



Oxenford State School - P and C Association General Meeting Minutes

Date	17 th June 2019
Attendance	Kristy Lagana, Kelly Anderson, Tracy Burger, Melissa Graham, Patric Brady, Sharmain Brauer, Vicky Diefenbach, Councillor William Owen-Jones, Chester Hiki, Juan Pearson, Melanie Pearson, Sue Clarke, Shahrie Rotherham, Kirby Bentall, Felicia McCulloch, Amanda Malone, Karen Lindsay
Apologies	Sarah Bebbington
Meeting Chair	Kristy Lagana
Minutes By	Tracy Burger
Meeting opened	3:20pm

Kristy opened meeting by welcoming all members and Karen Lindsay to the P&C Meeting. Mr Patric Brady officially introduced Mrs Lindsay to all present and briefed the P&C on the opportunity for parents and members to ask Karen any questions on Helensvale State High School, especially for parents with students moving over into high school next year. Karen thanked the P&C for the opportunity to attend a meeting. Currently there are ±2550 students, Year 12 ±380 cohort (being one of the smallest at the moment). Aiming to keep student capacity to around 2600 students although on paper the school capacity is around 2709.

Helensvale State High School has various programs on offer to their students eg Excite- STEM, Japanese, Sports and Arts. As from next year siblings will not be able to automatically be accepted if not enrolled in a program if out of catchment area. Mrs Lindsay meets with approximately 9 students a week from all year levels to provide a platform for students to chat and provide feedback and also a way to connect with students. New school code of conduct has a large focus on Cyber safety. Mobile phones and ear pieces are not allowed in class and a lot of education around cyber safety, social media is being carried out in the school.

Minutes of previous meeting held on 20th May 2019 were presented as true and correct by Kristy Lagana.

Motion: *That the minutes of the previous General Meeting be accepted as true and correct.*

Moved:	Tracy Burger	Seconded:	Kristy Lagana	Carried:	Yes	
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1. Business Arising from Previous Minutes held on 20^h May 2019

Fundraising

Kristy thanked all the volunteers and especially to the fundraising committee on their past organisation of events. The team have achieved amazing results with the Market Night a huge success. The atmosphere was fantastic and the turnout with the Oxenford community, parents and students was great to see. There is also the possibility of a Bunnings sausage sizzle in the pipeline aimed for September, further details to follow once more information is available.

The Survey which will be further discussed in general business provides some feedback and opinion and Kristy will meet with Patric at some stage to discuss possibly implementing some of these.

2. Correspondence In/Out

Sarah Bebbington sent an email which Kristy read out confirming the Father's Day Stall & Breakfast planning is well underway. Kristy to send out email, Facebook post asking for possible donations for raffles. Father's Day

Stall will be held on the 28th August and Father's Day Breakfast will be held on same day as Junior Sports Carnival on the 29th August.

3. President's Report

Fundraising planning to be discussed in General Business and Fundraising Report. Kristy thanked all volunteers for their continued support and the huge achievements and success our fundraising team along with all our volunteers have achieved so far.

4. Treasurer Report

P&C Financial & Treasurer Report attached.

Motion: *The P&C Financial report is true and correct*

Moved:	Kelly	Seconded:	Melissa	Carried:	Yes
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Kelly presented the financial report to all members. The P&C had a massive month with amazing results. \$7300 Net Profit. Uniform shop \$600 profit for month of May. The net profit from fundraising for the May was an incredible \$6600. School Building Fund has been set up with BOQ. Kelly proposed that with a current balance in our everyday account of over \$47,000 that the P&C consider transferring \$20,000 into a school building fund with the account open with BOQ and also authorisation needs to be granted for the executive signatories to have internet access to the account.

Motion: *Transfer over \$20,000 from P&C Account to School Building Fund - BOQ*

Moved:	Kelly	Seconded:	Kirby	Carried:	Yes
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Patric has been doing some queries into government funding on air conditioning. Chester has also been working on researching avenues on the funding for our school. A meeting to further discuss the air conditioning project will be scheduled in the school holidays for Patric and the Air conditioning Team to discuss in depth with financials and further details to be presented around 6 to 8 weeks' time. This will also provide a better estimate on the figures needed to be raised and the amount to be allocated directly to air conditioning project made from future events.

5. Principal's Report

Motion: *The Principal Report & Financials are true and correct*

Moved:	Patric	Seconded:	Sharmain	Carried:	Yes
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The Senior Athletics Carnival will be held this week. A program has been posted to school's Facebook page.

Staffing: As parents would be aware of some of the staffing changes for next term. Obviously it is disappointing in Mrs Radley leaving. Patric tabled a letter from Dani to the P&C. Letter attached to minutes.

- Dani Radley will be at Surfers Paradise SS for Semester 2. Selection process is occurring this week to back fill her position. Patric will inform the school community of the outcome as soon as the process has been finalised.
- Mrs Adair is at Helensvale State School for the next four weeks. Sandy Wilson and Brett Ansell back filling.
- Zan Bond will confirm next week what her intentions are for Semester 2.
- Steve Newman is still recovering from his ankle and will confirm with Patric next week his planned return. Jason Kish will stay on if needed.

- Rowena Bush and Siena Osborne return from maternity leave. Rowena will replace Mrs Sheldon on Prep and Mrs Osborne will replace a number of teachers on LSL and then replace Mrs Moloney in Term 4 as she goes on maternity leave.
- Mr Greg Blair, School Officer, has taken leave until February 2020.

