



General Meeting Minutes'

Date	Monday 9 th May 2022
Location	Lone Pine Hall @ Windaroo SS and ONLINE
Chair	Emma Rochford
Attendees	Alisha LeBrese (AL), Emma Rochford (ER), Tegan Lee (TL), Leanne McManus (LM) Amelia Pearse (AmP)
Online Attendees	Linda Dow (LD); Dani Edgar (DE); Agnetha Periaho (AgP)

Meeting Open 6:18pm
Apologies – Jess Hill; Mel Walkinshaw, Georgia Williams
Minutes from the general meeting 28 th March distributed via email and moved as accurate. Moved: LD Seconded: TL
Vacant Positions – Secretary P&C are still seeking a secretary with the tasks currently shared across Executive team and other members.
Correspondence: (Inward and Outward) INBOUND: Mail: Commonwealth Bank Statement Email: The School Locker Statement School Staff and Administration P&C Committee Members Grants Hub, P&C Qld Fundraising: QKR Report, Australian fundraising, and other fundraising Others: School Locker OUTBOUND: Email: School Staff and Administration P&C Committee Members Moved: TL Seconded: LM
Business arising from the correspondence <ul style="list-style-type: none"> BYO iPads from last meeting: pressure for parents who felt committed to purchase. Review of processes is organised for Term 2 with findings being brought to meeting prior. AL advised Parent Forums to be commenced with BYOD as first topic.
Presidents Report: Emma Rochford <p>Thanks everyone for coming along. It's been a busy few weeks.</p> <p>The Easter raffle that was drawn at the last meeting was well received, and thank you to Liz & Bryony in the office for handing out our prize baskets! Final profit \$1561, a great success and well supported by exceptional donations from the community.</p> <p>Beenleigh Marketplace, Mt Warren Lanes, Windaroo Tavern, Woolworths Bannockburn, Inflatable World, Hoyts Cinemas, Bert Van Manen, Melissa McMahon, Karen Murphy.</p> <p>I was invited to attend our schools Anzac Day ceremony. It was a jam packed hall but a moving little ceremony with some great speeches again from our school captains. The classes produced some excellent wreaths to place out the front.</p>

General Meeting Minutes

Mothers Day stall prep and sales, wow! Massive thanks to all our volunteers for their assistance in preparing items for our stall, in particular Tegan & Linda! Our volunteers were amazing and it was brilliant to see so many (27) put their hands up and come and help. Stall days went really well, the students all had a great time and most made wise, well thought out decisions of what to get their mums or special people. We had a lot of stock available which was excellent and was commented on by parents and teachers alike. It made for a less stressful event this time, with only 1 small shop required between days. We turned a profit of \$3239.32 for this years stall. An incredible effort! We'd like to thank school for putting on a morning tea on Thursday for P&C recognition day which is on the 20th of May. Thank you for our certificates & pens on the day. I'd like to suggest perhaps creating our own P&C pens & business card to say thank you for all our events, as there were some very hard-working people not available on the days who missed out.

A look into further events this year, with disco, colour run, a food fundraiser, Father's Day, art show and concert events well on the radar now.

Moved: TL Seconded: AgP

Principal's Report: Alisha LeBrese

Enrolments:

- 924 students, all classes undersize or at capacity.
- 37 classes

Budget: as presented. **P&C to endorse budget.**

Staff

- No teaching staff on LSL for remainder of Term 2
- Some days unable to replace teaching staff through Tracer therefore moving staff off other programs to teach classes.

