**Jamboree Heights State School** 35 Beanland Street

Jamboree Heights

**Parents & Citizen’s Association** QLD, 4074

Minutes for Meeting on Monday 25 July 2022

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| **Date:** | 25 July 2022 | **Location:** | JHSS Staffroom |
| **Time:** | 6:30pm |  |  |
| **Chair:** | President – Jade Lewis | **Minute Taker:** | Vice President – Kelly Wishart |
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| **Present:** |  Jade Lewis, Kelly Wishart, Kate Beets, Razia Musa, Kim Andrews, Nathan Merry, Grant Axman-Friend, Sean Bryant, Jasmine Angel, Jane Johnson, Jodi McMillan, Lyndel Ivory Lyle, Jean Gibbs, David Gunsberg |
|  |  |  |  |
| **Apologies:** | Cindy Berridge, Ben Powell, Cam Wallace, Aaron Middleton, Nattasha Mierendorff |

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| --- | --- |
| **Item/Motion** | **Business** |
|  |  |
|  | Meeting Opened |
|  | Jade Lewis opened the meeting at 6.30pm |
| **1.1** | **Acceptance of the previous minutes** |
|  | **Motion 1**That the minutes as circulated as a true and correct record of the previous meeting be accepted**MOVED**: Lyndel Ivory Lyle **SECONDED**: Kelly Wishart |
| **1.2** | **Amendments from the previous minutes** |
|  | Nil |
| **1.3** | **Business arriving out of the minutes of the previous meeting** |
|  | Nil |
|  | **Standing Agenda** |
| 2.12.1.12.1.2 | Feedback* Compliments
* Complaints
 |
| 2.2 | Guest Speaker |
| **2.3**2.3.1 | **Treasurer’s Update*** Report attached
	+ Introduce Jasmine Angel – New treasurer will be effective after completing all paperwork
	+ Overview of report P&C – Income $16k Expenses $7k
	+ OSHC - Income $109k, expenses $61k
 |
|  | **MOTION 2 -:** That the Treasurers report be adopted**MOVED:** Jodi McMillan **SECONDED:** David Gunsberg |
| **2.4**2.4.1 | **Principal’s Report*** Report attached
	+ Admin working on professional development with A-C level (in report)
	+ Preliminary data for Naplan has arrived – awaiting further data – expecting reasonably good results
 |
|  | **MOTION 3 -:** That the Principals report be adopted**MOVED:** David Gunsberg **SECONDED:** Kate Beets |
| **2.5**2.5.1 | **Chaplaincy / Student Welfare*** Report attached
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|  | **MOTION 4 -:** That the Chaplains report be adopted**MOVED:** Bec Dove **SECONDED:** David Gunsberg |
| **2.6** | **Sub Committee Reports** |
| 2.6.1 | * Performing Arts
* Report attached
	+ Curtains – Stage 1 – First wall behind stage, side curtains and ‘pop up’ side curtains (temporary wings)
	+ Sound proofing – practically impossible as colour bonding – no structure to attach it to.
	+ Get another quote but P&C generally happy with pricing
 |
|  | **MOTION 5 -:** That the Performing Arts Committee report be adopted**MOVED:** Kate Beets **SECONDED:** David Gunsberg |
| 2.6.2 | * Sports

o Report attached |
|  | **MOTION 6 -:** That the Sports Committee report be adopted**MOVED: Jodi McMillan** **SECONDED:** David Gunsberg |
| 2.6.3 | * OSHC
* Report attached
	+ Quotes presented to remove/replace blinds
	+ Quotes presented to replace fencing
	+ These issues are COMPLIANCE issues – discussion needed to be had with school to discuss going halves with school as OSHC is leasing from the school.
	+ OSHC Newsletter – kids taking home on the weekend to do
	+ Mystery tour – Locations to be locked in (transport logistics)
	+ Incursions – suggestion to post to ask for people to help and offer support/activities
	+ Suggestion to post asking for wool supplies for new crochet addiction at OSHC
 |
|  | **MOTION 7 -:** That the OSHC report be adopted**MOVED: David Gunsberg SECONDED:** Kate Beets |
| 2.6.4  | **Motion 8 – Policy change #1 4.6 Medication Policy** Responsibility of parent to update and advise Jamboree Heights OSHC of changes to the plan**MOVED**: David Gunsberg **SECONDED**: Kate Beets |
| 2.6.5 | **Motion 9 – Policy change #2 8.21 Educator Uniform and Personal Presentation Policy**Dress code – remove standard that states ‘no tights or gym wear to be worn as part of the uniform’**MOVED**: David Gunsberg **SECONDED**: Kate Beets |
| 2.6.6 | * Tuckshop
	+ Report attached
	+ Jodi to advertise for another paid position at the tuckshop for at least Friday to cover the lack of volunteer commitment.
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|  | **MOTION 8 -:** That the Tuckshop report be adopted**MOVED: D**avid Gunsberg **SECONDED:** Kate Beets |
| 2.6.7 | * Uniform
* Report attached
	+ Discussion around mascots and updating the sports shirts
	+ Talk about buying sport day novelties and sell through the uniform shop (tutus, hairties etc)
	+ Need to think about replacing district sport singlets (Sport committee/Uniform – cross collaboration) – LIL & BD to discuss further
	+ Senior shirts/jackets to be ordered end of term 3
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|  | **MOTION 9 -:** That the Uniform shop report be adopted**MOVED:** Lyndel Ivory Lyle **SECONDED:** David Gunsberg |
| 2.6.8 | * Sustainability Committee
* Report attached
* Garden maintenance – call out for parents, grandparents etc (roster, support etc)
* Kindness day – November
 |
|  | **MOTION 10 -:** That the Sustainability Committee report be adopted**MOVED:** David Gunsberg **SECONDED:** Kate Beets |
| **2.7** | **Motions on Notice** |
| **2.8** | **General Business*** Discussion w/ Jess Pugh – School Transport Infrastructure Program development guideline
* Gambling grant – year 5&6 area needs an upgrade
* Interactive Whiteboards - $12k - $15k for final whiteboards
* P&C/OSHC credit cards – Decision was made to use top up cards for general expenses (Treasurer makes payment and then second authorisation by President or Vice President)
* Xero authorisation app – Dext, genius, xero etc – pictures of invoices/receipts straight into xero
* Purchasing Policy

Purchasing forms (PF) are available to facilitate the purchasing process in line with the following minimum quotation requirements:***$0 – $5,000***Request a minimum of one quote by phone, in-store, catalogue or online.  Use *PF002* to record the purchase details.***$5,001 - $20,000***Request a minimum oftwo written quotes.Use *PF003* to request quotes and *PF004* to evaluate quotes.***$20,001 - $100,000***Request a minimum of three written quotes.  Use *PF003* to request quotes and *PF004* to evaluate quotes.  Use *PF005* to identify and manage risks.***$100,000+***Request a minimum of five written quotes.  Use PF003 to request quotes and PF004 to evaluate quotes. Use *PF005* to identify and manage risks |
| **3** | **New Business** |
| **4** | **New Memberships** |
| **5** | **Next Meeting:*** Monday 15 August 6.30pm
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| **6** | **Meeting Closed:**Jade Lewis closed the meeting at 7:50pm |