

**JAMBOREE HEIGHTS STATE SCHOOL
P & C MEETING 18-2-2008**

Minutes from meeting on Monday 18th February 2008

Attendance

Nicole O'Brien
Fiona Provan
Karen Warner
Maryanne Foreman
Angela Wilson
Karen Hook
Dana Galligan
Helen Finlay
Helen James
Dawn Warner
Tara Hamilton Smith
Felicity Farmer
Niki Spresser
Tricia Elgar
Sandra Kerr
Helen Gaffney
Amanda Hawkswell

Committee/Interests

Secretary
Joint President
Tuckshop
Tuckshop Convenor
JHSS Principal
Vice President

OSHC
OSHC

Apologies

Mandy Lennon

Meeting Opened

Present and apologies as above.

7.10pm Fiona Provan

Principal's Report

Please see Appendix 2.

7.12pm Angela Wilson

- 617 students enrolled for this school year, 75 new students in our three Prep classes
- Two new teachers – Ms Sophie Hamilton (Year 7), Mrs Jean Gibbs (Year 1). Mrs Jane Smith is Mrs Waldron's teaching partner in Year 4, Catherine McGregor joins the Special Education Staff while Lisa Henry is on leave.
- Student Leadership Team was inducted on Monday 11th February.
- Angela acknowledged and thanked the parents for a great attendance at the Parent Information Evenings. Thank you also to parents who support our school activities, excursions, P&C Meetings, tuckshop and classroom programs.
- Music - 2008 is an Instrumental Fanfare Year – Education Queensland competition is held every 2 years in districts, regions and then a statewide final – Senior ensembles competing on May 21.
- Sport – congratulations to the swimmers who won the District Swimming Competition on Friday. Thank you to parents who assisted us to host this event and to Mr Foreman for organising the large event.
- The learning Support Teacher and Guidance Officer will be offering a session to help you child enjoy reading on a daily basis at home. The session will provide tips about effective reading strategies. The session will be on Wednesday 20 February 9am-10am in the Support Teacher Classroom.
- Changes to Computer System – the school computer systems were changed to a new Managed Operating Environment which is centrally based in Education Queensland. Very few problems were encountered. Each teacher received a laptop computer allowing greater flexibility and planning. Also allows electronic systems of marking rolls, recording incidents, assessment and reporting.
- Annual Operational Plan and Budget – tables for signing and approval.

- Facilities – extensive landscaping, fence/gate have been erected after temporary Prep buildings removed, driveway to library and hall upgraded, library shade completed, shade structure installed in front of school with garden, artificial grass laid on 'step' area leading to oval, tenders have been called for installation of run up track to long jump pit, sprayed weeds with safe environmental weed spray, demountable 3 will be revamped, leaking bag racks are being upgraded, Block C work to stop roof leakage, demountable 1 to have extensive work done to roof shortly, aluminium seating purchased to be installed in shaded areas, Qbuild have put out tenders for extensive major overhaul of pipe which have become infested with tree roots.
- Calendar of Events Term 1 2008 – Fiona Provan approved.

General Business

7.25pm

Various

Amanda Hawkswell

Arts Expo

Amanda presented details about the Arts Expo which will culminate with a Festival on 25th October 2008. Jamboree Heights SS will be hosting a Visual Arts Expo and will invite others school in the cluster to exhibit their work. Amanda met with an artist and brainstormed ideas for Years Prep to 7. Each Year level will create a piece of outdoor installation art. Pieces include – Silhouettes in stone - cut out of masonite; Cluster poles - Coppers logs incorporating the You Can Do It Keys; Large masonite artworks comprised of smaller sections completed by individual children; Mosaics; 2m Poles; Tiles – carved cement bollards; Lanterns. Stalls will be held on the day to fundraise – money to be split between schools in cluster. Art workshops will be held during the festival week. Fundraising will be needed for the artwork supplies – options to raise money also included grants, donations from school and P&C. Parent helpers will be needed to help with creating the art in Term 3. Landscaping supplies will also be needed – Amanda would welcome any contacts. Tins with the labels removed will be needed for the lanterns.

Fiona Provan

7.40pm

Previous meetings minutes tabled (please see Appendix 1).

Moved Fiona Provan

Seconded Nicole O'Brien

2007 Disco Term 4

No problems, parents good with drop off and supervision of children. Senior disco recorded biggest attendance 320. Students were well behaved. More seating was requested, it was noted that it would be a safety hazard. It was suggested that the music annex be used for seating but this would create issues with the equipment stored there and supervision of children.

Council Election Day Cake Stall on Saturday 15th March

- Sue organising cake stall
- Note to go in newsletter for helpers and bakers

Derek has requested quotes for the bag rack repairs.

Tuckshop

7.50pm Maryanne Foreman

\$2000 for the month has been banked.

It was proposed to open the tuckshop for an extra day over winter to hold a Pizza Day. Pizza day would alternate each week between the Senior and Junior schools indefinitely until the novelty wore off. Healthy Choice Committee advised that there are no red events scheduled (allowed 2 per term) but regular Pizza Days will take away from fundraising opportunities. It was noted that the Sports Committee use 'green' sausages for sports days. Tara will look into Red Events vs Fundraising Event.

