**MINUTES FOR THE MEETING OF PARENTS AND CITIZENS ASSOCIATION
OF BULIMBA STATE SCHOOL ON WEDNESDAY 18th JULY 2018**

| | |
|---|---|
| **PRESENT:** | **Sheryl Kennedy, Jillian Blennerhasset, Janelle Lynch, David Pich, Scott Slattery, Mike Wilkes, Alex Ross, Samantha Bourke, Salley Roebuck, Tracy Schattling, Lee Brentzell, Naomi Armitage, Paul Cartmill, Connor Gray.** |
| **APOLOGIES:** | **Raelene James, Michael Zeuschner, Stephanie Slade.** |

**ITEM 1**  **Introduction and Welcome**

The President was an apology, the meeting was chaired by the Vice President, Governance and Instrastructure – David Pich. The meeting commenced at 6.30pm.

**ITEM 2**  **Confirmation of the Minutes of the Previous Meeting**

The Minutes of the previous meeting was circulated prior to the meeting.

*Motion to accept the minutes of the previous meeting*
**Proposed:**   Mike Wilkes    **Seconded:**   Sally Roebuck
**MOTION WAS CARRIED**

**ITEM 3**  **Correspondence Report**

No Correspondence Report

| Action item | Owner | Status |
|---|---|---|
| Received in correspondence several different allergy awareness programs. The School to look through the various options. | Principal | Open |

**ITEM 4**  **Table Executive Committee's Decisions**

**None**

**ITEM 5**  **OSHC**

Report tabled by the Business Operations Manager
Of the staff hired one will not be commencing

*Motion to approve changes to the following policies:*
*8.22 – Educator Interaction with Families*

**Proposed:**   Tracy Schattling    **Seconded:**   Alex Ross
**MOTION WAS CARRIED**

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| Action items | Owner | Status |
|---|---|---|
| Investigate the data security related to OSHC information – QK security policy | Sally R | Closed |

**ITEM 6**      <u>**SMART BITES**</u>

There was no independent report tabled, a report was given by the chair.
The New Business Manager for Smart Bites commenced work. His background is Italian and the school are OSHC are looking forward to some Italian flavour to the new menu. The Smart Bites Convenor resigned today. The contract is for 4 weeks notice but the P&C exec together with the convenor have agreed to only hold to two weeks. There may be a need to close the service for a maximum of two week but the goal is for the tuck shop to remain open if at all possible. In the event of closure the school, P&C members and community will be notified.

A call for nominations for the Vice President Smart Bites was called
Mike Wilkes declared a conflict
No nominations were submitted
This will be announced now to the wider community

*Motion to approve the two business units*
**Proposed:** Scott Slattery      **Seconded:**    Paul Cartmill
**MOTION WAS CARRIED**

| Action item | Owner | Status |
|---|---|---|
| Vege Pods to be investigated – potential use around pool area – James making a plan | **James** | Open |

**ITEM 7**      <u>**TREASURER'S REPORT**</u>

The report was tabled by the Treasurer
The Treasurer discussed the impact s50 of the *Education (General Provisions) Regulations 2017* (Qld). Pursuant to s 50, the approval of the Director-General or Chief Executive of the Education Department is required before the P&C can disburse funds for either (a) the construction of improvements to the institution's premises, or (b) the addition of fixtures to the School, or (c) the purchase of furniture for the School. A number of people queried whether a donation could be made by the P&C to the School rather than seeking explicit authorisation from the Director-General of EdQ. The Treasurer was uncertain as to whether this would breach the Accounting Manual considering the Manual demands that invoices are presented for all P&C expenditure. He advised the members that he would be seeking clarification on s 50 from both P&C Qld and EdQ, but would prefer to receive confirmation of proper procedure from the eventual auditor that would be appointed in the following months. The Treasurer agreed to update members as further information becomes available.

