



Minutes of Meeting held on 17th June 2019

PRESENT: Deb Brydon, Julie Budgen, Natala Crawley, Melanie Crowhurst, Tristan Dieben, Brendan Ellacott, Greg Klopper, Sarah McDermott, Matt Mitchell, Taminka Power, Felicity Rasmussen, Elizabeth Schuring, Helen Shogren, Belinda Smith, Nia Thomas, Shannon Tregoe, Cam Wallace, Maria Wilson, Joeann Yowe, David Zaloudek

APOLOGIES:

MEETING OPENED:

Libby opened the meeting 6:40pm

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: Helen Shogren

AMENDMENTS FROM THE PREVIOUS MINUTES

Nil

Feedback

- Compliments - Nil
- Complaints - Fete – Children were finding the hidden rocks and going to the stage, where they were not receiving a voucher for a free prize. Feedback was “either the MC didn't know, or was too busy”. The MC was advised the morning of the Fete and handed the vouchers to hand out to winners.

Confirmation of Executive Committee's Decision

- Nil

TREASURER'S REPORT

Report Attached

Motion 2 – That the Treasurer's report be adopted.
Moved: Melanie Crowhurst Second: Maria Wilson

PRINCIPAL'S REPORT

Report Attached

Motion 3 – That the Principal's report be adopted.
Moved: Melanie Crowhurst Second: Maria Wilson

PERFORMING ARTS

- Report Attached
 - Performing Arts are still deciding on times for the gala concert.
 - Location and tickets still to be discussed.

Motion 4 – That the Performing Art's report be adopted.
Moved: Melanie Crowhurst Second: Tristan Dieben

SPORT

- Meeting was held just prior to the P&C meeting. Verbal report only.
 - Sports committee funds are still showing incorrect by approximately \$2600 less than it should.
 - Long jump pit needs upgrading urgently. If not commenced soon, it will not be ready for next year.
 - Fundraiser night; State of Original 3 will be held 10th July 2019. Further details to come.
 - Term 4 - whole school swimathon.

OSHC

- Report Attached
- Letter received from Caitlyn regarding the seniors program (tabled)

Motion 5 – That the OSHC Report be adopted
Moved: David Zaloudek Second: Melanie Crowhurst

Motion 6 – That the seniors program be trialed for Semester 2 only and then re-assessed
Vote: Unanimous

TUCKSHOP

- Report Attached

Motion 7 – That the Tuck-shop Report be adopted
Moved: Felicity Rasmussen Second: Nia Thomas

UNIFORM SHOP

- Report Attached

Motion 9 – That the Uniform Shop Report be adopted
Moved: Nia Thomas Second: Brendan Ellacott

SUSTAINABILITY

- Report Attached

Motion 7 – That the Sustainability Committee Report be adopted
Moved: Brendan Ellacott Second: Nia Thomas

FETE

- Report Attached

Motion 10 – That the Fete Report be adopted
Moved: Melanie Crowhurst Second: Helen Shogren

GENERAL BUSINESS

- OSHC – Future Direction.
 - Re-scheduled to next meeting.
- Fete – Drinks
 - There are many drinks that have been left over from the FETE.
 - These will be available for future P&C run events.
 - Any sub committee that requires drinks to apply to the P&C.
 - Performing Arts would like to request up to 70 poppers (juice) for Jinda Jam (band students) which will be held on Monday, 24th June 2019.
 - Any sub committee who requests Fete drinks needs to promote that the drinks were donated by the P&C.

- **Fathers Day Stall**
 - September will see the return of the Father's Day stall and we require a convenor to run this stall.

- **Subcommittee Guidelines**
 - Would like to re-visit the committee's wish lists for projects around the school.
 - Each subcommittee / school to let the P&C know of their wish list for items to be upgraded.
 - If there was a formalize process there was nothing up against the pool.
 - Future voting on major upgrades will be worked off the list.

- **State of Origin**
 - Beer, wine and soft drink will be available.
 - Soft drink will be used from the left over of the Fete drinks.
 - Float will be organized and EFT machine will be available for their use.
 - Will require between 12 – 16 volunteers.

