General Meeting Minutes

Of the General Meeting of Windaroo State School P&C Association

Date: 22 April 2015
Venue: Staff room, Windaroo State School

Chair: Melannie Markey
Meeting opened at: 7:02

Attendance: Monica Goethals, Melannie Markey, Bobby Harding, Amanda West, Crystal Fraei, Kim Hollier, Melanie Dennis, Amanda Cox, Don Peterson, Michelle Lockhart, Kathy Smith Miller, Warren Smith Miller,

Guests: Chris Pietrobon

Apologies: Cellina Allard, Robyn Lee, Amie McDonald

Minutes:
Minutes of last meeting held 25 Feb 2015 were read and moved to be received.
Moved: Melannie Markey
Seconded: Monica Goethals

Business arising from the minutes:

Guest: Previously talked about subway as a fundraiser Chris – Subway Eagleby brief discussion re: fundraising. Owner of Subway in Eagleby, opened 3.5 years. Fundraising initiatives held in area, putting forward a proposal for consideration. To provide opportunity for healthy lunch, in six inch range on white bread. Orders given to students for one day but this could be done each semester. Class teachers need to promote the order/fundraiser. Order and money are collected and collated by subway. $1 dollar given back to school for every order. Price of subs is cheaper than in the store. Subs are collated into class groups with order form attached.

Coin counter machine – Crystal
We will be buying a coin counting machine. Have 2 quotes, $330 + GST. Will check with Commonwealth Bank if they have a one that could be donated. Move that we buy this if we cannot get one donated. Agreed by all.

Car Park update – Don Peterson
Discussed disabled parks as people accessing these parks are not allowed to drive through the bus lane. They have been told to back in by traffic officers. Disabled parks are available in the school car park or in future will use the 2 minute drop off. The drop off does meet guidelines for having enough room for backing out cars. Will need to have information sent out to families. Will need to start advertising the information to parents through newsletters and Facebook. Changes will be completed in the next school holidays.
Requested mirror at end of exit so it is easier to see on exiting.

Eats and Beats- now at Hyper dome in outdoor event area
Leaf Festival- 31 May at Griffith University Logan Campus Meadowbrook. 2 students from our school won the poster competition.

**Correspondence:**

Inward –

- Commonwealth Bank Statements
- Audit Documentation -2014
- Insurance invoice – P&C Queensland
- Work Cover documentation
- BAS activity Statement
- Newsletters from P&C Queensland
- Fundraising catalogues and information

Outward -

- Updated information to P&C Queensland

Inward correspondence be received and the outward adopted.

Moved: Melannie Markey
Seconded: Amanda Cox

**Treasurer’s Report:**

March account balance is $7190. at present.

$2674 for 5c fund raising drive.

Money is currently going out for Mother’s day stall

Book list monies coming in $1788.

LJ apparel $3343. term 1

DISCO $2796.

Wages to be paid for crossing supervisor, DISCO items, insurance $2184.19 to be paid, $912 disco glow to be paid, Mother’s day invoices,

Financial statements as distributed to be received and the accounts for payment are ratified.

Moved: Crystal Fraei / Amanda West
Seconded: Michelle Lockhart

**Principals Report:**

Sick Bay - Are you Really Sick?

We have a Sick Bay which is staffed before school, at lunchtime and at recess by First Aid qualified staff. Every child who is treated gets a note from the First Aid staff member indicating to parents the nature of the treatment the child has received. Parents are more than welcome to contact the school to seek further clarification of any treatment their child has received.

We always give children the ‘benefit of doubt’ and will treat all children who present at Sick Bay. However, we have a number of children who present regularly for First Aid treatment complaining of illness or soreness. These students present with ‘I don’t feel well’ or ‘I have a
sore finger, arm, leg etc’. In most instances we know that some children are ‘seeking attention’ while others struggle with the difference between the natural pains/soreness we all experience as we are growing, and the very real soreness or pain as a result of, in most cases, a genuine playground injury.

We would appreciate parents talking to children and helping them clarify the difference between when you really need first aid treatment and when you are looking for attention or distraction. This can be tricky for us, because we don’t want to ‘put children off’ from genuinely attending First Aid. However, on the other hand, on one play break, we counted 25 students requesting First Aid treatment, and whilst I am not a qualified doctor, I felt, along with the First Aid staff, that many of them did not need First Aid treatment.