*Motion to approve a donation of $30,000 as reimbursement for furniture purchased for C Block.*
*The Treasurer has a letter from Education Queensland giving explicit authorisation for the furniture. The school has been asked to provide a statutory declaration for the receipts that have been misplaced.*
**Proposed:**    David Pich      **Seconded:**    Mike Wilkes
**MOTION WAS CARRIED**

*Motion to approve the Treasurer's Report*
**Proposed:**     Tracy Schattling     **Seconded:**     Scott Slattery
**MOTION WAS CARRIED**

| Action Items | Owner | Status |
|---|---|---|
| | | |

**ITEM 8**      **SUB COMMITTEES REPORT**

**SWIM CLUB**

No Report

| Action Items | Owner | Status |
|---|---|---|
| Advertise next meeting as pool update, presentation and discussion | President/ Gregor Donaldson | Closed |

**STEAM**

Report Tabled by STEAM chair
STEAM expo update given
More volunteers are needed

*Motion to accept the subcommittee reports*
**Proposed:**     Tracy Schattling     **Seconded:**     Mike Wilkes
**MOTION WAS CARRIED**

**ITEM 9**      **GRANTS REPORT**
No report

| Action Items | Owner | Status |
|---|---|---|
| Consultation about location of the greenhouse | Kai, Nico James, OSHC, MZ | Open |

**ITEM 10**      **OTHER WORKING GROUPS**

No Other Working Groups

**ITEM 11**      **PRINCIPALS REPORT**

The Principal was an apology. The report was tabled by the deputy principals and community liaison officer.

*Motion to approve Principal's Report*
**Proposed:**    Mike Wilkes                    **Seconded:**    Lee Brentzell
**MOTION WAS CARRIED**

| Action Items | Owner | Status |
|---|---|---|
|  |  |  |

**ITEM 12**        **PRESIDENT'S REPORT**

Report tabled by the Vice President Governance and Infrastructure.
Congratulations to school for lovely event opening C Block.
School Council elections were held and Kieron Gait and Brett Day were re-elected.

*Motion to approve the President's Report*
**Proposed:**    Tracy Schattling                **Seconded:**    Samantha Bourke
**MOTION WAS CARRIED**

| Action Items | Owner | Status |
|---|---|---|
|  |  |  |

**ITEM 13**        **GENERAL BUSINESS**

Question from member re: transporting students to an outside facility for swimming
lessons.  Not a P&C issue as it is the school who would decide to take the time out of
lessons and spend the money on a portion of the school having swimming lessons.
The school have made the decision not to go down this path at this time.  The P&C
made the decision many years ago to fund a pool, the community feed back was for
the school to have a pool.

**ITEM 14**        **APPLICATIONS FOR MEMBERSHIP**

Connor Gray successfully applied for membership

**ITEM 15**        **NEXT MEETING 22nd AUGUST 2018**

Signed ------------------------------------------------        Date ----- 12 / 09 / 2018 -----

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**Bulimba State School OSHC**

**Operations Manager's Report - July 2018**

Where motions are required – *see underlines and italics*.

## Topics for discussion

## Financial Report

The financial results recorded in June 2018 were higher with an operating profit of $15,567.23 and a net profit of $13,773.26 with year to date operating profit of $127,639.64.

- Income from Childcare has been included as a total item in Fees received by Ezidebit due to difficulty in budgeting for CCB/CCR and monthly accruals. Unfortunately we have not been able to claim for the full amount and thus income from inclusion support is below budget – note that we have not incurred additional wages costs where we have not claimed the funding.
- Note that fee income is slightly down due to staffing shortages. This has now been rectified with the re-cruitment of two additional permanent part time educators. Giving us more stability with rostering.
- OSHC is being reimbursed for the time of the Finance Manager in time spent on P&C/Other activities under Administration Services Fees.

Expenses:

- Wages are below budget for the month of June – however entitlement expenses are always a little skewed because of the payouts earlier in the year for Nat/Karina of substantial amounts of leave bring them into negative.
- Most expense items YTD are under budget however term additional activities was over budget due to the Home Learning Assistance trial and other activities not having the projected attendance.

## Cyber Security and QikKids/QK Enrol

Sally liaised with the technical team at QikKids Support to find out more about their specific procedures around cyber security. A full report was given around the security measures, data back-up procedures, privacy policies and 3rd party software integration. See the full report attached (Appendix A).

Main points to note:

- All data is stored on a Federally Approved Data Centre, iseek, here in Brisbane. No data is stored off Australian shores.

- The QikKids Web Terminal Server environment is designed to run *below* maximum capacity. Having a large number of servers ensures that, should there be a problem with one or more of the servers, the remaining servers capacity can be increased to handle the load while the faulty servers are brought back on-line.

