



AGENDA

General Meeting

Monday 24th of July 2017, 7.30pm to 9.00pm, School Library

No.	Item	Person	Papers	Time
OPENING				
1.	Welcome	Chair	n/a	7.30 pm
2.	Apologies		n/a	
3.	Government representatives and invited guests		n/a	
4.	Confirmation of minutes of previous general meeting		Attached	
5.	Business arising from previous meeting		Attached	
MATTERS FOR DECISION				
6.	Confirmation of Executive committee's decisions since previous meeting (n/a)	President	n/a	7.40 pm
7.	Acceptance of applications for new membership / renewal	Secretary	Verbal	
MATTERS FOR DISCUSSION				
8.	Vacant Roles (Windsorfest, Sponsorship Coordinator, Treasurer)	President	n/a	7.45 pm
9.	P&C Financial Position 30 June 2017	President/Treasurer	Presentation	7.55pm
10.	eLearning Update & Pilot	Principal	n/a	8.10 pm
MATTERS FOR NOTING (Future meeting intention: Reports/Updates to be provided in advance as part of the Meeting Pack)				
11.	Reports: a. P&C President's Report b. Treasurer's Report & P&C Financials c. Principal's Report d. School Council Report	President Treasurer Principal Chair-SC	Attached Verbal Attached Verbal	8.20 pm
12.	Sub-committee and Working Group updates: a. Communication WG b. Facilities Sub-C c. Fundraising & Events Sub-C d. Music Supporters Sub-C e. Retail Sub-C f. Sea Wolves Sub-C g. STEAM Supporters WG h. eLearning Supporters WG	Chair-SubC /WG	Attached Attached Attached Attached Verbal Attached Attached Attached	8.35 pm
13.	Correspondence received	Secretary	Verbal	8.45 pm
CLOSING				
14.	Any other business	Chair	Verbal	8.50 pm
15.	Date of next meeting & meeting close	Chair	Verbal	9.00 pm



MINUTES

General Meeting
Monday 19th of June 2017 at 7.30pm
School Hall

OPENING

1.0 Welcome

Craig Thompson welcomed everyone to the meeting.

2.0 Apologies

Apologies were received from Kirsty Taylor, Colleen Tuxworth.

3.0 Government Representatives & Invited Guests

Former Principal Stephen O'Kane was invited to attend to accept his gift from the Windsor State School community.

4.0 Confirmation of previous minutes

The minutes from the previous general meeting were distributed. Craig Thompson asked for any corrections. No corrections were noted.

The minutes were **passed** as a true and correct record.

5.0 Business arising from previous minutes

No business arising from previous meeting.

MATTERS FOR DECISION

6.0 Confirmation of Executive Committee's decisions since previous meeting

No decisions have been made by the Executive since the last meeting.

7.0 P&C Sub-committee and Working Group Structure

An updated P&C structure (v7.01) taking into consideration feedback received at the previous meeting and subsequently, was distributed to members and the wider community on 11 June 2017.

The motion to adopt this updated P&C structure (v7.01) was **passed**.

The appointment of Steven Allan as Chair of the Facilities Sub-committee was **ratified**.

The appointment of Alison Courtice as Chair of the Events & Fundraising Sub-committee was also **ratified**.

On behalf of the members, Craig Thompson acknowledged and thanked Lisa Carter for her contribution made as Chair of the Facilities Sub-committee over the past 4 years.

8.0 Acceptance of applications for new membership / renewal

No new applications for membership were received.

MATTERS FOR DISCUSSION

9.0 Return of Officeworks site to Windsor State School

There were no further questions regarding the return of the Officeworks site to the school.

10.0 Colour Run

Alison Courtice provided an overview of a proposed Colour Run fundraising opportunity for the school, including the cost and requirements on the school community and the average funds that might be expected to be raised (based on other school colour runs).

Based on prior consultation with the Principal and Deputy Principal, the school supported such an event and suggested that a Friday afternoon in early November (during school hours when students would be doing sport), would suit.

