General Meeting 2014

Date: 19/11/14  
Meeting Opened at: 9.30

Attendance: Monica Ale, Belinda Biggs, Amanda Hamzat, Lyn Barton, Teeny Patterson

Apologies:

Minutes of the Previous Meeting:

Motion moved that the minutes from the previous meeting be accepted.

Moved: Monica Ale  
Seconded: Belinda Biggs  
Carried.

Correspondence:

Postage: Received

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<th>Date</th>
<th>From</th>
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<tbody>
<tr>
<td>06/10/14</td>
<td>Chippindalls</td>
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<td>06/10/14</td>
<td>Canteen</td>
<td>Catalogue</td>
<td>Monica</td>
</tr>
<tr>
<td>14/11/14</td>
<td>Canteen</td>
<td>Catalogue</td>
<td>Monica</td>
</tr>
<tr>
<td>14/11/14</td>
<td>ACNC Quarterly</td>
<td>Newsletter</td>
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</tr>
<tr>
<td>14/11/14</td>
<td>Country School Photos</td>
<td>Flier</td>
<td>Monica</td>
</tr>
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<td>14/11/14</td>
<td>Commonwealth Bank</td>
<td>Student Banking Info Package</td>
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<td>14/11/14</td>
<td>AASTAT</td>
<td>Stationery sample</td>
<td>Belinda</td>
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Postage: Sent

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<th>To</th>
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Note: A P&C Association Mail Register (i.e. a book) has been established at the school office. Any P&C office bearers that wish to check the received mail and take possession of any particular items must provide relevant details in the mail register. All received mail that has not been previously collected and registered will be collected and registered by the P&C Secretary and subsequently distributed at each monthly P&C meeting.

Business Arising from Correspondence:

Letter received from Chippindalls regarding using them as a supplier for student book packs next year. Belinda stated we don't use them for stationery and she usually disregards their mail as they never make any donations when asked for fundraisers. Teeny suggested using AASTAT for book packs next year but after discussion it will be too late in the year to organise for next year as packs need to be ordered and paid for before the end of the school term. Teeny is going to look into the procedures for 2016 book packs. Teeny is also going to suggest AASTAT as a stationery supplier to parents for next year's book packs and will look at changing the booklists to make them more suitable for ordering through AASTAT.

Belinda has suggested using the stationery sample pack from AASTAT as a prize for the student or family that sells the most tickets for the Carols by Candlelight raffle.

A package was received from the Commonwealth Bank for student banking. If there is enough interest we will look at doing it next year. Monica has stated she will assist with student banking if it goes ahead.

Motion moved to accept the Correspondence Report by: Monica Ale  
Seconded: Lyn Barton  
Carried.
Treasurer's Report
Cheques needed:
- Jumping castle for breakup day.
- Lollies for breakup day and carols by candlelight
- Chocolates
- Sausages for Carols by Candlelight and rewards day
- Dux of school
- Pizza and drinks for Disco

Teeny will organise students to bag lollies for Santa on breakup day and Lyn will bag lollies for Carols by Candlelight.

Motion moved to accept the Treasurers Report by: Belinda Biggs Seconded: Monica Ale Carried.

Tuckshop Report:
A couple of parents have expressed interest in running the tuckshop next year. Dannie and Narelle. We will start the term off with using the old menu and tuckshop will be available on Tuesdays. We will look at suggestions on Smart Choices list and see what items are popular from the old menu.

Motion moved to accept the Tuckshop Report by: Monica Ale Seconded: Belinda Biggs Carried.

Principal's Report to the P&C

CURRICULUM:
- School Focuses 2014
  - English for 2014:
    - Introduce Sheena Cameron Writing Strategies
    - Continue with Sheena Cameron Reading strategies
    - Continue with Spelling remediation program: Words Their Way..
  - Maths:
    - Number strand
  - Kids Matter:
    - Next Module: Mental Health in Youth.
    - Social and Emotional Learning: You Can Do It program
    - School Wide Positive Behaviour Support
  - ASoT:
    - Art and Science of Teaching Design Question 1
- Next year, our school will be part of a small school ‘success schools’ group, and will have access to a literacy coach, who will be Katrina Kruger. The literacy coach’s focus will be the teaching of reading.
- Swimming program progressing well. Last day, 3rd December, will be a fun day with all students going at 12.15 pm and returning at 2.30 pm.
- Staff have done preparation planning for 2015 on the pupil free day

SCHOOL ENROLMENTS
- Steady.