- All data is secured when using https://www.qkenhanced.com.au (see figure 1) that secure connection is explained here: https://support.google.com/chrome/answer/95617?visit_id=1-636408595295401925-2657689187. All QK Enhanced uses SSL encryption.
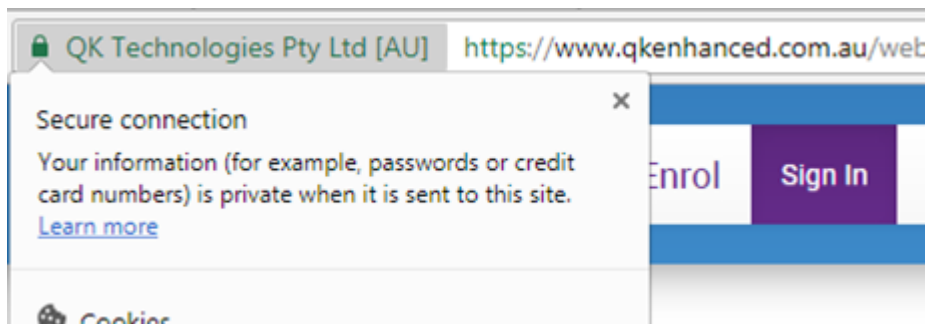
- QK Technologies does not provide 3<sup>rd</sup> party integrations or API's.

- Annual penetration is also performed and external contractor to ensure that your data is secure.

- QikKids is PCI Compliant to ensure credit card details are encrypted and stored securely.

## Policy and Procedures Updates 2018

The Educator Interactions with Families Policy has been reviewed and updated to ensure best practice with code of conduct and confidentiality of educators.

8.22 – Educator Interactions with Families – Professional Boundaries Policy
Updated to include: "The service management discourages educators from babysitting privately for families and will not be held accountable for the conduct of staff members if a private arrangement has been made."

*Motion: to approve changes to the following policies:*

*8.22 – Educator Interactions with Families*

## Increasing Licensed Space and Numbers

The change to licensed spaces and licensed numbers has been approved and D Block is being utilised by the children. The kids love the new quiet area where they have been playing fun new board games, reading, building battery operated Lego and chilling out. The laptops have arrived and are being set up by IT. We hope to have the computer lab area ready by week two of term.

## Maintenance and Improvements

Maintenance work was undertaken over the school holidays to complete repairs on the Pavilion Playground. New rubber casing was added to all chains and holes in soft fall were patched.

## Staffing Update/Professional Development

Over the holidays we have successfully recruited 2 new permanent part time educators to work in our team each afternoon and two mornings each. Clark Caleo comes to us from the Townsville Grammar School OSHC after relocating to Brisbane to study Physiotherapy. He has over 3 years' experience in school aged care and has a keen interest in sports and active play. Joshua Zuill has been a swimming squad instructor at Clayfield College and is eager to advance his skills with behavior management and play based learning through his role with us. This means we now have three PPT educators who are designated to a specific age group to assist each Assistant Coordinator. This will ensure greater continuity of care for the children with a more consistent approach to staffing and rostering.

We are also still in the process of hiring some more casual members of staff to ensure we have sufficient educators to grow numbers.

We are sad to be saying goodbye to two long term educators, Sandra Preston Hatcher and Isabella Wood who are both leaving to follow their career paths after completing study. Sandra has accepted a position as a long day care educator at Tugulawah and Bella will be joining the graduate nursing program at the Mater Hospital. We thank these ladies for their hard work and dedication over the years and wish them all the best in their careers.

## July Vacation Care

The kids had a great time these holidays with lots of interesting themed days, incursions and excursions. A highlight was going to the Planetarium for an amazing show about our solar system and taking time to explore the Botanic Gardens after a picnic lunch. The kids especially loved learning about 'zen' in the Japanese Gardens and playing on the new playground. We also did lots of cooking each day where the children helped the educators to make their own healthy, baked goodies for afternoon tea.

We utilized some great local businesses for our incursions these holidays with the very talented Circus In Education team teaching the kids some awesome circus skills, the guys from Toon World guiding the kids through a cartoon drawing workshop and Go Cart Wild bringing in carts for the kids to race.

The children also celebrated NAIDOC Week by creating a mural based on the 2018 theme "Because of Her, We Can" which highlights the important roles Indigenous Women play in our society. The mural will hang in our new D Block building.

## Home learning at OSHC

We have had some interest from families who were utilizing the Home Learning Assistance Program for their children to be tutored one on one at OSHC. Sally liaised with Patrick from Grace Simpkins Tutors and they have agreed to partner with our OSHC to provide one on one tutoring for OSHC children at the centre. The families will pay directly to the company and then they will liaise with us to ensure a quiet space can be allocated for the child to attend their session. We will be adding this to our enrolment information as an additional partnership to support families.

