

**JAMBOREE HEIGHTS STATE SCHOOL
P & C AGM MEETING 19-03-07**

Minutes from AGM and General meeting on Monday 19th March 2007

Attendance

Nicole O'Brien
Ann-Maree O'Connell
Karen Hook
Fiona Provan
Ken Willimott
Dawn Warner
Sandra Kerr
Mandy Lennon
Candi Stevenson
Jan Bruinsma
Angela Wilson
Tara Hamilton-Smith
Sue Stevens
Jackie Mergard
Julie Atwood
Maryanne Foreman
Felicity Farmer
Helen James
Amanda Loney
Lisa Wilson

Committee/Interests

Assistant Secretary
JHSS Deputy Principal
Vice President
Joint President
Joint President
OSHC
Sustainability
Secretary
Treasurer

JHSS Principal
OSHC
WSB/PECAC
QCPCA
Member For Mt Ommaney
Tuckshop Convenor
BCC Member for Jamboree

Apologies

Louise Ruzic	WSB
Sue Staniforth	Assistant Treasurer

Inward Correspondence

20-02-07 – ACSEA – Employer Update x 2 – To Fiona Provan
20-02-07 – Tropicalsno – Snow Cones – To Fiona Provan
20-02-07 – Advanced Photo – To Fiona Provan
20-02-07 – Calendar – QLD Gov – To Fiona Provan
20-02-07 – QCSS – To Fiona Provan

06-03-07 – P & C Sports Committee Minutes – To Ken Willimott
06-03-07 – Kenmore State High – German Immersion – To Ken Willimott
06-03-07 – Middle Park School Cheque – To Pia Willumsen
06-03-07 – Fundraising Directory 2007 – To Tuckshop
06-03-07 – Lamington Man Fundraising – To Tuckshop
06-03-07 – Chocolate Drive Fundraising – To Tuckshop
06-03-07 – Shopping Tours Fundraising – To Tuckshop
06-03-07 – Regional Finance Manager – To Pia Willumsen
06-03-07 – Candy Fundraising – To Tuckshop
06-03-07 – Skate Away Fundraising – To Fiona Provan
06-03-07 – Commonwealth Bank Audit – To Pia Willumsen
06-03-087 – Advanced Photo – To Fiona Provan

16-03-07 – EAQ 2007 Eng Quest – To Fiona Provan
16-03-07 – Sports AGM Minutes – To Fiona Provan
16-03-07 – Novo Foods – To Tuckshop
16-03-07 – Little Images – To Fiona Provan
16-03-07 – ACSEA – Employees Seminar – To Fiona Provan

Outward Correspondence

None

Business Arising From Inward Correspondence

None

General Meeting Opened 18:35pm Fiona Provan
Welcome to AGM. Welcome to Felicity Farmer and Julie Atwood.
Present and apologies as above.
Noted to please sign the attendance book and P & C Register
Previous meeting's minutes and previous AGM's minutes read and accepted.
Please see Appendix 1 and 2.
Moved Fiona Provan.
Seconded Ken Willimott.
Business arising, carry to general meeting.

President's Report 18:40pm Fiona Provan
Regional Finance Manager officer bearers and financials paperwork tabled.
See Appendix 3. Noted that thanks go to Pia for well organised book work, making the auditor's job easier.
Auditor noted that paying the school the \$10,000 from the building fund isn't quite the correct way to use the funds. Although it was used on the Media Centre, the correct way is to have the school give invoices from the builders to the P & C to pay for them. Also noted that Uniform Shop had unusually high numbers of stock and large loss. Explained that it was closed down last year and stock is left over.
President's Report, please see Appendix 4.
Noted we have received and are using several grants from 2006. Thanks to Angela for her organising efforts.
P & C again pledges \$30,000 to the school for general projects, including recently bought furniture.
All fundraising was noted to be successful this year with thanks to Sue and Karen for all their efforts.
Tuckshop has had an amazing turn around, hitting the \$800 mark on quite a few days. Thanks to Maryanne. Healthy food choices is actually going well, when it was thought that tuckshop use would decline.
Hall hire is down, and needs to be addressed.
Thanks to sub-committees: Chris Foreman, and Mandy from Sports, Sue Stevens from PECAC, with 8 at the last meeting! Music, thanks to Ann-Maree, uniforms bought look great, concerts and fundraising excellent.
Thanks to Louise Ruzic for all her help with the new uniforms, great responses. Noted that closing uniform shop seems to have been a good idea, but noted problems with supply at Lowes. Suggestion to placing early orders with book list. Thanks to Dawn and Tara for all their work with OSHC, accreditation etc, still looking towards a new building, numbers growing rapidly.