Thank you to Mrs Sheldon and Mr Kish for the great work they have done in their time here.

Quality Teaching and Learning

- Teachers are currently engaged in planning days over the next two weeks. This is a day where all teachers from a year level are taken off class to plan for the next term.
- Instrumental Music & Choir Winter Concert – Tuesday June 18.
- OSS Pedagogical Framework has been uploaded to the school website. Parents can access this document to see how teachers are teaching. We aim to have consistent practices across all classrooms.
- Report cards – emailed out to parents on Thursday June 27.

Know our students

- Attendance data – 92.8%
- Principal's Party will be held on Wednesday June 26th. Approximately 140 students will be invited to the party.
- Responsible Behaviour Plan for students- the department is making changes to parts of the policy. The policy will become Student's Code of Conduct. Once the changes have been signed off by Central Office Schools will need to update their RBPS. This process will include parent and student consultation.

School Culture

- PBL Conference – June 24-26. Four teachers and one teacher aide is attending.
- Semester 1 Academic Awards Parade will be held in Week 1, Term 3.

Operational matters

- Back burn in school holidays.

Key Date for Term 2

- Oxenford Got Talent – June 27
- Assistant Regional Director Visit – June 27
- Whole School Assembly – June 28
- Term 2 concludes – June 28
- Term 3 commences – July 15

6. General Business

Canteen and Hazard Reduction Alert for Backburning

Sharmain noted that the school is sitting in a good place financially. \$38,000 owing to school in resource scheme and school hall hiring. Kelly had to leave her position quite urgently due to personal circumstances in the tuckshop and Felicia has stepped in to help at last minute. The canteen desperately need volunteers and the position will be advertised in the coming weeks with the position hopefully filled in the beginning of Term 3. Flyers for Hazard Reduction Burn Alert have been made to notify all neighbours surrounding school of the backburn planned in school holidays, weather permitting. Our bees will be safe and Fire Brigade have ensured

the school should not suffer any or minimal wildlife loss as great attention is paid to ensure the safety and wellbeing of any wildlife to be present in those areas. Sharmain to speak with Student Council to possibly do a dress up day for gold coin donation to go towards the Fire Brigade donation for backburn. Student Council Secretary to email P&C with their minutes.

Fundraiser Report:

School Disco – 21st June. Meal deal will be \$6.00. \$288 in meal deal disco orders received to date. Volunteers Sue, Kristy, Amanda, Kelly, Kirby, Tracy, Melissa, Melanie, Amy, Amanda.

Market Night - \$980 raised from Vendors, \$370 Raffle and Playdoh stall

Bakers Delight – Oxenford donated x5 bread Packs for raffle, Mc Nab Raffled off a meat tray. Melanie looking into holiday raffle where there are x2 options: all expenses paid to Fiji or Hamilton Island but we will need to sell a quota of raffle books to qualify for the prize. Melanie will provide more information at next meeting.

Motion: *Holiday Raffle Prize destination to be Hamilton Island*

Moved:	Melanie	Seconded:	Kirby	Carried:	Yes
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Night Market – Planned for end Term 3.

Disco – Planned for Term 4

Proposed Movie Night 6th September. Councillor William Owen-Jones approached to look into whether screen could be arranged. P&C will discuss Food Trucks for the evening too as long as the Vendors have their own power and generators.

Recycle Bins – Keys to be cut so P&C can help collect and drop off @ recycle depots. Current agreement is for school to ring to have bin picked up and emptied.

School Chaplain possibly consider selling Wax Wraps to raise funds for her to continue her much needed services to the school.

Survey:

Kristy presented the survey results and general feedback on some of the questions and motions to be made and approved by P&C on some of the questions was as follows:

Motion: *Sale of school bags = no*

Moved:	Kristy	Seconded:	Kelly	Carried:	Yes
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Motion: *Microfibre Jackets as well as fleece be available = 72% want them back*

Moved:	Kristy	Seconded:	Melanie	Carried:	Yes
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Motion: *x2 Jackets, hats and shirts – only winter items*

Moved:	Kristy	Seconded:	Amanda	Carried:	Yes
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Question 4: Air conditioning = YES

Question 5: P&C Meetings = Alternating times

Question 6: Correspondence Preference = Email

Questions 7: Booklist = P&C to sell (Kristy to do more research as a possibility aiming next year)

Question 9: Patric mentioned that next term into possibly Term 4 a decision on change from munch monitor to Flexi schools would be better made and we should wait until a new canteen supervisor is appointed.

Question 10: Minutes to be uploaded to school website

School Parking:

Patric is focusing on communication to parents that parents are not allowed to park in the parking lot behind the school. This is allocated only to parents with permits who are dropping kids off and to the teachers.

Air Conditioning:

Chester provided an update that he has sent emails a week ago on school for solar and air conditioning. Patric would like all air conditioning matters to be passed and motioned in the P&C forum. Patric would also like to see a quote on fresh fan aircons. A meeting with Patric and the Air conditioning sub-committee will be scheduled in the holidays.

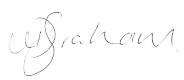
7. Applications for New Memberships called and New Memberships received post 20th May 2019

Two new memberships were accepted and entered into Membership Registry.

Motion: New Members

Moved:	Kristy	Seconded:	Sue	Carried:	Yes
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Meeting Closed:	5:13pm
Next Meeting	22 nd July @ 6pm in the Library

These Minutes are endorsed as a true and accurate record			
Signed		Date	18/7/19
Name	Melissa Graham	Position	Vice President