

JAMBOREE HEIGHTS STATE SCHOOL P & C MEETING

Minutes from meeting on Monday 19th November 2007

Attendance

Nicole O'Brien
Fiona Provan
Karen Warner
Maryanne Foreman
Angela Wilson
Lisa Wilson
Karen Hook
Sue Collingwood
Dana Galligan
Helen Finlay
Helen James
Wendy Fairhurst
Dawn Warner
Tara Hamilton Smith
Sue Stevens
Jackie Mergard
Amanda Loney

Committee/Interests

Secretary
Joint President
Tuckshop
Tuckshop Convenor
JHSS Principal
Treasurer
Vice President

OSHC
OSHC

Apologies

Mandy Lennon
Ross Daniels

Meeting Opened

6.25pm

Fiona Provan

Present and apologies as above.
Previous meetings minutes tabled (please see Appendix 1).
Moved Nicole O'Brien.
Seconded Tara Hamilton Smith.

Principal's Report

6.26pm

Angela Wilson

Please see Appendix 2.
Angela acknowledged and thanked the P&C, subcommittees and school volunteers for their time, effort and commitment to supporting the education of students. The level of opportunities offered in many programs could not be maintained without this voluntary support both financially and personally. It was noted that this is usually a small percentage of parents who do a large percentage of the support. On behalf of the staff – thank you to the parents for support of students in general – homework, provision of equipment, uniforms, excursions and communication with class teachers. The community of JHSS can be proud of the level of support and their commitment to education as a priority. Particular appreciation is extended to the members of the Music, Sport, PECAC, Safety, OSHC, tuckshop and many volunteers in our school.

Our Achievements in 2007 include:

- Significant improvements in Curriculum Planning and Assessment have established greater consistency in Work Programs across the school and in year levels
- Science and Technology Expo provided an opportunity for parents and community to see the great work of teachers and students

- Completion of Professional Development Program including using ICT (19 teachers and 2 facilitators trained) Literacy Teaching Skills – all teachers and teacher aides from P-3 trained, Through CLASS opportunities self selected teachers completed significant training in Teaching Grammar and Developing Assessment Tasks
- Chaplaincy Program received funding and began in Term 4
- Continued success in Music (Band Festival – Gold, Silver and Bronze, and Annual Concert), Sport (Premiers in Distance Swimming, Yr 6 Flag Tag, Many district, regional and state reps in all sports)
- Facilities Improvements include – 2 Prep classrooms renovated, Media and Technology Centre Building and Outfitting completed, Junior Play Areas upgraded and oval seating soon to be completed. Additional shade shelters, sports shed, beach volley ball courts, installation of tanks, upgrade of gardens, ecology plot and landscaping and drought proofing are all works in progress

Annual Operational Plan 2008 – Summary for comment (please see Appendix 3).

Angela acknowledged the very extensive range of skills and the professional dedication of our teachers at JHSS and thanked them for their work in 2007.

Angela bid farewell and thanked the following teachers on transfer – Sylvia Lopez, Ella Kane and Margaret Scott.

Facilities:

Hall – Windows up high have been cleaned, still trying to source firm who can do the window winder, damage to boy's toilets to be repaired.

State Government Security have installed surveillance camera around the school.

Sports shed has been erected on the oval.

5 dead trees to chopped down around the school.

General Business

6.40pm

Various

Election Day Cake Stall on Saturday

- Volunteers need to man the stall
- Derek to provide table and chairs
- Need donations of cakes etc.

Disco – 30th November

- OSHC have made signs and put up around the school
- Helpers needed
- It was noted that this is a P&C run event and parents must remain at the disco and supervise their children – reminder to be put in newsletter.

Tuckshop

6.45pm

Maryanne Foreman

Cookie Dough

- 245 tubs sold resulting in a profit of \$843
- 7 tubs remain – will increase profit to \$930 when sold
- 245 prizes to be picked

The tuckshop trialled opening Tues/Wed/Thur for 2nd break only and took \$421 for the 1st week of trial.

