



**Jamboree Heights State School
Parents & Citizen's Association**

35 Beanland Street
Jamboree Heights
QLD, 4074

Agenda for Meeting on Monday 18th November 2019

Date:	18 th November 2019	Location:	JHSS Staff Room
Chair:	Libby Schuring	Minute Taker:	Sarah McDermott
Attendees:		Time:	6.30pm
Apologies:			

No	What	Who
1.1	Acceptance of the previous minutes	
1.2	Amendments from the previous minutes	
1.3	Review of business arising from previous minutes	Nil
	Standing Agenda	
2	Quality Improvement	
2.1	Feedback	
2.1.1	• Compliments	Libby
2.1.2	• Complaints	
2.2	Confirmation of Executive Committee's Decision	Nil
2.3	Guest Speaker	NIL
2.4	Treasurer's Report	
2.4.1	• General Report	Brendan
2.5	Principal's Report	
2.5.1	• General Report	Cam
2.6	Sub Committee Reports	
2.6.1	• Music ○ General Report	Belinda

2.6.2	<ul style="list-style-type: none"> • Sports <ul style="list-style-type: none"> ○ General Report 	Matt
2.6.3	<ul style="list-style-type: none"> • OSHC <ul style="list-style-type: none"> ○ General Report 	Tristan
2.6.4	<ul style="list-style-type: none"> • Tuckshop <ul style="list-style-type: none"> ○ General report 	Mel
2.6.5	<ul style="list-style-type: none"> • Uniform <ul style="list-style-type: none"> ○ General Report 	Helen
2.6.6	<ul style="list-style-type: none"> • Sustainability Committee <ul style="list-style-type: none"> ○ General report 	David
2.6.7	<ul style="list-style-type: none"> • Community Grants <ul style="list-style-type: none"> ○ General report 	Dan
2.7	Motions on Notice	
2.8	General Business <ul style="list-style-type: none"> • Tuck Shop Food Drive 2020 • Trivia Night Volunteers • Fundraising Dates 2020 • Just One Thing • Tuckshop Assistant 	Libby
3	New Business	
4	New Memberships <ul style="list-style-type: none"> • New Memberships 	NIL
5	Next Meeting: <ul style="list-style-type: none"> • Monday, 17th February 2020 at 6:30pm in Staffroom 	
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.*



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Minutes of Meeting held on 28th October 2019

PRESENT: Julie Budgen, Lauren Cawcutt, Heather Chester, Sophie Coffy, Melanie Crowhurst, Tristan Dieben, Daniel Dryden, Brendan Ellacott, Jane Hooper, Lyndel Ivory-Lisle, Belinda Jones, Greg Klopper, Sarah McDermott, Scott Matthews, Elizabeth Schuring, Helen Shogren, Belinda Smith, Nia Thomas, Mandy Tighe, Joeann Yowe, David Zaloudek

APOLOGIES: Felicity Rasmussen, Cam Wallace

MEETING OPENED:

Dan opened the meeting 6:35 pm

ACCEPTANCE OF THE PREVIOUS MINUTES

Motion 1 – That the minutes as circulated be accepted as a true and correct record of the previous meeting.

Moved: Tristan Dieben Second: Melanie Crowhurst

AMENDMENTS FROM THE PREVIOUS MINUTES

Nil

Feedback

- Compliments - Nil
- Complaints - Nil

Guest Speaker

- Sangeeta Singh from Jindalee News attended as guest speaker. Sangeeta wished to thank the P&C and Jamboree Heights State School for the support to their business.
- Sangeeta advised they have recently moved to a new premises, however would like to again, offer the support of providing the school booklist for 2020.
- Sangeeta wanted to say thank you to the P&C and JHSS and presented a cheque for \$1,200.

Confirmation of Executive Committee's Decision

Nil

TREASURER'S REPORT

Due to Mick, Bookkeeper being on holidays for the past month, financial reports have not been received and will be forwarded to the committee via email as soon as they are received.

PRINCIPAL'S REPORT

- Report attached
- Budget attached

<p>Motion 2 – That the Principal's report be adopted. Moved: Belinda Smith Second: Melanie Crowhurst</p>

PERFORMING ARTS

- Report attached
- Gambling Community Benefit Fund Decline Letter – attached.
 - The Performing Arts Committee applied for a gambling grant, however, was rejected due to *"the organization has received \$15,000 of grant funds in the past 2 years and is a lower priority"*.
- Music Education Carpet / Mat Quote – attached
 - The music mat will help the children learn music, especially the younger years, prep to year 2, who are not involved in any instrumental music program.
 - The mat is large enough to fit a whole class, where they will be able to play games and be educational for music students.
 - They are only available from one company within Australia, therefore, only 2 quotes can be provided.
- Violin and Viola's Quotes - attached
 - The Performing Arts Committee voted for Mr Hoey, Instrumental Strings Teacher, to spend up to \$2,000 towards purchasing new Violins and Violas for the beginner cohort.
 - The children in the Instrumental program currently need to purchase their own string instruments right from the start, whereas, other beginner band students can hire instruments via the school.
- Choir Risers Quotes – attached
 - Choir risers need to expand due to the growing students at JHSS.
 - The original quotes sourced were \$25,000 and would need to be purchased in stages due to the cost.
 - Jen Thompson spoke with the company who supplied the stage and as they were aware of what the P&C currently own, were able to provide matching equipment with safety rails and provided a discount.
 - These choir risers came in at \$8,000, significantly cheaper than the \$25,000.
- Performing Art's Musical Information – attached
 - It was discussed that if the P&C run the Musical as a fundraiser next year then there

- may be the necessity to spend extra funds to help make it more profitable.
- If the P&C contribute extra funds, the P&C would need to vote on whether a percentage of the funds received are returned to the P&C, or whether the Performing Arts pay for the entire expenditure from their budget.
- Expenditure to be discussed further at the next meeting and voted.

Motion 3 – That the Performing Art’s report be adopted.

Moved: Nia Thomas Second: Melanie Crowhurst

Motion 4 – That the Performing Art’s Committee purchase the music mat up to the amount of \$1800.

Vote: unanimous

Motion 5 – That the Performing Art’s Committee purchase 4 new violins and 3 new viola’s, up to the amount to \$2000.

Vote: unanimous

Motion 6 – That the Performing Art’s Committee purchase new Choir Risers up to the amount to \$8,000.

Vote: unanimous

Motion 7 – That the Performing Art’s Committee propose to run the Musical as a Fundraiser in 2020.

Vote: unanimous

SPORT

- Verbal Report Only, as meeting was held immediately prior to the P&C meeting.
- The final fundraiser for the year will be a sausage sizzle to be held on Tuesday, 3rd December at the junior sports carnival.
 - The Sports Committee would appreciate the P&C advertising for approximately 6 volunteers between 9am – 11:30am.
- Mel has offered to set up flexi-schools and can be run out of the tuck shop.
- Sports Committee would like to replace the current soccer goals.
 - They are in need of replacing.
 - Each soccer goals are approximately \$300 each and would require 4 replacements.
 - Total cost would be up to \$1,500.
 - The sports committee was seeking pre-approval of this purchase and quotes would be submitted at the next meeting.
 - There were no objections at the table, provided quotes were provided for final approval at the next meeting.