## Educator Professional Development

We have lots of professional development booked in for the coming months. The Assistant Coordinators and Coordinator will be attending a workshop on the OSHC Professional Standards run by QCAN. Sally and Sam will also be attending the QCAN Statewide OSHC Conference in August. The next educator Professional Development in service training will be held this term and will focus on the National Framework for School Aged Education and Care and the role of the educator in programming and documenting children's learning.

## Food Service at OSHC

We are very happy to welcome Paolo Milanesi to the team as our chef and Food Services Manager. Sally met with Paolo about the OSHC requirements for food and he is working on a seasonal menu where OSHC children will be catered for each afternoon with a hearty meal that will be inspired by the Mediterranean Diet. Until Paolo settles in to the role, OSHC educators will be taking over the preparation of meals each afternoon.

# Appendices

## Appendix A
QikKids Cyber Security Report

## Appendix B
Policy 8.22 – Educator Interactions with Families

## 8.22    Educator Interactions with Families - Professional Boundaries Policy

The service acknowledges that throughout the course of providing education and care to children, educators develop trusting and supportive relationships with families.  These relationships have been known to extend beyond the professional boundaries of the service. This policy outlines the procedure for managing the connection between professional boundaries and personal relationships to ensure the safety and wellbeing of all stakeholders.

## Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:
- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Family and Child Commission Act 2014*
- *Child Protection Act 1999 and Regulations 2000*
- *Duty of Care*
- *Code of Conduct*
- *NQS Area: 4.2.1; 5.1.1; 5.2.3; 7.1.2; 7.3.*
- *Policies; 8.1 – Role and Expectations of Educators, 8.3 – Recruitment and Employment of Educators, 8.9 – Employee Code of Conduct, 8.10 – Employee Orientation and Induction, 8.14 – Employee Online Social Networking, 9.3 – Communication with Families,*

## Procedures

Educators who are personally friendly or are in existing relationships with family members of children who attend the service (such as brother, sister, aunt, uncle, etc.) shall declare such relationships to the Coordinator so that professional boundaries and expectations can be clarified.

On occasion, educators may be requested by families to attend personal events (such as birthday parties) or to provide services for their children such as babysitting.  To this end, the following protocols shall apply:

- Educators who are requested to attend personal events or to provide services (such as those mentioned above) will be required to disclose these to their employer (date, location and time) and whether they choose to attend.

- It is the Educators responsibility to ensure it is made clear to the parents that any employee/employer arrangements made between an educator and the family shall be completely independent of the relationship between the service and the employee.

- The conduct of the educator is not guaranteed by the service for any work conducted outside of the service. This includes references to suitability checks and employment history.

- The Coordinator or Assistants cannot approach staff on behalf of parents with requests to babysit, or be a facilitator in arranging babysitting for parents, or provide the contact details of staff to parents for this purpose.

- The service management discourages educators from babysitting privately for families and will not be held accountable for the conduct of staff members if a private arrangement has been made.

- Educators will be cautioned about taxation and income declaration implications should the engagement of services involve payment.

Families may be provided with information (by way of fact sheet) about child grooming to ensure they are able to make an informed decision.  This may include undertaking independent suitability checks.

Families will be encouraged to use reputable babysitting/child minding agencies to provide such services should they need care outside of service operating hours.

**References**

*http://www.health.gov.au/internet/publications/publishing.nsf/Content/drugtreat-pubs-front11-fa-toc~drugtreat-pubs-front11-fa-secb~drugtreat-pubs-front11-fa-secb-2~drugtreat-pubs-front11-fa-secb-2-3*

*http://careers.socialworkers.org/documents/Professional%20Boundaries.pdf*

| Section | Revision date |
|---|---|
| Written | November 2015 |
| Last Reviewed / amended | May 2018 |

# QikKids Cyber Security Report

## Security

All our data is stored on a Federally Approved Data Centre, iseek, here in Brisbane you can find out more about our Hosting Facilities here. No data is stored off Australian shores. There are multiple levels of redundancy on our storage systems. The QikKids Web Terminal Server environment is designed to run **below** maximum capacity. Having a large number of servers ensures that, should there be a problem with one or more of the servers, the remaining servers capacity can be increased to handle the load while the faulty servers are brought back on-line.

This is known as N+1. 'N' being the number of servers required to support customers + '1' additional server for redundancy should a failure be experienced with the QikKids Hosted servers.

