



P&C Association Meeting Minutes 25 November 2020 at 6.00pm

Opening

The meeting of the Baringa State Secondary College P&C was called to order by the Interim President at 6.01pm on Wednesday 25 November 2020 in the School Hall, Baringa State Primary School.

Present

All present is recorded on the sign in sheet of 25 November 2020

Apologies

Shannon Williams

Approval of the Agenda

Approval of the previous minutes

That the minutes be accepted as a true and correct record of the meeting.

Motion		
Moved by: Mel Baker	Seconded by: Deb Hardie	Carried: Yes

Business arising from the minutes of the previous general meeting

- none

Correspondence received since the previous general meeting -

Inward (as listed)

- Email re fundraiser ideas (including Containers for change)
- Email re Aura monthly newsletter – real estate re sponsoring
- Email re Wishlist for teaching staff – from Cailin Butterworth – once there is enough money
- Email re Vice President's resignation – no VP, next meeting form will go out for AGM

Outward (as listed)

- Email reply re fundraising ideas
- Email minutes of meeting of 16.09.2020 sent to members in attendance
- Email of agenda 25.11.2020 and minutes of 28.10.2020 sent to members in attendance

Business arising from the correspondence

President to touch base with sponsors and fundraising

Table of executive committee's decisions (if any)

- VP decision

Treasurer's report and financial statement and any business arising from these.

- Account is now open. Email from bank to finalise the process. ABN also. Insurance to be paid once bill received. Moving forward all processes to be made through Xero, also allows for better handover and payroll. \$50 a month

Motion: P&C to use Xero financial package		
Moved by: Sam Burchall	Seconded by: Pip McKinley	Carried: Yes

Subcommittees' reports and financial statements and any business arising from these

- Nothing noted as yet

Motion		
Moved by:	Seconded by:	Carried:

Principal's Report presented by Matt Samson

- **On file – available to view by request.**

Key Information:

- Enrolments - Reminder to everyone to get appointments for enrolments asap, if you know anyone please let them know to contact school. Mon, Tues & Fri. Paperwork to Dee and then book an appt. Appts finish at the end of this term.
- Buildings/ Facilities – finishing touches with a walk around on Friday 27.11.2020. Hopefully P&C can have a walk around the canteen last week of term. Landscaping is currently being done. Everything is on track for the handover at the end of year.
- Staffing – IT Technician is now in the role – Eric Boboe. School now has a phone number also. Facilities Officer, Graeme Gamble. Guidance Teacher, Skye Power; Music Teachers Allyson Brown and Kate Taylor. Also, the new teachers have had a three-day induction and are excited for the year ahead.
- Curriculum – key is that the teachers know how to teach the Australian curriculum. Teachers to give the right info for children to progress to the next levels.
- Day 1 – 27 January. First three days will be orientation, meeting teachers, classmates, their way around the college and get them comfortable around the college. Hoping to have a ceremony for the opening date, info to come at the end of term
- Uniform – On track to be ready for both uniforms, first week in January.

Business Manager's Report presented by Cailin Butterworth

- **Key Information:**

- Enrolments – lodgement of paperwork will have opportunity for families moving into the area
- Week 1 – program will be sent out to parents, along with the stationary list. Keep checking the website

Motion: That the reports be accepted as per above.		
Moved by: Deb Hardie	Seconded by: Libby	Carried: Yes

General Business

- **P&C – items that require action**

a) **Blue Card Register**

It was agreed that all Volunteers are to have blue cards. Blue cards for volunteers are free to apply for.

b) **iPad Policy**

There has been a lot of conversations within the community regarding iPads. Matt also reminded the meeting that the specs required are on the website, if that's not

clear Matt advised parents to ring the IT Technician, Eric, as he will be able to advise if the iPad they have is sufficient. The main point is memory as there will be a lot on there; textbooks; compass; and their work which will need to be saved. The specs will be required for the next couple of years anyway and should get them through until year 9. If unsure, going into Settings on the iPad tells you the specs ie memory, model etc. Payment plans, after pay or something similar are also possible options. The college will support and work with families to make it work. Perhaps P&C can raise funds for loan devices in the future and also hopefully secure sponsorship from local business