- Sports committee would like to replace the current sports jerseys.
 - Quotes will be provided at the next P&C meeting.
 - It was suggested that the cheque Sangeeta had just donated at the meeting for \$1,200 be put towards the cost of the Jersey's and print her logo on the back of the Jerseys.
- Update on the Shed / Long Jump
 - Details have now been finalized and building of the new sheds will commence soon.
 - Once the shed has been completed, the long jump will then be upgraded.

Motion 8 – That the Sports Committee verbal report be adopted.

Moved: Nia Thomas Second: Melanie Crowhurst

Motion 9 – That the Sports Committee seek pre-approval for the soccer goals with quotes to be provided at the next meeting.

Vote: Unanimous

OSHC

- Report Attached
- Vacation Care for December – attached
- JHSS and OSHC to negotiate areas available for use around the grounds due to the new buildings being constructed within school grounds which will
- Maintenance issues have been identified within the OSHC building and JHSS have commenced looking into having these areas fixed under the building repair funds.
- One of the listed maintenance issues is the kitchen, which completely needs replacing.
- Deacon has suggested a kaboodle kitchen would suffice the repair. This will be looked in to further.
- OSHC would like to thank the level of support from JHSS & the P&C.

Motion 10 – That the OSHC Report be adopted

Moved: Belinda Smith Second: Melanie Crowhurst

TUCKSHOP

- Report Attached
- 2020 menu attached.
- QKR Update
 - If the P&C approve the change to QKR, there will be a \$200 set up fee (JHSS are also required to pay this fee),
 - A \$30 monthly fee (JHSS are also required to pay this fee)
 - Transaction fee's per customer which will need to be absorbed by the P&C (currently the parent pays for these transaction fee).

- Continue with the research and bring to the next P&C meeting for approval.
- QKR is run through the Commonwealth Bank and was advise by the QKR Representative that if you don't bank with the Commonwealth Bank it can be tricky to set up initially.
- It was suggested to hold off changing banks until QKR is set up if approved.
- It was discussed that December / January is the busiest time of year for uniform sales, therefore, this would not be an appropriate time to change over systems.
- Flexischools platform looks exactly like QKR following their recent upgrade.
- It was discussed holding off approving the switch until JHSS has commenced using and any teething issues are sorted before the P&C switch.

Motion 11 – That the Tuck-shop Report be adopted
 Moved: David Zaloudek Second: Brendan Ellacott

UNIFORM SHOP

- Report Attached

Motion 12 – That the Uniform Shop report be adopted.
 Moved: Belinda Smith Second: Melanie Crowhurst

SUSTAINABILITY

- Report Attached
- Sustainability Committee would like to implement some garden beds, then the teachers and students will maintain these gardens.
- Would like to put \$1,000 towards garden beds

Motion 13 – That the Sustainability Committee report be adopted.
 Moved: Melanie Crowhurst Second: Brendan Ellacott

Motion 14 – That the Sustainability Committee spend up to \$1000 towards garden beds.
 Moved: unanimous

GENERAL BUSINESS

- **Chaplaincy 2020**
 - Chappy Katie has reduced her hours to 2 days per week (7.6 hours per day or 15.2 total hours per week) on a Tuesday and Thursday.
 - It was discussed whether the P&C Support a 2 or 3 day program for the chaplaincy program
 - It was discussed if Chappy Katie is approved for 3 days we would require some documentation to show the benefit to the students for the extra day.
 - Dual time table would be presented for the next meeting and a vote will take place next meeting.

- **Online Data System – One Drive verses Google Drive**
 - One Drive is not easy to use at times.
 - Whether to stay with One Drive or move to google drive as people are more familiar with google.
 - Sub Committee and employees present at this meeting has experienced some difficulty of late accessing the One Drive.
 - To be discussed further.

- **P&C Major Fundraiser 2020**
 - Trivia Night – term 1
 - Percentage of Musical funds back to the P&C should the P&C put forward extra money to run the event.

- **Subcommittee Fundraising 2020**
 - It was discussed that all subcommittee need to be upfront and let parents know what each individual fundraiser will be going towards.

PERFORMING ARTS COMMITTEE

- Musical – September
- Entertainment Books – April potentially online ordering only next year.
- Bunnings – Oxley for a sausage sizzle – date to be confirmed.
- Cash Rewards – Online shopping.
- Silver Coin Challenge – term 1. Looking at Easter hamper as reward for the
- Music Gala
- Music Photos (attached with the Music Gala)

SPORTS COMMITTEE

- Cross Country sausage sizzle – Week 9, Term 2 (19th June 2020)
- Sausage Sizzle – Week 9, Term 4 (potentially, 30th November or 1st December 2020).
- Disco – Term 3
- Run-a-thon, Week 9, Term 2, Friday, 19th June 2020.

SUSTAINABILITY COMMITTEE

- Ewaste Campaign, Week 5, Term 2 (18th – 22nd May)
- Ewaste Campaign, Week 4, Term 4 (2nd – 6th December)
- Ongoing Containers for Change program

DISCO – 2020

- Disco Term 1 – P&C general
- Disco Term 2 – P&C general
- Disco Term 3 – Sports Committee
- Disco Term 4 – Student Council

- **Subcommittee Meeting Dates 2020**
 - Please bring proposed 2020 meeting dates to the November meeting.
- **P&C Executive Roles available 2020 – Vice President & Secretary**
 - Dan Dryden, Vice President and Sarah McDermott, Secretary, will be stepping down in 2020.
 - These positions are now being advertised and ideally we would like 2 vice presidents.
 - The executives have discussed potentially asking that when executives stand down, 1-2 current executives stay on so there is a constant rotating executives, instead of a new executive committee start the same year.
 - Greg Klopper advised he would be interested in the Vice President role in 2020.
 - Greg completed a Vice President nomination form. This was moved by Sarah McDermott, Secretary and seconded by Dan Dryden, Vice President.
 - There were no objections around the table for Greg to commence as an Executive of the P&C in this role and be mentored by Dan until the AGM
- **Newsletter article rotation.**
 - Currently the President submits a newsletter article every 2 weeks for the school's newsletter.
 - Libby is proposing to develop a calendar, on a rotating basis for the subcommittee's to share information with the whole school on updates from within their own subcommittees.
 - Music Committee to write this coming weeks.
 - Sports committee to write week 6
- **Just One Thing**
 - Need all the fundraiser set up and this to be tabled at the next meeting.
- **P&C Operations Manager Role**
 - Our current Executives are full time / part time workers and are time crucial to be able to give any further hours.
 - Volunteers are becoming harder to find.
 - Monique is currently the Operations Manager from Jindalee State School. She is constantly working on community liaison, for example, sponsorship. Researching quotes etc.
 - Monique takes a lot of work off the Executive Secretary.
 - Would need to be someone who works well with other employee's.
 - Executives need to know all the awards rates, P&C Constitution. Operations Manager would assist with questions regarding the rules and regulations and contact CMS when need be, giving the Executive less time following up these.
 - It was discussed that we can do what we already achieve without employing someone.
 - Looking at the pay rate, employing an Operations Manager would cost approximately \$15 – 20K per year.
 - It was further discussed if we pull our resources, we could put the money back into the school instead of paying for these wages.
 - It was discussed to maybe look in to this in 6 months before looking at this option

due to the next executive and see how things are travelling.