FINANCE
- Balance as per Bank Reconciliation Confirmation 31 October: $126,035.48

FACILITIES
- We are going to receive a class set of small laptops from the Mobile Education Van, on 28th November.
- The department's maintenance arm, BAS (formerly QBuild) has found some funds to have the tennis court refurbished.
- Wireless upgrade taking place in C Block.
- Two new routers being installed in C Block and D Block.
- Internet upgrade also being done next year.
- School is purchasing a mobile phone so as to have another number for incoming calls.

WORKFORCE:
- Teeny and Kelly have completed Diabetes training in preparation for next year.
- Kath and Denise have also been recertified, as this is an annual process.
- Teeny has undertaken classroom observations over the last few weeks, and provided feedback to all staff on their teaching practice.
- Kath, Denise and Tiarna have all completed “Read it again” PD.
EHSS P&C Meeting Minutes

- We have a new Rotary Reading volunteer, Brenda May, taking out total to 6 volunteers.
- Teeny and Pip attended a moderation afternoon at Sharon SS to gauge whether we are grading students' assessment tasks the same way across the schools in Bundaberg.

STUDENTS:

- Very successful Prep Transition the last few weeks. We have now met all 10 Prep enrolments and their parents. Many thanks to Kath for her organisation and Tracy for getting all the paperwork organised.
- Special Education Program students are enjoying a successful transition to Kepnock SHS.
- BOUYS program successfully completed for Grade 5, 6 and 7 boys.
- Grade 6 & 7 girls are currently enjoying girls club with Mrs G.
- Successful visit by Autism Queensland to observe students in class and provide helpful feedback to staff and parents.
- Captains have represented the school at Random Acts of Kindness week.
- Next year we will again be running online programs, like the U2B project this year, for our middle and upper band students.
- Grades 4-7 are looking forward to their Brisbane Trip on Friday. $230 was raised at the carwash. Many thanks to parents for their support.

OTHER

- ANZAC coins for students in 2015 to commemorate 100 years? ANZAC Coins - Students and staff to receive a coin for free and remaining coins to be sold at ANZAC ceremony and breakfast.

- $850 donated by the Tyrian Masonic Lodge to cover the cost of the Digger statue. Need someone to mount it when it is ready.
- Parents and volunteers morning tea to be held Wednesday 3rd December.
- Carols by Candlelight on 6th December, starting at 5.30 pm with a sausage sizzle by the P&C
- Levels Reward Day will be held on Monday 8th December. Looking at Bundy Bowl and Leisure for Platinum. Can P&C support with the bus? Student Rewards – If a student provides doctors certificated for extended days away they will receive an average of stamps for those days absent from school. As this has only just been agreed on by teachers and P&C, if a student has had some time off sick already but haven’t got a doctors certificate then they can discuss this with the teacher regarding stamps for those days away.
- Dux of the School Awards-At least one for Grade 6 and one for Grade 7 this year. Criteria to be tightened up so that the Dux is not awarded in a year that does not have a suitable academic candidate.
- Captains for 2015: Decision made to change criteria to select from the Senior Class, with preference given to Grade 6 if suitable candidates are available.
- P&C minutes on website-minutes to be completed earlier.

DATES TO REMEMBER

20 Nov  Kepnock SEP Transition Program
          Teeny @ Small Schools Principals’ meeting
21 Nov  Brisbane Excursion, Grades 4-7
26 Nov  Swimming
27 Nov  Kepnock SEP Transition Program
          Teeny & Tracy at Finance training for 2015
          New routers being installed
28 Nov  Mobile Education Trailer Grades 5/6/7
03 Dec  Parent and Volunteers Morning Tea
          Swimming Fun Day
04 Dec  Chappy’s breakfast for staff
          Kepnock SEP Transition Program
06 Dec  Carols by Candlelight
08 Dec  Levels Reward Day
09 Dec  Graduation
10 Dec  Kepnock High School Orientation Grades 6 & 7
          Reports come home
11 Dec  Presentation Day and Class Parties
12 Dec  Last Day of Term 4
          Teeny on LSL
21 Jan  Teachers back-PFDs
27 Jan  Students return
07 Feb  Eve’s retirement dinner

Motion moved to accept the Principal’s Report by: Teeny Patterson   Seconded: Lyn Barton   Carried.
EHSS P&C Meeting Minutes

Chappy’s Report:
Tabled at meeting for reading.

Motion moved to accept the Chappy’s Report by: Teeny Patterson Seconded: Belinda Biggs Carried.

General Business:

Carols by Candlelight – Raffle prizes
- $100 voucher from Grunskes
- $50 voucher Ham from Barrett’s Butcher
- $30 Chocolate and Wine Hamper
- $20 Chocolate and Wine Hamper

6 tickets for $5 or $1 each
Send home tickets with students, drop some off at the local shops with signs and sell on the night.
The raffle will be drawn at the end of the night.
Teeny will ask Kelly to do the signs for shops and a poster and Teeny will organize the covers.