Thanks to office staff, Elaine etc for all their work, printing etc.
Note that the president job sharing is going very well and is surprisingly easy.
Thanks to Nicole for impressive first year secretary role, to Jackie for being our QCPCA rep, Pia our bookkeeper, and everyone else who has done anything to help the school or P & C.

Principal's Report 19:00pm Angela Wilson
Please see Appendix 5
Very successful 2006 education and extra curricular wise. Very high results in Maths, English and Science tests, Music and Sport.
Triennial School Review was conducted and gave us a great plan for the next 3 years.
Thanks to the P & C, Sub-committees, and supportive community – very significant part of the school community, funding and support networks.
Tabled map of planned landscaping works to begin around grade 1 area, please see Appendix 6.
Tabled Annual Operation Plan 2007, please see Appendix 7.
Tabled Budget 2007, please see Appendix 8.

General Meeting Paused 19:10pm Fiona Provan

AGM COMMENCE 19:10pm Felicity Farmer
Office bearers asked to join the P & C community as all positions officially declared open.
Congratulations to P & C for a great job last year, funding, projects, communication etc. And to Angela for permanent principal application success.

Request for nominations for President.
Ken Willimott nominated, but declined.
Fiona Provan explained the president's role and that joint presidency worked very well last year. She also noted that she would take on the joint president role again, only if someone else would join her.
Jan Bruinsma applied for nomination.
Nominated by Fiona Provan.
Seconded by Candi Stevenson.
No other nominations.
Jan Bruinsma declared elected as Joint President.
Fiona Provan nominated by Mandy Lennon.
Seconded by Karen Hook.
No other nominations.
Fiona Provan declared elected as Joint President.

Explanation of Vice President role by Fiona Provan.
Request for nominations for Vice President.
Karen Hook nominated by Tara Hamilton Smith.
Seconded by Dawn Warner.
No other nominations.
Karen Hook declared elected as Vice President.

Explanation of Secretary role by Fiona Provan.
Request for nominations for Secretary.
Nicole O'Brien nominated by Mandy Lennon.
Seconded by Jan Bruinsma.
No other nominations.

Nicole O'Brien declared elected as Secretary.
Explanation of Assistant Secretary role by Fiona Provan.
Request for nominations for Assistant Secretary.
Explained by Nicole that only real job required is collection and distribution of mail.
Amanda Loney nominated by Fiona Provan.
Seconded by Candi Stevenson.
No other nominations.
Amanda Loney declared elected as Assistant Secretary.

Explanation of Treasurer role by Fiona Provan.
Request for nominations for Treasurer.
Query on treasurers need to attend all meetings, and if bookkeeper could serve as treasurer. Yes and no. Query on resignation during the year. Yes, however position is deemed vacant.

Request for nominations for Assistant Treasurer.
Candi Stevenson nominated by Dawn Warner.
Seconded by Karen Hook.
No other nominations.
Candi Stevenson declared elected as Assistant Treasurer.

Explanation of QCPCA Representative role by Fiona Provan.
Request for nominations for QCPCA Representative.
No nominations so position deemed vacant.

Discussion on Fundraising and Grants coordinators being elected, but decided to leave until general meeting.

AGM CLOSE 19:25pm Felicity Farmer

Next AGM **March 17th 2008**

General Meeting Resumed 19:25pm Fiona Provan
Invitation for new office bearers to move to the executive table. Welcome to all new office bearers and thanks for joining the valuable P & C, and helping to ensure better opportunities for JHSS students.

Sub-Committee's Report 19:30pm Various

OSHC Committee Dawn Warner and Tara Hamilton Smith
Tabled Fete Flyer. Please see Appendix 9.
Tabled Healthy Food Choices Committee approved dates for Feb and March. Please see Appendix 10.
Tabled OSHC Minutes for 07-03-07. Please see Appendix 11.
Tabled OSHC Quality Assurance Validation Report, Feb 07. Please see Appendix 12.
Report from QA – External food audit required, can be done on Tuckshop in association with Tuckshop Hygiene and Food Processes. Must get quote on new building soon, required for Prep next year. Have applied for a \$60,000 grant, have \$120,000 in bank for building. P & C committed to assist and take out loan on OSHC behalf.
Discussion on clearing site now without grant approval? Agreed to do so as time is limited, and also for P & C to apply for a loan now.

AGM noted to be 4th of April and already have nominations for all positions.

Sports Committee

Angela Wilson

Friday sport has started. Minor issue with buses, state leaving
If students not on time. Causing hassles with getting enough
game time. Has been sorted now.

Fundraising for beach volley ball/long jump pit complete, work
just need to be completed.

P.E.C.A. Committee

Sue Stevens

Last meeting has 8 people!

Events coming up: Butterfly project, Barometer for ecology, Millipede
mayhem, CSIRO research, Q Science comp, National science week.