- Sustainability of the P&C has worked because they have had the time to put in.
- The P&C would have to look at ways to revenue earning to pay for the position.

NEW BUSINESS

- Bella, Nilanjana, Hannah and Kate from the grade 6 School Leaders, have requested the P&C provide tuck-shop vouchers to provide as prizes for their Talent Quest they are running in weeks 5 and 6 this term as per letter attached.
- It was discussed around the table and agreed this could be funded from the community grants program.
- Bella requested the winner voucher be for an amount of \$5 and runners up vouchers of \$2.50.
- After discussions it was agreed to increase the request from \$5 to \$10 vouchers for the winners and \$5 vouchers for the runners up. Third place to receive \$2.50 voucher.

Motion 15 – That the Community Grants fund the vouchers from the Student Leadership group for \$10, \$5 and \$2.50 vouchers to be used in tuck-shop.

Voted: unanimous

Brendan would like to remind every one to keep banking slips and invoices up to date as some were 6 weeks old left in his folder.

NEW MEMBERSHIPS

- One – Vice President Executive Nomination form.

With no further business the meeting was closed at 8.56pm

NEXT MEETING MONDAY 18th November 2019, 6.30PM IN STAFFROOM

Treasurer's Report for the month ended October 2019

The Financial Performance for October and Year to Date is presented below:

Net Profit/(Loss)	P&C Association	OSHC	Consolidated
October	\$2,758	\$13,000	\$15,758
YTD	(\$11,761)	\$46,338	\$34,577

The Net Profit position of the P&C Association of \$2,758 in October was due to Gross Profit of \$6,585 and net expenses of \$3,827. Revenue was lower than previous months as there were no fundraising events. Revenue from the Uniform Shop was \$9,354 and the Tuckshop was \$5,203. There were no large expenses during the month.

The OSHC result for October was due to Gross Profit of \$59k and expenses of \$46k, with only two pay periods occurring in the month.

At the end of October total assets were \$426,883 and total equity was \$384,154.

Pay Run

The next pay run will be for the fortnight ending 22 November 2019.

I move that the statements be accepted

Brendan Ellacott

Treasurer

Balance Sheet

JAMBOREE HEIGHTS PRIMARY P&C ASSN As at 30 September 2019

	30 Sep 2019	31 Dec 2018
Assets		
Bank		
Business on line Saver	156,602	201,145
P & C General Cheque Account	84,143	51,037
Total Bank	240,744	252,182
Current Assets		
Building Fund	486	486
Petty Cash	172	-
Tuckshop Float	100	-
Total Current Assets	758	486
Non-current Assets		
General Fundraising Float	500	-
Tuckshop - Stock	1,271	1,271
Uniform - Stock	28,089	28,089
Uniform Float	100	-
Total Non-current Assets	29,960	29,360
Total Assets	271,462	282,028
Liabilities		
Current Liabilities		
GST	(37)	(37)
OSHC Loan Account	802,034	802,034
Rounding	-	-
Trade Creditors	2,644	969
Total Current Liabilities	804,642	802,967
Non-Current Liabilities		
PAYG Payable	479	972
SUPER Payable	2,663	832
Wages Payable - Payroll	940	-
Total Non-Current Liabilities	4,083	1,804
Total Liabilities	808,724	804,771
Net Assets	(537,262)	(522,743)
Equity		
Balance allocated to Committee	(43,781)	-
Current Year Earnings	29,261	(37,239)
Retained Earnings	(522,743)	(485,504)
Total Equity	(537,262)	(522,743)

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Balance Sheet

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Non-current Assets		
General Fundraising Float	500	-
Tuckshop - Stock	1,271	1,271
Uniform - Stock	28,089	28,089
Uniform Float	100	-
Total Non-current Assets	29,960	29,360
Total Assets	272,570	282,028
Liabilities		
Current Liabilities		
GST	(37)	(37)
OSHC Loan Account	802,034	802,034
Rounding	-	-
Trade Creditors	1,555	969
Total Current Liabilities	803,553	802,967
Non-Current Liabilities		
PAYG Payable	601	972
SUPER Payable	2,919	832
Total Non-Current Liabilities	3,520	1,804
Total Liabilities	807,073	804,771
Net Assets	(534,504)	(522,743)
Equity		
Balance allocated to Committee	(43,781)	-
Current Year Earnings	32,020	(37,239)
Retained Earnings	(522,743)	(485,504)
Total Equity	(534,504)	(522,743)

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Bank		
JHSS OSHC Cheque Account	152,027	96,414
Total Bank	152,027	96,414
Current Assets		
Petty Cash	542	279
Total Current Assets	542	279
Non-current Assets		
Plant & Equipment Accum Dep	(528)	(528)
Plant & Equipment at Cost	2,272	2,272
Total Non-current Assets	1,744	1,744
Total Assets	154,313	98,436
Liabilities		
Current Liabilities		
GST	(8,799)	(1,779)
Loan from P&C Assoc	(802,034)	(802,034)
Trade Creditors	1,786	104
Total Current Liabilities	(809,047)	(803,710)
Non-Current Liabilities		
Child Support Liability	271	542
PAYG Payable	17,342	9,540
Provision for Annual Leave	7,008	7,008
SUPER Payable	17,791	10,505
Uniform Bond	2,290	2,230
Total Non-Current Liabilities	44,702	29,826
Total Liabilities	(764,345)	(773,884)
Net Assets	918,658	872,320
Equity		
Current Year Earnings	46,338	31,882
Retained Earnings	872,320	840,439
Total Equity	918,658	872,320

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Retained Earnings	872,320	840,439
Total Equity	918,658	872,320