Please note too, that if your child is sick, to keep them at home rather than sending them to school which only results in a visit to First Aid and a call to collect them.

School uniform and general presentation
It is very pleasing to note that the vast majority of our students are in their correct uniform and that they are also abiding by the jewellery policy ie: jewellery should be kept to a minimum. A watch, studs or sleepers are acceptable. For safety reasons, we ask that children not wear large earrings, necklaces or chains. Student appearance is also important to us as a school as it portrays how our wider community regards our school and its students. I therefore request that you support us in not allowing your child to have any form of "exotic" haircuts eg. mullets, Mohawks etc. or hair colouring. This also helps us in not having to deal with teasing from other students.

Collection of students during school hours
School is an extremely important time in a child's learning years, however we are finding that children are being collected during school time for appointments, or just because it is more convenient for parents to do so. We understand that we all lead very busy lives but we encourage you to minimise interrupting your child's school attendance unless it's an emergency. It will definitely make your child's progress at school easier for them.

Student Security
Procedures are in place for the collection of students during school time. You must first report to the front office where you will receive a print-out enabling you to collect your child from the classroom. Please be aware that if the ladies in the office do not know you on sight, you will be asked for identification. They will then check the OneSchool student database to ensure that you are authorised to collect this child, prior to a print-out being generated. Please allow time for this security measure to take place.

Student Leader Induction
We held our Student Leader Induction parade last Tuesday. What a special occasion it was, with our Student Leaders receiving recognition for the roles they will be performing in our school throughout 2015. We were graced with presence of special guests Mr Bert van Manen (Federal Member for Forde), Mr Mark Boothman (State Member for Albert), Ms Cathy Norton (Adopt-a-Cop Windaroo State School) and Ms Melanie Markey (PCA President Windaroo State School). We wish our new school leaders every success this year.

Harmony Day / National Day against Bullying
On Friday 20 March we celebrated Harmony Day at school. Harmony Day is about bringing people together to promote Australian values, such as respect, fairness, participation, acceptance and a fair go for all, and to celebrate the Australian way of life. Students are encouraged to wear something orange to school. (Remember to still be sun safe). Our Gala Day students will still need to change into any competition uniforms.

**Interschool X Country**
It was great to see how many of our students were eager to participate. Thank goodness for the cooler weather. Well done to all our competitors.
I would like to thank staff, parents and students for such a good start to the 2015 school year. With everyone working hard and being supportive of each other we were able to maintain a very high standard of learning in our school. Well done everyone! Enjoy a well-deserved rest and a blessed Easter.

**Parent/Teacher Interviews**
My sincere thanks to all our parents who made the effort in arranging a time to meet with your child’s teacher. The positive relationship and support between school and home enables our children to prosper in their academic endeavours. Thanks also to my staff for making themselves available to meet with our parents.

**Quiet Achievers Morning Tea**
This is a new initiative that we have started this year to reward children who quietly get on with the job of working and learning within the classroom. We recognise and reward their efforts by inviting them and their parents to a Morning Tea with the Principal. It was a great morning enjoyed by all.

**Easter Bonnet Parade**
This took place on Thursday 2 April in the Lone Pine Hall. Our Prep and Year 1 students had the opportunity to show off their specially made Easter bonnets.

**ANZAC Day March Sat 25 April**
Our Year 5 and 6 students can participate in the entire march by assembling at the front of the Lone Pine Hall at 7:30am. This walk is a re-enactment of the 1915 Enlistment march beginning at Windaroo SS, then to Mt Warren Park SS, Beenleigh Historical Village then into Beenleigh gathering more and more people along the way. Younger students may want to meet up with the march at the Coles Beenleigh carpark. If you would like your child/ren to participate, please return the form that was sent home to the year 5 and 6 students or you can download it here and return it in Week 1 of Term 2.

**Succession planning for the next 4 years.** Projectors have been installed in the 2 back demountable buildings which will eventually be used as classrooms. PCYC will be putting in a new larger building behind the demountable buildings. Students are only accepted if in area but preps will be accepted from out of area.
Moved: Bobby Harding
Seconded: Monica Goethals
Finance:
Central Office approved the great results money for schools to use this year.