Night of the notables suggestion – become that person, dress and
speak in character. Parents/teachers interview and talk to the children
and they have to answer correctly. Would fit in with their work in grade
6/7 now.

Note on art show at fete. Still in discussion.

Brief note on our lack of display for trophies etc. While office is small,
they should be displayed somewhere. Look at further.

Suggestion for music or PECAC related competitions, recitals. Once a
term at lunch for a small audience.

Suggestion cake stall at election day – approved.

Guest Speaker

19:55pm

Angela Wilson

Introduced Ruth from the Scripture Union regarding pastoral care options at
the school.

Brief explanation to P & C of how we arrived at this point of discussion
(please see Appendix 1, last meeting's minutes for detail).

Explanation of a chaplain: extra support, primary role not counselling, point of
contact to enable further action, run groups for risk categories, mentoring.

Goal is not preaching or conversion. But can look at getting a local church on
board to sponsor the program.

\$20,000 p/y funding available. However need to fund after 3 years.

Query – would chaplain have local area/social knowledge. Noted that school's
requests and circumstances are taken in to account, and organise a chaplain
with experience in our situation. 1 primary school in area has chaplain, and
high school.

Only looking at 2 days so far, but still expensive. School cluster/district
receives funding and shares it out. Some encouragement to jointly apply for
total funding amount and share chaplain.

Query on P & C actual support amount – show of support, not exact \$
numbers.

P & C generally in favour of trying, and see how it goes.

Selection criteria does include socio-economic, blended families, and other
need basis'. Look at committee for fundraising to keep chaplain?

Noted that we do need one to assist with at risk groups and our YCDI
program. Will we get one if no funding comes in, agreed no.

Sub-Committee's Report

20:20pm

Various

Healthy Food Choices Committee

Tara Hamilton Smith

Note of events approved now:

V.I. Unit – making red foods as curriculum

Class party – food from home

Disco – approve red food day

Will bring forms to meeting so they can be given to sub-committees.

Request for pizza day approval this term – Approved.
Request for cross country as red day next term – Approved.

- Principal's Report Cont:** 20:30pm Angela Wilson
Please see Appendix 5
Tabled map of planned landscaping works to begin around grade 1 area, please see Appendix 6.
Landscaping project over grant budget so assistance in deciding what can wait is needed.
Query on donation of time/services to allow us to keep all plans. Would be acceptable but needs to be applied to tender as everyone else.
Discussion on need for air con in ITC building due to new computers etc. Still can't air con the whole school. Query on why we aren't fundraising specifically. We get very little monetary support as it is, and this covers basic costs and funding the school, etc. Suggestion that if we give people a reason like air con, they might be more willing to give. Suggestion to use fete money towards air con.
Noted that EPA give funding for schools to get solar programs where extra electricity can be sold back to the grid.
- Sub-Committee's Report** 20:40pm Various
Music Committee Ann-Maree O'Connell
Planning years fundraising and up coming concert.
- General Business** 20:40pm Various
Disco report. Very successfully with \$1580 profit. Used previous stock and sold out of just about everything.
Serious note – parents must stay with their children. Appears to have been a miscommunication as to dropping kids off in junior grades. Seems that the stress was on dropping kids at the gates, and not on staying with them.
Problem with a missing child that was taken home by friends parents as they didn't want to leave them by themselves. Note to go in newsletter stating that junior children must be supervised by an adult staying with them. Suggestion to get a coffee van for parents?

Noted complaints about no toilet paper in hall toilets. It is P & C job, so noted and will be looked into. Also hand wash dispenser in tuckshop not refilled.
Noted that it is P & C job, not cleaners and will be looked into.
- Treasurer's Report** 20:50 pm Candi Stevenson
Please see Appendix 12.
Small fete spending, Tuckshop in black! Everything else looking good so far.
- Fete** 20:55 pm Fiona Provan
Booked: rides, coffee van, Turkish restaurant, "2 small rooms" – French, Spanish desserts, greek desserts, (look for greek families to assist), parachute drop (sell plates and he picks up a few plates to win prizes), belly dancing, Latin American, Belgian chocolate fountain, Christmas in July activities in hall, art show, Devonshire tea by teachers in hall, scavenger hunt.
Looking for convenors, donations, sponsors, chinese dragon.
Next fete meeting 30th March in OSHC building at 6:15.
- General Business** 21:10pm Various
Discussion on prep having access to tuckshop. Possible access at different time to big kids. Agreed to look at moving prep into tuckshop somehow.

Query on early lunch time for grade 1's. They start off the year eating slowly, and work on getting faster into grade 2.

Meeting Closed 21:15pm Fiona Provan

Next Meeting April 23rd 2007 6:15 pm **Staff Room**