NEW BUSINESS

- Nil

NEW MEMBERSHIPS

- None

With no further business the meeting was closed at 8:17pm

NEXT MEETING MONDAY 15th July 2019, 6.30PM IN STAFFROOM



Jamboree Heights State School
Parents & Citizen's Association

35 Beanland Street
 Jamboree Heights
 QLD, 4074

Agenda for Meeting on Monday 17th June 2019

Date:	17 th June 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"> ○ No 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
2.6.8	<ul style="list-style-type: none"> • 2019 Fete <ul style="list-style-type: none"> ○ General report 	Sarah
2.7	Motions on Notice	
2.8	General Business <ul style="list-style-type: none"> • OSHC – future direction. • Fete - drinks • Fathers Day Stall • Subcommittee Guidelines 	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, 15th July 2019 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.*

Treasurer's Report for the month ended May 2019

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

Net Profit/(Loss)	P&C Association	OSHC	Consolidated
May	(\$15,429)	\$2,948	(\$12,481)
YTD	(\$76,557)	\$28,391	(\$48,166)

The net loss position of the P&C Association of \$15,429 in May was due to Gross Profit of \$23.6k while expenses were \$39.1k. The main sources of revenue were the fete (\$11.2k), Mother's Day Stall (\$5k), Tuckshop (Gross Profit \$4.3k) and Uniform shop (Gross Profit \$2.6k). Offsetting this were a few large expenditure items for the fete (\$25.5k), the Scripture Union for terms one and two (\$7.1k) and Mother's Day Stall (\$1.2k) which made a net profit of \$3.8k.

In May we banked a cheque for \$40 from Little Treads, a shoe shop in Sumner. They donated \$5 from the sale of each pair of shoes.

The OSHC result was due to revenue of \$53.1k and expenses of \$50.1k. May's revenue was the lowest since January and \$11.7k lower than April. Costs were also \$3.1k higher than April and included \$2.1k for software.

At the end of May total assets were \$387,500 and total equity was \$353,991.

Pay Run

The next pay run will be for the fortnight ending 21 June 2019.

I move that the statements be accepted

Brendan Ellacott

Treasurer

Jamboree Heights Performing Arts Committee Report – June 2019

Discussed:

Bunnings Sausage Sizzle

We have missed out on an allocation for the August to October weekend spots but remain on standby list should there be cancellations.

Entertainment Books

The entertainment books have now been handed out and are being either slowly returned or purchased.

Variety Concert (Tuesday, week 9, term 3 - 2019)

Planning process and discussions have commenced regarding the variety concert.

- We discussed having 3 x concerts all on one day consisting of
 - concert 1 – prep & Year 1;
 - concert 2 – Year 2 & 3;
 - concert 3 – Year 4, 5, & 6.Times of concerts are still being negotiated at this stage.
- Ticket prices were also discussed due to some families having to purchase tickets for all 3 concerts.

Gala Concert was discussed briefly in regard to being too long and looking at how to reduce the length of the concert.

Grants

The Gambling Community Benefit Fund Grant Application has now been submitted.

Events to be tabled

'Jinda-Jam' Junior Band Workshop is being held on 24th June.

I would like to apply to the P&C to access approx. 66 drinks (poppers etc) that have been left over from the fete as part of the meal package that is being offered to the children.

I would also like to apply for access to the left over drinks for the term 4 disco.

Next meeting – Monday 22 July 2019

I move that my report be accepted.

Jamboree Heights State School OSHC Coordinators' Report June 2019



Enrolments:

BSC: 84
ASC: 114

Total children that attended: 289
Total Families that have current enrolment: 201

These are our averages currently, But our busy days are still Tuesday, Wednesday, Thursday with a few of these days getting to the 140 mark

Staff Matters:

- 1 Qualified and 1 Unqualified have been hired, Welcome to Erin Formagotti and Nathan Merry

Vacation care

- June July Vacation care program cut off is 22/06/2019
- Kim and Razia have just handed me October vac care program for the final approval.
- JHOSHC has challenged MPOSHC to a Sports day.

