



General Meeting Minutes

Eatons Hill State School Parents & Citizens Association

Date: 21 November 2018 at 7pm | **Meeting called to order by:** Glen Duff

OPENING

Welcome and opening remarks: President – Glen Duff

PRESENT & APOLOGIES

Present:

Glen Duff	Taura Sanderson	Jaccie Dawson	Heath Jakeman
Hugh Goodfellow	Rachael Dunlop	Arielle Foxcroft	Robin Hulcombe
Cameron McInnes	Creena Rowsell	Yvette Payne	Mike Charlton
Garnet Swann	Kym Teale	Monica Byng	Erin Skehan
Carmen Webster	Ben Sanderson	Rachel Grills	Michelle Vidgen
Jaccie Dawson	Tonya Morgan	Monica Byng	Lynda Peatey

Apologies: Eileen Domagala, Jonathon Wein.

ADOPTION OF THE MINUTES OF THE PREVIOUS MEETING, 24/10/18

Motion: The minutes be taken as a true and correct record

Moved: Glen Duff **Second:** Cameron McInnes **Carried:** Yes

CORRESPONDENCE IN/OUT

- Letter to P&C President re. level of P&C support from School & other School-based concerns.
- Letter to P&C President re. level of P&C support from School

APPLICATIONS FOR P&C MEMBERSHIP

P&C Applications received for 2018/19 are as follows:

- n/a

EXEC COMMITTEE'S UPDATES/ACTIONS

Executive Committee's Updates/Actions:

- OSHC Assessment Outcomes - The service was rated as 'exceeding' which is a tremendous effort after so much hard work (the previous the rating was 'moving towards') and all the OSHC team was congratulated. This means, that we have gone from "Working Towards", jumped "Meeting" and were successful in achieving "Exceeding" in a rating system that recently changed to actually make it more difficult to achieve "Exceeding". To follow on from that, many previously "Exceeding" OSHC services are being reassessed as "Meeting". This is massive news and an amazing achievement for our P&C, Staff and our School! Major success and would like to thank all involved over the last few years. From Rachael for receiving the original assessment outcomes 4 years ago, an Executive who made some tough decisions along the way and Taura who has gone above and beyond in stepping in to the OSH Manager and since the P&C Business Manager to help us on the reform journey and drive things on the ground. Also, massive thank you to the OSH Coordinators and all staff who have gone well above and beyond.
- Everton School Volunteer of the Year Award - At the Everton Volunteer Awards ceremony on 4 November, Glen Duff received the 'Everton School Volunteer of the Year Award'. Congratulations to Glen! The following words were provided by the P&C Exec as part of their nomination:

"Glen Duff has been a pivotal member of the EHSS school community for a number of years through his volunteer involvement in the P&C. Glen was the treasurer for a number of years and since 2017 has been the President. With Glen's stewardship, the P&C run OSH (Out of School Hours) Club has been transformed from a relatively small service to a well-regulated business that's highly regarded by families within our community. To enable this transformation, Glen has driven significant change in terms of staff restructure, important administration developments, and enhanced communication to parents. Significantly, Glen played a key role in the securing of a dedicated P&C building (with the investment of \$620 000), a unique facility for an OSH service.

In the operational areas of the P&C which includes OSH, tuckshop and uniform shop, Glen from a volunteer position provides oversight to around 30 full-time and casual staff, with a turnover of close to a 1 million dollars. Glen has led the P&C in a way that's enabled significant funds to be invested back into the school – both in terms of infrastructure development, new technology for students and other educational resources.

Running a significant community service as the EHSS P&C does, Glen has worked hard to forge a strong relationship with the school executive, occasionally has had to make hard decisions and work through changes with the school community, and in an ongoing way has sought to offer real support to the range of P&C staff and parent volunteers involved at EHSS.

Glen also seeks to be 'on the ground' – there at sausage sizzles, helping at the school carnival, and generally getting around to generate community-spirit. Given his tireless volunteer service, Glen Duff would be a worthy recipient of recognition."

- Volunteer of the Month for October: Tonya Morgan

Tonya is a long term volunteer in both the tuckshop and uniform shop who during the last month has cancelled plans and also come in for just a few hours either in between or before appointments to help out wherever she can sometimes even between dance drop off and her next appointment. Tonya is sometimes in twice a week. Tonya is highly organised, well known for her incredible wraps and extremely reliable often teaching new volunteers how we do things and helping them out. October was a busy time in tuckshop for various reasons and Tonya went above and beyond to assist to help things

run smoothly. Basically she's been awesome and we all truly appreciate all of her help. We couldn't do what we do without some people just like this and we're lucky to have her. Tonya is a well deserving nominee for Volunteer of the Month.

- EHSS Volunteer Morning Tea - Wednesday, 5 December, Morning Tea, 915am. All welcome!
- Thanks for P&C staff - Appreciation was expressed for the all the efforts throughout the year of our P&C staff, especially those in key positions - Taura Sanderson, Creena Rowsell & Yvette Payne.

PRINCIPALS'S REPORT (HUGH GOODFELLOW)

The Report was received which included the following matters:

- School Reading Levels.
- Innovation Grants
- Instrumental Music in 2019
- 2019 Strategic Agenda
- Enrolments as at 21 November was 1095 students
- Budget: Our balance of available funds in currency \$464 405
- Highlights of 2018 were provided including personal thanks given to the P&C for all the support the school has received throughout the year which has contributed to many achievements.

