



Oxenford State School - P and C Association General Meeting Minutes

Date	22 nd July 2019
Attendance	Kristy Lagana, Kelly Anderson, Tracy Burger, Melissa Graham, Patric Brady, Sharmain Brauer, Councillor William Owen-Jones, Sue Clarke, Shahrie Rotherham, Kirby Bentall, Felicia McCulloch, Amanda Malone, Liz Cook, Kerry-Ann Hodda, Katie-Jane Lawrence
Apologies	Sarah Bebbington, Chester Hiki, Natalie Baker, Cheryl Barry, Mark Boothman, Melanie Pearson
Meeting Chair	Kristy Lagana
Minutes By	Tracy Burger
Meeting opened	6.00pm

Kristy opened meeting at 6.00pm and welcomed all members.

Minutes of previous meeting held on 17th June 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 17th June 2019

Fundraising

July 'Cool Change Campaign' - Buckets will be placed outside the hall where students can place all their loose change. The class with the most money raised will have a class party. Melissa to purchase x23 buckets and all monies raised will be for 'Cool Change' coin drive towards the Air Con Project. x2 Per Term will be arranged.

Mr Brady has asked Mr Brett Ansell for the calendar and key events which will be locked in and then can plan accordingly for the year ahead.

The 'Hazardous Backburn' has been postponed due to rain. Sharmain will update school community with the new date and send out information to all residents and neighbours. New date proposed for long weekend in August.

Melissa presented members with the 'Fudge Fundraiser', a copy of the Fudge – Raising Order Pack was provided and attached for the minutes. The P&C would need to sell a minimum of x80 orders at \$8.00 each for fudge container. The P&C will make \$3.00 for every x1 sold.

Motion: *Melissa Graham to purchase x23 buckets for the 'Cool Change' Coin Drive*

Moved:	Kristy Lagana	Seconded:	Tracy Burger	Carried:	Yes	
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2. Correspondence In/Out

Julia Mpoumpis emailed the P&C to request consideration for the bus transportation costs for the Gold Coast Eistenfodd, commencing week 4 term 3 with junior and senior choirs be paid by P&C. The transportation costs to be taken out the monies from the \$10,000 donation for curriculum.

Motion: *Bus Transportation costs be paid and deducted from \$10,000 curriculum donation*

Moved:	Patric Brady	Seconded:	Kristy Lagana	Carried:	Yes	
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The P&C will use the Newsletter to focus on boosting the 'container scheme' and further correspondence will be emailed out to school community.

3. President's Report

The P&C Executive Team along with the AC Working Group met with Patric Brady in the school holidays to move forward with the Air Con Project. Mr Brady will inform everyone with more details however we have been successful in the solar installation from the government and installation has already commenced. Very exciting and a great help towards the beginning of the AC Project.

Moving forward with the AC, the AC will run in stages. Patric Brady will make the sole decision on where the installation will take place first. The project is now in the process of going to tender where all AC suppliers and installers have the chance to tender for the job. A donation letter has also been done and will go out initially to the OSS community and then to local businesses. The more donations Oxenford State School receive the closer we are to installing aircons. As motioned and moved in previous P&C meeting the P&C will contribute \$20,000 to the building fund which has been successfully set up at the BOQ and is now fully functional to receive donations.

Motion: *That the P&C budget for \$1400 per year for maintenance on the AC units*

Moved:	Kristy Lagana	Seconded:	Sue Clarke	Carried:	Yes	
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As more information is presented to the P&C this will be forwarded on as updates to Members and community. The AC Project meetings will run separately to P&C meetings and a report will be presented at P&C Meetings to avoid P&C Meetings becoming solely AC focused and the opportunity to discuss other items.

Kristy motioned that the P&C Meetings move to every 6 weeks as there is a lot going on and involved in the planning and reporting as well as arranging events and fundraisers and this will be better productive and more beneficial allowing time in between these. This motion meets standards outlined in the constitution and is also approved by P&C QLD.

Motion: *That the P&C meetings be held every 6 weeks*

Moved:	Kristy Lagana	Seconded:	Tracy Burger	Carried:	Yes	
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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. There has not been much activity to report as the majority happened before end of Term. The 'Deductable Gift Recipient' (DGR) has been approved allowing businesses to donate.

5. Fundraising Report

- Next event – Father’s Day Stall (28th August) & Breakfast (29th August)
- Junior Carnival – 29th August. The P&C will sell sausage sizzle on day, Kiwi Coffee Van has been arranged.
- The P&C will put in a grant request for Movie Night for the next proposed evening event which has been tentatively planned for the 6th September.