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Profit and Loss



JAMBOREE HEIGHTS PRIMARY P&C ASSN For the month ended 31 October 2019

	Oct-19	Sep-19	Aug-19	Jul-19	Jun-19	May-19	Apr-19	Mar-19	Feb-19	Jan-19	YTD
Income											
Child Care Benefit + JET	35,938	31,111	30,684	30,889	33,444	29,798	37,969	26,319	33,724	23,572	313,448
OSHC Fees	23,319	32,538	24,549	27,219	23,884	23,346	26,880	34,646	28,724	18,036	263,120
Total Income	59,256	63,649	55,233	58,108	57,308	53,144	64,849	60,965	62,448	41,608	576,568
Less Cost of Sales											
Refund of OSHC fees	68	-	200	201	-	86	-	-	365	-	920
Total Cost of Sales	68	-	200	201	-	86	-	-	365	-	920
Gross Profit	59,188	63,649	55,033	57,907	57,308	53,057	64,849	60,965	62,083	41,608	575,648
Less Operating Expenses											
Advertising	-	-	-	-	-	-	-	-	-	-	570

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Profit and Loss



	Oct-19	Sep-19	Aug-19	Jul-19	Jun-19	May-19	Apr-19	Mar-19	Feb-19	Jan-19	YTD
Art & Craft Supplies	103	55	367	16	311	352	147	94	20	511	1,976
Audit	3	1	1	5				2,000			2,000
Bank Fees & Charges								1			14
Booking of Entertainment	530	543			415		1,418	-	675	515	4,096
Bookkeeping		820	820	820	820	820	820	820	820	820	7,380
Building Lease		3,273			6,545						9,818
Computer Software/Hardware					24	2,073	800				2,897
Consultant Fees		160									160
Contract Staff									167		167
Excursions	404			1,838	273		600			5,294	8,409
Food & Groceries	3,274	1,549	1,853	225	1,808	1,891	1,856	1,846	1,995	2,808	19,105
Games, Toys, DVDs,	9		84	91	195	28	287	27	90	150	961

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Profit and Loss

	Oct-19	Sep-19	Aug-19	Jul-19	Jun-19	May-19	Apr-19	Mar-19	Feb-19	Jan-19	YTD
CDs & Books											
Garden Equipment			136								136
Housekeeping/First Aid	1,017	243	27	1,532	623	231	225	18	204	169	4,289
Memberships & Subscriptions	63	295	95	55	446	53	48	120	76	620	1,871
Postage							9		4		13
Repairs & Maintenance			90	52		288	77		83	38	628
Room Equipment			304	61	199	172	24	277	146	59	1,241
Sports Equipment				167	419						586
Staff Amenities							143	37	28	63	270
Staff Training/Courses/Travel	393	50	45	64	95	131	136	873			1,787
Staff Uniforms	108	116	2,235	(122)	952	103	99	169	103	(13)	3,751

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Profit and Loss

	Oct-19	Sep-19	Aug-19	Jul-19	Jun-19	May-19	Apr-19	Mar-19	Feb-19	Jan-19	YTD
Stationery & Printing	587	626	488	842	660	947	491	942	581	433	6,595
Superannuation	3,240	3,570	5,069	3,601	3,612	3,432	3,358	5,238	3,408	2,425	36,952
Telephone /Internet	108	297	-	27	203	108	27	94	94	94	1,054
Wages & Salaries	35,779	39,911	55,545	39,095	39,575	39,481	36,470	57,146	36,763	28,039	407,804
Workers' Compensation	4,782										4,782
Total Operating Expense	46,188	56,289	67,159	48,367	57,176	50,109	47,036	69,701	45,258	42,027	529,310
Net Profit	13,000	7,360	(12,126)	9,539	132	2,948	17,813	(8,736)	16,826	(419)	48,338

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Profit and Loss



JAMBOREE HEIGHTS PRIMARY P&C ASSN For the month ended 31 October 2019

	Actual	Budget	Var AUD	Var %	YTD Actual	YTD Budget	Var AUD	Var %
Income								
Child Care Benefit + JET	35,938	21,000	14,938	71.1%	313,448	214,000	99,448	46.5%
OSHC Fees	23,319	29,500	(6,181)	-21.0%	263,120	290,450	(27,330)	-9.4%
Uniform Purchase	-	20	(20)	-100.0%	-	200	(200)	-100.0%
Total Income	59,256	50,520	8,736	17.3%	576,568	504,650	71,918	14.3%
Less Cost of Sales								
Refund of OSHC fees	68	-	68	0.0%	920	-	920	0.0%
Total Cost of Sales	68	-	68	0.0%	920	-	920	0.0%
Gross Profit	59,188	50,520	8,668	17.0%	575,648	504,650	70,998	14.0%
Less Operating Expenses								
Advertising	570	25	545	2180.0%	570	250	320	128.0%
Art & Craft Supplies	103	150	(47)	-31.2%	1,976	1,500	476	31.7%
Audit	-	-	-	0.0%	2,000	2,000	-	0.0%
Bank Fees & Charges	3	10	(7)	-66.7%	14	100	(86)	-86.1%
Booking of Entertainment	530	500	30	6.0%	4,096	5,000	(904)	-18.1%
Bookkeeping	-	750	(750)	-100.0%	7,380	7,800	(420)	-5.4%
Building Lease	-	1,800	(1,800)	-100.0%	9,818	7,200	2,618	36.4%
Computer Software/Hardware	-	-	-	0.0%	2,897	-	2,897	0.0%
Consultant Fees	-	-	-	0.0%	160	-	160	0.0%
Contract Staff	-	-	-	0.0%	167	-	167	0.0%

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Profit and Loss

	Actual	Budget	Var AUD	Var %	YTD Actual	YTD Budget	Var AUD	Var %
Excursions	404	2,500	(2,096)	-83.9%	8,409	11,500	(3,091)	-26.9%
Food & Groceries	3,274	1,600	1,674	104.6%	19,105	16,000	3,105	19.4%
Games, Toys, DVDs, CDs & Books	9	120	(111)	-92.4%	961	1,200	(239)	-19.9%
Garden Equipment	-	-	-	0.0%	136	-	136	0.0%
Housekeeping/First Aid	1,017	250	767	306.6%	4,289	2,500	1,789	71.5%
Membership & Subscriptions	63	-	63	0.0%	1,871	2,975	(1,104)	-37.1%
Postage	-	-	-	0.0%	13	50	(37)	-73.3%
Repairs & Maintenance	-	50	(50)	-100.0%	628	500	128	25.5%
Room Equipment	-	135	(135)	-100.0%	1,241	1,350	(109)	-8.1%
Sports Equipment	-	-	-	0.0%	586	375	211	56.2%
Staff Amenities	-	20	(20)	-100.0%	270	200	70	34.9%
Staff Training/Courses/Travel	393	250	143	57.1%	1,787	2,500	(713)	-28.5%
Staff Uniforms	108	120	(12)	-9.7%	3,751	1,200	2,551	212.6%
Stationery & Printing	587	400	187	46.7%	6,595	4,000	2,595	64.9%
Superannuation	3,240	4,418	(1,178)	-26.7%	36,952	35,199	1,753	5.0%
Telephone/Internet	108	120	(12)	-9.9%	1,054	1,200	(146)	-12.2%
Wages & Salaries	35,779	46,500	(10,721)	-23.1%	407,804	370,500	37,304	10.1%
Workers' Compensation	-	-	-	0.0%	4,782	3,500	1,282	36.6%
Total Operating Expenses	46,188	59,718	(13,530)	-22.7%	529,310	478,599	50,711	10.6%
Net Profit	13,000	(9,198)	22,198	241.0%	46,338	26,051	20,287	78.0%

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Jamboree Heights Performing Arts Committee Report – November 2019

Discussed:

There is nothing to report.