Sausages $2 and drinks $1

Teeny will organize Noel for Santa and Debbie for the fire truck.

Retirement Dinner for Mrs Taske – 7th of Feb 2015
- Bowls club booked in the bistro for the night.
- Dinner is open to staff and families that are close to Eve and would like to attend and also invites will be sent out to past staff and students that Eve would like to invite.
- Friday 6th of Feb the school will hold a Goodbye BBQ so the students that aren’t attending the dinner can say their goodbyes.

Meeting Closed: 11.30am  
Next meeting: 18th Feb 2015

Signed: .................................................

P&C President
### Elliott Heads State School P&C

#### Bank Reconciliation Statement

**As at:** 31st October 2014

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<th>CR</th>
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<tbody>
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**Unpresented Cheques from previous periods**

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<th>Amount</th>
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Total of all Unpresented Cheques: $0.00

**Calculated Balance as per Cashbook:**

- $2,384.40

**Total Available:** $2,384.40

**Cashbook Balance at beginning of year**

**Plus Receipts YTD**

**Less Payments YTD**

**Cashbook Balance at end of month**

**Plus Investment Balance at end of month**

**Total Available:** $2,384.40

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### Elliott Heads State School P&C

#### STATEMENT OF RECEIPTS AND PAYMENTS FOR THE MONTH OF

**October 2014**

<table>
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<tr>
<th>RECEIPTS</th>
<th>October</th>
<th>YTD</th>
<th>PAYMENTS</th>
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<td>Tuckshop</td>
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**TOTAL:** $501.99 $0.00 **TOTALS:** $56.60 $0.00
Cheque Acct Bearing Interest

Name: ELLIOTT HEADS STATE SCHOOL P AND C ASSOCIATION

Note: Please check that the entries listed on this statement are correct. For further information on your account including; details of features, fees, any errors or complaints, please contact us on the details above. Proceeds of cheques are not available until cleared.

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<tr>
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Opening balance $1,939.01 CR - $56.60 + $501.99 = Closing balance $2,384.40 CR

Your Credit Interest Rate Summary

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Note: Interest rates are effective as at the date shown but are subject to change.
Chaplaincy Report

Chaplain: Kelli Ussher
Date: November 6, 2014
School/s: Oakwood, Avondale, Elliott Heads Report

Last month...

General overview:
This term I have had card making activities for each school so the students can come and make a card for someone just to say thank you or that they appreciate them – this has been a Random Acts of Kindness activity to have in each of my schools.

The end of term is coming fast and I still feel like there is so much to do before that happens. Each year I have the difficult task of deciding which end of year school activities I will be able to attend and support the students with. In previous years they have clashed with my own children’s end of year concerts, graduations and celebrations – this year they are all clashing with each other! So I will have to work out a way to clone myself so I can be there for all of them.

Oakwood: This term so far has seen many families and staff dealing with grief and sickness in their families and close friends.

The BUOYS program (grade 5/6/7 boys) was enjoyed by the students and I enjoyed helping them to apply bright green mud masks as they learnt about teamwork, support networks, their strengths and how to use them to help themselves and others and on a practical note some personal hygiene tips and how to care for their skin, hair, nails etc.

In preparation for high school, the grade 6/7 girls are doing VITAL program Unlimited. This program allows the participants to discover their potential and build character and values through action based learning activities – and it’s really fun and challenging for them. Lisa Crosbie, the North High School Chaplain, has been coming out to co-facilitate the program, which serves as a transition activity for most of the girls who will be attending North High.

The Friends for Life Program was very successful with students reporting they had developed skills in how to problem solve, deal with stress and anxiety better, increase their happiness and learn how to challenge unhelpful thinking and replace it with thoughts that will help them to achieve and grow.

Thanks to George and Jeanette Hutchinson who donated pancake mix and cream so that Jess (my trainee chappy) and I could cook up a pancake brekkly for staff. The staff loved it and one teacher was so keen he came the week before the brekky hoping to get some pancakes. He also asked if we could do this every Friday morning!

Thanks to the Oakwood P&C who gave all the staff a Chappy Coffee Tab as a RAOK this month.

Elliott Heads: The Friends for Life program at Elliott Heads has come to an end also and it has been helpful for students to learn how to do things one step at a time, problem solve, think like winners by asking themselves, “what do I do well and what could I do differently next time”.

Hip hip hooray it’s Fun Friends today! This group of grade 2/3 girls talked about how to be and have good friends. How to treat others the way we want to be treated. They learnt how to share, listen, help and smile.

