#### BURANDA STATE SCHOOL PARENTS AND CITIZENS (P&C) ASSOCIATION

#### MINUTES FOR GENERAL MEETING ON 2 NOVEMBER 2022

|  |  |  |
| --- | --- | --- |
| Quorum | * Confirmed quorum present (5 members, including at least 2 executive members – clause 21.4.4) – Yes. * Meeting started at 6.20pm | |
| Apologies | * Amy McMahon MP, Craig Unthank, Deanne Wooden, Vivian Pontes | |
| Attendees | * (in person): Chris McGrath, Simon Vasio, Tamara Connolly, Jodie Holloway, Sally Dillon & Nicole Rayner. * (on line): Zoe Gill, Ludivine Mahoney, Lauran Klein, Hannah Gullio, Naree Keighley, Tracey Hertslet-Peers. | |
| Confirmation of the minutes of the previous general meeting | * Minutes from last meeting on 5 October 2022 confirmed: Moved: Chris McGrath; Seconded: Jodie Holloway | |
| Business arising from the minutes of the previous general meeting | * Held over from last meeting – Zoe Gill raised the issue of bullying in lower grades, ask P&C to ask the school what the formal process is. Future plans for management to ensure children are safe and teachers are supported. Simon to put link in newsletter & discuss with Zoe. * Student cybersafety session in Term 4 – Laura (note new Education Queensland curriculum from 2023 and parent materials available on website [Respectful Relationships Education Hub](https://learningplace.eq.edu.au/cx/resources/file/a0ba1327-a69e-474d-a220-acfff7542960/1/index.html)). Date has not been set for T4 and likely now to be held over until T1, 2023. Laura expressed her disappointment. Sally proposed P&C send a letter of thanks to Dept of Education for providing information night to parent in T3 and express the need for more parent support on cyber security. * Day for Daniel wrap up was a great success * Morning tea for Maree Healy – plan is for teachers to bring classes to flagpole at 10.55am & to clap / cheer for Maree. Then morning tea in hall afterwards. Several parents baking. Chris to organise flowers (Zoe to collect) and card for signatures. * School disco update by Laura: all progressing well. Working group using WhatsApp. Discussion around need for more parent supervision during night and whether to have event alcohol-free. Suggestion to have a parent roster (15-minute intervals) for supervision in hall. | |
| Correspondence received since the previous general meeting (inward and outward) | * 10.10.22 – email from BCC chasing acquittal form for Winter Solstice funding - resolved * 15.10.22 - email from Laura Klein, formal application for the P&C to fund the purchase of $500 worth of festoon lights for use at disco, graduation and Winter Solstice. * 24.10.22 – email & CV from Naree Keighley with interest in Tuckshop Convenor position. | |
| Business arising from the correspondence | * Discussion: approval of P&C to fund the purchase of $500 worth of festoon lights for use at disco, graduation and Winter Solstice. Resolved to purchase lights: Moved: Laura; seconded: Chris. * Discussion: approval of appointing Naree Keighley to Tuckshop Convenor position from January 2023. Naree introduced herself. Resolved to offer her Tuckshop Convenor position: Moved: Chris; Seconded: Tamara. | |
| Table Executive Committee’s decisions (if any) | * Resolved to increase in price of iceblocks to $1.50 from Term 1 2023 due to increase in purchasing and printing costs. Moved: Ludivine; Seconded: Chris |
| Treasurer’s report and financial statement, and any business arising from Treasurer’s report and financial statement | * $62,694 in Bank (after payment of $14,500 to school for Environment Program, instruments, etc). * $17,400 stock in hand * $80,608 assets * -$3,800 loss for October due to purchases & payment to school for Environment Program, etc * $14,072 cashflow |
| Subcommittee reports | * [No subcommittee reports] |
| Other reports such as Principal’s report | * Principal’s report   + Budgie Cup last Friday   + Special thanks to Laura for organising Day for Daniel   + Thanks to P&C for organising morning   + Acting groundsman (Brad Knight) probably for remainder of the year   + World Philosophy on 17 November   + Special end of year graduation assembly open to award recipients on Tuesday 6 December   + Junior swimming carnival 6 December   + Senior swimming carnival 7 December   + No end of year concert due to staffing. Special band performance for parents of band members only Wed 7 December.   + Surf Lifesaving - 8 December   + Current enrolment 263   + Likely 2023 enrolment = 275 (37 Preps)   + Ludivine raised possibility of shared lunch & free dress on last day of term. Simon agreed. |
| Motions on notice | * [None] |
| General business | * Tuckshop Convenor application received – resolved earlier in meeting with resolution to appoint Naree Keighley. * Discussion of school and P&C position on cleaning of the tuckshop: * School cleaners do not clean the tuckshop, so P&C need to do so. * Plan to mop and empty bins after each Sushi Friday. * Chris to deep clean oven with oven cleaner * Simon to check if dishwasher is broken – may need to replace (members generally against paying for repairs) * Uniform Shop report: * Uniform shop current location is not fit-for-purpose due to a range of factors, including rats. * Plan to swap uniform shop with old tuckshop (which is currently used by the school for storage). * Simon, Ludivine and Chris to meet and discuss swap. * Need for better storage of P&C materials. Simon commented that school currently has very limited space available and perhaps P&C could purchase or hire a shipping container. Zoe noted she prepared an Asset Register, which is available in the Sharepoint files. * Potential future P&C Projects: * P&C currently has around $60,000 in bank but wishes to retain a minimum of $30,000 as a float and buffer. This means that we have around $30,000 available for projects. * Potential projects include, e.g., paving the covered area in the school garden (which currently has a sand floor that has proven to be very dusty when used by a class). Tamara suggested P&C sponsoring professional development (PD) for teachers. * Planning for Prep Orientation – Thurs 24 November 9 – 10.30am – Chris to attend. |
| Applications for membership | * No applications for membership. |

**Next meeting: 7 December 2022 @ 6 pm for 6.15pm start (Christmas celebration!)**