 Presidents Report:
I would firstly like to say what a great first term we have had, great work team. We are all finding our feet in new roles within the team and working well together.
Our Fundraising efforts for Term 1 have been successful, with many new families jumping on board to help us by volunteering their time and some families already assisting with donations for upcoming events. We thank them for their time and effort and look forward to our busy year with their continued support. Kim will be able to provide us with a more detailed overview during her fundraising report.
Contact information has been updated with P&C Queensland in relation to positions held and contact email addresses and all signatory details have been updated with bank. So we are all systems go to move forward with what looks to be a busy year.
As many of you are aware school parking at peak times is still a concern and we are continuing to work with Don Petersen and his team to put in place a suitable solution to assist with the congestion.
I am looking into appropriate Grants that our School community may be eligible for and will keep you all up to date with my findings as I go.

 Moved: Melannie Markey
Seconded: Amanda Cox

 Fundraising Report:
Term 1: saw the Fundraising Team come together and collaborate on ideas to set the year’s calendar of Events. We held 3 fundraising events that kicked off the year & plans are well underway to get this Terms event organised and ready to roll out.

The 5c Drive was the first event to kick off the year. Running over 3 weeks with a net profit $2674.85, 1M & 4S the lucky classes to take out a pizza party.

We opened the front hall as a coffee shop for a week in the lead up to Easter and showed our Easter Raffle prizes. As it was still very hot the sales of tea and coffee were not substantial, however the raffle ticket sales grossed $ 546. We will trial the café again in the lead up to Mother’s day where our prizes will again be on show & have ample stocks of tea and coffee so no additional expense is needed for this to happen.

The Superhero themed Disco was our last major event for the term. We decided to trial Fairy Floss & Hamburgers as additions to this disco. The Fairy Floss – which was completely kindly donated by Kim’s Candy & Castles was a hit with sales of $592. The gross raised from the event was $2606.65, with a net profit of $1433.73. There was a miscommunication with the count of left over Glo Product, resulting in over ordering of Glo Product. We have enough stock for future events this year.

The total amount of fundraising that we collected for Term 1 was $ 4554.58
We have had 18 confirmed as interested in participating in the Business Directory. We need to discuss whether it is viable to continue with it or not, and whether we approach local
businesses ourselves to see if we can increase participation. I had a brief discussion with Shannon Brooker, the Marketing Manager of Beenleigh Marketplace, this afternoon & she was very encouraging that many of their stores would like to participate. I have told her that I will email her with all information, and she will decide the best way to get it to all the shops in the Centre. She also expressed that they would like to be kept in the loop with anything major that we may need assistance with, as they like to be involved within the Community.

Term 2 plans include the Mother’s Day Stall & Raffle as well as the Car boot Sale. Most of our stock has arrived for the Mother’s Day stall & a call out for volunteers to man the stall has been placed and well received. We are all organised for an exciting & successful event! Most class rooms have selected their times to visit also. Raffle prizes are also being put together. We’ve had some great donations that will make for appealing prizes – including a Photo-shoot, Dinner Vouchers, massage, hair care products, salt lamps & many more goodies. We look forward to another successful Term.

Set calendar of events
Same prices for markets, registration information going out to stall owners.

Moved: Kim Hollier
Seconded: Melannie Markey

Social Media Co-ordinator Representative:
Face book 377 members
School bag app continuing: 1911 downloads
Thought about moving from group to a page setting, but anyone could join the page through a ‘like’. People could be blocked if needed. Still have code of conduct. Bobby moved that it be investigated and he would like to see how it operates at another school.

Moved: Michelle Lockhart
Seconded: Monica Goethals

General Business:
- Uniform Shop – updates to prices & Stock discussion
  Price increase of dollar per item moved and approved by all
  -Sports Carnival clothing. We discussed putting name of houses onto the shirts for $13 with this going onto Facebook for feedback
  -last order for culottes came with different style, with shorts at back, but school prefers items with pleats at back and front.
- Perfect Pantry – Michelle Lockhart, Pantry items are kept at school that could be given to families in need. Robyn could possibly oversee. Some baskets were kept out at end of year for needy families in our school. Robyn often arranges items for families in need.
- Flowers for Kellie Olgivie from the P&C could be done as a collection
- Don Peterson offered to purchase the fairy floss machine.
Next Meeting:
Our next general meeting will be held at 10 June 2015 on Wednesday in Lone Pine Hall.

Meeting closed at: 8:50pm

Minutes endorsed as true and correct ___/___/_______
President’s signature: ______________________