At Elliott Heads we have a giant outdoor checkers board which has been a valuable resource in building relationships with some of the male students and it gives me opportunity to offer them social and emotional support while they absolutely beat me at the game – which they love to do!
I continue to have lots of “lunch dates” with students who book in on my calendar to come and have eating time with me. Sometimes we play a board game and eat and sometimes we just catch up. It’s a great way to build strong relationships with students so they feel comfortable to approach me at other times if they may need to.

Avondale: The Prep-3 class at Avondale is working through My Life Rulz – a program designed to create resilience and helpful thinking for students. Each “life rulz” has a song to go with it and we are having a great time learning the songs and actions to help us remember each of the rulz – like “Sometimes life is fair and good and sometimes it isn’t – it’s okay if things aren’t always fair and good. I can live with it.”

Core functions:
1. Social and Emotional Support (Pastoral Care)
   - One on one appointments with staff, students and families
   - Supporting families dealing with grief and loss
   - Students dealing with friendship and family issues.
   - Students dealing with anxiety
   - Friends for Life Program (Oakwood) 10 students from grade 5-7
   - BUOYS Program (6/7 boys at Oakwood) Deb Quivoy facilitating
   - Unlimited VITAL Program for 6/7 girls (Oakwood)
   - My Life Rulz (Avondale) lower classes
   - Fun Friends (Elliott Heads) grade 2/3 girls
2. Spiritual Support in the school community
   - Lunch time group – using The Big Bible Challenge
   - Prayer with and for staff as requested and with RE teachers
   - Supporting staff members with prayer, spiritual conversations and resources
   - Supporting students one-on-one (with parent permission) who have questions about God, Heaven.
3. Mentoring
   - Acting as a positive role model for students in day to day activities, programs, breakfast club
4. Community Development (including donor nurture, community and church connections etc)
   - Lions Distribution Dinner, August 27; Volunteers from Heritage Church, Oakwood Church, Coral Coast Christian Church who donate their time, effort and food for Breakfast Club; networking visit to The Neighbourhood Centre, September 19; Newsletter items for Upgrade Camp, Random Acts of Kindness Month, chaplaincy term activities; Combined Church Service, October 12; Networking with Citicost Church Global Care providing food hampers for families in need and breakfast club; Fiveways Foodworks who supply food for brekky club.
5. Educational Support
   - Class visits where requested and helping out students that I’m looking to building relationships with in anticipation of them needing extra emotional support.
6. Extra-Curricular Activities
   - Oakwood Disco, October 24; Lunchtime Craft Club, Oakwood Playgroup, attended Oakwood year 3/4 camp at Miara September 16, 17; Pancake breakfast for staff October 31
   - Avondale playgroup
   - Elliott Heads playgroup
7. SUQld team Contribution
   - Upgrade Camp Meeting, October 15; LCC meeting November 6; Supporting YMIS student Jess Cavanagh at Oakwood School on Fridays.

Professional Development
- SU Quarterly PD, October 20, Childers

Professional Supervision:
- Gail Smith, Uniting Care, October 23

Next month...

Key areas of focus:
- My Life Rulz at Avondale through the Prep-3 class

Version 1 - April 2014  W:\Field Documents\Chaplains Conduct\Reports
• Oakwood Unlimited Program 6/7 girls getting ready for high school
• High school packs for 6/7 students
• Upgrade Camp
• Planning and AOP for next year
• Meeting children and parents at transition days
• Thank you cards for volunteers, donors, local churches that support the chaplaincy services in my schools
• Supporting grade 6/7 students as they get ready for high school

Upcoming events/programs:
• Oakwood P&C, November 11; Oakwood Concert, December 9; Ow Gr 7 celebration day December 5.
• Avondale P&C November 17; Avondale School Camp, Cania Gorge, November 18, 19; Avondale Concert Dec 9;
• Elliott Heads P&C November 19 (I will be away on camp); Elliott Heads Presentation Day, December 11; Ehds 6/7 dinner, December 9; Pancake breakfast for staff December 4.
• Upgrade Camp end of Term 4; RAOK thank you morning tea, November 10.

Church visitations/community engagement:

Other issues for discussion (ideas for the future, ongoing concerns, prayer points etc):
• Pray for successful outcomes from Unlimited Program running this term at Oakwood; Pray for school staff as they do assessment, reports and planning for next year and balance work commitments with family sickness and commitments; Pray for planning, safety, campers registrations for Upgrade Camp in December; Pray for students heading to high school next year – they are starting to get anxious about what lies ahead.

Next LCC Meeting: