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| Public School  Parents & Citizens Association | MINUTES  **15 February 2012** |

Meeting opened at 8:10pm

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| **1. Introductory Matters** | |
| Welcome & Recording of Attendance | Paul Le Mottee, Kerri McCaw, Rebekah Flynn, Jim Meredith, Rebecca Muddle, Sally Ross, Shawn Armitage, Melanie Meredith, Karen Phillips, Rebecca Renshaw, Allison Richards, Karen Forsyth, Melissa Rowe, Karen Codrington, Natarli Wright, Graham Wright, Angela Roberts, Craig Partridge, Troy Andrews, Amii Andrews, Melanie Meggs, Elizabeth Akerman, Tracey Morris, Leanne Cox, Carly Clarke. |
| Apologies | Lisa Stewart, Bill Unicomb, Kirsty Johnson. |
| Minutes of Last Meeting | The minutes of the previous meeting be taken as read and moved as correct. Moved K McCaw. Seconded K Forsyth. CARRIED. |
| **2. Reports** | |
| Principal | Mr Partridge advised:  Welcome Back- Welcome back to 2012 at Seaham School. To our 2011 P & C thank you for all of your hard work and support. Even though I came late in 2011 it was clear that our P & C worked incredibly hard for our school. In just one term I witnessed incredible fundraising with lots of new initiatives. Thank you to Paul Le Mottee and Sally Ross (two outgoing office bearers that I know of) for their involvement and hard work. I know Stephen very much appreciated your efforts and if he were here he would certainly have also acknowledged your achievements. To any new or potentially new members, welcome and thank you for your time and for supporting our great school.  Staffing Update – I am certainly very happy to be back at Seaham. At this stage I know no more than I did at the end of last year. My plan is to continue to work on the school plans, policies and quality teaching and programs and just tweak what is already a great school. At the very least if I do move on my aim is to have systems and programs in place to make it easy and seamless for a new person to move in. Classes are up and running and are very settled. Janene Atchison is doing a great job on Year 2 while Mrs Maier relieves as Principal at Glen William for Semester 1. Mitchell Padmos is working hard on 4/5P for Mr Hanrahan. Mr Hanrahan’s retirement officially commences in March. I have requested to Staffing to hold the appointment of the new teacher until the end of the year. Because our numbers are just over 8 to 9 teacher mark this would avoid Staffing appointing a new person and then going through the grief of a forced transfer next year if the numbers do drop. I hope that common sense prevails. Mrs Dybell has settled in well with year 5/6 and Ms Peta Lowcock is the new Support Teacher Learning Assistance (STLA).  Programs and Initiatives – I will send a copy of our school plan through to the P & C. If the P & C wishes we can spend time at a future meeting going through it.  Our main focus areas for 2012 are:  Technology  Continue Year 6 laptop program  Continue K-2 ‘Reading Eggs’ program with expansion into stage 2.  Trialling of ‘Lexia’ online reading program for stages 2 and 3.  Employ additional staffing to allow yr 5s from 4/5P to access laptop program.  Installation of smart board in 4/5P classroom.  Utilise stage 3 mentors to support K-2 technology sessions.  Continue Mathletics through the school.  Student Welfare (implement Welfare and Discipline Policy which includes)  LST (Learning Support Team).  Strategies for positive and negative behaviours.  Employ additional staff to support students performing above stage outcomes.  Teaching and Learning  Update scope and sequences  Create assessment schedule and shared data base where all students assessment information is kept.  Professional learning for teachers using assessment to guide teaching. |
| Treasurer | S Ross advised:  The current balance, as per the statement is $44,808.56 with a balance after paying outstanding invoices of $26,034.70. |
| Canteen Committee | The AGM has been held and the Office bearers are as follows:  President: Terri Walters  Secretary: Karen Phillips  Treasurer: Karen Forsyth  Rosters: Karen Codrington  Buyer: Sharon Morgan  At the regular meeting of the Canteen it was decided to remove some items from the menu and add many more new items including cheese pizza and apple and pineapple frozen juice cups.  Rosters are going well for the term other than swimming and athletics carnival days.  The price list and roster as being placed on the school website. |
