



**Jamberoo Public School  
Parents and Citizens Association**

**Meeting Minutes – 16 March 2016**

<p><b>Meeting Opened – 7:00pm – Chaired by Susan Mills</b></p> <p><b>Present</b> – Susan Mills, Jackie Hall, Megan Collins, Naomi Poole, Carol Xuereb, Jacqui McGee, Ben McInnes, Steve Williams, Bee Burnett, Simon Fitzgerald, Renata Matyear, Kris Harris, Megan Stubbles, Janine Wilkins, Natalie Behl</p> <p><b>Apologies</b> –Gail Buswell, Suzanne Hammond-Warne</p>
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<b>Item</b>	<b>Discussion</b>	<b>Action</b>
<b>Previous Minutes Matters arising</b>	<ul style="list-style-type: none"> <li>● New bags (covers) for gazebos to be made by Paul Aqualina. Susan Mills to drop off old covers to Paul Aqualina next week.</li> <li>● Megan got a new quote from Coast &amp; Country Curtains for stage curtains. Quote was for \$6,340.00. School has \$1470.00 in kitty from past year six farewell gifts. It was agreed no need to rush this through and to investigate grants to cover balance of purchase. To be discussed further at next meeting</li> <li>● Aprons have been delivered costing \$264.00. Thank you Megan for organising this.</li> <li>● Lucy Janssens returned \$100 cheque and asked if we can give it to the African School as a donation. Megan to contact So They Can – ongoing.</li> <li>● Gail Buswell is looking for a volunteer to help her. Uniform shop open days to change from Monday to Thursday mornings. P &amp; C to keep advertising in weekly newsletter blurb-ongoing.</li> <li>● Year six farewell gift from 2015 – Revamp sports shed. Sharon Behl-Shanks taking care of this</li> <li>● 2016 Fundraisers – Term 1 Grandparents Day-(Birralee), Term 4 Trivia night -(Nuninoona) to be held on 28 October 2016. Term 2 Loose change fundraiser run by Natalie Behl (Walabi), Looking for volunteers and ideas for term 3 (Wurrata).</li> <li>● P &amp; C Morning tea in term 2, week 1 on Wednesday.</li> <li>● Lighting requirements for after hours – school reply this was a low priority for funding and would be marked for 2017. P &amp; C requested a risk assessment be undertaken by school as strongly believes this is a top priority due to safety hazards when entering and exiting school at night and early morning. Carol Xuereb to take back to school principal and ask for a risk assessment to be done.</li> </ul>	<p>To Action – Susan Mills</p> <p>To Action – Megan Collins/Naomi Poole</p> <p>To Action – Done</p> <p>To Action – Megan Collins</p> <p>To Action – P &amp; C</p> <p>To Action – Sharon Behl-Shanks</p> <p>To Action – Susan Mills</p> <p>To Action – Coral Xuereb</p>



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	<ul style="list-style-type: none"> <li>• The P &amp; C Executive Committee began a review process per the request tabled at the February 2016 meeting regarding School Culture, Student Leadership, SRC and school events. The P &amp; C prepared some suggestions taking into consideration student numbers across the school, class sizes and house sizes. The P &amp; C executives also prepared a preliminary list of areas that they collectively believe would be beneficial to the school were their procedures included on the school website eg: presentation, Sporting Events etc. As part to this review the P &amp; C outlined a prospective timeline for the review, request for school community feedback, consultation and collation of feedback, acknowledging this would be a comprehensive process. The P &amp; C's summary and prepared data is included at the end of these minutes. School staff prepared a response to the P &amp; C's summary and that is also at the end of these minutes. It was put forward and agreed unanimously that the P &amp; C would place detailed reports on the school website under the P &amp; C header and request feedback from the school community on the suggestions and discussion surrounding school policy. The school culture is determined by the school community – what traditions does the school community value and want to see upheld through school policy? This we are determined to discover through a collaborative process and present to the school executive in order to assist them in developing robust policies that can withstand the fluctuations and unpredictable nature of student numbers. Furthermore, the P &amp; C encourage a review of School Culture by way of community feedback every 5 years as a positive way of ensuring the relevance of and support for school policies</li> </ul>	<p>To Action – P &amp; C Executives</p>
<p><b>Correspondence</b></p>	<ul style="list-style-type: none"> <li>• Jumping J-Jays</li> <li>• Lucy Janssens – tabled a letter regarding fundraisers and strengthening relationships with Jamberoo Preschool. The P &amp; C were in full support of suggestion of Kindergarten teacher visiting preschool and passed on the idea to school executive.</li> </ul>	



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<b>Treasurer's report</b>	<ul style="list-style-type: none"> <li>Income &amp; Expenditure Statement February 2016</li> <li>P &amp; C Financial members total 20 at time of meeting. A great result for the school.</li> </ul>	Moved – Jackie Hall 2 <sup>nd</sup> - Susan Mills
<b>Uniform shop report</b>	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
<b>Principal's report</b>	<ul style="list-style-type: none"> <li>See attached</li> </ul>	

<b>General Business</b>		
	<ul style="list-style-type: none"> <li>A Discussion on bullying awareness and the National Day coming upon Friday 18<sup>th</sup> March, which was led by Simon Fitzgerald and Renata Matyear. The location of the school Anti-Bullying Management Plan was addressed Carol Xuereb stated the policy was under review and will be brought to the next meeting. The P &amp; C were made aware that the Plan is a requirement by the DoE under their "Bullying: Preventing and Responding to Student Bullying in Schools Policy". A copy of the DoE's template for a management plan was presented for members to review. Renata offered her services to help the school to become compliant with department regulations. The P &amp; C are very appreciative of her offer. The P &amp; C want to thank Renata and Simon for bringing this very serious issue to the attention of the P &amp; C and the school executive.</li> <li>Long jump pit and sandpit to be repaired and refilled with sand. Burnetts on Barneys have kindly offered to donate the sand. Thank you.</li> <li>P &amp; C Executives to discuss options for buses when transporting children to and from school excursions and bring to next meeting. Some suggestions made were introducing a bus levy as part of school fees; or P &amp; C could allocate some annual funding to cover additional costs of bus hire.</li> <li>Susan Mills to organise with Carol Xuereb a date for playgroup to visit the school library.</li> <li>Susan Mills to meet with Kate from Preschool and discuss forming better relationships with the school.</li> </ul>	<p>To action – Carol Xuereb</p> <p>To action – The School</p> <p>To action – P &amp; C Executives</p> <p>To action – Susan Mills</p> <p>To action – Susan Mills</p>
	Next Meeting Wednesday, 11 May 2016	Meeting closed 9.15pm