Members present discussed the event, and NOTED the following points:

- there would be little cash outlay (nil if use the proposed event organisers) with little effort required from P&C members
- there would be fun for the students and wouldn't interrupt other school or extra-curricular events, as it would be run during school hours with the support of the teachers
- it has the potential to raise significant funds for the school (but there are significant event organising costs, deducted from funds raised)
- it fits with the objectives of the P&C, with funds raised intended to be used for sporting equipment and sports uniforms

The motion to approve the Colour Run to be held on Friday 10 November 2017 was **passed**, subject to acceptable terms being reached with the proposed event organiser.

Action	Negotiate terms with proposed event organisers, including looking at alternatives	Who	Alison Courtice and P&C Executive	When	Before next meeting
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11.0 eLearning Update & Pilot

Grant Baker advised that in readiness for the roll out of Phase 2 of the eLearning plan, to commence in 2018, a pilot would be run in term 3 of 2017 with the year 4 classes. A communication would be going home to the parents and carers of year 4 students in the last week of term 2, detailing information about the pilot and a request for "expressions of interest" for children to undertake the pilot using suitable BYODs (Bring Your Own Devices). The wider school community will also be advised via the school newsletter.

MATTERS FOR NOTING

12.0 Reports

12.1 P&C President's Report

Craig Thompson

There was no additional information provided to the previously distributed report.

The President's Report was **noted**.

12.2 P&C Treasurer's Report

Kate Dickson

The P&C financials were discussed briefly, noting \$136k of cash funds at 31 May 2017.

The P&C Financials were **adopted**.

12.3 Principal Report

Grant Baker

There was no additional information provided to the previously distributed report.

The Principals Report was **noted**

12.4 School Council Report

The School Council report was read out by Craig Thompson (provided after the pack was distributed).

The School Council report was **noted**

13.0 Sub-Committee and Working Group Reports

13.1 Communication Working Group

Tracy Mills

Tracy Mills provided a verbal update, with no significant items noted.

13.2 Facilities Committee

Lee Davis

There was no additional information provided to the previously distributed report.

13.3 Fundraising & Events

Alison Courtice

There was no additional information provided to the previously distributed report.

13.4 Music Supporters

Tracy Mills

There was no additional information provided to the previously distributed report.

13.5 Retail

Georgia Limmer

There was no additional information provided to the previously distributed report.

13.6 Seawolves

Hamish Mackley

The Seawolves report was tabled as it was provided after the pack was distributed. Hamish Mackley sought approval to purchase a number of items for the club, including a new laptop, mobile software upgrade, and a new BBQ, together totalling ~\$3700, to be funded out of the Seawolves accumulated funds raised (of ~\$35k).

The motion to approve the Seawolves spend was **passed**

13.7 STEAM

Lee Davis

There was no additional information provided to the previously distributed report.

13.8 eLearning

Lee Davis

There was no additional information provided to the previously distributed report.

14.0 Correspondence Received

No correspondence was received.

CLOSING**15.0 Any Other Business****15.1 Stephen O’Kane Farewell Gift**

Tracy Mills

Earlier in the meeting, on behalf of the parents who had contributed personal funds to a farewell gif for Stephen O’Kane (past Principal), Tracy Mills presented Stephen with a framed charcoal sketching of the school tower drawn by Ray Coffey, a parent of the school. Stephen expressed how delighted he was with the gift, that it will serve as a permanent reminder of his many fond memories of his time at the School and thanked all the parents who had contributed to the gift.

16.0 Date of next meeting and meeting close

Meeting closed: 9:01pm. Next Meeting: Monday 17th July 2017 @ 7.30pm in the School Library
(later moved to 24th July 2017).



P&C President Report – July 2017 Meeting

Summary of activities

- Officeworks site – revisiting build options for the site (in conjunction with the master plan) and exploring additional funding options
- Planning for the Trivia Event on 4 August, and pre-planning for the remaining events for the year
- Financials – reviewing the financial position of the P&C Association, with a particular focus of understanding the uniform shop (stock levels, purchasing practices, etc – overall it is working well, but we are looking at ways to better automate stock control and reporting)
- eLearning Plan Phase 2 – a pilot was announced in June 2017, to commence with year 4 classes during term 3 (see the Principal’s report for more detail)
- Many of the Sub-Committees and Working Groups have met including Facilities, eLearning Supporters Working Group, Communications Working Group, Retail Subc

Achievements (against 2017 Priorities):