Moved: Hugh Goodfellow

Second: Rachel Dunlop

Carried: Yes

TREASURER'S REPORT (DARREN GEGG)

The Report was received including:

- P&C is in a healthy position with imminent expenditure for the major project between the demountable's
- End of October Profit - \$8,835.65, YTD Net Profit - \$294,172.97

Moved: Darren Gegg

Second: Creena Rowsell

Carried: Yes

BUSINESS OPERATIONS REPORT

The Report was received which included the following matters:

- Tuckshop
 - Red snack day for Prep-Year 2 on 6/12/18
 - New Menu Items for Term 4
- Uniform Shop – Delay with some of the shorts and skorts stock – will now arrive in January.
- OSH Club
 - Rated exceeding!
 - GIVIT supporting Qld Govt Kids in Care Campaign
 - Vacation Care Program will be coming out on Monday
 - Plans for enclosing an area to create a new sensory room
- Employment Matters
- Getting quotes for wall in Jnr OSH to make the room for the chaplain

- Motion that executive can approve works to be done up to the value of \$15,000

Moved: Taura Sanderson **Second:** Jaccie Dawson **Carried:** Yes

- Maintenance – air-con problems with 3 units now out (must fix coming into summer)

Moved: Taura Sanderson **Second:** Arrielle Foxcroft **Carried:** Yes

Report Moved: Taura Sanderson **Second:** Rachel Dunlop **Carried:** Yes

FUNDRAISING & EVENTS

A Report was received:

- Meeting come up with some great ideas and 6 or 7 emails also received
- Carnival with be held on the 31st August 2019
- Outdoor moving night on the 16th Feb as a possible joint event with the church.

GENERAL BUSINESS

- Outdoor learning space – went out for tender and back from assessment with the price of \$285,329 from a builder well known to DET. Will be a kickoff meeting tomorrow. Finish date to be 25/01/2019. Looking for a kids safe art piece for the area and hope to get the school and P&C logos put on the paths.
- Chaplain position. Currently Looking for sponsorship – Gold, Silver and Bronze level as need longer term funding. No government funding currently available. Committee to fundraise etc. Jaccie said to let parents know its tax deductible. Accounts are set up for donations. Applicants to be interviewed in coming weeks
- Container Refund scheme. 1,000 Bags are in and kids to get a bag with a flyer of what to put in it. Collection hopeful on the 3rd Dec. Newsletter to confirm date. Looking to get a rack to hold the bags for the tuckshop containers
- P&C and school collaboration – has improved over time. School meet and greet early next year and P&C to talk to parents and explain what we are doing for the school. Communicating better ways than ever before including Prep Pack, Newsletter, Facebook etc. Calendars ready for print next week. Let P&C know of any other ideas if we can do things better.
- The layout of the tuckshop room is not functioning well. A committee will be made for the new design to action in term 2. Need to get best layout as tuckshop is performing different duties than before when just reheating food. Hope to have needs-list for the first meeting next year for the redesign
- Jaccie Dawson provided an update on School Banking, including – 220 students deposits are banked each week. Jackie to talk to Taura for any coordination of any requirements for school banking. Commonwealth bank will be coming on the 29th November open day.
- Glen's Reflections on 2018 & P&C Work proposed for 2019.

2018 - Finalised the Hall Air-Conditioning, Sports Complex Enclosures and Pathways projects, establishing a Chaplaincy Committee for identifying a process and path forward for the Chaplaincy program, driving the OSHC reform in readiness for assessment and continuing the wider business improvement process, signing up for the containers for coins pilot, innovation grants funding, contribution towards the hall stage flooring and hall av projectors, planning and tendering of the outdoor learning space, contributing 1/3 wages for the chaplaincy,

providing AFL jerseys to the school and delivering free copies of the year book to Year 6 students. We also started our first P&C Facebook page, implemented President and wider P&C contributions to the school newsletter and placed more focus on our Executive and Leadership Staff integration into School Executive meetings, behavior management meetings etc. Our Tuckshop has improved dramatically this year, and we received our Exceeding National Standards rating for our OSHC Service. I cannot understate the amount of work done this year, in front and behind the scenes. Thank you to all involved.

2019 - Outdoor learning space completed for Term 1 (hopefully), Chaplaincy program up and running and delivering for the school, Innovation grants to support the exciting idea's come from the school teaching staff, Tuckshop renovation to make it much more efficient and workable for fresh cooking - ready for Term 2 trading however may take longer, Carnival and events with a focus on engaging with the community, continuing to run an "Exceeding" rated OSHC service (if we outsourced this service, the school would lose \$250k p.a. in revenue), Improved quality in value for money uniforms and major improvements to our Tuckshop offering, really being enabled. Forging long term agreements with our partners, EHSS in a new MOU for 5 years and with EHPC and SCT for long term agreements for facility hire. And of course, there are many requests that come from the community on new infrastructure projects and programs.

- Local Government Update provided by Mike Charlton - Christmas in the Creek on 1st December and Carols at Pine Rivers Park on the 16th December.

Next Meeting Date: 20th February 2019 (LOOK FORWARD TO SEEING YOU NEXT YEAR!)