**Minutes**

**6th February 2024**

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| **MEETING OPENED:** | 5:38pm |
| **ATTENDANCE:** | ***Staff:*** Sandra, Juliet, Chrissy and Mike.  ***P&C Members:*** Nikki-lee Rice, Amanda Watson, Jayne McLachlan, Natasha O’Sullivan  Kylie Johnson  Jack (Guest) – joined online and left.  Crystal (Guest) – joined online and left. |
| **APOLOGIES:** | Jen McDonald |
| **CONFIRMATION OF PREVIOUS MINUTES:** | Proposed: Nikki-Lee Rice Seconded: Mike Curtis |
| **BUSINESS ARISING:** | Issues dealt with under appropriate reports below, or General Business. |
| **CORRESPONDANCE IN:** | * Emails following up overdue Acquittal for “Gambling Community Benefit Fund – Application Number: APP-033171 CBFU:0047554”, dated 6 Jan, 13 Jan, 20 Jan and 27 Jan, 6 Feb 2024. Background - Grant was approved in July 2022, funds spent on roof replacement (A Block in late 2022). * Grill’d RE: Local Matters Winner – 2/1/2024 * Natasha emailed Auditor RE: AGM. |
| **TREASURER’S REPORT** | Not available. General update on funds in:   * Cash for cans - $10 * Father’s Day Raffle – ECDP * About $4000 in, plus Christmas wrapping around $8k. * Bank account looking healthy.   **Discussion on 2022 Community Benefit Fund Grant:**   * Kerry and Sarah applied for the Gambling Grant in 2022, this was lodged through the MOSS P&C. Purpose of this was for A block outdoor learning area to be refurbed. * Majority of funds were spent on roof replacement (late 2022) and relevant acquittal docs have now been submitted (Jan 2024). * Discussed learnings – some confusion over who was responsible for what, no malicious intent. Sarah helped with benefit statement in mid-2023. P&C did get an extension from CBF as we were waiting on docs from Auditor. * There is an additional **$3522.50 excluding GST** that has not been spent. The options are;  1. Submit additional tax invoices or receipts validating the grant funding was used to purchase approved items after the approval date. 2. Purchase additional approved items and provide tax invoices or receipts to the Community Benefit Funds Unit (CBFU) via return email. 3. Submit a variation request for items that are in line with the original purpose of the grant 4. Return the difference of $3522.50, which is the difference between the grant amount paid of $39,847.50 excluding GST and total spent on approved items of $36,325 excluding GST. Any funds returned to CBFU will go towards funding other community organisations.   **Actions** – MOSS to propose what additional approved items should be purchased (option 2) and share with P&C. Add section on “Grants” as a standard agenda item to P&C meetings – this will be an opportunity to discuss status of current grants and discuss any suitable grants coming up we may wish to apply for. |
| **PARENT & COMMUNITY ENGAGEMENT REPORT** | **Bunnings Hands On support –** Bunnings have a community support program which involves hands-on support and/or the provision of goods. I have recently spoken with both senior and junior hubs who are looking for help with raised garden beds and incorporating more interesting play items in playgrounds – a mini climbing wall and water flowing over rocks are two items that have been mentioned. The ECDP have also requested help with funding playground a upgrade. I have a contact for an initial approach and will pursue this.  **Coffee Van at MOSS –** Bec’s Beans Coffee Van has ceased operating so a replacement van was found. Smiley’s Coffee van attended MOSS on Fri 2nd Feb and will continue with the first Friday of every month barring holidays. Due to the lack of shade in the morning near the flagpoles, the new location is in the corner of the carpark next to the old bus shed. Hours will remain from 7.00 to 9.30am. Information about the coffee van goes out via various mediums including the parent FB page and the P&C are welcome to use this as an opportunity to come along and meet parents. Currently considering fortnightly vs monthly.  **Bike Riding Program and maintenance –** Terry Killen (Rotary) is keen to visit MOSS with a view to getting our bikes checked over and maintained to support our bike riding program. He is also open to the possibility of running some bike maintenance classes with our senior students, details to be worked out. |
