599.39)
Stock on hand	\$1,898.13

<u>Uniform Shop</u>	
Income	\$2,189.83
Expenses	
Cost of Sales	(\$351.61)
Other Expenses	(\$59.75)
Wages	(\$2,077.82)
Total Expenses	<u>(\$2,489.18)</u>
Profit/(Loss)	(\$299.35)
Stock on hand	\$28,048.30

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	\$34,004.40
Expenses	
Cost of Sales	(\$30,541.72)
Other Expenses	\$0.00
Wages	\$0.00
Total Expenses	(\$30,541.72)
Profit/(Loss)	\$3,462.68

improvement of roughly \$1,200

Funds to be held in account

Fundurba move	\$92,000.00
Funds required for staff entitlements	\$50,000.00
Accounts Payables	\$18,359.44
Total funds to be held in account	\$160,359.44

Bank Balance as at 15 April 2016

P&C Account	\$7,630.52
Fundurba Account	\$264,609.87
Cash at Bank	\$272,240.39

- Talk to Joy about using the Glow Products at the disco
- P&C donated \$8000 to the school this month.

**Moved Lynne
Second Brenda**

Chaplaincy Report

Marian reading report – Karen is recovering well

Karen Botha - School Chaplaincy Report

Undurba State School P&C

I've started lunchtime activities in the Chappy Lounge, which involves playing Uno, Hangman, Tick-Tack-Toe and drawing. Seeing as I share a space with Positive Planning during first lunch, I try to be out on the playgrounds during first lunch, and in the Chappy Lounge during second lunch. I do however, usually get abducted by some students, and we end up in the Chappy Lounge playing games.

I have been involved with a few things happening at Undurba State School:
Fete – It was awesome to sell Popcorn at the Fete. I want to thank the P&C for their generosity towards Chaplaincy. Also thank you to Marian and her team for all the planning and assistance.

Gala Day – I had the privilege of joining in with Mr Ralph and the Year 5 and 6 Indoor Cricket Team. We travelled to Stanhorpe and I had a great time encouraging and supervising the Year 6 team with their games.

Cross-Country – I was part of the welcoming team, by handing out ice blocks at the finish line. What better way to praise a student than giving them a smile and some positive words, when they feel like they just ran the most difficult race of their lives.

Pancake Day – Wow. This was my first pancake breakfast ever. The support by the Volunteers was heart warming. Thank you to the Lions Club and the North Pine Baptist Church for assisting with the preparing, cooking and serving of about 350 pancakes. We raised close to \$1000. Thank you again Marian and team for arranging this. I am looking forward to the next one which is scheduled for 20 May.

Good Grief – I attended the training during the last week of Term 1. I am now qualified and able to run the Seasons of Growth Program, which is about assisting students through loss and grief, whether it being death, divorce or loss of family through relocation.

Class Visits – my aim is to spend at least 3 sessions of half an hour each in each class before the end of this year in order to get to know students and staff. After liaising with teachers, I have finalized my timetable for the first 5 weeks of Term 2, after which I will start a new timetable with different classes.

Disco – I will be assisting with games at the Disco on the 13th of May.

I am looking forward to the remainder of this term and really enjoy spending time with and getting to know the school community.

**Moved Marian
Second Lily**

FUNdurba Report

Senior Co-ordinator Report P & C Meeting

Date: 18/04/2016

Prepared by: Mel Burgess

1. Outstanding's are at \$0. Which is awesome.
2. We had a fantastic vacation care. We got some great feedback from the children. We are now busy planning for the next one.
3. We still have a number of Vacancies at Fundurba for Before and After School Care but numbers have picked up with quite a few new enrolments last week.
4. We have placed another ad on seek.com as we still need another couple of casuals.

**Tuckshop
Report for April 16 Meeting**

The new menu started day one of term 2. This menu is in line with new guidelines, a few students are not happy with some of the changes. We are no longer selling Chicken Nuggets by themselves, they are sold with a salad. Not all children are happy with this. We have nominated days for hot foods and this made Friday in particular a much better day to manage. We will advertise the new lines on Facebook and in the newsletter would like to see an increase in sales this week especially the shepherds pie.

