

## P & C Meeting Minutes – Everton Park State High School

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**Subject**

P &amp; C Meeting

**Venue**

EPSHS Library 7pm

**Scribe**

Nicole Klemra - Secretary

**Date**

14 August 2018

**Chairperson**

Kerry Reid - President

**Next Meeting Date**

11 September 2018

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Agenda Topic	For
01 Attendance & Apologies	5 mins
02 Minutes from last meeting and business arising	5 mins
03 Correspondence and business arising	5 mins
04 Housekeeping for AGM	5 mins
05 Grants	5 mins
06 P&C Qld Update	5 mins
07 Principal's Report	10 mins
08 Treasurer's Report	10 mins
09 Canteen Report	5 mins
10 Uniform Shop Report	10 mins
11 Chaplain's Report	10 mins
12 General Business	10 mins
13 Next Meeting Topics for Consideration	5 mins

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### Roll Call

Attendees			
Name	Title	Initials	Attended
Kerry Reid	President	KR	Y
Carlene Hoar	Vice President	CH	Y
Lois Collings	Treasurer	LoC	Y
Nicole Klemra	Secretary	NK	Y
Sue Wallace	Principal	SW	Y
Kelsey Oakes	Acting Principal	KO	Y
Anna Oettinger	School Chaplain	AO	Y
Judy Sexton	Lifetime Member	JuS	Y
John Sexton	Lifetime Member	JoS	Y
Byron Adams	Parent	BA	A
Nicole Anderson	Parent	NA	Y
Jacqui Appleton	Community Member	JA	N
Beckie Barnes	Parent	BB	N
Helen Blakely-Hall	Business Manager	HBH	Y
Kay Bishop	School Staff	KB	N
Serena Burford	Parent	SB	N
Jessica Copeman	Parent	JC	N
Liam Culverhouse	Community Member	LC	Y
Linda McNulty	Parent	LM	N
Sharon Murray	Parent	SM	Y
Katie O’Dea	Parent	KO	N
Robert Rowland	Parent	RR	N
Linda Schafer	Parent	LS	Y
Ben Thompson	School Staff	BT	N
Leonie Wood	Parent	LW	Y

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## Minutes

Item	Description
01	<p><b><u>Attendance and Apologies</u></b>            KR opens meeting at 7.10pm and advises of nominations available for various roles – Secretary, President and P&amp;C Qld Representative.</p> <p>New members are voted AIF.            Nominations are taken for role of:            Secretary - Nicole Klemra self-nominated and seconded by HBH. Voted AIF            President - Liam Culverhouse nominated and declined            President - Kerry Reid (current VP) self-nominated and seconded by LC with majority vote.            Vice President - Carleen Hoar self-nominated and seconded by LoC. Voted AIF            P&amp;C Qld Representative to be decided at next meeting.</p>
02	<p><b><u>Minutes from last meeting and business arising</u></b>            SW - Acknowledges attendance of Acting Principal Mrs Kelsey Oakes and welcomes Kelsey to the school.</p>
03	<p><b><u>Correspondence and business arising</u></b></p> <ul style="list-style-type: none"> <li>- School opinion surveys are due for completion 24/8.</li> <li>- Mobile Phone Policy Review - Mobile Phones are not to be seen during class, and only for responsible use during breaks.</li> <li>- Uniforms - Blue Formal Shorts available from Uniform Shop at \$50, orders are being taken now for 2019 school year. Further discussions in Uniform Report below.</li> </ul>
04	<p><b><u>Housekeeping for AGM</u></b>            Nil Discussion</p>
05	<p><b><u>Grants</u></b>            Nil Discussion</p>
06	<p><b><u>P &amp; C Qld Update</u></b>            Representative to be voted at next meeting.</p>
07	<p><b><u>Principal's Report</u></b></p> <ul style="list-style-type: none"> <li>- Tabled, refer to attached document.</li> <li>- Renewing Our School Program, information packs are available.</li> <li>- Staff replacements and movements – discussed.</li> <li>- Teacher Well Being - We urge parents to shut down any rumours and nastiness against teaching and administration staff. Complaints are always accepted, but vindictive behaviours will not be tolerated.</li> <li>- Nominations are being taken for the National Excellence in Teaching Award, consider nominating staff to acknowledge the work they do. Vote Now using the link below:  <a href="https://neita.awardsplatform.com/">https://neita.awardsplatform.com/</a></li> <li>- Advancing Partnerships Pack, a strategic plan dated July 2018. Refer to attached document.</li> <li>- Seeking recommendation for reaching out to other parents within the P &amp; C, one year 7 parent suggested, video conferencing of the P&amp;C Meeting. Facebook another way of sharing.</li> <li>- LC - McDowall Primary School use video and members can log in via a link.</li> <li>- SW - Can P&amp;C Qld recommend a way or suggested platform for this to occur?</li> <li>- LC - To investigate &amp; advise further at next P&amp;C Meeting. <b>(New Action A01 created)</b></li> <li>- SW - Requests a separate meeting with Executive Members of P&amp;C.</li> </ul>
08	<p><b><u>Treasurer's Report</u></b></p> <ul style="list-style-type: none"> <li>- Tabled, refer to attached.</li> <li>- Motion moved by LoC to accept report. Seconded by LC. Voted AIF.</li> </ul>
09	<p><b><u>Canteen Report</u></b>            Not available.</p>

