

General Meeting Minutes

of the General Meeting of Windaroo State School P&C Association

Date: Monday 21st February 2022

Venue: Lone Pine Hall & Zoom

Chair: Emma Rochford

Meeting opened at: 6:07 pm

Attendance: Emma Rochford, Briony Banks, Mel Walkinshaw, Lesley Solar, Kristina Matthey, Jo-ann Rowe, Jess Hill, Georgia Williams

Online Attendance: Alisha Le Brese, Dani May

Apologies: Linda Dow

Minutes: Minutes of last meeting held 13th October 2021 were read and moved to be received.

Business arising from the Minutes:

Nil

Moved: M.W

Seconded: J.H

Vice President Position: Still vacant with no volunteers for the positions. Sharing of positions for AGM

Correspondence: Emma Rochford

INBOUND:

Mail:

Commonwealth Bank Statement

The School Locker Statement

Email

School Staff and Administration

P&C Committee Members

P&C Qld

Fundraising: QKR Report, Australian fundraising and other fundraising companies

Others: School Locker

OUTBOUND:

Email:

School Staff and Administration

P&C Committee Members

Windaroo SS Parents

Moved: M.W

Seconded: G.W

Presidents Report: Emma Rochford

Amendment to add a massive thank you to Kim Hollier for her Christmas Photography fundraiser. We are so grateful for her generous donation of time and talent. We were lucky to profit from her time.

Welcome to Windaroo State Schools first P&C meeting for 2022. It's wonderful to see you all here, some familiar faces & some new ones too. I hope you all had a wonderful break over Christmas & the new year. Firstly, my apologies for the final meeting of 2021 being postponed & then cancelled. I was very unwell at the time & was unable to function much at all. While I am back on my feet, as much as I can be, I am quite diminished in energy & have limited capability to do many 'normal' things for the foreseeable future. This may come to impact my role within the P&C, but I do hope that many more families step up & become involved with the P&C and share & lighten the load considerably.

We had quite a few events following our last meeting. Our disco was a raging success and enjoyed by so many of our staff & students. The hall looked amazing & utilising the new undercover area was really great. An enormous thank you to all our volunteers for contributing their time & energy into this event. Thanks also go to the staff who gave up their time to assist supervising. We did learn many things with our first disco for this committee, and the first one in more than 2 years. I met with Alisha following the disco and here is a list of what we could see that could be improved for future discos.

- Junior 3:30 – 4:45 Sen 5 – 6:30
- 4 bins outside
- Water access
- Gloves for spray
- Count the money during the event or during pack up time
- Arm bands handed out in class
- Parents allowed on grass. Have some chairs out
- Can recycle containers
- Teachers / volunteers posted on exit points in grassed area.

World Teachers Day morning tea went off very well. Food for days and all thoroughly enjoyed in the new undercover area. Thank you to those who baked for the day. We managed to surprise our teachers with awesome hand-written notes from our students, that we had written before & after school & at pcyc. The teachers really loved this & I'd like to try & co-ordinate more volunteers to assist doing this again in future years.

The summer concert was incredible! Our students are extremely talented! The night was so busy, with the hall literally busting at the seams. We'd like to suggest utilising another schools hall like Beenleigh SHS where the capacity is much greater than ours. For the food & drinks side, the pizza & drink pre order was really great. The kids seemed to really like this. We did have some parents ask why we only had sugar free options for pre-sale. Will re-consider for future concerts after feedback. Sales on the actual night were steady, we only had a handful of pieces of pizza left over. Some feedback that the price should be lowered to match the pre orders.

Graduation Bears, thank you to Briony, Dani & Georgia for sorting & tagging those while I was unexpectedly required at work that morning. Survival Kits were also well received. Massive thank you to the Banks family for putting those together when I was down & out for the count. We'd like to see these continue. Perhaps purchased a little earlier than this year as chocolate prices hike after Halloween and there were no sales in November & that was the most additional cost for this years kits.