All data is secured when using https://www.qkenhanced.com.au (see figure 1) that secure connection is explained here: https://support.google.com/chrome/answer/95617?visit_id=1-636408595295401925-2657689187. All QK Enhanced uses SSL encryption.
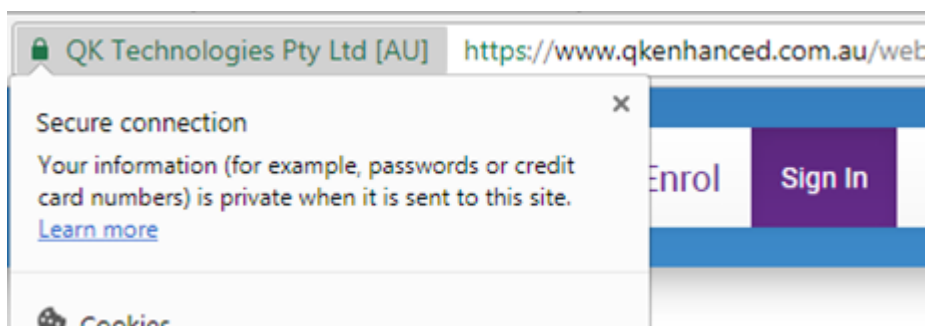


*Figure 1*

We have large numbers of security conscience corporates and local governments using QikKids, Kiosk, EYLM and Enrol. If you, your IT or anyone else has questions or concerns please feel free to contact me on the details below.

## Data back up

As mentioned all data is stored on our servers whilst you are a paying client of QK Technologies – we can provide backups of data. Back-ups would be delivered as a SQL .bak in an encrypted RAR, these can be scheduled to be delivered weekly, monthly etc if needed.

When families complete an enrolment form using QK Enrol an email with a PDF of that families completed enrolment form is sent to the centre. It is recommended that the service maintain and store those records as a backup.

## Privacy

Privacy in QK Technologies products remains the responsibility of the service using the products. However we do have the ability to limit staff members access via user accounts and security levels. Please see here for our Privacy Policy

With special regards to QK EYLM and sharing of photos with families – we provide implementation training to ensure that staff are aware of how to publish Daily Journals and Observations to mitigate that risk.

QKeYLM - Daily Journal tab – designed to share a story about a room covering multiple children, can include photos

QKeYLM - Observations tab – Used to provide a complex description on an event on a small group or individual child linked back to the learning framework.

**3ʳᵈ Party software integration**

QK Technologies does not provide 3ʳᵈ party integrations or API's. However almost all data is exportable to a .CSV and can be scheduled to run on an ongoing basis and sent to an email address. I understand that software such as MYOB, Xero and others will accept .CSV imports with some manipulation.

All information above should be read in accordance with our EULA's held here:
[QikKids EULA](#)
[QK enhanced EULA](#)

Annual penetration is also performed and external contractor to ensure that your data is secure.

QikKids is PCI Compliant to ensure credit card details are encrypted and stored securely.

# Treasurer's Report – July 2018

*Summary for June*

- Process to find an auditor has begun.  I would like to finalise this process over the forthcoming month to ensure that the Association not only has an auditor in place for year end, but also has an advisor in place for financial management issues.
- Trivia numbers are complete.  Profit stands ~$22k which is up ~100% from 2017.
- Qkr! Rollout plans – STEAM.  I hope to have a draft of the Qkr ticketing completed by the end of this week.
- I have contacted P&C Qld to advise on guidance relating to s 50 of the *Education (General Provisions) Regulations 2017* (Qld).  I expect to have further conversations with EQ and P&C Qld over the next month and will report back to the Assoc at the next meeting with the procedure for EQ authorisations.

*Account Balances*

Cash Balances as of end of c.o.b June 2018 are as follows:
- OSHC (General): $117,657
- OSHC (TD): $169,000
- Smartbites (General): $14,961
- Smartbites (TD): $63,000
- P&C (General): $116,557
- P&C (TD): $80,000
- Swim Club (General): $19,590
- STEAM (General Account): $2,275
- P&C Term Deposit (rolled): $506,060

