**Rockhampton North Special School**

P&C Association Agenda and Minutes:

15 September 2022 at 9am

Attendees: *Myles Spreadborough, Alana Hudson, Dehlia Dawson, Trudy-Anne Horton, Christine Huet, Jaimi Morphett, Nola Davey, Amy Rowe*

Apologies: *Karlah Thorne, Amanda Stripp, Ewan Filmer, Kelly Mills*

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|  | **Item** | **Who** | **Minutes** |
|  | Present | Myles |  |
|  | Opening and Welcome by Chair | Myles | Meeting commenced at 0920. |
|  | Apologies | Myles | Kelly Mills |
|  | Previous Minutes | Alana | Minutes accepted by Alana Hudson, seconded by Myles Spreadborough. |
|  | Treasurers Report | Trudy | P&C to invoice the school for the amount of receipts that was incorrectly receipted to the school. Motion to invoice the school for discrepancy by Trudy-Anne Horton, seconded by Myles Spreadborough.  Jay Webb to write a letter for what the Jolly Soles payment to be used for.  Wearco invoice (for payment of uniforms in Term 4) – Alana to follow up.  Drakes gift card ($63) to be used for Christmas BBQ for bread and sausages.  Moved that the report is a true and accurate record by Trudy-Anne Horton, seconded by Jamii Morphett. |
|  | Principal’s Report | Dehlia | Communication to be improved. Working on when parent engagement sessions should be to be most effective and beneficial.  Guidance Officer Graham King is taking 2yrs leave, position advertised and interviews yesterday.  Chaplin Jayden starts in Term 4 – Mon and Tues.  Kate Harvey (DP) wants to return one day from 2023. Temporary HOC and DP to be advertised.  Partnership with Durambal people. Artwork to be designed. Personalised Acknowledgment of Country, performance at End of Year Concert, piloting a language lesson.  Improving communication between the school and parents and the community. What will a strong community engagement look like within 4 years?   * Most parents are involved in the school and attending events * Easy accessibility to staff * Lower barriers in the school * Consistency weather a communication book or Seesaw – preferred communication for families (positive note once per week / staff to check daily) * What do they want from the teachers?   + If the child is to get an award, inform parents.   P&C to be present for Prep Orientation.  P&C ‘buddy programs’ – buddying with new parents.  High school information session for students finishing year 6 and moving into high school – “transition days”.  Moved that the report is a true and accurate record by Dehlia Dawson, seconded by Alana Hudson. |
|  | BM’s Report | Alana | BOR is tracking fine. Facilities tracking. Admin to be relocated to the library – consider access to the school. Potentially Heritage Village for Christmas BBQ.  Moved that the report is a true and accurate record by Alana Hudson, seconded by xxx. |
|  | Fundraising Committee |  | Christmas raffle tickets out 14.11.22.  ON HOLD - update on pie fundraising |
|  | General Business |  | Christmas BBQ – 07.12.22 – potentially at Heritage Village.  Dehlia & Alana to arrange a process for administration processes.  Process to document P&C items being taken off site.  Alana - Senior shirts – sizes for next year – 3 different colour designs.  Emily - Advertising for a P&C meeting effectively – facebook, board & seesaw.  Jaimi – letter for donating raffle prizes.  Moved to have donations dropped into school for the End of Year hamper, by Jaimi Morphett, seconded by Christine Heut.  Emily – note to go out early Term 4.  Next meeting: 14 October 2022 – 9am |
|  | Close | Myles | Meeting closed at 10:50am. |