At our last Performing Arts and Music Committee meeting, we discussed:

- the purchases of the student performance risers, music mat together with instruments for Mr Hoey;
- finer details of a parent survey relating to the Variety Concert.
- Fundraising Plan 2020 together with Committee Meeting Dates.

I move that my report be accepted.



JHSS SPORTS COMMITTEE CHAIR'S REPORT

2019 Executive		
Chair	Matt Mitchell	mmitc112@eq.edu.au
Secretary	Felicity Rasmussen	felicityrasmussen@gmail.com
Treasurer	Aaron Middleton	amidido@hotmail.com

Month	Activity
July	State of Origin 3
August	Junior Sports Day Sausage Sizzle
December (Upcoming)	Swimming Carnival Sausage Sizzle

2019 Chair's Report

The JHSS Sports Committee ran a small number of fundraisers in 2019, as outlined above, to continue raising funds for a number of immediate and future goals. Immediate goals include jerseys for our schools sporting teams and new portable soccer goals for the bottom oval. Future goals include the upgrade of Athletics facilities (Long Jump Pits) and equipment, sport storage facilities on the oval and swimming pool requirements.

We are happy to have learnt that the storage shed facility for the bottom oval has now been approved with work to commence sometime this term. \$20000 of funds raised through sports committee initiatives during 2017/18 have been committed to this long awaited project. Assistance from the P&C on behalf of OSHC and Jamboree Heights SS in raising the necessary funds to complete this project has been very much appreciated. Thank you.

Moving forward in 2020, we are looking to run our biannual major fundraiser in the form of a swimathon (Term 1) or fun run (Term 2). A decision regarding this will be made in early Term 1, 2020. Other fundraisers will include sausage sizzles attached to the Cross Country, Junior Sports Day, and Swimming Carnival events as well as a disco in Term 3.

In 2020 we are looking to increase the number of participants in the Sports Committee through wider promotion whilst also including a higher degree of focus on smaller goals that can be achieved quickly and make visual the positive impact that families' fund raising has with regard to physical activity within our school.

Finally, I would like to thank our Executive in Felicity Rasmussen (Secretary) and Aaron Middleton (Treasurer) for their work in 2019. Their commitment to our efforts as a committee and school in general have been fantastic. Thank you. I would also like to thank all of our volunteers for giving their time to ensure fundraisers were a success. A special thanks to Mel Crowhurst for her efforts in assisting with the organization of sausage sizzles through the tuck shop. It certainly assists with the overall fundraising capacity of events such as these. Finally, I would like to thank the JHSS P&C and school community. Your continued support of the Sports Committee and our endeavours is very much appreciated. We look forward to a successful 2020.

Kind Regards

Matt Mitchell



Phone: 1300 764 719
Fax: 1300 764 767
info@hartsport.com.au
PO Box 379, Virginia BC QLD 4014
605 Zillmere Road, Aspley QLD 4034
ABN: 21 602 283 659

Delivery to:
Jamboree Heights SS
35 Beanland St
JAMBOREE HEIGHTS
QLD
mmitc112@eq.edu.au 4074

QUOTATION

No. 20051028

Quote Date: 29 OCT 19

Customer No. Online

Valid to: 29 OCT 19

CODE	PRODUCT NAME	QTY	UNIT	UNIT PRICE	TOTAL
9-797	HART Samba Match Goal 3.6m x 1.8m	4	EA	339.00	1,356.00
	Send to my Delivery Address by Courier (Bulky)				43.30

PRICES INCLUDE GST

If you would like to proceed, email info@hartsport.com.au
and remember to mention Quote # 20051028

Payment required prior to despatch

Our bank details for direct deposit are:
Westpac BSB 034000
Account 461072

TOTAL (ex gst)	\$1,272.09
GST	\$127.21
TOTAL (inc gst)	\$1,399.30



Phone: 1300 764 719
Fax: 1300 764 767
info@hartsport.com.au
PO Box 379, Virginia BC QLD 4014
605 Zillmere Road, Aspley QLD 4034
ABN: 21 602 283 659

Delivery to:
Jamboree Heights SS
35 Beanland St
JAMBOREE HEIGHTS
QLD
mmitc112@eq.edu.au 4074

QUOTATION

No. 20051031

Quote Date: 29 OCT 19

Customer No. Online

Valid to: 29 OCT 19

CODE	PRODUCT NAME	QTY	UNIT	UNIT PRICE	TOTAL
9-863	HART Pro Sports Goal 12' x 6'	4	EA	199.00	796.00
	Send to my Delivery Address by Courier (Bulky)				48.00

PRICES INCLUDE GST

If you would like to proceed, email info@hartsport.com.au
and remember to mention Quote # 20051031

Payment required prior to despatch

Our bank details for direct deposit are:
Westpac BSB 034000
Account 461072

TOTAL (ex gst)	\$767.28
GST	\$76.72
TOTAL (inc gst)	\$844.00



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[Catalog PDF](#)
[Shopping Basket](#)
[Reports](#)
[Log in](#)

Product Groups	Items	Product Description	Size	Price/Disc	Unit	Total
*NIKE FOOTBALL	4	*343218	Quickster Soccer Goal 3.8m x 1.8m	194.00	EA	776.60
*CLEARANCE LINES						
*NEW PRODUCTS						
*SPECIALS						
Acromet					Postcode 4074	
Advertising Banners and Signage					Freight: 33.15	
After School and Active Play					Total: 812.75	

- Apparel
- Archery
- Athletics
- Badminton
- Baggage
- Baseball, Softball and T-Ball
- Basketball
- Bowls, Bocce and Bowling
- Boxing
- Baskets of Balls
- Coaching Boards
- Communications
- Cricket
- Drink Bottles and Carriers
- Field Markers
- Fitware

Quick Order - Enter product code and number of items and update to add to your shopping basket.

Item Code: Number of Items:
 Attention: Delivery Date:

Name of requisitioner + delivery instructions



Hart Sport Samba Goals 3.6m x 1.8m (Preference)



Hart Sport Pro Sport Goal 3.6 x 1.8m



WOS Quickster Goal 3.6m x 1.8m



Jamboree Heights State School OSHC Coordinators' Report November 2019



Enrolments:

BSC: 76

ASC: 104

Total children that attended: 292

Total Families that have current enrolment: 203

Staff Matters:

- No new Staffing matters

Quality Improvement:

- Draft Policies for 2020
- Staff are reflecting and discussing problem areas in our afternoon routine and how to fix them.
 - Things we have identified that are a problem
 - Children not hungry at 3.00pm
 - Children being bored waiting for others to finish eating.
 - Current Routine being stressful and hard for our Additional behaviour children.