Last day of Tuckshop will be 7th December 2007.

Swimming carnival is on 3rd December 2007 – Tuckshop will remain open for Prep – Yr3.

Uniform shop will be open on the first day of school – Tuesday 29th January 2008 for uniform supplies, chair bags and hats.

Tuckshop committee to decide if tuckshop is needed to be open an extra day. Other suggestions included: extra day in winter for hot food; in summer open for 2nd break; Friday open for half day as sport is in the afternoon. Tuckshop committee to decide and present to P&C.

Fiona advised that P&C has donated \$100 to tuckshop Christmas party.

Derek has installed new Perspex notice board.

General Business

6.52pm

Fiona Provan

Profit from cookie dough will be used to repair bag racks. Cost to repair is \$1400. Fiona motioned P&C to make up shortfall. Moved Maryanne Foreman, Seconded Karen Warner – Approved.

Lowes have uniforms in stock now.

Grade 3 excursion to Coochie Mudlow Island signed off.

OSHC

6.55pm

Tara Hamilton-Smith

New Building – footings done Tues, Wed, Thurs, Fri. New building will arrive Monday morning as such the road to OSHC will need to be closed.

A suggestion was made to give staff with children a discount on Pupil Free Days – notice to go in Staff Newsletter and pigeon holes.

Query made on agreement between P&C and school for shared cleaning – Fiona to advise on correct form.

Tara requested a sign for the car park advising no casual parking or pickup at 3pm.

Committee executives – legal requirement to have Blue Card.

Outcome report for incident at OSHC – 2nd November 2007 – child kicked in thumb, broken in 2 places – Fiona to sign off.

Suggestion was put forward to elect a paid manager for next year for building/ liaising with clients/QA/bookkeeping – to act as a link between OSHC staff and P&C - 5 hours per fortnight. Paid position has been approved – Pay rates listed in P&C award.

OSHC Notification of Policy Changes Please see Appendix 4.

Family handbook is to be updated to reflect the Notification of Policy Changes tabled.

Changes include:

Price change, Member of P&C removed, fee calculation, cancellation policy, overdue fees, complaints, cancellations, child care benefit.

If a child does not arrive at OHSC, staff will contact the office to check for reported absences, if the child was at school staff will then contact the emergency contact and then contact police.

Bookkeeper

A new bookkeeper is currently in transition with Pia. Staff want the bookkeeper to work on site at OSHC on their computer and compared with taking the books off site. To do this OSHC need to purchase MYOB – Approved.

Wage Cheques

Commonwealth Bank will not pay cash on 'please pay cash' cheques, they will waive clearance time if the cheques are deposited into a Commonwealth Bank account.

General Business

7.25pm

Various

Maryanne Foreman

Food and money are being taken out of tuckshop boxes and school bags. Food tampering is a serious issue and even more so for children with allergies. A suggestion was for parents of children with allergies to mark on tuckshop orders that the order is to be picked up from the directly tuckshop.

Grade 1 Swimming

As we were unable source staff from local swimming clubs, Tara and Dawn have volunteered to assist with swimming lessons. Dawn is a qualified swimming instructor.

Craft Staff

Gwenda will be holding a Craft Stall from 8-9am Tues to Fri next week.

Council Parking

Sue Collingwood advised that parking in Patrol St was worse as a result of the council upgrades. It was noted a letter has been sent to the Council.

Meeting Closed

7.40pm

Fiona Provan

Executive Decision

In appreciation to our staff members for doing a great job this year – the following bonuses were approved by the executive:

A week's bonus to Maryanne (2 days pay)

Dawn and Tara 5 days

Jade our other permanent (to be decided based on how many days she has up for holidays)

Also a \$100 donation to the OSHC Christmas function as well as tuckshop volunteers break up.