- No significant achievements since the last meeting, but progress has been made on a number of our 2017 priorities, as per above
- The updates/YTD achievements against the 2017 priorities are as follows:

	Theme	Items	Timing (Term)	Measure of Success	Status
STRATEGY	<i>Supporting the School’s Strategic Plan and executing on the 2017 AIP</i>	1. Resolve the reclamation of the Officeworks’ site for use in 2018	T2: Resolve T3-4: Execute	Site ready for use by T1 2018	<u>S1</u> :Plan agreed with Project team formed (revisiting build options); <u>S2</u> :Initial quotes sought; <u>S3</u> :Pilot with Year 4s in T3
		2. Develop the air conditioning Master Plan	T2-3: Plan	Ph1 rollout T1 2018	
		3. Develop the ICT Phase 2 Plan scheduled for rollout in 2018	T2-3: Plan	Ph2 rollout T1 2018	

	Theme	Items	Timing (Term)	Measure of Success	Status
COMMUNITY	<i>Engaging with the Community (parents, teachers, students, externals) to foster a culture of participation and giving</i>	<p>4. Schedule and hold new events that entice community participation</p> <p>5. Develop a Communication Plan that keeps all stakeholders appropriately informed and for the respective communication channels (eg. email, website, newsletters, meeting formats) to be up to date and appropriately used</p>	<p>T2: Schedule T2-4: Holding</p> <p>T2: Plan T3: Channels</p>	Increase in P&C membership (15%) and the willingness of members to get involved in pursuit of the P&C objectives	<p><u>C4</u>: Calendar done, Trivia 4 Aug;</p> <p><u>C5</u>: WG regularly meets, plan still being developed</p>
GOVERNANCE	<i>Ensuring that appropriate structures and processes are in place to utilise the limited resources available</i>	<p>6. Revamp the Sub-Committee and Working Group Structure so that their respective purpose is clear, are resourced appropriately and their activity known</p> <p>7. Template where possible how ideas /initiatives are raised, assessed, events conducted and knowledge transferred</p>	<p>T2: Revamp T2-3: Resource T2: Reports</p> <p>T2: Initiative T3: Events T3: Knowledge</p>	<p>Structure in place, resourced and conduct in line with purpose</p> <p>Reduction in event fatigue</p>	<p><u>G6</u>: Structure issued (see above), resourcing in progress</p> <p><u>G7</u>: In progress</p>
FINANCIAL	<i>Ensuring that the P&C is financially sustainable in pursuit of its objectives</i>	<p>8. Deep dive into historical spend, assess return on spend, set appropriate budget for 2017 and improve reporting capability</p> <p>9. Prepare a 2 to 3 year financial forecast in line with strategic plan and operational budgets</p> <p>10. Investigate (with School Council) other commercial opportunities to bolster the future pursuit of P&C Objectives</p>	<p>T2: Budget T3: Reporting</p> <p>T3</p> <p>T3-4</p>	<p>2017 Budget met</p> <p>Done: Y/N</p> <p>Opportunities identified >\$100k</p>	<p><u>S8</u>: Ledger structure review started, uniform shop, tuckshop, events and other spends all being reviewed</p> <p><u>S9</u>: on track for T3</p> <p><u>S10</u>: on track for T4</p>

Issues

- Need volunteers for Fair Convener (and Co-convener), P&C Treasurer for 2018, Sponsorship Coordinator for Fundraising & Events SubC.

Upcoming Grants / Financial Items

- The P&C remains well funded with \$154k Cash in the Bank at 30 June 2017

Next planned Meeting(s)

- 21 August 2017, 7:30 pm at the School Library.

Craig Thompson – P&C President (19 July 2017)

Current Enrolments (as at 18 July 2017)

Prep	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
95	103	112	93	107	96	85

TOTAL: 691

LEARNING

- **Year 4 Pilot BYO iPad program**
 - 107 students in Year 4
 - Roughly 100 students have accepted the invitation to participate in the program that commences from week 5
 - This is a tremendous indication that the school community are well and truly behind this initiative and are looking forward the implementation and future developments of this Digital Technologies program.
 - Thursday last week, the Year 4 teachers, members of the Leadership Team and I worked on further developing this program, we discussed focus areas around practitioner inquiry, the Digital Technologies curriculum and much more. I look forward to sharing updates and documents about this initiative with you as they develop.
 - On Thursday 27 July from 7.15pm in the Library, we will be hosting an 'information evening' about the Pilot program for our Year 4 families. To ensure we cover what you need to learn about and answer any questions you may have, please complete the following RSVP.
 - Year 4 recently conducted their 'celebrations of learning' for their families to see their term 2 information reports using 'Explain Everything'. Well done to the Year 4 teachers and students for their efforts!
- **Semester 1 Report Cards:** Were sent out to families in Week 1 of Term 3. No issues or concerns raised by parents.

