

# AGENDA FOR EL ARISH STATE SCHOOL P & C MEETING

## 23 JULY 2019

Agenda Item	Discussion
1. Opening & Welcome	9:15AM
2. Attendance & Apologies	<p><b>Attendance:</b> Danielle Larsen, Felicity O’Kane, Denise Dixon, Sarah Lambe, Katrina Wilson, Chris Richards</p> <p><b>Apologies:</b> Romina Tomasino-Ash</p>
3. Confirmation & Business Arising of Previous Minutes	<p><b>Tuckshop:</b> Cleanliness of tuckshop brought up by cleaner. Danielle and Katrina went and gave an extra clean on Tuesday (18 June) and found leak under sink. Ideas to create roster for tuckshop cleaning, and add a weekly cleaning day. Make sure we have access to our own cleaning utensil/products. Need paper towel and soap dispenser, and teatowels. Will also ask students and teachers using tuckshop on Fridays to clean and pack away used items. <b>Communications book to go in tuckshop for issues ie leaks, etc. See General Business.</b></p> <p><b>Uniforms:</b> Winter uniforms – too many students coming in ripped jeans, casual pants etc. Looks messy. Chris wants P&amp;C to endorse rule of all black or navy bottoms. All members in favour. <b>Done.</b></p> <p><b>Adult Disco:</b> Great idea for fundraiser as there little entertainment for adults; great to bring community together and connect with families and parents. Save money doing own music, easy to organise, free entry and run a bar with food brought out halfway through. Themed with music from 60’s – 90’s and prizes for best dressed. Look into running a courtesy bus – maybe Mission Link, and ask families to pre-book with us before the night; Ask El A Tavern to sponsor alcohol. Idea to have school open as a creche for children if need; will discuss with Chris and approach TSHS for students to volunteer babysitting; run 2 movies with either snacks and drinks provided OR ask to bring own food eg packed lunchbox and we provide popcorn? Planning to begin Term 3. Will do disco instead of bingo. To send out feedback form. <b>See General Business.</b></p> <p><b>Monthly Craft Mornings/Meet n Greet:</b> Another way to get involved with parents and the community. Have monthly craft morning at the hall; provide tea/coffee and ask to bring plate of food to share. Old ladies at the museum do a lot of crochet, knitting etc. All present agreed it’s a good idea. <b>See General Business.</b></p> <p><b>Margaret Leary Visit/P&amp;C Workshop:</b> Margaret visited Friday 14 June to give guidance and shared ideas and tips for running the P&amp;C. She was absolutely lovely and a</p>

	<p>wealth of knowledge, and boosted our confidence greatly. Katrina and Danielle also attended part of the P&amp;C Workshop that was held in Cairns on 15 June and run by Margaret Leary and Rob Clarkson (Area Coordinator). Met some people from other P&amp;C's, gained new ideas (see below) and good discussions. Keen to attend more! <b>Done.</b></p> <p><b>"Just One Thing" Volunteer Notes:</b> Create new letter breaking down things P&amp;C need help with without making it seem like commitment or big job. Malanda State School (where area coordinator is President of P&amp;C) have great example. Will create and attach to next newsletter and to future P&amp;C application forms, and copy in display window. <b>To be done.</b></p> <p><b>Working Bee Term 3:</b> Miss Deb has asked that we organise another working bee for Term 3 to finish the front garden before Remembrance Day. Date chosen is 10 August/4<sup>th</sup> weekend of Term 3. Will provide tea/coffee and breakfast again. Ask for gold coin donation toward Kitchen Garden. <b>Need to get notices out and rsvp numbers asap. Date now 24 Aug. Need to confirm.</b></p> <p><b>Cluster Networking Initiative:</b> want to initiate meetings with other schools' P&amp;C's within the Cluster to share information and ideas, networking, build communication etc. Aim to organise for middle of Term 3/August. Could host at the hall and ask people to bring plate of food to share so no P&amp;C is left with costs. Katrina to contact other P&amp;C's. <b>Have connected with MBSS P&amp;C and they have expressed keen interest. Need to plan and organise. See General Business.</b></p> <p>Katrina moved that minutes from previous meeting are true and correct. Sarah seconded.</p>
<p>4. Incoming and Outgoing Correspondence</p>	<p><b>Incoming:</b></p> <ul style="list-style-type: none"> <li>- 2/7 Smartsheet x 6: Welcome info</li> <li>- 2/7 P&amp;C Qld Admin: Parent Engagement</li> <li>- 3/7 Teitzel's IGA: Updated Details</li> <li>- 5/7 Madonna Stewart: Conference Flight Details</li> <li>- 5/7 Jodie Cuttriss x 3: WW Statement/Overdue Account/Flight Tickets</li> <li>- 16/7 CBA: June Statement</li> <li>- 16/7 Daniel Morcombe Fund: Fun Run</li> <li>- 19/7 Karen Tobin (QAST): Financial Turnaround</li> <li>- 22/7 Jodie: Tully IGA Receipt</li> <li>- 23/7 School Fun Run: School Fun Run Rego's</li> <li>- 24/7 Jodie: Newsletter Item</li> <li>- 25/&amp; Principal Kennedy SS: P&amp;C Ulysses Cluster Meet n Greet</li> <li>- 25/7 Karen Tobin (QAST): Financial Turnaround</li> </ul> <p><b>Outgoing:</b></p>

