



## MINUTES

Attendees: *Executive and School staff on site:* Kym Mansfield, Hamish Townsend, Julia Connors, Michelle D’Netto, Sarah Cordingley, Debbie Cowie, Tracy Freeman, Anna Rimpau, Kate Hooper.

*Via Zoom:* Juliet Brooks                      Nicole Deayton                      Darren Cosgrove  
 Megan Clarke                                      Leigha Griffiths

Apologies: Mark Bailey, Amy Smith, Kate Paynter, Brett Gillespie, Clare Trigell, Jodie Swan

Guests: None

Chair: Kym Mansfield

1. Opening, welcome and apologies: as noted above		
2. Confirmation of Minutes of Previous Meeting		
<b>Motion:</b> That the minutes of the October 2020 meeting be accepted as an accurate record of the meeting.		
Moved: Hamish Townsend	Seconded: Juliet Brooks	Carried: Yes
3. Executive Decisions made out-of-session		
<ul style="list-style-type: none"> <li>• Donation to senior graduation celebration \$300;</li> <li>• YOSHC holiday care program approved by Executive</li> <li>• Early Childhood Development Program approached the P&amp;C for assistance with a grant to enable more shaded play areas. Cancer Council shade grant will cover 80% of costs, and if grant is successful – the P&amp;C has committed to covering the remaining 20% (approximately \$2500)</li> <li>• Funding for essential YOSHC maintenance (tactile indicators, repair of vandalism)</li> <li>• Funding for grounds maintenance (\$300 used for sandpit, approx.\$1500 for aeration and weeding of ovals)</li> </ul>		
4. Business arising from previous minutes (October 2020) - None		
5. President’s report		
<ul style="list-style-type: none"> <li>▪ Congratulations to community for winning the Band 9 P&amp;C award; \$1500 awarded to P&amp;C. Kym acknowledged the work of previous Presidents in positioning the P&amp;C for the current successes.</li> <li>▪ Gingerbread Fence People – senior leader ones installed today on front fence near admin building (special group with House representatives etc).</li> <li>▪ Infrastructure projects to commence:               <ul style="list-style-type: none"> <li>○ Ground work (old Netball area) – library was very nearly flooded due to drainage and erosion issues - request for up to \$15K for design (see Funding proposal, 9.1)</li> <li>○ Renovation of F block and L block and tuckshop - meeting with Honeywell (2 more vendors required to provide quotes)</li> </ul> </li> <li>▪ Question from Kate Hooper – is there any plan to replace the school fence? No – this would be prohibitively expensive, and is an Education Queensland infrastructure obligation.</li> <li>▪ Hamish Townsend and Michelle D’Netto meeting with Boarding House owner on 18/11/20 (accompanied by Education Queensland Regional Office member).</li> <li>▪ Change of roles for Presidents in 2021: Hamish will take responsibility for tracking expenditure and project work, Kym will take a lead role with YOSHC following the review.</li> <li>▪ Hamish and Kym stepping down from President roles in February 2022.</li> </ul>		
<b>Motion:</b> That the President’s report be accepted.		
Moved: Megan Clarke	Seconded: Juliet Brooks	Carried: Yes

6. Principal's report –Michelle D'Netto		
<p>Thank-you from Michelle for the cooperative effort of the P&amp;C, and warm wishes for the upcoming break.</p> <p>Thank-you to Year 6 parents for their efforts in planning a special graduation under difficult circumstances.</p> <p>Congratulations to Louise Vaggs, commencing as Deputy Principal at Dutton Park until Term 3 2021; (this role not being backfilled at YSS)</p> <p>Kate Paynter on leave until the end of the year, Clare Trigell backfilling.</p> <p>Two documents were presented by the Principal for endorsement:</p> <ol style="list-style-type: none"> <li>1. Code of Conduct</li> <li>2. Quadrennial School Review and Strategic Plan</li> </ol> <p>Once the School Review and Strategic plan is ratified by Education Queensland, it will be published on the school website.</p>		
<b>Motion 1:</b> That the Code of Conduct tabled by the Principal is ratified by the committee.		
Moved: Anna Rimpau	Seconded: Debbie Cowie	Carried: Yes
<b>Motion 2:</b> That the Strategic Plan tabled by the Principal is ratified by the committee.		
Moved: Anna Rimpau	Seconded: Hamish Townsend	Carried: Yes
7. Treasurer's report and finance: Hamish Townsend		
All P&C Operations were profitable last month.		
<b>Motion:</b> That the Treasurer's report be accepted		
Moved: Anna Rimpau	Seconded: Debbie Cowie	Carried: Yes
8. Sub-committee reports		
8.1. 150 <sup>th</sup> Celebrations		
8.2. 2021 Fete: Noted		
8.3. Tuckshop: Noted		
8.4. Uniform shop: Noted		
8.5. YOSHC: Noted		
<p>QCAN (Qld Children's Activity Network) was engaged to review all aspects of YOSHC operations. As part of this review there are new employment agreements. QCAN identified that there was no staff Code of Conduct for employees. A draft code of conduct was prepared and distributed for endorsement at this meeting. Once endorsed, this Code of Conduct will be signed by staff and volunteers working at YOSHC.</p>		
<b>Motion:</b> That the YOSHC Code of Conduct is ratified by the committee.		
Moved: Kym Mansfield	Seconded: Sue Tape	Carried: Yes
9. General Business		
9.1. Funding Proposal: Design of remediation work between the hall the library and the netball court area		
<b>Motion:</b> That funding from the P&C is granted as per the proposal for designs of remediation work (to a maximum of \$15000).		
Moved: Hamish Townsend	Seconded: Anna Rimpau	APPROVED
<p><i>Closing Notes:</i></p> <p>This meeting is the final meeting for parent members, Kate Hooper and Leigha Griffiths. Leigha and Kate commended the P&amp;C on their achievements.</p> <p>Hamish asked if members were satisfied with current meeting protocols and processes – members expressed satisfaction, happier with shorter meetings.</p> <p>Nicole Deayton expressed her thanks to the P&amp;C and school for their support of Green Team initiatives. First beehive has been installed. Containers for Change system is proving beneficial.</p> <p>Thank-you from Kym to the staff for leading the school through such a difficult year.</p> <p>Thank-you from Michelle and the school for P&amp;C support.</p>		
Meeting closed 7:55 pm, next meeting TBC, February 2021.		