

**JAMBOREE HEIGHTS STATE SCHOOL
P & C MEETING**

Minutes from meeting on Monday 24th April 2006

Attendance

Nicole O'Brien
Ken Willimott
Helen Finlay
Jacqui Hewett
Tricia Elgar
Angela Wilson
Sue Stevens
Louise Ruzic
Candi Stevenson
Ann-Maree O'Connell
Chris Foreman

Fiona Provan
Dawn Warner
Sue Staniforth
Nicole Orr

Committee

Assistant Secretary
Vice President
Safety/WSB
N/A
N/A
JHSS Principal
Science/WSB
Assistant Treasurer/WSB
Treasurer (New)
JHSS Deputy Principal
President Primary Schools Sports
Services/Sports
Ex-President
OSHC
Ex-Treasurer/Sports
N/A

Apologies

Karen Hook

N/A

Meeting Opened

18:32 pm

Ken Willimott

Vice President's Report

18:38 pm

Ken Willimott

Please see Appendix 1 for full report.
Noted formal agenda and to add things to the agenda contact
pandcsecretary@jambheigss.eq.edu.au.
Proposal for sub-committee members to attend even with no report.
Congratulations to Sports Committee for Fun Run success.
Pool grandstand plan fallen through.
Not taking on P & C presidency.

Nominations For Executive Positions

18:42 pm

Ken Willimott

President – No
Secretary – No
Treasurer – Yes
Nominated by Fiona Provan
Seconded by Louise Ruzic
Accepted by Candi Stevenson

Principal's Report

18:43 pm

Angela Wilson

Please see Appendix 2 for full report.
State Government announced new Code Of School Behaviour.
Possibly advertise as agenda prior to P & C meeting to get parents to discuss.
New mandatory procedures for exchanging student information interstate. Document tabled (see Appendix 3).
New guidelines for Administration Of Medication. Document tabled (see Appendix 4).
Letter from Patti Paul, District Community Participation Officer outlining her role in helping schools and P & C's. Document tabled (see Appendix 5)
Sun screen concerns raised. School will not supply sunscreen for children due to increased allergies to ingredients, except in emergency cases. Note in newsletter to advise all parents to provide appropriate sunscreen for their child.
JHSS in last year of mandatory 3 year planning cycle. Initial information provided to P & C and Principal/teachers to speak in more detail at P & C meeting. Document tabled (see Appendix 6 - attached to Principal's Report – see Appendix 2)
Lisa Tonscheck and Simon Boyce take on rolls supporting teachers and helping implement new Maths and English syllabi.
Noted professional development grants for teachers.
Information on planned You Can Do It program for 2006. Document tabled (see Appendix 6 - attached to Principal's Report – see Appendix 2)
Noted information evening for parents of Year 7 students regarding Canberra Excursion.
Noted safety programs and bike cage opening by Felicity Farmer on May 4th.
Noted progression with infrastructure and government grants for school projects. Letter from Lord Mayor Newman regarding government grant in progress for upgraded bike ways etc and our area is under consideration. Document tabled but not received – query (will be Appendix 7)

Treasurer's Report

18:56 pm

Sue Staniforth

Please see Appendix 8 for full report.
Mother's Day stall target.
Noted banking from Disco and Fun Run.
Query about OSHC summary being on P & C general summary.
Proposal to offer lunch foods from tuckshop at firsts break and snacks at second break in effort to attract more volunteers. Volunteers could then spend a half day in the tuckshop only.
Discussion on sale of second-hand uniforms. Options: School buy-back, lease, or private sale.

Attendee's Leave for Music Committee

19:02 pm

Sue Stevens and
Ann-Maree
O'Connell

Treasurer's Report Continued

Private sale agreed. OHSC noted pin boards are in storage. Principal to organise their placement and staple gun borrowing from main office.
Query about hall maintenance. Principal notes that it falls under P & C. Principal will look at adding the hall to the school general carpet cleaning list. She will also check if EQ would maintain it.
Proposal to take down all expenses from previous years etc and mark out a budget, and target for fund raising.
Issue raised with presentations in the hall unable to be seen. Proposal of curtains, blinds or tinting.
Moved by Fiona Provan.
Seconded by Louise Ruzic.
Assistant Secretary to get quotes.
Mention of "Photocopying Levy" name to be changed for next year and not deposited in Building Fund.
Further discussion on budgeting for the whole year on known expenses, and fundraising for extras.