Volunteer Recognition Morning Tea. It gave me great pleasure to supply more than 50 names to the school admin team to attend the morning tea. I couldn't attend, being a Thursday, my dedicated officed day. We are nothing without all our volunteers, and we extend a massive thank you to everyone who donated their time throughout the year at various events.

I unfortunately missed the year 6 graduation due to my health. I'd like to thank Alisha for extending the invitation to me. I was very much looking forward to it & incredibly disappointed not to go. I have seen many photos from the night and spoken to some parents who all enjoyed the night & being able to attend this year. Some feedback around the dress code to go to Alisha; different levels of dress.

Kicking off 2022, with limited parent access to school grounds, pre planning events will again be tricky. School have postponed some events like student leader induction ceremony to when parents will hopefully be able to come back onto grounds. I've suggested an easter raffle to kick the year off with. Suggestions of budget, # of prizes, sourcing donations all up for discussion at this meeting, as well as setting an adjustable event calendar for the year. I look forward to another great year for the P&C. Its lovely to work beside you all, bettering our school for our students.

Moved: E.R

Seconded: G.W



P&C Principal's report February 2022

Enrolments:

- 918 students
- 37 classes

Budget: will be presented at AGM, still in draft until final resources are distributed from the Department on 25 Feb.

Attendance

- All students accounted for.
- Various students and staff either positive Covid or in isolation as close contacts.
- Some days internal staff are utilised when high bookings cause a class to be without a relief teacher.

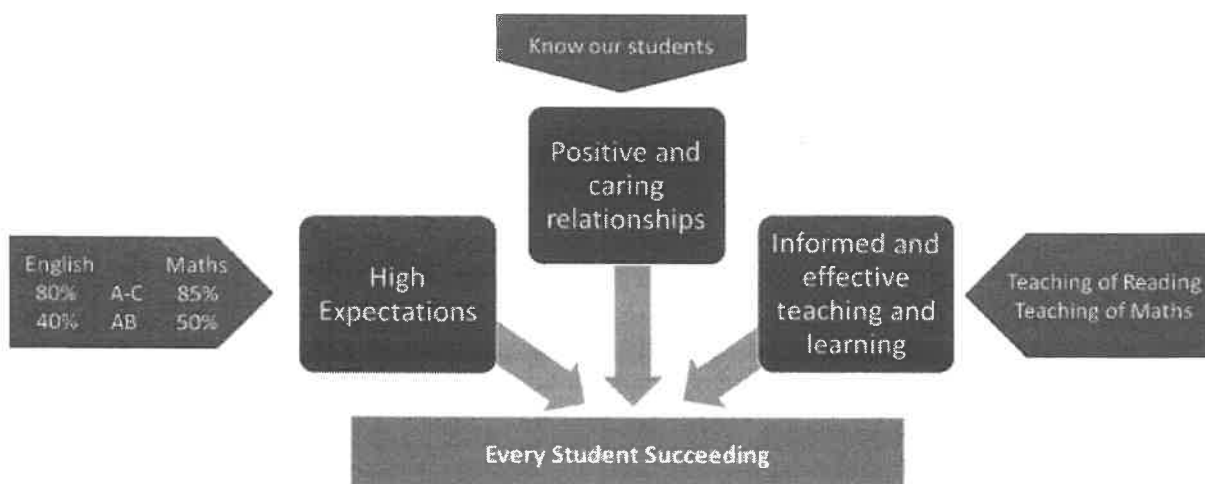
Staff

- Staff on Leave in alternate education positions: Nikki Hunziker, Sue Garai
- New staff: Kurt Goepel 2G, Kumi Holden GO, Leanne McManus Chaplain, Brent Murphy Grounds
- Long Service Leave: Sophie Mobbs, Petula Murray, Maciej Cywinski

Explicit Improvement Agenda 2022



2022 Priorities



Our overarching school priority is for **“Every Student Succeeding”** to the best of their ability. This is not only in academic pursuits but also in social and emotional success. We structure our support processes through three pillars: **High Expectations, Positive and Caring Relationships and Informed and Effective Teaching and Learning.**

High Expectations strategies include:

- Giving and receiving focussed descriptive feedback for students to know how they can improve
- Using data to track progress and to inform support for students
- Students being able to articulate what they are learning about, why, how they are doing and how to improve
- Inclusive practices to ensure all students are able to access their learning with the appropriate supports, this includes using challenging tasks to stretch student thinking

Positive and Caring Relationships strategies include:

- Knowing our students
- Consistently using positive reinforcement for appropriate behaviours such as; verbal, values tokens, e-mail, postcard and feedback
- Following our Student Code of Conduct consistently
- Targeting support for students
- Embedding the Zones of Regulation language and tools

Effective Teaching and Learning strategies include:

- Synthetic Phonics teaching implemented across the school to improve student reading
- Embedding our Reading Plan ensuring a consistent approach to teaching reading, including through writing
- Expand our Professional Learning Communities (PLCs) to include Maths as well as English for staff to plan differentiation lessons and analysis data
- Learning Walls are co-constructed ensuring student ownership in their learning
- Learning Walks conducted by different groups throughout the school

Curriculum

- Revising HASS units with new curriculum
- Focus on Reading and Synthetic Phonics
- English, Maths, Science/Tech, Supportive School Environment committees have all met and developed action plans for moving forward in 2022
- Solid Pathways begun for extension of indigenous students attaining A & Bs

Excursions / Incursions

- Life education
- Beginning Strings workshop

Professional Development

- All staff completing mandatory online training

Events

- Assemblies online fortnightly
- Cross country: no spectators due to current restrictions
- Gala sport trials. 4 weeks of Gala
- Student Leader induction: audience only 2 parents per leader and student leaders

Other:

- Projects completed on holidays: internal painting of 4 building blocks, concrete driveway from carpark to PCYC (funded by PCYC)
- Building swap out project by Department – site meeting this week - buildings to be determined at the site meeting, with timeline hopefully to be completed in this financial

Moved: J.R
Seconded: G.W

Treasurer's Report- Melissa Walkinshaw

As at the 21st February 2022

The P&C has an available bank balance of: \$47,282.61

Key transactions since our last meeting

Receipts: October 2021:

School Locker \$323.21

Disco \$6131.40

Christmas Photo Fundraiser \$160

Graduation Bears \$639

Expenditure: October 2021:

Bank Fees \$10.23

Disco \$1497.75

Receipts November 2021

School Locker \$297.95

Summer Concert \$916.50

Graduation Bears \$532.50

Christmas Photo Fundraiser \$480.00

Expenditure: November 2021

Bank Fees \$56.76

School Pennants \$577.50

Summer Concert Float \$240

Receipts December 2021

School Locker \$846.07

Expenditure: December 2021

Bank Fees \$10.61

Summer Concert Reimburse \$326.95

World Teachers Day Reimbursements \$349.55

Graduation Bears Invoice \$1189.43

Year 6 Survival Kits Reimbursements \$182.50

Receipts January 2022

School Locker \$1071.89

Expenditure: January 2022

Bank Fees \$22.00

Receipts February 2022

School Locker \$2808.90

Expenditure: February 2022

Bank Fees \$22.00

Event Summary:

Summer Concert: Profit: \$349.55 Pizza & Drinks – prepurchase available & on the night: (drinks & some supplies left over – eg: gloves, plates, paper towel)

Graduation Bears: Loss of \$17.95 – postage costs, bears sold at cost only, not a fundraiser Disco: \$3833.65 profit (The purchase of lights is seen as an investment in future discos & left over stock: sausages, glow products & hair spray)

Christmas Photo Fundraiser: Profit: \$640 An enormous thank you to Kim Hollier for donating her time, her studio & her skills.

Approved for payment at prior meetings, but held over, current 21st February 2022 \$10000 playground maintenance (this is ready to be paid upon school request) Payments requiring approval from P&C Funds:

Budgets for: Mothers Day Stall – proposed \$7k. Previous 2 years budget has been \$5k, but we scramble for more stock & would be better planned with funds up front.

For Discussion. Easter Raffle? – proposed budget ? \$300- \$500?? For Discussion.

Moved: M.W

Seconded: L.S

Motion to make a provisional budget for Mother's Day Stall of \$5000K with the option to increase at the next general meeting if needed.