	<ul style="list-style-type: none"> <li>- 8/7 Danielle Larsen: Conference Rego's for P&amp;C Qld</li> <li>- 19/7 Katrina Wilson: Financial Turnaround</li> <li>- 22/7 Sarah Lambe: Treasurer's Report June 19</li> <li>- 24/7 Katrina Wilson: Newsletter Item</li> <li>- 24/7 Katrina Wilson: P&amp;C Ulysses Cluster Meet n Greet</li> </ul>
5. President Report	N/A
6. Secretary Report	N/A
7. Treasurer's Report	<p>See Attachments</p> <p>Felicity moved a motion that the accounts as presented in the Treasurer's Report are true and correct and expenses amount of <b>\$0.00</b> be paid, motion seconded by Danielle.</p>
8. Principal's Report	<p><b>Budget</b> - Bigger budget this term!</p> <p><b>Playground</b> – student injured by broken flying fox. Been examined; in bad condition with lots of rust; Checklist given to Wayne who won't repair because he feels it would be unsafe, too much work and damage. Cannot be used, will need to be demolished and replaced; closed off for until then. Process to find out how much P&amp;C can contribute. When P&amp;C contribute the DoE contributes. \$30000 for new shade cloth alone. Costs will near \$100000. Need to find grants. Katrina suggested a nature playground which would be much cheaper. Could ask community to donate supplies and skills, have a working bee to build and bring community together. All agreed it was a great idea!</p> <p><b>Uniforms</b> - Uniform letter to go home today regarding winter uniforms. Regional office visitors commented on the jackets and how great they are and make the school look good. School and P&amp;C will continue to support policy of all black or navy bottoms and maintain consistency.</p> <p><b>Goal Setting</b> -Next week; goal setting letters to go home to parents. Important for school community to continue. EASS on own school curriculum journey as opposed to picking up DoE units and blindly teaching; to improve. Regional office watching and want to set up demo classes in various schools, including one here to sit for one day a week. EASS staff are very brave to take on this challenge!</p> <p><b>Principal position</b> - Chris not planning to stay as principal, will not be here next year as he needs to return to family commitments in Brisbane. School community need to band together and make sure the school continues to improve and stick with current goals, strategic plan etc. We're sad to see you go Chris!</p> <p><b>Behaviour management/Strategic Planning</b> – looking at behaviour policy again this term. Looking at differentiation process; assessing students at level</p>

	they're at so they don't feel bad about themselves, no comparisons. New 4-year strategic plan for 2019-2022. Can be handed to new principal as a guide.
9. General Business	<p><b>Meet N Greet/Craft Mornings:</b> Need to organise. To be monthly. Wednesdays; 9am-12pm, bring a plate and gold coin donation. First meeting 31 July. Note to go out this week.</p> <p><b>Pie Drive:</b> Katrina will call April from Bottom Bakery in Tully this week to confirm date and will get note out ASAP.</p> <p><b>Adult Disco:</b> Need to send out feedback letter to families to find out if people are interested. Next newsletter Thursday and will create feedback letter/survey.</p> <p><b>P&amp;C Conference:</b> Going to cost too much to send 3 members. May only be sending Danielle; have applied for P&amp;C of the Year and possibly if we get nominated or win, P&amp;C QLD may send our P&amp;C for free. Danielle to cancel before end date otherwise.</p> <p><b>Tuckshop Cleaning:</b> Communications book made up for Tuckshop to report maintenance and other issues. Will do up cleaning checklist and roster, and cleaning to be done Tuesdays before Tuckshop day (Wednesday).</p> <p><b>Wall of Fame:</b> Would be great idea to showcase volunteers, sponsors and graduates. Cheap and permanent. Will look into further.</p> <p><b>Cluster Initiative:</b> 13 August chosen. Katrina to send a letter to Cluster P&amp;C's to invite. Bring plate of food to share and we will supply tea and coffee. Need to plan itinerary/agenda.</p>
10. Other Business	N/A
11. Next Meeting Date	3 Sep @ 9:15am
12. Meeting Closed At	10:55am