Sub-Committee's Report

19:24 pm

Various

Sports Committee	Sue Staniforth
Previously mentioned in Treasurer's report and discussed later.	
Music Committee	Ken Willimott
No report – meeting in progress.	
Safety Committee	Helen Finlay
Please see Appendix 9 for full report.	
Cards, stickers and lanyards to be handed out to children as incentives and rewards for walking, etc to school.	
Bike cage finished, announcement to be made in newsletter by Helen.	
Discussion on OSHC holding keys to the bike cage for opening and closing – Unlock 6 am, lock 9:15 am, unlock 2:45 pm, lock 6pm.	
4 th May Grade 5's to ride to River Rocks Park sponsored by Felicity Farmer. Prior to that, official opening of Bike Cage.	
Discussion in progress for a 40kph zone in Emblem St, and a crossing sign at Horizon and Dandenong lights. Louise Ruzic to write newsletter piece.	
Science Committee	Sue Stevens
No report	
OSHC	Dawn Warner
Shared the cost of a new BBQ with P & C.	
QCPCA	
Representative not present.	

AGM Minutes

19:34 pm

Nicole O'Brien

No official minutes present. Nicole O'Brien presented her own notes (see Appendix 10A) which were approved as sufficient by Fiona Provan. No business arising from the minutes was discussed. Subsequently, minutes for the AGM were found and added to the Secretary File (see Appendix 10B).

General Business

19:35 pm

Ken Willimott

Please see Appendix 11 for full letter details.

Letter send by Jacqui Hewett regarding issues with the Cross Country/Fun Run.

Issue 1: Sale of junk food, instead of healthy food as proposed. Chris Foreman (organiser) offered that it was supposed to be for parents, and Angela Wilson and Fiona Provan mentioned that it was still a fun raising event. Louise Ruzic and Sue Staniforth brought up that there appeared to be more lollies for sale this year than last year at events and tuckshop. The discussion did not reach a definitive solution, as the debate between 100% healthy food, or using it as an Amber fund raiser continued. Proposals were made for children to order food from tuckshop as normal on special days, and an idea to have a parents café at the tuckshop, and allow the children's food to be served at the oval as a stall.

Issue 2: Inadequate shade for the children. Chris and Angela offered that the event was only supposed to be 2 hours long, and is planned for the cooler time of the year. This day was an exception, and the enormity of having enough working shade (potential cost of hiring) and time to erect shade is too great for a 2 hour event. Jacqui asked about smaller tents at the starting line (similar to the shade for officials at end of race). The same information was given, and in addition that the sports committee's shades were mainly either in need of repair or missing parts. Chris proposed a shade area on the bank of the oval but landscaping has already been proposed and the cost for a shade area is too high at the moment. Jacqui's brother manufactures steel shades etc, so he may be able to help out.

Issue 3: Drink bottle not allowed at marshalling area. Chris stated that the children were allowed and were told so. Nicole suggested that a note go home to parents, and was told it did. Jacqui agreed it was a miscommunication, but would like to see improvement in this area in the future.

P & C agreed that water bottle are allowed in the marshalling area until the race is ready to begin. No water bottles will be allowed while running.

Guest Speaker – Safety House Committee

19:56 pm

Ken Willimott

Tricia Dakin, the Registrar of the Jamboree area Safety House Committee. In follow up to Julie Atwood's mention of our offer of support. Monthly drive by and form completion, and 3-monthly house visits. Nicole O'Brien, Louise Ruzic, Sue Stevens and Nicole Orr expressed interest in the 3-monthly, and it was proposed that the monthly drive by be on a roster.

General Business

20:04 pm

Ken Willimott

Disco music choice topic deferred to next meeting.

Tennis court lighting possibility raised by Fiona Provan. The Jindalee Jags FC offered to donate their old lights for our use. Fiona will be looking into the feasibility, community issues and perhaps a grant from the liveability committee.

Fiona also layby-ed 6 x \$59 folding trestle tables for the P & C. They are light weight and seat 10. Agreement that they should be purchased.

AGM Minutes 20:10 pm Nicole O'Brien

As noted above.
Moved by Ken Willimott.
Seconded by Fiona Provan.

General Business 20:14 pm Chris Foreman

New District Sports shirts. Chris Foreman, President of Primary Schools Sports Services, raised that new shirts had been designed and are available. They can be hired or bought. He proposed that to give the students the choice, and to stop the school holding excess stock, both hire and sale are offered. Chris has ordered 25 shirts for hire through the Sports budget, and proposed the P & C buy 15 more for sale. Uniforms are already hired out, so set up would be minimal. Discussion on the pros and cons of either, or both. Agreed that the P & C would buy the 15 shirts for sale only.

General Business 20:25 pm Jacqui Hewett

Jacqui proposed the P & C write a letter to recommend that Angela continue as Principal of JHSS. Discussion for this deferred to next meeting.
Over grown bushes, etc near the Grade 1 area a safety hazard.
Angela noted that the pile of rubbish needs to be cleared first.

Meeting Closed 20:36 pm Ken Willimott

Next Meeting Monday 15th May 6:15 pm

Additional Appendices

Appendix 12 – Minutes from Sports Committee Meeting and AGM 05/04/06