SCHOOLS

- NA

WORKFORCE

- Farewell to Matt Keong – Acting Principal Mitchelton SS for remainder of the year.
- Farewell to Taylor Imhof – Permanent Head of Curriculum at Kenmore SOuht SS.
- Welcome Andrew Sellick (replacing Mr Imhof) – also a new dad, his daughter (Mila) was born on Thursday 13 July.
- Mrs Chimello will be commencing her maternity leave from Week 8, Term 3.
- Mrs Marshall will be commencing Maternity leave from Week 8, Term 3 and will return in 2018.



Communications Working Group Report

For July 2017 P&C Meeting

Summary of activities

The Comms Working Group (WG) met 13 June. The key priorities for Term 3 and 4 were identified and include the development of a Communications Plan and new P&C Website.

An additional meeting was held 21 June with some members of the Comms WG and Alison Courtice, Chair of the Fundraising & Events Subcommittee, to workshop how the Comms WG could provide communications support to those running P&C events and activities.

A meeting with Schoolzine was held 13 July to discuss the additional products available on the Schoolzine platform that could be used by the School & P&C, such as the Schoolzine calendar, further opportunities with the app, digital permission notes, Event RSVP tool and more.

Achievements

The "Past Students" database has been moved from MailChimp to Schoolzine. A "Past Students" group has been created and the latest issue of the "The School Bell" newsletter distributed via Schoolzine.

Financial Items

The Schoolzine contract is due for renewal early August 2017. The approximate cost to renew with Schoolzine for one year is \$1,600 plus GST. It is proposed that this cost be shared between the School and the P&C.

Next planned Meeting(s)

Proposed for Week 4, Term 3. Day and time still to be determined.



Facilities Subcommittee Report

For the Jul P&C Meeting

Summary of activities

Meetings held 20 Jun and 19 Jul to work through initial planning of development of the office works site including demolition and build options as well as overall design and layout.

Achievements

Officeworks initial site development options confirmed.

Consistent with the master plan the initial design concepts include the development of multipurpose courts and additional play space as well as space provisions for the development of future classroom space, use of the car park as a new drop off zone and entry options to connect this space with the rest of the school.

Initial introduction meeting held with DET regional project lead (Shane Kruse) who will be involved to facilitate the planning and development of the site.

DET have also advised of intent to revalidate WSS Master Plan through an inner city master planning refresh/review process to be completed in the 2017/18 financial year.

Issues

NIL.

Upcoming Grants / Financial Items

NIL.

Next planned Meeting(s)

28 Jul 17 – Officeworks site development project team meeting with DET to progress demolition survey and quote activities.



Fundraising and Grants Report

For the July P&C Meeting

Summary of activities

Nothing to report

Achievements

Nothing to report

Issues

Nothing to report

Upcoming Grants / Financial Items

The Gambling Community Benefit Fund (GCBF) Round 94 is now open and closes at 11.59pm on 31 August 2017.

Next planned Meeting(s)

TBA



Music Supporters Subcommittee Report

For the July P&C Meeting

Summary of Activities

Two meetings this year, Thursday 23 February in Term 1 and Thursday 4 May in Term 2, held during the Senior Disco. Meetings focused around information sharing about the music program at Windsor State School and planning for mid and end of year concerts and Soiree.