**MAJOR BUSINESS UNITS**

| | Actual | | Budget | | Differential | |
|---|---|---|---|---|---|---|
| | Jun-18 | YTD 2018 | Jun-18 | YTD 2018 | Jun-18 | YTD 2018 |
| **Income** | | | | | | |
| OSHC | $86,255 | $529,854 | $95,927 | $535,127 | ($9,672) | ($5,273) |
| Smartbites | $15,989 | $72,345 | $17,272 | $82,194 | ($1,283) | ($9,849) |
| *Total Income* | $102,244 | $602,199 | $113,199 | $617,321 | ($10,955) | ($15,122) |
| **Expenses** | | | | | | |
| OSHC | $72,482 | $436,148 | $99,522 | $547,955 | ($27,040) | ($111,807) |
| Smartbites | $14,336 | $82,002 | $16,394 | $75,739 | ($2,058) | $6,263 |
| *Total Expenses* | $86,818 | $518,150 | $115,916 | $623,694 | ($29,098) | ($105,544) |
| **Profit/Loss** | | | | | | |
| OSHC | $13,773 | $93,706 | ($3,595) | ($12,828) | $17,368 | $106,534 |
| Smartbites | $1,653 | ($9,657) | $878 | $6,455 | $775 | ($16,112) |
| **Total** | $15,426 | $84,049 | ($2,717) | ($6,373) | $18,143 | $90,422 |

**FUNDRAISING**

| | Actual | |
|---|---|---|
| | Jun-18 | YTD 2018 |
| **Income** | | |
| Steam | $2,350 | $2,780 |
| Sponsorship | $2,200 | $11,754 |
| Trivia Night | $17,812 | $34,181 |
| Newsletter | $1,616 | $2,728 |
| Total Income | $23,691 | $80,154 |
| **Expenses** | | |
| Trivia Night | $11,419 | $12,000 |
| Subscriptions | $5,318 | $5,518 |
| Admin Fees | $1,156 | $15,055 |
| Employment | $302 | $302 |
| Total Expenses | $18,339 | $48,824 |
| **Profit/Loss** | $5,352 | $31,330 |

**TOTAL P&C**

| | Actual | |
|---|---|---|
| | Jun-18 | YTD 2018 |
| **Income** | $125,935 | $682,353 |
| **Expenses** | $105,157 | $566,974 |
| **Profit/Loss** | $20,778 | $115,379 |

**Disclosure**
1. OSHC capital expenditure IS included in actual/budgeted expenses

However unspent capex is NOT INCLUDED in actual figures.
2. Cost of sales is included in expenses for all BUs and fundrasiers.
3. Fundrasing line items are selected based on largest notional values
while Total Income/Expenses are based upon actual numbers.

*Motions to be moved*

The Treasurer wishes to move the following motion:

1) That the P&C Assoc approves a payment to BSS of up to $30,00 toward the reimbursement of furniture purchased for C block.  Both a Statutory Declaration and EQ Authorisation pursuant to Reg 50 have been received.

# STEAM Update – Lee Brentzell. 15th July 2018

## Coding

Classes will be offered again in Term 3 by CodingKids.

## Robotics and Lego

Build your Own Robot (3D printing and coding) classes will be offered again in Term 3 by STEMPunks.

## Arts

Vendor ready to provide 6wk course but have not confirmed area for them, which needs to be done this week to ensure sufficient time for advertising before class start in wk 3.

## Entrepreneurship

RivrCityLabs keen to offer again in 2018 but will need to adjust course duration to fit into 1 term, or seek another vendor.

## STEAM Expo – Sun 12th Aug

23 ninety minute classes will be offered by 8 vendors and Balmoral State High School in 2 sessions (10.30am and 1pm) for all age groups from Prep to Yr 6 in C Block.

$3,400 sponsorship secured to date

Vendor stalls and activities will be offered in the Hall.

Food and drinks will be on sale in and around the Hall.

Speeches and Recycled Fashion Parade at lunchtime.

Classes on offer include Coding, Robotics, Film Making, Ocean life, Lego, Rockets, Spheroes, App Development, Drones and a Mars Mission.

Will conclude with a disco and Streetread performance.

Spaghetti Bridge Competition to be judged by Young Engineers Australia

Advertising commenced and awaiting booking information to be uploaded to Qkr!