- c) **P&C Email**
Form completed and passed to Eric, IT Tech to set up the official email address
- d) **Fundraising Committee**
Please email pandc.baringastatesc@gmail if interested in being part of the committee. Sausage sizzle family bbq once a term or semester to bring us together. Wurtulla News donating sausages and drinks for the first one.
VP will be overseeing the fundraising committee. Tylee agreed to be president of fundraising committee
- e) **Cafe Convenor**
Interim convenor to be appointed until semester two. A Café will also be available for purchasing coffee for teachers and yr 11 & 12.
Hopefully the P&C can get funding to start tuckshop/café from Secondary College with a view to repaying this back through fundraising. Position Description finalised asap
- f) **Bank Account/ABN**
is now set up
- g) **Vice President Resignation**
- h) **PBL (Mitch Mullen) Student Support and Engagement**
“Takes a village to raise a child”
Key point from the college is a safe environment for all. Communicating what is expected to all.
 - Multi-tier level of supports,
 - educational process to bring together all aspects of education, social, emotional, behavioural aspects of all pupils.
 - Positive reinforcement
 - Student lead PBL committees
 - Also, community lead committee. Talk about the core expectation and be an active member of the committee.
- i) **Policies – Code of Conduct (Sam Burchall)**
The college is looking for P&C to endorse Code of Conduct. A vote was put forward and it was unanimous.

Motion: That the college code of conduct be accepted by the P&C		
Moved by: Emma Clarke	Seconded by: Sam Burchall	Carried: Yes

- j) **Student Resource Scheme (SRS) (Cailin Butterworth)**
SRS is an annual fee which enables parents to enter into an agreement with the college, participation for the whole of their enrolment. It is not a must to participate but if you don't then you will then be responsible to provide what is needed. Ideas of fees range from \$275 to \$440. Other schools charge per subject and how much a child uses it. The State only gives \$129 to support resources. Forms must be returned start, college can run instalments. SRS inclusions – all prescribed textbooks and

novels, recloud app, Website subscriptions, consumables purchased (nails, wood etc). etc. If participating in SRS through the college then an invoice will be sent to parents. If providing resources themselves a list will be provided. Things not included are stationary, camps, incursions, excursion and non-compulsory sporting events etc. BPoint and Quicker Bank Deposit and Eftpos for payment. Refund policy – enrol throughout the year so refund is pro rata. Any refund under \$5 would go into a cost centre and sit there until end of year and back into college for student welfare. \$5-20 student account more than \$20 back into parent’s bank account. SRS cost still needs to be finalised. Excursions – fee is based on number of students, transport, admission. There will be no charge for Internet next year with being a new school. A vote was put forward for SRS Policy and Refund Policy and both were unanimous.

Under the same guidelines, if parent can’t pay curriculum fees then college doesn’t expect parents to add extra curricular fees. If having difficulties contact BM, happy to work with you.

School will communicate directly to parent if there are any concerns regarding their accounts and SRS statements will be sent out every 30 days if fees are outstanding. Non-payment will be chased by the Business Manager.

Motion: That the P&C endorse the SRS Policy for 2021		
Moved by: Cailin Butterworth	Seconded by: Kristy Taylor-Rose	Carried: Yes

Motion: That the P&C endorse the Refund Policy or 2021		
Moved by: Cailin Butterworth	Seconded by: Shayne Roulston	Carried: Yes

k) **Uniform bank of goods from P&C (Sam Burchall)**

The college is looking at having support from P&C to finance the uniform bank for families that cannot afford everything all at once. The department doesn’t give the college funding for this. Is this something that the P&C could finance? Families in need would approach the deputies for assistance. Over the years, it does build up and has worked well at the other schools. If you can afford it, purchase something extra and donate it to the P&C. We never want a child to feel different from others that may not be their fault. This is the in the values of the college, supporting families, not just the child.

l) **Recycling/Waste program funding from P&C (Sam Burchall)**

Looking at a sustainable recycling programme from the beginning. More info to come at the next meeting. It comes with a cost, as it’s not the cleaners’ role. College will need to pay for someone to come in. Looking at the P&C and junior leaders to help raise money for this.

Motion: That the college uniform dress code be accepted by the P&C		
Moved by: Sam Burchall	Seconded by: Deb Hardie	Carried: Yes

School bags – can be addressed later but it allows students to be individuals. Don’t need a big bag as everything is on the iPad.

Applications for membership and recording of new members

- Renewing members
- New members

Motions from the meeting:

That the minutes be accepted as a true and correct record of the meeting.

That the Principal and BM reports be accepted as per above.

That the P&C to use Xero as their financial package

That the College Code of Conduct be accepted by the P&C

That the P&C endorse the SRS Policy for 2021

That the P&C endorse the Refund Policy for 2021

That the College Uniform Dress Code be accepted by the P&C

Date of next meeting

24 February 2021 at 6.00 pm - Venue: tbc

Closing

The meeting of the Baringa State Secondary College P&C was closed by the Interim President at 7.33pm. Happy graduation, Christmas and New Year. Be Safe.

Signed as an accurate record of the meeting:

(P&C President or Representative)

Name:

Date: