**Jamboree Heights State School** 35 Beanland Street

Jamboree Heights

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

Agenda for Meeting on Monday 20 November 2023

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| **Date:** | 20 November 2023 | **Location:** | JHSS Staffroom |
| **Time:** | 6:30pm |  |  |
| **Chair:** | President – Jade Lewis | **Minute Taker:** | Secretary – Cindy Berridge |
|  |  |  |  |
| **Attendees:****(RSVP’d)** | Nathan Merry, Kim Ramsey  |
|  |  |  |  |
| **Apologies:****(RSVP’s)** | Razia Musa, Jean Gibbs |

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| **Item** | **Business** | **Speaker** |
|  |  |  |
| 1.1 | Acceptance of the previous minutes | Jade |
| 1.2 | Amendments from the previous minutes | Jade |
| 1.3 | Review of business arising from previous minutes. | Jade |
|  | **Standing Agenda** |  |
| **2** | **Quality Improvement** |  |
| 2.12.1.12.1.2 | Feedback* Compliments
* Complaints
 | Jade |
| **2.2** | **Guest Speaker** | N/A |
| **2.3**2.3.1 | **Treasurer’s Report*** General Report
 | Jasmine |
| **2.4**2.4.1 | **Principal’s Report*** General Report + Budget
 | Kathy  |
| **2.5**2.5.1 | **Chaplaincy / Student Welfare*** Update
 | Wendy |
| **2.6** | **Sub Committee Reports** |  |
| 2.6.1 | * Performing Arts

o General Report | Bec |
| 2.6.2 | * Sports

o General Report | Aaron |
| 2.6.3 | * OSHC

o General Report | Kim / Nathan |

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| 2.6.4 | * Tuckshop
	+ General report
 | Jodi |
| 2.6.5 | * Uniform

o General Report | Bec |
| 2.6.6 | * Sustainability Committee

o General report | Grant |
| **2.7** | **Motions on Notice** |  |
| **2.8** | **General Business*** Growth Working Party
* Chaplaincy 2024
* Traffic controllers
 | DavidLyndel Sean |
| **3** | **New Business** |  |
| **4** | **New Memberships** |  |
| **5** | **Next Meeting:*** Monday 19 February 2024
 |  |
| **6** | **Close:** |  |

**Code of Cooperation**

1. *We start on time and finish on time.*
2. *We all participate and contribute – everyone is given opportunity to voice their opinions.*
3. *We use improvement tools that enhance meeting efficiency and effectiveness.*
4. *We actively listen to what others have to say, seeking first to understand, then to be understood.*
5. *We follow-up on the actions we are assigned responsibility for and complete them on time.*
6. *We give and receive open and honest feedback in a constructive manner.*
7. *We use data to make decisions (whenever possible).*
8. *We strive to continually improve our meeting process and build time into each agenda for reflection.*