### AT LEAST 20 VOLUNTEERS STILL REQUIRED

# Principal's Report Bulimba State School P&C Meeting  Wednesday 18 July 2018

**Our Strategic Focus is:**

- Best teaching Practice
- Improving Literacy including Reading Comprehension and Writing
- Improving Numeracy
- Creating Environmentally Aware and Informed Citizens of the world.
- Developing Creative, Clever, Innovative, Confident and Capable learners

*Bulimba State School's vision is a creative and clever school built on quality educational programs and best teaching practices that provide opportunities for students to be innovative, confident and capable learners.  We are a school that challenges our students to be resilient, active and informed citizens of the world.*

**Week 2**

| | |
|---|---|
| Mon 23 July: | Parade |
| | Instrumental Music (Year 4) |
| | BSS Run Club |
| | Junior Choir |
| | **SAKGP:  5WY & 6D** |
| Tues 24 July: | Staff Session (3.15pm – 4.15pm) |
| | Senior Concert Band (7.45am Hall – Yrs 5 & 6) |
| | Student Council |
| | Chess Club |
| | **SAKGP:  6C & 6S** |
| Wed 25 July: | Walking Wheeling Wed. (WWW) |
| | Wrapper Free Wednesday |
| | **SAKGP:  6KC & 6H** |
| Thurs 26 July: | Yrs 1 – 6 Sports' Day (Balmoral SHS) |
| | School Banking |
| Fri 27 July: | Yrs 4 – 6 Field Events Day (Balmoral SHS) |
| | No Senior Choir (7.45am) |

**Week 3**

| | |
|---|---|
| Mon 30 July: | Parade |
| | Instrumental Music (Year 4) |
| | BSS Run Club |
| | Junior Choir |
| | **SAKGP:  4S** |
| Tues 31 July: | Staff Session (3.15pm – 4.15pm) |
| | Senior Concert Band (7.45am) |
| | Student Council |
| | Lytton District Girls' Cricket |
| | Parent Reps in New Room @ 9.00am (AF03) |
| | Chess Club |
| | **SAKGP:  4R** |
| Wed 1 August: | Walking Wheeling Wed. (WWW) |
| | Wrapper Free Wednesday |
| | New Families & Friends at Ambrosia @ 9.00am |
| | **SAKGP:  3B & 3SD** |
| Thurs 2 August: | School Banking |
| | **SAKGP:  3H & 3N** |
| Fri 3 August: | Balmoral Maths Challenge |
| | Fun Fit Friday (FFF) |
| | Senior Choir to start (7.45am) |
| | **SAKGP:  3WH & 3SO** |

**Week 4**

| | |
|---|---|
| Mon 6 August: | Parade |
| | Instrumental Music (Year 4) |
| | BSS Run Club |
| | Junior Choir |
| | Lytton District Athletics |
| Tues 7 August: | Staff Session (3.15pm – 4.15pm) |
| | Senior Concert Band (7.45am) |
| | Student Council |
| | Lytton District Athletics |
| | Chess Club |
| Wed 8 August: | School Council Meeting  (7.00pm) |
| | Walking Wheeling Wed. (WWW) |
| | Wrapper Free Wednesday |
| | Coffee with MZ/Dads @ Sarmic @ 9.00am |
| | **SAKGP:  6S & 6KC** |
| Thurs 9 August: | School Banking |
| | **SAKGP:  6H & 6C** |
| Fri 10 August: | Fun Fit Friday (FFF) |
| | Senior Choir (7.45am) |
| | **SAKGP:  6D** |
| Sun 12 August: | STEAM Expo |

**Week 5**

| | |
|---|---|
| Mon 13 August: | Parade |
| | Instrumental Music (Year 4) |
| | BSS Run Club |
| | Junior Choir |
| | **SAKGP:  5B & 5C** |
| Tues 14 August: | Staff Session (3.15pm – 4.15pm) |
| | Senior Concert Band (7.45am) |
| | Student Council |
| | Chess Club |
| | **SAKGP:  5WY & 5J** |
| Wed 15 August: | EKKA Show Holiday |
| Thurs 16 August: | School Banking |
| | **2019 Prep Information Sessions** |
| | (9.45am and 6.00pm) |
| Fri 17 August: | Fun Fit Friday (FFF) |
| | Senior Choir (7.45am) |

## LEARNING

- Beginner Band Camp
- Sports Days at Balmoral SHS. Yr 1 & 2 student pick up.
- Tingalpa SS Principal to visit again– Cultures of Thinking
- Years 4 – 6 Principal's Academic Excellence Awards for Semester 1.
- Balmoral Maths Challenge.  (5 teams)

## SCHOOLS

- 3 week visit by staff, students and families from Con Vitto
- 2019 Prep Information sessions.
- Nationally Consistent Collection of Data (NCCD)
- School Photos
- School Opinion Survey

## SCHOOL WORKFORCE

- Michael Herman on leave – Patrick O'Halloran
- Nicole Brugmans on leave – Trevor Knight (also will attend year 5 camps later in term 3)
- Sue Filips, Connie Harley and Adriana Morgante were awarded the San Filipo Exchange to enhance knowledge of Italian and promote cultural ties with Italian sister school. Travel to Italy in weeks 9 and 10.
- Year 10 students on Work Experience.