Excursions / Incursions

- WVSHS Strings day of excellence (invited students) Week 7 Thurs
- Zone Athletics in week 9
- Winter concert: Wed Wk 10 at 5:30pm
- Prep vision screening 16, 17, 20 June
- Writer's camp (2 Yr 6 students) 6-8 June

Curriculum

- Naplan this week and next week Yr 3 and 5
- Maths PLCs: analysis of data
- Report cards this Term
- Parents encouraged to contact class teacher if they would like to discuss their child's progress

Professional Development

- Beginning Teacher sessions on and off campus
- Inclusive Teaching of Reading PD and Planning sessions for lead team involved in Regional project
- Business Managers PD day
- Purchasing Delegation training for Leadership Team

Events

- P&C recognition last week
- Athletics carnivals
- ANZAC: school and Local RSL marches

Other:

- School review in week 3 of Term 3
- Student wellbeing and engagement survey being conducted over next two weeks Yr 4 & 6

Moved: DE Seconded: AgP

General Meeting Minutes

Treasurer's Report: Emma Rochford on behalf of Mel Walkinshaw

As at the 9th May 2022 The P&C has an available bank balance of: \$46,539.58

Key transactions since our last meeting

Receipts:

March 2022:

School Locker	\$1953.41
Easter Raffle	\$1667.00

Expenditure:

March 2022:

Bank Fees	\$22.00
Audit Fees	\$785.00
Insurance	\$2,578.69
Easter Raffle Reimburse	\$106.00
Zooper Dooper Reimburse	\$66.00
Donation to school Playground Maintenance	\$10,000.00

Receipts:

April 2022:

School Locker	\$453.97
Go Fundraise Credit – unsure!	\$20.00

Expenditure:

April 2022:

Bank Fees	\$41.07
-----------	---------

Receipts:

May 2022:

Mother's Day Stall Sales	\$8783.35
--------------------------	-----------

Expenditure:

May 2022:

Bank Fees	\$22.00
-----------	---------

Event Summary:

- **Easter Raffle:** \$1667 - \$106 = \$1561 profit.
Donation Vouchers from Beenleigh Marketplace, Windaroo Tavern, Mt Warren Lanes, Hoyts, Inflatable World, Woolworths Bannockburn. Donations from Melissa McMahon, Bert Van Manen, Karen Murphy.
- **Mothers Day:** \$8783.35 - \$4963.08 - \$580.95 = \$3239.32 profit, with stock left over for next year, somewhere between \$500 - \$750, some usable for Father's Day (back scratchers).

Approved for payment at prior meetings, but held over, current 9th May 2022

- \$4565.00 for third traffic controller (lollypop) wages
- \$4963.08 for 3 Mother's Day stall invoices (\$2235.30 + \$548.68 + \$2179.10)
- \$580.95 For reimbursement for Mother's Day stall (\$205.20 Linda + \$375.75 Emma)
- Bank balance remaining after these are paid ASAP: \$36,430.55

Moved: LM Seconded: DE

General Meeting Minutes

Payments requiring approval from P&C Funds:

Budgets for:

- Winter Concert: \$500.00
Food options discussed but need to be decided
Moved AmP Seconded LD
- Father's Day: \$5000.00 initial orders
Moved DM Seconded AmP
- Craft Materials: \$500.00 for bulk purchases of supplied
Alibaba, Ebay, Officeworks suggested
Moved TL Seconded LD

Motion made to update signatories on Bank Accounts to current executives for 2022:

Emma Rochford (President); Tegan Lee (Vice President); Melissa Walkinshaw (Treasurer)

Moved AmP Seconded TL

Motion made to remove Jo Rowe from secretary role as her son no longer attends Windaroo SS

Moved TL Seconded AmP

Welfare Officer Report: Leanne McManus

General overview: This term I have been visiting classrooms and play areas and continuing to introduce myself to the staff and students. I have completed my CDP. Organizing the Music Bingo night, JC Action Sport and Wesley Mission program. Rewriting and updating the ChicChat program. Supporting students in the morning and at lunch times with school engagement

Core functions:

1. Social and Emotional Support (Pastoral Care)

- Engaging in Pastoral Care conversations with staff, students and parents
- Activities in the Chappy room and in the play areas
- Food parcels for families in need
- Supporting students each morning to help transition them to class
- Organizing with Wesley mission to run an Anxiety workshop at school for years 3&4

2. Educational Support

- Classroom visits
- Supporting students in out of class
- Boys Program with two students Friday Lunch

3. Extra- Curricular Activities

- P&C meeting
- Organizing JC Action Sport as in incursion at school

4. SU Qld team Contribution

- Lcc and Fundraising meeting
- Meeting during Easter Holidays to update ChicChat program to be suitable to be used at Beenleigh Special School

LM to email Bingo flyer to P&C to place on Facebook Page.