Incident & Behaviour Reports:

- Over the past month we have had:
- 15 incident/accident reports
- 0 reportable incident
- 10 illness report
- 5 behaviour reports

Regards,

Tristan Dieben

Centre coordinator

**Jamboree Heights State School P&C
Tuckshop Report
November 2019**

- Income / Expenses

Tuckshop Income / Expenses for 2019

Jan-19	Opening Balance	0
Jan-19	0 days open	0
Feb-19	11 days open	\$ 5,422.00
Mar-19	13 days open	\$ 7,910.99
Apr-19	2 days open (Easter Break)	\$ 863.80
May-19	15 days open	\$ 8,643.25
Jun-19	12 days open	\$ 7,370.43
Jul-19	7 days open (Holidays)	\$ 3,847.45
Aug-19	13 days open	\$ 8,017.06
Sep-19	9 days open (Holidays)	\$ 6,121.47
Oct-19	11 days open	\$ 6,264.05
Nov-19		\$ 3,657.00
Sales for the year up to the end of 13th Nov 2019		\$ 58,117.50
Expenses for the year up to the end of 13th Nov 2019		\$ 51,812.34
Balance for the year up to the end of 13th Nov 2019 – Profit / (Loss)		\$ 6,305.16

- Order Summary Report Term 4 2019 up to 13th November 2019

Week of	Mon	Tue	Wed	Thu	Fri	Total Orders
						0
9/10/19			43	64	110	217
16/10/19			85	83	129	297
23/10/19			71	75	125	271
30/10/19			86	79	135	300
6/11/19			87	88	148	323
13/11/19			85			85
						0
						0
						0
						0
Total			457	389	647	1493
Div by wks			6	5	5	
Avg Term 4			76	78	129	

- As we start reducing stock for the end of the year items will become unavailable as we sell out. But don't worry the favourites will be back on the menu next year.
- This Week (Week 7) our weekly special is Sushi Bowls.
- There will be no specials for week 8 & 9

- Please note that the tuckshop will be CLOSED for week 10. This is to allow everything to be cleaned out/down and stock take to be done. Will REOPEN Wednesday 5th February 2020 (Term 1, Week 2)
- A massive THANK YOU to all my wonderful volunteers who have helped, by making, baking, cooking, bagging & serving yummy food to all our students this year. Their time in the Tuckshop is very much APPRECIATED!!

Volunteers who have helped this year but no longer on the Roster	Volunteers who have helped this year and are still proudly on the Roster
<p style="text-align: center;"> Deb Katrina Belinda Janelle C Gaytri Joyce Sharlene Shannon Tamika Elgin </p>	<p style="text-align: center;"> Sarah M Jess Gail Tea Chanét Janelle Katie Sarah R Jodi Bec Su Amanda Kerrie Tammy Heidi Lucy Maria </p>

I move that my report be accepted - Mel Crowhurst - Tuckshop Convenor

Flexischools Items
Totals 2019

	Total 2015	Total 2016	Total 2017	Total 2018	Total 2019	Term 1	Term 2	Term 3	Term 4
Beef Burgers	163	497	763	766	871	236	151	258	226
Beef Korma				169	98	40	19	27	12
Caesar Wrap		88	167	94	91	20	32	26	13
Chicken Nuggets	8886	8555	10789	12812	13473	2897	3733	4173	2670
Fried Rice , Vegetarian		161	116	92	20	2	6	9	3
Fried Rice, Chicken				61	74	22	14	23	15
Fried Rice, Ham	458	278	161	111	69	13	21	23	12
KSC Wrap	338	391	334	439	631	114	188	197	132
Lasagna	355	349	356	486	322	134	45	84	59
Mash Potato & Gravy - Small	0	193	196	150	104	24	31	26	23
Mash Potato & Gravy - Large				20	28	6	10	8	4
Mini Spring Rolls	0	0	171	673	868	100	342	267	159
Party Pie	1620	2287	1982	1983	2773	609	943	697	524
Pizza - Cheese		424	386	527	1169	197	338	385	249
Pizza - Chicken	231	120	99	59	76	15	30	23	8
Pizza - Chicken & Cheese					48		5	29	14
Pizza - Ham & Cheese		567	597	552	811	172	261	243	135
Pizza - Ham , Pineapple & Cheese	1260	818	486	453	580	118	176	159	127
Pizza - Pineapple & Cheese		0	67	182	190	46	43	53	48
Pizza - Vege	101	131	23	22	20	4	9	6	1
Pizza - Meat Lovers				122	268	71	78	72	47
Spaghetti Bolognaise - Homemade	477	698	546	826	839	164	238	270	167
Special - Taco Boats			66	102	68	21	18	0	29
Special - Nachos			70	153	162	31	31	62	38
Special - Shepards Pie				25	15	0	15	0	
Speical - Carbonara				71	50	0	28	22	
Speical - Sushi			290	493	68	68	0	0	
Special - Oodles of Noodles					32	13	10	0	9
Special - Chicken with Gravy Rolls					47	21	14	12	
Special - Pulled Pork					43	19	11	13	
Special - Tamato Pasta Salad					7	7	0	0	
Speical - Enchiladas					32	14	14	4	
Special - Loaded Fries					51		51	0	
Special - Mexican Taco Salad					46			24	22
Special - Mac N Cheese Balls (3 Pack)					43			43	
Special - Potato Scollops					55			22	33
Special - Honey Soy Noodle Salad					11				11
Special - Potato Salad					14				14
Special - Chicken Nuggets (3) + Potato Scallop (1)					31			31	
Special - Savoury Mince Bun					8			8	
Speical - Sushi Bowls					0				0
Cosucous Salad			10	26	11	3	6	1	1
Pasta Salad Box			0	12	15	4	5	4	2
Salad Box	112	120	200	51	24	5	9	6	4
Salad Cup			0	57	46	10	13	19	4
Sandwich	520	480	465	305	342	103	100	78	61
Wraps	174	114	155	124	107	34	23	31	19
Apple Slinky	254	554	454	589	719	139	213	225	142
Apple Cinnamon Muffins	172	224	138	115	92	23	40	24	5
Banana Loaf	211	172	172	162	45	23	22	0	0
Carrot Muffins					23			17	6
Chocolate Chip Biscuits	11	582	1032	1433	1944	336	569	622	417
Cup Cakes	913	1411	1398	1184	1124	214	304	376	230
Popcorn			281	281	350	84	77	117	72
Pear					24	0	18	6	0
Raspberry & White Chocolate Muffin				217	326	73	95	89	69
Red Rock Chips - Honey Soy			588	596	593	126	165	183	119
Red Rock Chips - Sea Salt			163	243	286	59	66	104	57
Snack Pack - Rice Crackers			41	101	112	24	25	41	22
SPC Fruit Pots			29	53	29	14	11	0	4
Chocolate Milk			507	393	601	136	137	204	124
Strawberry Milk			241	280	319	58	108	98	55