| Uniforms | Carly Clarke reported:  We had sales of $6735 in December and $4543 in February so far. New hats are now available. We have sold out of many uniform sizes and urgent re-stocking is needed. Shawn Armitage moved a motion to authorise the ordering of up to $4000.00 of uniforms to replace existing stock. Seconded K Phillips. CARRIED.  A new Hoody will be available for purchase with the embroidered logo if Craig and the executive staff are happy for it to go ahead as an alternative to the track suit jacket. They would cost $20.00 each to the parents. This will be discussed further at the next P & C meeting. |
| Correspondence | K McCaw advised:  Incoming correspondence:  Student Injury Insurance. Not determined to be a P & C responsibility.  Ongoing discussions with Hunter River High P & C. They could come to us or we could go to them. Graham & Natarli Wright may be going to attend their next meeting. It was decided we should ask the P & C to visit us.  Outgoing correspondence:  Nil |
| **3. General Business and Other Business Arising** | |
| Athletics and Swimming Carnivals | We would like to see Participation points for your house if you compete and a way to know which swimmer or runner is from a particular house. Also more cheering for houses on the day.  Can we practice High Jump in particular before the day? It seems we do have equipment which Craig Partridge will look into.  Could the students be advised about ways they could be disqualified prior to racing? There is a specialist instructor coming to the swimming carnival.  Could we please have ribbons for relay team members? |
| Sign | What is being done with the blue frame out the front of the school on Warren St that used to hold a sign. Should it be taken down? Craig Partridge to investigate. |
| Canteen storeroom | The storeroom has been amended and the shelves lifted and the P & C paperwork is now in the music room next door. |
| Tennis Court | What is being done about the hole in the side of the court? Shawn has looked at it and it needs concreting. This is a work in progress and may take some time to organise. |
| Shop orders | Still for further discussion. The ideas discussed tonight included:  Limiting the types of food that can be bought  Placing information in the newsletter  We would need to have our healthy Canteen policy all done correctly  Graham & Natarli Wright to investigate a type of hot chip that might fall into the Healthy Canteen guidelines.  Laminated signs outside of the school canteen to encourage kids to shop there instead.  Suggestion sheets available in the Canteen. |
| Playground improvements | The softfall has been out of stock but it is now in. Unfortunately with the rain we have not been able to have it delivered and put in place. David Price is going to run it in for us. The water diversion work did a great job in the recent heavy rain.  The sandpits have also arrived.  It will all be completed as soon as is possible. |
| Flag raising | Graham Wright brought up the issue of flags at the school. It was suggested that we should be raising an Australian and Aboriginal flag. Craig Partridge was going to consider this and we may need to discuss it further. The children would need to be taught the correct procedures such as not letting a flag touch the ground. |
| New Signatories | A motion was moved that Sally Ross be removed as a signatory and that Allison Richards be added. Moved M Meredith. Seconded S Armitage. CARRIED. |
| Change of banking institution | A motion was moved to change from the Commonwealth Bank to the Holiday Coast Credit Union if Allison Richards would prefer this banking institution as it is her place of work. Moved M Meredith. Seconded K McCaw. CARRIED. |
| Agenda items | Any items for inclusion in the agenda should be emailed to Kerri McCaw on [gav\_kez@optusnet.com.au](mailto:gav_kez@optusnet.com.au). Please note there is an underscore between gav and kez. |
| Authority to Sign Cheques | LW Reid $8807.86 for Uniforms.  Seaham School $12050.00 for Activity net supply and the wooden frame around the playground area.  Moved by K Forsyth. Seconded K McCaw. CARRIED. |
| Next Meeting | Wednesday the 14th of March 2012. |

Meeting Closed at 9:35pm.