General:

- OSHC are introducing a Facebook Page to help with the communication with parents, updates within service and overall to help display more of what we do within the OSHC service.
- Uniform changes
- OSHC is still very keen to have a OSHC subcommittee started again, If anyone is interested in this.
- Service Mobile Phone going well and procedure going well.
- New Paper shredder has been purchased
- New vacuum has been purchased

Quality Improvement:

- Research Projects
 - o Sticks sword and gun play
 - o Seniors program
- A&R has been announced

Incident & Behaviour Reports:

- Over the past month we have had:
 - 21 incident/accident reports
 - 1 reportable incidents
 - 0 illness report
 - 3 behaviour reports

Regards,

Tristan Dieben

Centre coordinator

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

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	\$ 8,102.97
Apr-19 2 days open	\$ 864.40
May-19 15 days open	\$ 7,985.25
<u>Sales</u> for the year up to the end of May 2019	\$ 22,374.62
<u>Expenses</u> for the year up to the end of May 2019	\$ 23,032.32
Balance for the year up to the end of May 2019 – Profit / (Loss)	<u>\$ (657.70)</u>

- The Air Conditioner in the Tuckshop has been cleaned. The filters have perished and need to be replaced. This has been reported to the BM.
- I received a number of items left over from the Fete. My freezers were so full that I was unable to order everyday stock items. I gave OSHC majority of the bread rolls and some patties. I am still struggling with freezer space, but it is a good thing until I figure out what to do with the rest of the items. It does mean that when we run out of items, I am not replacing them until I have the space back. For example I have run out of Lasagne and Beef Korma but don't have the space to make more.

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

Jamboree Heights State School P & C
Uniform Shop Report
17th June 2019

Sales

Things have slowed down now with most people having bought their winter uniforms. It has not been as cold as last year, consequently we have not sold as many jumpers. We took \$4259 for the month of May.

New long pants Clearance Sale

We have been doing a sell-out of long winter pants at half price which has shifted about half of our excess stock.

Prep Information session

We did a uniform display at the recent Prep info day.

Indent Order

This is the time of year when our Indent order needs to be placed with Spartan in order to receive a 10% discount. We need to order by 30 June for delivery any time between 1 September and 29 February. We usually do a split delivery (3 or 4 dates) with invoicing at time of delivery.

New Prep hat

We have ordered the new hat approved at the last P&C meeting. It will be custom made in two sizes with the school logo and will be available for the Prep Orientation sale day later in the year.

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

Sustainability Committee – June 2019 Report

Report date: 14th of June 2019

Author: David Zaloudek – SC Chairperson

Last meeting held: 23rd of May 2019

Highlights:

AGM requirements – Annual summary and financial statement for FY1819 accepted. SC Executive team for year confirmed.

Waste Management Program review

New 3 bin program has been rolled out with new signage. A big thanks to Shilo for printing and labelling all the signage.

New bins with new signs are as follows:

- Black bin – General Waste
- Yellow bin – Recycling paper and cardboard
- Red bin – Recycling 'Containers for Change' – plastic bottles, poppers, aluminium cans and glass bottles. Red bin was retained as more red bins were found, and students are familiar with using the red bins for recycled containers.

Have been trialling the management of the Red bins by the Waste Warriors to transfer recycling materials from the bins to the Red Shed skip bins. This will be revised as students are handling dirty containers. Looking to transfer this task to the contractors.

Big Red Shed has started to collect skip bins with recycling material and revenue is starting to be generated.

Expansion of the program to JHSS community is being deferred until after the fete. We are investigating the option for issuing an ID number for JHSS families that can directly recycle goods at refund centres and revenue generated goes to JHSS. This is a more efficient way to raise funds for the school.

Fete Involvement – 1st of June

After many weeks of discussions, planning and preparation, the SC rallied together to ensure the SC Stall was up and running for the day of the Fete.

A huge thank you goes out to all volunteers who volunteered their time, energy and resources to make the day a success. Also a big thank you goes out to all the sponsors of sustainable items, lunch boxes and prizes for the stall.