Moved LD Seconded TL

General Meeting Minutes

<p>Social Media Report: Linda Dow</p> <p>Since the last meeting, there has been loads of Facebook interaction. We had Anzac Day and Mother's Day which were well received. We increased FB reach by 37.5% to 1606, increased FB visits by 290.5% to 1773, 11 new FB page likes up to 1077.</p> <p>Mother's Day Stall photos and story got great response (up to 925 views, 42 likes)</p> <p>It's Guidance Officer week so would like to do introduce Kumi. AL to provide information to LD.</p> <p>Moved TL Second AgP</p>
<p>Grants: Emma Rochford, Alisha LeBrese and Dani Edgar</p> <ul style="list-style-type: none">● School has received Science Week grant of \$500 13 -21 August Glass: More than meets the eye● Gambling Grant last round not submitted as quotes too high so couldn't meet criteria. Next round for \$35k open – will be applying for cold water fountains. Support letters – karate, fitness, AFL, PCYC, church, district sport – ER, AL & DE to organise● Other Ideas – smaller shade areas, hall aircon, walkway join at hall● Amenities upgrade final design will take care of senior area. Junior and ovals and adventure playground area not included this time but are on the SSIP (structural improvement program)● Doors of hall affected by front entrance tree – being investigated. Re-engineering needed for hall doors, etc. Consider undercover once hall repair finalised.
<p>General Business:</p> <p>Disco – date to be determined for T3</p>
<p>Winter concert food by P&C</p>
<p>Shade and access to water at sports events:</p> <p>Raised by a parent on FB. AL advised more shade to be borrowed from high school in future as when sun moves children end up in sun. Need to organise MacDonaldis water coolers for access to water during the day. Concerns voiced for duty of care post cross country events. Students need to be observed post race, signs of heat stroke etc. particularly seniors who run 3km in the heat, after being on the oval from start of event.</p>
<p>Change to school catchment map:</p> <p>Small extension around Bahrs Scrub Road area. Map to be released once confirmed.</p>
<p>Newsflash for school family businesses:</p> <p>One per Term free advertising of Windaroo SS Family Businesses – FB post to invite submissions (LD to post reminder for submissions)</p>
<p>Food Drive in T2:</p> <p>Discussion regarding dates and options. Yatala Pies / Homestyle Bake / Donutworld at Daisy Hill / Wellfood. Need to be organised by week 5 to meet end of term cut-off. Need to confirm hall availability. TL to research.</p>
<p>Mother's Day/Father's Day activities:</p> <p>Question asking why the school doesn't organise parent/carer activities. AL advised that would be a school year level responsibility. Chaplain and P&C will also look into options.</p> <p>Grandparent's Day and Under 8s Day are run at school.</p>
<p>Election Day BBQ:</p> <p>Run by local church donating 25% profit to P&C</p>
<p>Parent Forums to re-commence:</p> <p>One session per term, ideas to be raised by parents and staff. 2022 ideas are BYOD; Synthetic Phonics; Specialist Teachers Intro; Online Safety</p>
<p>Student Council Fundraisers:</p> <p>Run one in Week 9 of each term, still deciding for remainder of year.</p> <p>Guess the jelly beans (sports days fundraiser) being announced in next newsletter.</p>

General Meeting Minutes

Koala Joeys: Plastic chair was broken sometime last week, needs replacing. P&C happy to fund but cost effective if ordered with other school furniture.
P&C Thank You: ER raised that it would be nice to have thank you items for occasional volunteers from P&C. Perhaps pens and business cards / thank you cards / magnets Also a list of people who missed P&C Thank You from School to be sent to AL to arrange pen and certificate.
New Member Approvals: None
Next Meeting Date - 13th June 6pm
Thank you and Meeting Close 7:26pm

Minutes endorsed as true and correct _____ (date)

President's signature: _____