We have introduced a few new lines to the breakfast menu and sales last week have been an improvement on last term. We have introduced vegemite scrolls, muesli slice and blueberry muffins which the kids love.

The Norco Representative has been to see us following the enquiry made by Lily and Debbie at the Tuckshop Convention last month. Norco will provide a new fridge and better prices for milk, juice, cheese and water.

As we are making more items in house and more salads can we have permission to purchase a food processor. Cost will be approx \$120.00

Can we also ask for permission from the school to put up advertising for our weekly specials outside the tuckshop.

Janelle has her 10 year anniversary Tuesday 19 April. Thank you Janelle for your 10years of service.

- **Vote carried to purchase a food processor – All in Favour**

**Moved Lily
Second Belinda**

**Uniform Report
Report for April 16 meeting**

Winter uniforms are arriving Tuesday. We will start selling them Wednesday. We have not increased the price on jackets or trackpants. We have no out of stocks in the uniforms shop. Sales are where we expect them to be for this time of year.

**Moved Lynne
Second Lily**

General Business

- Is it necessary for children of parents who have not paid for excursions or events to have to stand in front of the class. *Answer-* David would like to speak privately to the person who raised the issue.
Comment – Could you text the parent. School is getting stricter with those who do not pay on time.
Comment – Could the due dates be posted on face book. *Answer* – There are a couple of avenues that can be used.

Comment- Could you use online canteen as a way to collect money
Answer – David will have to check third party money handling policy

- Can we sell the soft drinks left over from the Fete at the Disc ? *Answer -* No. *Comment* Can we sell them at sports day to parents? We can sell at the for July 2 Election. *Comment-* Helen Humphries will purchase some for the fridge in the staff room. *Comment –* how many are there? *Answer –* Carly has to do the final count.
- Anzac Day – Defence Families and Guest will be seated separately. There are guests from the armed forces attending, the Drums will be performing. Start time is 9.30am. Some of the wreaths will be taken to the Monday service.
- If your child would like to join the Community Links Program for deceased Veterans David has the forms. The band will march with the school group on Monday.
- Belinda Norrie – Opposing the town house development in North Quarter. Asking for signatures for a paper petition. Asking for permission to leave one at the school Office and if the P&C agree also at the tuckshop.
- 2 Minute Zone – has been discussed before but can a disclaimer go out advising the area is council land.
 - Parents are asking for volunteers to man the area. *Comment –* Kylie has had only one complaint.
 - There is 2 drop off points, the use of the one down the road is recommended. It is periodically supervised and children can wait inside the school grounds.
 - Once the crossing supervisor has finished at 3.30pm it signals to go to reception to wait. Any longer than 3.30pm and parents should consider using Fundurba, although many parents do not want to pay.
 - Children are walking home or going missing if parents are late.
 - Picking children up at the bus stop is problematic, its not the best place to stop or do U-turns.
 - Vision is poor for cars exiting the drop off zone at the intersection of the drop and go and school entry. The bushes are out too far and you need to move too far out into the traffic to see. Signage is not good for the one way.
- Parent Teacher Interviews – Feed Back. Some teachers were running up to 15min late.
 - Parents like the use of the clock.
 - Comments made were that it appeared more professional and a more cohesive unit working together.
 - Will do the same next time although if you need to book an appointment during the term do as needed.
 - Having the interviews in the hall was good security wise as it avoids the potential for parents to become irate.
 - Need to clarify whether to have the child there – age and desired outcome are factors.
 - Online bookings worked well.

- Maybe coffee could be provided, third term maybe a coffee machine (van) could attend.
- High school provides a meal for the teachers.
- If you had a child who has Maths with other teachers or has any lessons with other teachers you didn't get to talk with the other teachers. – In the interim make appointments to see the other teachers

Registration of New Members

Next Meeting **16 May 2016**

Meeting Closed 7.13

Asbestos Handling Presentation – Mr Best