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10	<p><b><u>Uniform Shop Report</u></b></p> <ul style="list-style-type: none"> <li>- Verbal report advising ordering of stock can be a split stock order with 60% in January and 40% in June. Extra infrastructure will be required to support extra stock, a new cabinet and rail will need to be purchased.</li> <li>- WIFI Dongle approved for purchase to be located at Uniform Shop.</li> <li>- Discussion on suitable socks for sports day, Heads of Year are seeking consistency.</li> <li>- Motion moved by LW for White Socks to be acceptable part of sports uniform. Seconded by NK. Voted AIF.</li> <li>- SW - Socks will be purchased for students in need and kept in the office. Colours for students wearing formal uniform are as follows: Grey formal uniform = Grey socks. Navy formal uniform = White Socks.</li> <li>- Uniforms - Navy Formal Shorts available from the Uniform Shop at \$50, orders are being taken now for 2019 school year. Student Representative Council decided on the Navy Formal Shorts. Clarification is to follow, on shirts to be worn with Navy Shorts.</li> <li>- Motion moved by SW that the school cap and broad brim hat are acceptable for the inclusion of formal uniform. Seconded by HBH. Voted AIF.</li> </ul>
11	<p><b><u>Chaplain's Report</u></b></p> <ul style="list-style-type: none"> <li>- Lots of walking around and communicating with students during breaks.</li> <li>- Complete Year 7 Girls group last term.</li> <li>- Currently working on a character counselling group with Year 9 Girls.</li> <li>- SEP Garden Program continues.</li> <li>- Focus this term is to be on establishing the Brekky Club, the Garden Program, Year 9 Girls group, and to coordinate Lunch Time programs for Year 7 Boys.</li> <li>- Looking to kick off the Brekky Club on Tuesday Mornings. Attended SU Meeting last week. Request for \$200 in funding for toasters, gloves, tea towels and re-usable plates for Brekky Club. To be discussed further in General Business section.</li> </ul>
12	<p><b><u>General Business</u></b></p> <ul style="list-style-type: none"> <li>- Chaplains request for \$200 to establish Brekky Club. Motion to approve by LoC. Seconded by JuS. Voted AIF.</li> <li>- Donation of \$1,000 from P&amp;C to Year 9 Camp. Motion to approve by LoC. Seconded by JuS. Voted AIF.</li> <li>- Donation of \$1,000 from P&amp;C to Year 11 Camp. Motion to approve by LoC. Seconded by JuS. Voted AIF.</li> <li>- KR proposes increased awareness for Parent Representative and Staff Representative.</li> <li>- Information is available regarding the strategic direction of the school. A survey is going out to Parents, Students and Staff.</li> <li>- Discussion regarding paying for 2 Air-Conditioning Units with school to match. 4 in total. Proposal is for K Block and G Block. Due to cash flow, we may need to look at paying for one unit in December and another in February 2019. Further discussion to take place in September meeting.</li> <li>- Discussion regarding supply of Scooter Racks for students. Lois to investigate funding via BCC grants. <b>(New Action A02 created)</b></li> <li>- SW - Acknowledges success of the recent Building Hope Dinner, it was revealed that EPSHS raised the most funds for this worthy cause.</li> <li>- SW - Requests Executive Members to send email for new Vice President and Secretary. Swap with Linda.</li> <li>- SW - Directors for P&amp;C Qld election requested. Executive Members to discuss.</li> </ul>

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Item	Description
13	<p><b><u>Next Meeting Topics for Consideration</u></b></p> <ul style="list-style-type: none"> <li>- Approval of 2019 Student Resource Scheme</li> <li>- Growing our P &amp; C Group - how to get other parents and citizens involved?</li> </ul>

### Open Actions

Item	Action & Progress	Action by	Due
A01	<b>ACTION: Liam Culverhouse to investigate how McDowall State School P&amp;C utilise technology to “skype” their P&amp;C Meetings.</b>	LC	11/09/18
A02	<b>ACTION: Lois Collings to investigate funding for Scooter Racks via BCC grants and active schools programs.</b>	LoC	11/09/18

### Closed Actions

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