



Oxenford State School - P and C Association General Meeting Minutes

Date	16 th March 2020
Attendance	Kristy Lagana, Kelly Anderson, Melissa Graham, Tracy Burger, Patric Brady, Sharmain Brauer, Sue Clarke, Shahrie Rotherham, Kerry-Ann Hodda, Brooke Cowan-Aston, Liz Cook, Katie-Jane Lawrence, Timothy Lawrence, Natalie Baker, Melanie Pearson, Emma Holtman, Felicia McCulloch, Kelsey McIntyre, Angela Geddes, Karen Connelly, Amanda Malone
Apologies	Chester Hiki, Councillor William Owen-Jones, Richard John, Mark Boothman, Christine New
Meeting Chair	Melanie Pearson
Minutes By	Katie-Jane Lawrence
Meeting opened	7pm

1. Minutes of previous meeting

Minutes of General Meeting dated presented

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

Moved:	Kristy Lagana	Seconded:	Tracy Burger	Carried:	Yes
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2. Business Arising from Previous Minutes

No previous business

3. Correspondence In/Out

P&C Qld Parenting Talk Brochure

4. President's Report

Not applicable.

5. Treasurer Report

P&C Financial & Treasurer Report attached.

Kelly presented her December, January, February report which saw the school finishing and commencing the new school year to these was the tail end of some fundraising monies brought to account but the main areas for the P&C over the last 3 months was uniform sales. For the month of December it showed us with a Net Earning of \$13,402.23 with uniform stock on hand of \$34,919 and February showed a loss of \$12,935.15 with the uniform stock on hand of \$27,786.80. The loss for this year is purely due to the movement of stock and the payment of the uniform shop accounts for February.

The main bank account as at 29th February 2020 is \$29,975.11 and our School Building Fund is \$2,964.81 which is after the P&C honoured its commitment to fund the first installation of air conditioning.

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

Moved:	Kristy Lagana	Seconded:	Mellissa Graham	Carried:	Yes
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6. Principal's Report

Patric expressed that is has been a solid start to the school year. With flooding of classrooms and other facilities along with the pending issues relating to the Coronavirus. Classes have settled into daily routines and teachers and students engaging in quality teaching and learning.

- Coronavirus – Parents and teachers will continue to be updated as information is provided from the department. Patric has emailed parents two letters. Updates and a FAQ sheet. The leadership team has updated our emergency plan as well as providing learning materials for any student who stays away from school for a long period of time. Until further notice only sector assemblies will take place due to Coronavirus gathering restrictions.
- The School Improvement Unit will conduct a full school review on June 18-22. In Semester 2 a Quadrennial School Review with purpose of creating 2021-2024 School Pan will take place. Further details to follow at the next P&C meeting.
- Responsible Behaviour Plan for Students will be updated to the new Student Code of Conduct for the start of 2021 school year, Consultation with students, staff and parents will occur with the rewriting of the policy and presented to the P&C for endorsement.
- Day 13 confirmed enrollments at 530 students. 23 Classes all within the targeted class sizes.
- Investing for Success Program has been finalised and sent through to the region Director General for approval.
- Patric is asking P&C to commit \$10,000 for curriculum based expenses.
- Improvement Goals have been addressed for Academic Expectations, Positive Behaviour and Engagement and Attendance for our School.
- New carpeting to the Library after flooding at the beginning of the school term.
- Air conditioning – Patric is endeavoring to find out where our school is in the queue for the Queensland State Government Air conditioning rollout. Patric has made mention that 4 small rooms within teaching blocks are excluded from the State Government Funding Program and requested P&C consider providing funding to air condition those areas with approximate costing of \$3,000 per room.
- Discussions have been had with the Department in regards to flood mitigation within the school grounds.
- Annual Improvement Plan was discussed and improvement targets provided – Copy attached
- 2020 Annual Budget tabled presented to the P&C – Copy attached.

Dates to Note:

- 1st April – Cross Country
- 3rd April - Easter Bonnet Parade Prep to Grade 2
- 24th April - ANZAC Day Parade
- 12th May -22nd May - Naplan Testing

Motion: The Principal's Report to be accepted as true and correct

Moved:	Patric Brady	Seconded:	Kristy Lagana	Carried:	Yes
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7. Motion to change bank signatories to the newly appointed elected officers

See appendix A for Table of Changes.

Motion: *Change of bank signatories to newly appointed elected officers*

Moved:	Kristy Lagana	Seconded:	Melissa Graham	Carried:	Yes
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8. Confirmation of continuing subcommittees of the Association (including appointment of members of subcommittees)

- Chester Hiki and Juan Pearson will continue to play an integral part to supporting the air conditioning project.
- Kerry-Anne Hodda & Angela Geddes appointed as Fundraiser Coordinators.

9. Adoption of the Student Protection Risk Management Strategy

Student Protection Risk Management Strategy attached. Mr Brady will conduct Asbestos training at the next General Meeting.

10. Adoption of new model constitution (no changes Constitution attached)

No changes to Constitution, attached to minutes.

11. General Business

11.1 Uniform Shop

Sue Clarke presented the uniform Shop Monthly Report

- Issues with order from Chalkboard.
The quoted 10 week timeframes were extended repeatedly and ended up receiving an incomplete order 11th December 2019, 3 days prior to the end of the school year (19 week turnaround) the rest of the order received 21st January 2020. Problems discovered upon delivery with shirts having poor quality embroidery and incorrectly sized shirts in the labelled bags. Communications with Chalkboard were poor.
Requested that new supplier be engaged for the supply of polo shirts to the school.
- Size 10 polos sold out
Requested that a minimum quantity order be placed with a local Australian Company.
- Parents have requested larger sizes for jackets and sports polos larger than size 16.
Request to order 5 of each to have them on hand. The larger sizes carry a higher price point and pricing within the uniform shop will reflect this.
- Sue requested that an order be placed for uniform items for the 2021 school year due to the wait times with imports from China due to Coronavirus. Total order request in the amount of \$13,081.85. It is anticipated no further orders for the rest of the year.

Motion: To approve Uniform Shop Change of Supplier and Order Requests

Moved:	Kristy Lagana	Seconded:	Amanda Malone	Carried:	Yes
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11.2 Air conditioning of Prep C Classroom

A parent has generously offered to fund an air conditioning unit for Prep C. Request was sent out to three Companies for tender with only one response received from Acclaim Air Conditioning Pty Ltd in the amount of \$5885.00 – Tender has been provided to the family for perusal and further decision upon further information of the schools position in the queue for Queensland State Government School Air Conditioning rollout.

11.3 School parking

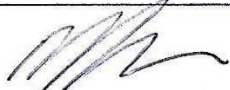
Parents are still parking in the staff carparking areas at the front and rear of the school. Reiterating that no parking or drop off of students by parents in these areas without permission from the Principal.

11.4 Mothers Day and Fathers Day Stalls

Kristy expressed that Sarah Bebbington would like to continue organizing these stalls for the 2020 school year. Further details to follow in further meeting

Meeting Closed:	7.58pm
Next Meeting	27 th April 2020 @3.15pm

These minutes are endorsed as a true and accurate record

Signed:		Date:	07.04.2020
Name:	Melanie Pearson	Position:	President