Motion: *That Movie Night be planned for 6th September*

Moved:	Kristy Lagana	Seconded:	Kerry-Ann Hodda	Carried:	Yes	
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- Term 4 – Halloween Disco – 25th October. To be further discussed with the possibility of a MC / Prizes / Fun activities for the juniors.
- Book Fair – 20th – 22nd August – all information will be sent out in due course.
- Olivia Douglas birthday on the 19th August and discussions will be held to do something special at school.
- Uniform Shop – x1 Supplier could not do all the uniforms. Sue proposed just the broad-brimmed hats stay with current supplier.

Sue motioned to place a uniform order ‘unknown quantity’ at this stage

Motion: *Sue Clarke to place a uniform order for unknown quantity of stock required for uniform shop*

Moved:	Sue Clarke	Seconded:	Amanda Malone	Carried:	Yes	
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- Prep Fun Day / Orientation Day – 7th August. Sue will open the uniform shop on the day giving parents the opportunity to see the uniform and purchase items required. The P&C information to be included in the Pre-Enrolment Packs.

6. Principal’s Report

Liz Cook (Deputy Principal) was introduced to members. Kristy welcomed Liz on behalf of everyone there.

Motion: *That the Principal Report & Financial Report be accepted as true and correct.*

Moved:	Patric Brady	Seconded:	Sharmain Brauer	Carried:	Yes	
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Term 3 has started off positively with quality teaching and learning happening in all classrooms.

As with most terms there has been some minor changes to staffing. Patric welcomed Liz, Deputy Principal and welcome back Mrs Bush and Mrs Osborne.

Mr Newman and Mrs Nicholls continue on their leave. Jason Kish and Casey Francis will continue on their replacements.

Adam Lawson will be returning as LOTE Teacher starting in week 4.

Bill Buchanan will take over Band Teacher for our IM program. A note was sent home last week stating it was someone else. The teacher resigned and moved back to NSW. Since the last meeting Mrs Bond has decided to retire from the department. We will be organising a celebration of Zan’s career later in the term.

Quality Teaching and Learning

- Last Friday saw the Semester 1 Academic & Encouragement Awards presented on a whole school assembly.
- Parent-Teacher Interviews are being held this week. Parents can request an alternative time if required.
- Class Newsletters will be sent out later this week/early next week. This will outline the main areas of learning for the term.
- All 23 classes will be having an uninterrupted Literacy Block four mornings a week. Timetables and TA allocation has been recognised to arrange this. Teachers will be assisted in ensuring a quality and balance literacy block is implemented.

Know our Students

- Current enrolment 538 students (Day 8 537)
- Semester 1 Attendance data – 92.4%
- Semester a SDA's-17
- Semester 1 Level of Achievement Data

English	78.6% A-C	37% A-B
Maths	86.7 A-C	45.7% A-B
Science	87.3% A-C	41.2% A-B
- Maeya is attending the QPS Touch Championships in Longreach next week.
- Maeya, Montana, Kai & Odin all selected in the Broadwater District Athletics Team for the SC

School Culture

- PBL SET process. Staff member from Arundel SS here on Wednesday. Will interview staff and students about PBL implementation and provide feedback on how we are implementing PBL and what Tier we are on Tier 1, 2 or 3
- 2018 Annual School Report is on the website. Attached is a copy to the Principal Report.
- 2019 School Opinion Survey will be sent home this week. Parents access the survey online and need to complete it by August 23. Students and staff will also complete the survey as well.
- Book Week Parade will be held on 21st August – A parade will be held for Prep-Year 2 & Year 3-6. Theme is Reading is my Super Power.

Operational matters

- Dates to Remember – See attachment
- ACES Program – Solar panels being installed this week
- Budget update attached
- The State Government has provided an offer to Teachers for their EB9. This has been accepted in principle with QTU members to vote on this during the term. At this stage there is no strike action.

7. General Business

Change of signatories and registered contact / owner of uniform shop EFTPOS machine from Carmen Profandt to new chosen contact - Melissa mentioned that the EFTPOS machine has broken down and the registered owner is currently the previous P&C President. It was motioned that the EFTPOS machine be registered to the P&C and a name not actually be registered as it is difficult to change ownerships otherwise the P&C face hassles of updating every time P&C Executives change. The costs are \$29.50 p/m with \$550 non return / lost

or stolen. It was motioned that Kristy Lagana and Sue Clarke be added as a contact persons for the EFTPOS machine.

Motion: *The EFTPOS machine not registered in a person's name and be in P&C name*

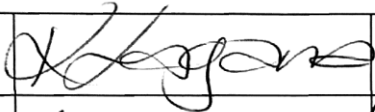
Moved:	Melissa Graham	Seconded:	Kelly Anderson	Carried:	Yes
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Approval of fundraising calendar for Term 3 and Term 4 to be finalised - A copy of the fundraising calendar attached to Minutes.

8. Applications for New Memberships called

Nil called.

Meeting Closed:	7.30pm
Next Meeting	2 nd September @ 3.15pm

These Minutes are endorsed as a true and accurate record			
Signed		Date	1/9/19
Name	KRISTY LAGANA	Position	PRESIDENT