## CLO

- Welcomed 4 new families this term
- Assisting families – very appreciate to community

- Parent Reps – 31 July
- New Families – organising socials
- Dad's Coffee with MZ – 8 August
- New Parent Room being well used
- Back to Bulimba – 21 August

### *ENROLMENTS*

| | |
|---|---|
| Prep – 126 | Year 1 – 110 |
| Year 2 – 117 | Year 3 – 151 |
| Year 4 – 123 | Year 5 – 104 |
| Year 6 – 122 | **TOTAL - 853   Classes 35** |

### *FINANCE*

| | |
|---|---|
| *GENERAL A/C* | $385291.24 |
| Payables Payment (less) | -$ 27033.80 |
| Lytton Funds (less) | -$ 57977.06 |
| **Balance of General A/C** | **$ 300280.38** |

**Other Bank Accounts**

| | |
|---|---|
| Building | **$  5589.57** |
| Library | **$  1690.16** |

# PRESIDENT AND VICE PRESIDENT'S REPORT – 16th May 2018

## Summary of Current Issues & Relevant Activity

### Executive Team Summary

- Congratulations to the school for putting on a lovely event for the opening of C Block.
- Well done to the Smart Bites team for the success of the Pulled Pork burger special before the holidays.
- Interviewed candidates for the Food Services Manager role. We made an offer on Friday. At time of report waiting on acceptance.
- Looking at food for sports day. Will most likely proceed with a BBQ, donations of home baked treats and usual packaged Smart Bites treats and drinks.
- Application being submitted on Friday for the P&C of the Year Awards. Thanks to everyone who appeared on the video and for the school helping us organise participants.
- Final investigations for the hall fans underway. Hoping to present costs to be motioned at August meeting.
- MZ and Rae attended a meeting with Kara Cook re local issues – traffic, footpath repairs and the development along Wentworth Parade. Revisiting the traffic plan for our site.

### Business Units (Reported by VPs)

### Subcommittees

- STEAM Expo progressing. Sponsors coming on board – Quintessential Coach, Di Farmer and Shannon Harvey.
- Pool planning moving ahead.

### Advice and Recommendations to the Principal

One of the key purposes of the P&C is to provide advice and recommendations to the Principal on issues and concerns around the operation of the school. We do this in a number of ways, both formally and informally. Activities:

- Regular meeting with school held on 17th July.

### Governance & Risk Management

We will continually review our way of working to ensure that we comply with the relevant legalisation along with best practise. As such this month we have

- The appointment of a Food Services Manager to oversee all food services at the school. For Smart Bites, this has been done by volunteers to date.
- The Smart Bites VP resigned at the end of last term. We'd like to thank Tamlin for the massive amount of work she put into the service over the past 3 years. Her dedication and commitment are greatly appreciated. At the August General Meeting we will look to elect a new Vice President – Smart Bites. If you know anyone who is interested, please let us know.

### Social Media

- Currently promoting STEAM Expo.

### Grants

A key purpose of the P&C is to foster parent participation and involvement in the school – not just about fundraising!

- Received correspondence from the Gambling Fund Grant requesting further information. The grant was for the STEAM lab in the outdoor learning area.

### Motions:

# BULIMBA STATE SCHOOL
# P&C MEETING ATTENDANCE RECORD

| MEMBERS | | WEDNESDAY JULY 18th 2018 |
|---|---|---|
| | | **SCHOOL** |
| Rosie Callinan | | J Bernhardt |
| D. Pidt | | J7 Lynch |
| S. Slattery | | A. Kennedy |
| J Slembo | | |
| K Kennedy | | |
| M. Wilkes | | |
| Alex Ross | | |
| Sam Bourke | | |
| Sally Roebuck | | |
| Tracy Schattling | | |
| LEE BRENTZELL | | **NON MEMBERS** |
| Naomi Armitge | | |
| Paul Cartmill | | CONOR GRAY |
| | | |
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**BULIMBA STATE SCHOOL PARENTS AND CITIZENS ASSOCIATION MEETING**