

**El Arish State School
P&C MEETING**

P&C CONTACT EMAIL - elarishspand@gmail.com



Agenda Item	Description
<p>1. Opening & Welcome by P&C President</p>	<p>Opening time - 3.30</p> <p>Welcome - We would like to respectfully acknowledge the traditional rainforest carers, the Djiru people on which this meeting is taking place. We pay our respects to the elders' past, present and emerging.</p> <p>The meeting is chaired by the President (or the Vice-President in the President's absence). Open the meeting by stating the time the meeting opens (this helps the Secretary with the minutes). Adopt the agenda and request any items of general business that members or visitors may wish to discuss later.</p>
<p>2. Attendance and Apologies</p>	<p>All attendance is recorded. If you would like an apology noted, please email the P&C.</p> <p>Apologies In the attendance book, note any apologies. Acknowledge the apologies and ask members whether any other apologies have been tendered. Note that only members who have given either a verbal or written apology should be noted as apologies in the attendance book.</p> <p>ATTENDEES: Amy Robb, Elicia Paineda, Claudine Macfallane, Scott Withers, Christina Triantafyllou, Meredith Sloss, Doug Cassidy, Jess Denham, Sarah Lambe</p> <p>APOLOGIES:</p>

<p>3. Confirmation of Previous Minutes</p>	<p>If corrections are required, note the corrections on the original copy of the previous minutes. The minutes of the current minutes will state that the previous minutes with amendments were moved as a true and correct record. After the minutes are endorsed as a true and correct record, note any items of business that have progressed or completed.</p>	
<p>4. Business arising from the minutes of the previous general meeting</p>	<p>After the minutes are endorsed as a true and correct record, note any items of business that have progressed or completed.</p>	
<p>5. Incoming and Outgoing Correspondence</p> <p>A summary list of all correspondence items (inward and outward) should be prepared for inclusion in the minutes. Have the correspondence folder on hand at the meeting for viewing if needed.</p> <p>Discuss items of correspondence requiring action and/or decisions.</p>	<p style="text-align: center;">INCOMING</p> <p>CCRC - Shared community grants Jodie - Newsletter reminder, print requests Mailchimp - Survey responses, campaign reviews ePrint Online - Quote \$1167.80 Eureka Printing - \$2,808.30 KLP Tax changes to service agreement ASIC - Business name due for renewal - EL ARISH STATE SCHOOL100 El Arish Hall and Community - Remembrance day biscuits Josh Ticknell - Common Ground Movie Christina Traintafy - Resources for ASD</p>	<p style="text-align: center;">OUTGOING</p> <p>El Arish Butchers - Sausages, meat tray invoices Jodie - Doc request 4 year review exec summary, advertising sausage brekky, New principal meeting request, uniforms Woolworths - Account updated card reset P and C members - meeting minutes</p>
<p>6. Business arising from the correspondence</p>	<p>Discuss items of correspondence requiring action and/or decisions.</p>	

5. Treasurer's Report	<p>The Treasurer presents financial statements for the previous month(s) and relevant financial information.</p> <p>Statements of Receipts and Payments Statements of financial position as of Please see <i>attachments</i>.</p>
6. Table Executive Committee's decisions (if any)	<p>The Executive Committee may have taken necessary action on an urgent matter between meetings. Full particulars of any action must be tabled.</p>
6. Other Reports	<p>Treasurer presents for each account of the P&C:</p> <ul style="list-style-type: none"> - cashbook - statement of receipts and payments - bank reconciliation with original bank statement - trading statements if any subcommittee has stock or inventory <p>Action Item: Winter Advertising - Second Hand advertising</p>
7. Principal's Report	<p>Present report/s for adoption with decisions and/or recommendations raised within the reports adopted as part of the report or dealt with as separate motion/s.</p> <p>The Principal presents a report on school activities and policies and includes school financial statements with balance sheet summary and at least the summary page of the school budget overview report.</p>
8. Motions on notice	<p>Present motions put forward by members prior to the meeting or motions deferred from previous meeting.</p>

9. Agenda and General business

An opportunity for members to present matters for discussion not already on the agenda.

Weather Station

- Update on grant announcement date (end of July).
- Discussion on the best location for the weather station.

Staff Appreciation Day

- 23rd July 2024 - Cake purchase for the event
\$150 budget cake and the Pocket Coffee Meredith to sort the cake. Sarah buy coffee

Moved: Sarah : Seconded : Jess

Sausage Brekky

- Donation from El Arish Butchers.
- Current student numbers needed.
 - 36 students
 - Tuesday instead of Friday because of districts
 - Advertise P and C facebook page

Recipe Book

- Report on Lydia Norton's successful book sales (203 pages, \$15 each, sold 300 quickly).
- I have quotes for \$150 to convert to text 67 responses in 30 mins so took job down
- Printing options
 - Print Books = 300 books 200 pages \$6000 = \$20 per book plus postage
 - Shop Eprint online 300 books 200 pages total \$1167.80 = \$3.89 per book
 - Eureka printing = \$2,808.30
 - Tully Office Supplies 300 books 200 pages = \$20 per book

Maybe we could get sponsors to pay for the book.