Pizza Total	Year
3162	2019
1917	2018
1658	2017
2060	2016
1592	2015

Water 600ml			27	16	55	11	13	17	14
Ice Tea - Peach			273	178	242	43	51	96	52
Ice Tea - Raspberry			138	222	140	33	28	34	45
ChillJ - Cola					107			78	29
ChillJ - Orange					59			22	37
ChillJ - Raspberry					141			105	36
ChillJ - Watermelon					95			54	41
ChillJ - Blackcurrent					47			23	24
ChillJ - Grape					83			36	47
ChillJ - Lemonade					83			39	44
Chocolate Mousse	0	668	715	470	426	101	132	137	56
Mixed Berry Mousse				62	10	10	0	0	0
Frozen Banana Pieces					3				3
Frozen Orange Pieces					173	26	64	50	33
Frozen Pineapple Pieces					139	26	22	35	56
Jelly Cups	483	782	556	536	767	186	208	228	145
Nudie - Apple			288	324	304	83	96	65	60
Nudie - Orange			194	114	43	25	15	2	1
Nudie - Tropical					184	79	33	65	7
Quench - Apple / Raspberry			364	263	205	79	94	32	0
Quench - Blue Heaven			217	320	244	87	141	16	0
Quench - Cola			526	567	249	88	151	10	0
Quench - Lime			156	277	114	40	44	30	0
<hr/>									
Birthday Orders - Zooper Doopers	0	0	0	11	3	0	1	1	1
Birthday Orders - Cup Cakes				12	12	3	5	4	0

Jamboree Heights State School Tuckshop Assistant

An exciting opportunity is available for a highly motivated person as a Casual Tuckshop Assistant with the Jamboree Heights State School P&C Association.

The successful applicant will help the Tuckshop Convenor be responsible for the efficient operation and management of the Jamboree Heights State School Tuckshop (servicing 800+ students) in conjunction with the P&C Executive. The position is 3 days per week and is subject to Award conditions.

The successful candidate must be eligible for a blue card (working with children check). It is not essential to have a blue card at the time of application but the successful candidate must be willing to undergo the QLD Governments blue card security checks.

Note: This is a Casual role during the school term. Hours are between approx. 7.00am to 2.45pm and can change from day to day, depending on what needs to be made, Wednesday, Thursday & Friday.

Key Requirements

- Demonstrated organisational skills
- Effectively manage a team of volunteers
- Have a Food Safety Supervisors Certificate or be willing to obtain one
- Hold a Suitability Blue Card
- Computer Skills (Word/Excel/Flexischools)
- Banking/Balancing daily takings
- Workplace Health & Safety Procedures / Hygiene guidelines
- Experience in dealing with students of various ages
- Knowledge of Stock purchasing & receiving, liaison with Suppliers, monitoring stock levels & preparation of Quarterly Stocktakes, maintaining financial paperwork & records in accordance with the Policies & Procedures of the P&C Association, reporting to the P&C Executive
- Seasonal menu planning
- Quality control monitoring and preparation of approved Smart Choice food

If this sounds like the perfect opportunity for you, please submit your application to Jamboree Heights State School P&C at info@jhss.com.au, 35 Beanland Street, Jamboree Heights.

Jamboree Heights State School P & C
Uniform Shop Report
18th November 2019

Sales

We took \$10,733 for the 3 weeks of October. This is thanks to the selling of Y6 shirts and the start of Preppie sales. The usual busy end of year sales have begun. I encourage people to get in early and not leave it until the week before school starts in January. We will be open for 2 days in that week as well as the first day of school. We do need a few extra volunteers, so if anyone would like to help out for an hour or two on the Thursday or Friday of the last week of the holidays or the first day of school, then we would be most grateful.

January opening times:

Thursday 23 January – 9am – 1pm (Flexischools order packing, stock unpack and set up tables with uniforms in the hall) – (4 or 5 helpers needed)

Thursday 23 January – 2pm – 5pm (Sales) – (5 helpers needed)

Friday 24 January – 9am – 12pm (Sales) – (5 helpers needed)

Tuesday 28 January 8am – 10am (Sales First day back) – (4 helpers needed)

Wednesday 29 January – 2.30 – 3.30pm (normal shop time with 1 helper)

Friday 31 January – 8.15am – 9.15am (normal shop time with 1 helper)

Stock Orders

All uniform stock orders have been placed and will be delivered the week before school starts.

Prep 'O' day

We will be set up in the hall before and after the Prep session on Friday 22nd November. Uniforms can be bought and tried on from 8.15am until 11.30am.

Volunteers

As this is my last report for the year, I would like to take this opportunity to thank my many helpers throughout the year. It is always good for our parents to be greeted by your smiling faces. Thank you too to the Executive for your support.

I wish you all a safe and peaceful Christmas holiday.

I move that my report be accepted
Helen Shogren,
Uniform Shop Convenor.

Chaplaincy Report Term 4 2019



Chaplain:	Katie Syddall
P&C Meeting Date:	18/11/2019
School:	Jamboree Heights State School

General Overview – Chaplaincy in 2018

A very big thank you to the P&C for all your funding and support throughout 2019. Because of your support we were able to have 2.5 days of chaplaincy in the school for the majority of the year.

The goal of chaplaincy:

- Provide social, emotional and spiritual support to the school community
- Help students find a better way to deal with issues ranging from family breakdown and loneliness, to depression and anxiety
- Provide a listening ear and a caring presence for children and young people in crisis, and those who just need a friend
- Provide support for staff and parents in the school community.

This year I have connected with students and families at school events whenever possible including, for example:

- school discos
- musical and performing arts concerts
- rehearsals for concerts
- swimming and athletics carnivals
- student vs teachers sporting events
- Junior Choir and Christmas Choir
- School incursions and excursions, eg. Reverse Garbage Art, Street Science, Toys from the Past, choir competition at CSHS

Other types of activities I have done:

- Connecting with students before and after school and during breaks
- I have provided regular morning/afternoon teas for the staff
- Put out free bread/bakery items for the staff on an almost weekly basis
- Organised a Teacher Appreciation morning tea for World Teacher Appreciation Day
- Sent home bakery and other food and personal hygiene items, etc. to families needing assistance
- Gardening, craft activities, friendship bracelet making groups for children in foster care
- Facilitated 'theatre groups' that enable students to encourage other students not to bully others
- Organising ministers' meetings to connect with and gain support from ministers in the local area
- In depth conversations with parents needing a listening ear

Later this term I will attend:

- Year 5 camp
- Year 6 Science Links at CSHS
- Year 6 Orientation Day CSHS
- JHSS Dance Program
- Prep Christmas carols
- Community Christmas Carols
- Year 6 graduation ceremony
- Year 6 disco
- RI concert

- the welcoming of the new preps
- Class break up parties and final assembly

I am always keen to be present at events/social occasions where I can further connect with members of the school community.

