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

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

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| Quorum | * Confirmed quorum present (5 members, including at least 2 executive members – clause 21.4.4) – Yes.
* Meeting started at 6.20pm
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| Apologies | * Amy McMahon MP, Craig Unthank, Deanne Wooden, Vivian Pontes
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| 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.
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| Confirmation of the minutes of the previous general meeting | * Minutes from last meeting on 5 October 2022 confirmed: Moved: Chris McGrath; Seconded: Jodie Holloway
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| 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.
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| 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.
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| 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.
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| 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
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| 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
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| Subcommittee reports  | * [No subcommittee reports]
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| 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.
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| Motions on notice | * [None]
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| 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.
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| Applications for membership | * No applications for membership.
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**Next meeting: 7 December 2022 @ 6 pm for 6.15pm start (Christmas celebration!)**