*Ms Debs shared lunches
Tuckshop
More quotes and work to do*

Moved: Sarah : Seconded : Amy

Staffing loss of permanent staff & Curriculum Discussion and request for information (joined together in discussion)

- Impact of recent teacher departures, including Ms. Deb.
- Concerns about continuity and support for all students including those with disabilities.
- Represent the concerns and needs of parents and students.
- Facilitate discussion and constructive feedback
- As the school community we would like to better understand the curriculum and assessment load at EI Arish.
- Discussion on over-assessment and short eating times and play breaks affecting student wellbeing.
- Understanding the curriculum and how adaptations are made to better suit student interests.
- More time for nature play - mud kitchen is underway.
- Social interactions and outdoor activity very important for young children

*Discussions around concern with loss of teacher numbers and consistency in support staff
Everyone at the meeting unanimously asked for Ms Hutton as she has a wonderful rapport with the kids and parents.*

Spoke about the number of staff that change through the school and not being familiar with individual Student Education Plans. How important the SEP are to support our children's recognized disabilities.

Discussed learning nature based play and more social skills developing relationships

Positive Behaviour Learning school - PBL reviews and shared

We have a special education teacher permanently 3 days per week this time is allocated according to NCCD funding. This funding is based on student numbers

With regards to learning support we have a high percentage of students needing support

*The current curriculum is being updated in stages. This should be carried out over the next 2 years in stages.
Eating times were discussed and it was indicated that the kids get an hour total for the day including eating time. Parents discussed that students were coming home saying not enough time to eat. Mr Cassidy is happy to provide more information, conduct parent teacher interviews and provide information around the curriculum and what kids are learning.*

Moved: Sarah : Seconded : Jess

Tuckshop Planning

- Proposal for parents to commit to running tuckshop days one term in advance.
- Considerations for sustainability if volunteer numbers are insufficient.

*We continue to look at how to continue the success of the tuckshop without Scott next year.
We may need to look at changing the dates cutting the menu down*

Action Item : Survey to gather parents interest in Tuckshop

Moved: Sarah : Seconded : Amy

Movie Night Planning

- Friday, August 30th
- Venue ?
- Movie and
- Pizzas budget?
- Quotes for dunk machine can't find anything
- We could do some throw a water balloon type deal or Rebel Sport have a Dunk Game for \$145
- We had some votes for Minions 4 (75%), Moana (12%) and Inside out 2 (12%)

*Venue will be hall need to get numbers
Community Sponsors
Dunk Machine - Tully Primary School or ask Fletcher to design one*

*\$1200 Budget
\$350 Movie License
\$300 Hall
\$300 Food*

Moved: Sarah : Seconded : Jess

EI Arish Pub BBQ

- Event scheduled for July 28th. Do we want to run the BBQ?

*Burgers steak and Slaw
Sausage on Bread
Onions*

*Meat Tray Raffle
\$500 Budget*

Sarah Amy Meredith Christina volunteered

Moved: Sarah : Seconded : Jess

P and C Newsletters

- School newsletter due next week Canva sessions?

*Sarah doesnt have time to run this atm will update soon
Sarah will do the newsletter*

- Fundraising update newsletter 28 recipients. Great engagement 71.4% engagement and 10.7% clicks. 5 clicks on our Square website. I also got a number of email replies.

Ideas for next edition - update will be the outcome of the grant

- Student wellbeing Newsletter 11 recipients 81.8% opens and 27.3%clicks 4 being the survey and 1 on the new facebook page.

Ideas for next edition

Moved: Sarah : Seconded : Amy

	<p>Survey Response</p> <p>What would you find useful and helpful regarding student wellbeing?"</p> <ul style="list-style-type: none"> ● School resources ● Resources, and community events where parents can sit and talk and allow kids time to play. <p>Can you suggest any articles of interest for our newsletter?</p> <ul style="list-style-type: none"> ● Local support groups and activities for kids and parents ● Would love to include the pause program by Wendy Fox
<p>9. Applications for membership and recording of new members</p>	<p>Collect any completed membership forms and put forward a motion to accept the new member/s, (giving the new member/s the right to vote at the next general meeting and all future meetings until the next Annual General Meeting).</p>
<p>10. Next meeting date</p>	<p>To be confirmed</p>
<p>11. Meeting closed at:</p>	<p>State the time the meeting closes (for recording in the minutes) and thank everyone for attending. 4.05</p>