Moved: J.R

Seconded: L.S

Motion to move Easter Raffle budget of up to \$500 to be approved. Local business and politicians to be approached for donations. Qkr! Tickets with parents purchasing tickets on family or friends behalf. Tickets to be linked back to the student's name and contact details. Tickets to be sold for \$2 or 3 for \$5. Emma will Qkr! check for other options of higher prize points. 10 of major prizes available. Easter raffle to be drawn on Monday 28th March at AGM.

Moved: M.W

Seconded: G.W

Welfare Officer Report – Emma Rochford

Nothing Received

Moved:

Seconded:

Social Media Report – February 2022 Emma Rochford

We have entered a transition phase with our Facebook page. The lovely Bryony Kengike has offered to take over our Facebook page from Dennaë, and this process has started in the last few weeks. The benefit of having Bryony come on board the page will help our families obtain answers faster. In the past where we the P&C page admins have not had specific information, we have always directed parents to the admin ladies in the office to seek answers. Bryony being already placed in the office, with knowledge of upcoming events etc, may be able to immediately assist enquiries as they come through.

We absolutely need to thank the incredible Dennaë Trask for the work & commitment she has put into the P&C page over the past two years. It is her work & passion that has driven our page in the right direction & assisted so many of our families with information & reminders. The portfolio of editable drafts for many of our standard events or regular posts will be an amazing resource to Bryony & to everyone who follows in her footsteps. Our page currently has 1009 likes, which is up from 886 at the beginning of 2021. However, we have only seen 27 new likes since December 1st, so we think our prep & new parents may not be aware of our page & we would like to actively encourage all our families to keep up to date & follow our page posts.

Letter resignation received from Dennaë Trask:

To Alisha, Windaroo P&C Team and Members,

This letter is to tender my resignation of social media officer for the Windaroo P&C.

I have thoroughly enjoyed my time volunteering under Emma's leadership and I'm grateful to have been a part of the team. I have a newfound understanding and appreciation for how much work and dedication goes into both running the P&C and also the school. Both Alisha and Emma have my utmost respect and praise for the amazing job they do in making our school an amazing place to be for our children.

I have been forced to make the decision to put family and health first, but I wish the P&C well for the future and look forward to seeing the amazing things it achieves this year for our school.

Regards, Dennaë Trask

Moved: J.R

Seconded: M.W

Fundraising:

Covered in President and Treasurer's report

Special Meeting held 22/10/21: Disco purchasing of lights. \$500 addition budget approved for buying lights.

Special Meeting held 26/10/22: Motion made to approve the Chaplain's request to serve alcohol at her fundraiser.

Endorsed as true and accurate.

Moved: M.W

Seconded: B.B

General Business:

Grants:

Gambling Grants opening this week for \$100K. Alisha to provide guidance for how to apply; Chilled water and upgrade bubblers. Purchasing of sandstone blocks to see junior oval extended in order to minimise erosion. Portable shade shelters are available and able to be sourced so no need to purchase more in this grant. Grant closes before AGM: all quotes due before

Fundraising Ideas:

Krispy Kreme: Donut Fundraiser

Colour Run: Term 3 to be held.

Mother's Day and Father's Stall

BYOD Ipads:

Teacher dependent with regards to classrooms that want to use Ipads. Discussion about the ipad classes and how to get ipad classes for their children. Discussion regarding more PD for teacher so that there is more wanting to take. Lesley has discussed that she'd love more teachers to take up the option but that is not always possible. BYOD highlights and what works for the students. Comparison of students thoughts towards learning from ipad class to now traditional classroom.

Online Learning at home: departments are providing links for work to access from home.

Voluntary Contribution:

\$80 per family each year. Money goes towards cleaning and upkeep of the air conditioners. It is voluntary and families have the option to pay the fee as a one-off payment or throughout the year.

Moved: J.R

Seconded: M.W

Next Meeting Dates: 28th March 2022

Meeting Closed – 7:33pm

Minutes endorsed as true and correct 28/3/22

President's signature: 