Key elements of SC involvement in the fete were as follows:

- Providing general waste and recycling bins throughout the fete area. Recycling containers collected on the day will contribute to generating revenue for the school.
- Lunch box display and sustainable materials display to give JHSS families ideas for nude lunch solutions and sustainable items to use for packed lunches.
- SC Information board celebrating success milestones of the committee thus far, and useful information for families to consider to adopt sustainable practices

- The sale of hand knitted shopping bags to raise money for the fete.
- Provision of brown paper bags and Jess Pugh shopping bags for fete visitors.
- Running a rubbish sorting game for the kids who won prizes for correct disposal of rubbish in the new rubbish/recycling bins.

Despite not being a huge generator of revenue for the fete we believe the presence of the SC stall and recycling bins at the school is raising the awareness of the importance of Sustainable practices in the JHSS community.

Current Financial Position: Approx \$300 profit. GL codes have been confirmed for the SC. Treasurer to follow up to confirm amounts of revenue and costs.

Next meeting: Thursday 20th of June 2019.

I move for my report to be adopted and accepted.



Executive Team

Co-Convener / Secretary	Sarah McDermott
Co-Convener / Sponsorship	Libby Schuring
Co-Convener / Treasurer	Nia Thomas
Co-Convener / Marketing	Mel Crowhurst

June Summary

WOW, what a Fete. We received amazing feedback from not only the school community but also the 4074 community.

The internal stalls profits are listed below;

Rides	\$10,369.07
\$2 Bag stall	\$886.70
Face Painting	\$624.00
Trash N Treasurer	\$4,560.08
Cent Auction	\$1,798.20
Internal Food Stalls	\$2,370.87
Café	\$805.84
Cakes	\$1,755.12
Petting Farm	\$254.55
Sideshow Alley	\$632.85
Succulents & Scarves	\$5,906.10
Sustainability	\$105.70
Bar	\$3,181.78
Holiday Raffle	\$4,043.00
Busking	\$221.55
Drill Raffle	\$553.00
Fairy Floss	\$1,709.60
Jams & Lollies	\$4,207.20
TOTAL	\$43,985.21
Overall PROFIT	\$51,055.25

I would like to thank everyone involved in running an internal stall for the time and energy they have placed in making their stalls a huge success. It was great hearing feedback about the addition of the plants and sustainability stall.

Libby Schuring – Sponsorship – started the year flying around every company (sometimes with baby in tow) and what an amazing job she did. She was not stopping until she hit her personal target of sponsorship. The program looked great seeing all the sponsors logos over the page. Libby - “Thank you”.

Nia Thomas – Treasurer - has spent countless hours organizing the major raffle. Most of her evenings consisted of counting money, recording each raffle ticket against the system. I’m sure Nia never wants to see another raffle book in her entire life! Treasurer of the Fete is a massive job, especially on the day, keeping records and counting all that money, not to mention, being locked in a room!. Nia kept an amazing spreadsheet and her record keeping skills were out of this world. I can see a future P&C Treasurer in the making!! Nia “thank you”.

Rachael Williams – External Stalls – spent months receiving applications for stalls. Rachael spend countless hours assessing all the application and ensuring we only had 2 stalls the same, chasing all the required paperwork etc. Rachael received copious amounts of emails from not only Nia following up payments but also with me for stall placements, mud maps (which changed so many times)! Rachael “thank you”.

Mel Crowhurst – Marketing – spent countless hours making posters, tickets, vouchers, scheduling posts on all social media outlets, ordering food, containers etc and using her tuck shop as a drop off point and filling up her space. Not only did she have to handle a very full on job, but also was constantly having to answer all our questions we were throwing at her on a daily basis. I don’t know if we would have made it without you “thank you”.

For anyone who would like to take on the role of Fete Convener. I urge you to take on the role. I have grown as a person and the confidence I now have in my own ability and skill set will certainly help me as I soon transition to Centenary State High school, where I won’t be able to help myself but become involved.

Thank you to the P&C for trusting me and I wish future Fete’s every success.

I moved that my report be adopted.

Sarah McDermott
Fete Convener