Major Events run in 2019:

Mother's Day event – 'Afternoon Fun with Mum'

Father's Day event – 'Afternoon Fun with Dad'

Cupcake Day

All proceeds to P&C.

Kids in Care Christmas gift appeal – I am currently running an appeal for Christmas gifts to be donated for children living in foster care.

Core functions fulfilled:

Social and Emotional Support/Pastoral Care:

- Approximately 12 one-on-one or small group pastoral care sessions held per week
- Small group sessions and after school programs facilitated, including:
 - ✦ Fun Friends Program – social and emotional skills (Prep-Yr 2)
 - ✦ Friends For Life program – social and emotional skills (Yrs 3-5)
 - ✦ Sparkle Program – enhancing self-esteem and social and emotional skills for girls (Yrs 5-6)
 - ✦ 'One on one' pastoral care sessions supporting students through difficult family circumstances, parental separation/divorce, deaths in the family, low mood, friendship issues, emotional regulation, etc.
 - ✦ Small group pastoral care sessions facilitating the formation of healthy friendships and social and emotional skills as well as providing support through difficult circumstances.

Spiritual Support in the school community:

- Spiritual support was provided where requested
- SU Holiday Camps were attended during term breaks
- I connected with churches in the local area obtaining support, e.g. practical assistance for a family who was struggling and needed help to move house suddenly, food hampers/lawn mowing organised for struggling families, donations of craft/toys, pastoral care and mentoring for myself.

Mentoring

- Informal mentoring was conducted with students on issues such as anger management and friendship issues

Community Development (including donor nurture, community, church connections etc.)

- Children and families in need were supported both emotionally and also practically with food, clothes, toys, hampers, assistance with providing Christmas presents for children, etc.
- Fruit and bakery items donated by local businesses were collected and distributed twice weekly to support struggling families
- LCC members and parents supported programs and events
- Business connection points with local store owners were nurtured
- Meetings were held with SU support networks

Educational Support

- Assistance provided in classrooms as time permitted

Extra- Curricular Activities

- Assisted with Junior School Choir weekly and Christmas Choir
- Facilitated games/activities in lunch breaks
- Attended SU conferences and training programs
- SU Qld team Contribution
- Promoted the value of chaplaincy through personal interactions with individuals

Professional Development

- Completed
- I will be required to undertake PD each term in 2020.
 - I may need some assistance financially or I could perhaps do some fundraising.

Professional Supervision:

Completed

Proposed Fundraising Events and Local Chaplaincy Committee Meeting Dates for 2020

2020 Year of Kindness

Term	Date	Meeting / Event
1	28th Jan – 13th Feb	Valentine’s Day activities for the elderly
	13th February	LCC Meeting – Plan Cupcake Day and Easter Activities
	16th March – 3rd April	Easter Activities for children in hospital
	19th March	Cupcake Day
2	23rd April	LCC Meeting – Plan Mother’s Day and Kindness Club
	8th May	Mother’s Day
	28th May	LCC Meeting – Further plan Kindness Club
	1st June	Launch Kindness Club
3	6th August	LCC Meeting – Plan Father’s Day
	4th September	Father’s Day
	10th September	LCC Meeting – Plan Christmas Appeal and Christmas activities
4	15th October	LCC Meeting – Prepare for Christmas Appeal and activities
	Weeks 5-7	Run Christmas Appeal
	12th November	Celebrate World Kindness Day, make Kindness Cards for appeal End of year Chaplaincy Committee Afternoon Tea

Chaplaincy Schedule Term 4 2019

	Tuesday	Thursday	Friday
7.30-8am	Coles and Bakery Pick Up	Coles and Bakery pick up	Emailing, prepare for pastoral care sessions
8-8.45am	Connect with students	Connect with students	Before School Social and Emotional Skills Program
8.50am	8.50-9.05am Small group session	8.50-9.05am Small group session	Small group Grief and Loss Program
9.10am	Organise bakery items	Organise bakery items	
9.25-9.55	Emailing, prepare for pastoral care sessions	Emailing, prepare for pastoral care sessions	Pastoral care session
10.00am	Pastoral care session	Pastoral care session	Pastoral care session
10.30am	Pastoral care session	Pastoral care session	Pastoral care session
11.00am	Morning Tea Break	Morning Tea Break	Morning Tea Break
11.10am	First Break Choir	First Break Visit years 1-2	First Break Visit years 5-6
11.50-12.20	Lunch break	Lunch break	Lunch break
12.25	Community Development, Appreciation Certificates, Work on Chappy Newsletter	Pastoral care session	Pastoral care session
12.45		Pastoral care session	Pastoral care session
1.15	Meeting with Gillian Fortnightly: Newsletter article	Meeting with Lyndel	Educational support
1.45	Second Break Visit Preps	Second Break Visit years 3-4	Second Break – Lunch time leadership program Year 6 male students
2.20-2.50pm	Pastoral care session	Pastoral care session	Pastoral care session
2.55-3.30pm	Deliver food to pick up zone, Connect with students, Record Pastoral Care Notes	Deliver food to pick up zone, Connect with students, Record Pastoral Care Notes	Connect with students, Record Pastoral Care Notes

Current issues and how three days a week of chaplaincy in the school would help address these issues

Current issue	How three days a week of chaplaincy in the school would help
<p>Limited time to meet the needs of the school community</p>	<ul style="list-style-type: none"> - Greater presence in the school community - Greater connections with students, staff and parents - More available to assist students who are upset - More people likely to share with me what is going on for them
<p>There is a lot of administrative work and community development involved in the role of chaplaincy. With only two days a week in the school, there is a limited amount of time left to spend with students.</p>	<ul style="list-style-type: none"> - A whole extra day which can be devoted almost solely to spending time with students <ul style="list-style-type: none"> - 6 additional pastoral care sessions per week - Potentially run 2-3 programs
<p>My lunch breaks are often spent trying to see students in need of additional social/emotional support who I don't have time to see during class.</p>	<ul style="list-style-type: none"> - See more students at a suitable time during class - More available to the wider school community during breaks - Each lunch break assigned to see specific year levels - get to know a wider range of students (see proposed 3 day timetable)
<p>Limited time available to help with educational support</p>	<ul style="list-style-type: none"> - Time available to help students at risk of disengaging during class
<p>Often not in the school when events/excursions/incursions are held</p>	<ul style="list-style-type: none"> - Greater ability to be present for events/excursions/incursions
<p>Limited amount of time to run extra-curricular activities</p>	<ul style="list-style-type: none"> - Two extra lunch breaks per week in which I could run activities where the students help others e.g. children in Children's Hospitals, elderly in nursing homes, foster children, or struggling families in our local area.