Achievements

Recent:

- Parade – Senior Strings with some band members playing for parade
- Northside Junior String Camp 6 – 8 June 2017
- Northside Band Blitz 6 June 2017
- Mid Year Concert 22 June 2017 – Concert very successful for participants and families

Future planned:

- Student Solo Soiree Sunday 27 August with profits going to the Eloise Gannon Foundation
- Wed 13th September- Senior Strings and Senior Band Workshop with Varsity College State School (Gold Coast)
- Music Fest competition – 12 October 2017 Band and 13 October 2017 Strings
- Soiree 28 October 2017
- Music Extravaganza 1 November 2017

Issues

Nil

Upcoming Grants / Financial Items

- Cupcake Friday held 9 June 2017 to fundraise for the music program at Windsor State School – raised approximately \$1600
- Concert raised approximately \$4,500
- Sufficient funds raised to purchase Tuba which is approximately \$4000-\$5000 as current Tuba is on loan from Kelvin Grove State College. Purchase and other fundraising goals to be confirmed at August 3 Meeting.

Next planned Meeting(s)

- 7pm Thursday 3 August 2017 during Senior Disco in the school library.
- Date for Term 4 meeting not confirmed yet.



Retail Subcommittee Report

For the July P&C Meeting

Summary of activities

- Charlotte Morrison has taken on the position of Tuck Shop Volunteer Roster Coordinator
- Assigned classes to each week of term for remainder of 2017 for tuck shop volunteer roster – communicated with class reps to ensure their week is filled.
- Prices to increase slightly due to increased cost of some items (snack boxes, chicken salad).
- New menu items – Butter Chicken & Macaroni Cheese (on Friday's) start this term. Everyday Breakfast: [available over the counter only 8.30am – 8.45am] fruit, vegemite and buttered toast, hot milo, granola & yoghurt cups.
- Uniform Shop Co-convenor position to be advertised in school newsletter

Achievements

Insert here

Issues

- As the tuck shop volunteer roster assignments had to start somewhere, 2C missed out on volunteers in week 1.
- Some Munch Monitor users are forgetting to submit second break orders. A newsletter communication has been drafted to remind parents to submit all orders.
- Tuck Shop is owed over \$100 in forgotten lunches. Receipts have been sent to accounts with daily summary. Needs to be followed up.

Upcoming Grants / Financial Items New salad spinner (large) Microwave
Jaffle maker

Next planned Meeting(s): Thursday, 27 July, 7pm



Seawolves Report

For the July P&C Meeting

Summary of activities

In response to the approvals for purchases given to the Sea wolves Subcommittee at the June P&C meeting we will move to acquire the new equipment prior to season commencing on October 6th 2017.

Achievements

The executive has set the dates for the new season and they are as follows;

Sign on night – Friday October 6th 2017

Term 4 2017 – Friday 13th October – Friday 1st December

Term 1 2018 – Friday 2nd February – Friday 16th March

Club Championship, AGM and awards night – Saturday 24th March 2018

Issues

The committee will circulate a survey monkey survey to all members asking for feedback from last year and suggestions for improvements.

The Sea wolves will purchase a new first aid kit for the pool and just awaiting the name of the supplier to ensure continuity with the other kits at the school.

Upcoming Grants / Financial Items

None

Next planned Meeting(s)

The executive will plan to meet again in August to continue new season planning.



STEAM Supporters Working Group Report

For the Jul P&C Meeting

Summary of activities

Parent and Teacher idea generation workshops held.

21 Jul 17 – idea “design thinking” sessions to be conducted with select student group.

Achievements

Initial set of ideas for the engagement of students in STEAM generated, through parent and teacher idea workshops. These ideas have been collated and a summary distributed in the School Newsletter (19 Jul 17 – refer “Full Steam Ahead”).

STEAM supporters list established with interested parents who have responded to be involved.

Issues

NIL.

Upcoming Grants / Financial Items

NIL.

Next planned Meeting(s)

TBC (August Meeting) – to go through final list of Parent, Teacher and Student Ideas support STEAM planning and identify opportunities for parent support.



eLearning Supporters Working Group Report

For the Jul P&C Meeting

Summary of activities

Last meeting held 12 June 17 for the working group.

Achievements

Initial BYOD Program for year 4 developed.

Program Information Booklet and parent introduction developed.

97% response rate so far to participate in this year's Year 4 program established.

eLearning supporters list established with interested parents who have responded to be involved.

Issues

NIL.

Upcoming Grants / Financial Items

NIL.

Next planned Meeting(s)

Year 4 BYOD iPad information evening planned July 27th 7:15-8:15.

TBC Meeting to start planning the 2018 BYOD program.