It was noted that children were bringing \$20 notes to school. Angela imposed a \$5 limit. It was also agreed that children are not to buy food for others as this poses a risk to children with allergies.

Prep tuckshop menu goes out next week – available for Mon 2nd break only starting next week.

There is a waiting list for tuckshop helpers. Letter for tuckshop donations will be sent out this week.

No problems were brought up regarding the Lowes uniform stock levels.

OSHC

8.00pm

Tara Hamilton-Smith

OSHC moved into their new building over the holidays. The awnings are still to be fixed and a plumber is needed for the drainage problem due to rain. As the building has a large water catchment area, options for water tanks and bladders under the building are being discussed. Certification for the building is now complete. We are seeking an exemption for accessibility to the building and considering using hall for this. Certification for the hall – electrician needed to track and then fix wiring – expense to be covered by OSHC. Development application needed to get the fence back up.

Term 1: Numbers have increased - on largest day: 42 in morning and 90 in afternoon.
Finalisation of outstanding building cost.
Minor room expenses to fulfil licensing.

Policy changes:

Family Handbook (Please see Appendix 3):

Page 12 - Policy added – All children must arrive and be signed in by 8.20. Children may not be collected prior to 3.15pm. It was suggested to charge a cancellation fee for late drop offs. Fiona suggested a percentage from income received through cancellation fees should be donated to charity and a sign should be displayed advising this.

Page 22 – Policy Added – Cancellation Policy for Excursions – All excursion days during vacation care attract a once-booked penalty. This cancellation fee is the full session cost of the day and not subject to any CCB fee reduction.

Family Enrolment Package (Please see Appendix 3):

Front Page – date changed, statements for 24 hour processing period and enrolment form must be completed to confirm booking have been added.

Page 2 - Policy added - parental responsibility to obtain and provide CRN.

Page 3 - Policy added - All fields marked with asterisks are mandatory to ensure eligibility for CCB fee reduction; Date of birth and Relationship to child fields added to form.

Page 4 – Statement added in special care requirements; statement added in the terms and signature section.

General Business

8.30pm Fiona Provan

Tara is now the Service Manager OSHC – approved at executive level during the holidays. Her position includes 10hours non-contact time as coordinator for report writing, planning, interviewing staff, budgets, projections, liaising with government and contractors etc. Jade will fill in the gap from Tara's progression including tasks such as admin and paperwork. OSHC still needs one other core staff member.

Approved by P&C.

Treasures Report December
(Please see Appendix 4)

Music, science and sports subcommittees all did really well.

P&C General excluding the subs \$45 000, \$30 000 is still to come back from the OSHC.

It was noted that \$30 000 is donated back to the school each year.

Parent contribution last year was \$18 000 out of a possible \$21 000.

The Fun Run is the fundraiser for this year.

Tara Hamilton Smith
(Please see Appendix 5)

Tara advised she has received information of a training course for Anaphylaxis Workshop on the 10th March 2008. She has extended an invitation to the Subcommittee for children with Allergies to attend.

Tara queried the insurance on the new OSHC building, Angela advised it is the government's responsibility.

Fiona Provan

Fiona advised the Denis Taylor from Taylormade First Aid Solutions has advised he can assist with training for anaphylaxis.

Felicity Farmer

Felicity discussed safety around the school roads including:

- Meeting with Harry Dodd from Brisbane City Council to discuss work in Beanland St including 2min zone to paint the foot path green with yellow markings where children stop to cross at the driveway.
- Congestion in Patrol St
- A future possible drop off/ pickup area in Loffs Rd.
- Possibility of adding a walking school bus group from the Peter Lightfoot Oval.
- Improvement of the carpark at the end of Beanland St for the kindy.

Felicity also noted there has been vandalism/graffiti. On Saturday night a golf club was used to vandalise cars from the swimming club in Beanland St. Tara, Dawn and Angela confirmed all incidents are being reported to the police. Felicity urged us to keep up and improve communication with the Mt Ommaney Police including Senior Sergeant Tony Ridge.

Felicity advised that the water play at Rocks Riverside Park was turned back on over summer but would be switched off on the 2nd March so that the council can start on their delayed upgrade works.

Fiona Provan

As this was Fiona's last year she has submitted a farewell letter for the newsletter (Please see Appendix 6).

The Annual General Meeting is next month and the current executive committee is to dissolve. P&C to fund childcare for the meeting. Wine and cheese night.

Need people to consider taking on roles for this year. Roles/duties for committee members to be included in P&C Newsletter.

Fiona suggested merging the Healthy Choices role into the Allergy sub committee.

It is hoped that someone will continue to look after the grants position.

It was suggested in future to schedule the OSHC meeting for 6-7pm and then the P&C from 7pm.

Fiona welcomed the new parents to the P&C meeting.

Payment to the school approved. \$15 000 to be paid this month and \$15000 before the end of Term 2.

Meeting Closed

9.15pm Fiona Provan

AGM – OSHC Building

6pm - Official Opening of OSHC building.

6.30pm – P&C Meeting