| **ECDP REPORT** | **ECDP Numbers**   * 77 children registered for the ECDP * Waiting for 5 approvals from Regional Office.   **Staff**   * We received **4.95 FTE (**Same as 2023) * **99.5 hours** of teacher aide time (.5 increase on 2023.   Steve Madden is our Guidance Officer. He also works in the Special School  Lindsey Wilkinson: Administration Officer is 3 days per week ( Monday/Tuesday /Thursday).  **Parent Presentations – Term 1**  **Week 5 – Wed 21st Feb: Morning Tea with OT’s Casey and Georgia**  **Topic: *How can I support my child to develop their self-care skills in preparation for school?***  *Our OTs Georgia and Casey will be offering guidance and tips to help families with developing self-care skills such as; toileting, dressing, lunchbox routine and other important skills they might have to participate in when starting full-time education.*  *This will be a perfect time to come and ask questions about self-care skill development and get answers.*  **Week 8 – Morning tea with your Teacher**, Date/Time TBC  *This will be an opportunity for you to hear what your child is doing in the classroom. You will also be presented with information about full time school options for 2025.*  **Week 9 - Morning Tea with Kim Fischer (Our Social Worker)**, Date/Time TBC  ***Topic: Am I eligible for financial support /and community assistance ?***  Other – we need to do another special school video, current one needs a refresher. |
| **PRINCIPAL’S REPORT** | **Overview**  The term has begun well. The first four weeks have been dedicated to staff getting to know their students and to set up routines and schedules. There is no expectation around curriculum during this time, however a sense of the personalised leaning goals is gained prior to meeting with families.  Our school has grown significantly in the last 12 months- by approximately 15% (127 at the start of 2023 to 148 at the start of 2024).This has meant we have 4 additional demountable classrooms and 8 new teachers in 20  **Teaching and Learning**  Caron Gabriel, our new HOD- Curriculum has been supporting all of the teachers through the introduction of the version 9 of the Australian Curriculum. This has involved planning days at the end of last year with the new teams, pupil free day curriculum PDs, setting up ‘padlet’ for easy access. Personalised Learning goals will still form a major part of our work with students and these will link to case management of students requiring intensive support. External therapy will still only be linked to those being case managed for intensive support goals. Will be having some info nights for parents of seniors and also v9 of curriculum (prep to year 10).  **Facilities**  Latest on the building project- Confirmation of our day 8 numbers were sent in to add to the trajectory for predicted growth to guide the decision making for extra classrooms. At present 10 extra are planned for. Meetings to commence next week, blueprints to be shared.  Other infrastructure/ facilities-  • Demountables- all completed and in use. Waiting on shade sails and some play equipment to be installed  • Swimming Pool- in full swing. Hoping to be completed for the start of term 2  **Staffing**  Extended our Executive Leadership Team (ELT) to accommodate this growth. The full team for 2024 as:   * Principal: Mike Curtis * Deputy Principal: Chrissy Hamilton (A/B, C) Hub Support * A/Deputy Principal: Katie Bartholomaeus (G, D/E Hub support) * Head of Department/ Curriculum: Caron Gabriel (H/I, K Hub support) * A/Head of Department/ Senior School: Jenni Hakl (J Hub support) * Head of Special Education Services (HOSES), ECDP: Sandra Schuptar   We have a new leadership structure for 2024 where we have Middle Leaders. We have extended our distributed leadership model of assigning each Hub and Hub Leaders. Each leader will have projects to lead around our improvement agenda for 2024. These priorities are our 6 Ms and how they play out in classrooms- linked to High Impact Teaching strategies and observation and feedback of the practices. |
| **GENERAL BUSINESS** | * Thank you protocol for Mt Ommaney Centre and Grill’d? Present them with a certificate of appreciation. Juliet to draft one up. * P&C wrapping – thank you to all. It worked out well. |
| **NEXT MEETING:** | Tuesday 19 March. P&C and AGM meeting together.  Give to give 2 weeks’ notice |
| **MEETING CLOSED:** | 6:37pm |
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| ***Actions from the meeting:*** | |
| 1. *Treasurers Report to be finalized and shared with P&C – Nikki-Lee (Treasurer)* | |
| 1. *MOSS to propose how remainder of Grant funds ($3522.50 excluding GST) should be utilized.* | |
| 1. *Add standalone “Grants” section to meeting agenda to discuss updates and any new grants we may consider going forward– Jayne (Secretary)* | |
| 1. *Engage Auditor and prepare for financial audit – Natasha (President) and Nikki-Lee (Treasurer)* | |
| 1. *Draft Certificate of Appreciation for Mt Ommaney Centre and Grill’d – Juliet* | |
| 1. *Begin promoting P&C Exec roles and membership to MOSS Community in preparation for AGM – Jayne (Secretary)* | |