



AGENDA

Parent Rep. Meeting

Goals:

- To listen to community feedback and submit agenda items for discussion.
- To communicate actions from the meeting to key stakeholders.

Meeting	Parent Representative Meeting	2024 Meeting #	1
Date	22 February 2024	Time	8.45am
Chairperson	Josh Gooderham	Minutes	
In Attendance			
Minutes			

Agenda Item	Discussions / Outcomes	Action Officer	Due Date
Welcome and apologies.			
Confirmation of minutes from previous meeting.			
Outstanding items	<p>Items discussed last year:</p> <ol style="list-style-type: none"> 1. Oval refurbishment 2. Ants on oval 3. Shade structures <p>Oval refurbishment – is in the process. Did start last year. 2 years ago got a quote too high. Danielle is trying to get more money. Grant was original given about 7 years ago by Danielle. With a Project manager to see what we can do for the money for the oval. Re-turf. Ants - Workman did spray the ants over the holidays. Shade structures – shade structures got lost over prep playground. It will get replaced by hard structure. Junior playground is done.</p>	Gillian	
School Information	<p>Walkthrough of school website and locations of info</p> <ul style="list-style-type: none"> - Josh showed the website. Get parent reps to have a look and see what is missing. Give feedback on anything missing. - Parent rep meeting going to be spread out to 4 weeks per year. - Link to minutes location can be sent in email not doc itself. - Please let Josh know if anything is missing on website. Does not have to wait until next meeting. 	Josh	
PACE	<p>Share framework and discuss thoughts/ideas. Possible takeaway for future meeting sharing.</p> <ul style="list-style-type: none"> - Parent and Community Engagement framework being updated. School has not had an update since 2018. 5 sections we look at: Decision-making, Communication, Partnerships with parents, Community collaboration, school culture. Josh wants to concentrate on 3 – Partnership with parents, Communication and Community collaboration. Josh will send it out to parent reps to give feedback on current items and propose new ideas. Josh would like to find people who wants to want to help with new ideas – get parent and community support. New parent communication for example with information sessions. Suggest anything that you might want to see done. E.g. Prep activities from about term 2. 	Josh	
Communication	Staff absence - when are parents informed –	Georgia	



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	<p>Raised last year. 1/2E communication over last 4 weeks of school last year. School policy - One week or more – families get notified. Day or two days don't get communicated. This specific instance was that the teacher was coming back every 2 days but then didn't. Relief teacher was trying to be consistent over that time.</p>		
Shade cover for court	<p>Enquiry - raised with the BM and has been put forward to be raised at P&C</p> <ul style="list-style-type: none"> - It has come in through P&C. Goal of \$70k with fundraising. P&C contribute towards the BM strategy. Danielle works with Education Queensland. Teachers can ask for this through BM. Goes in priority. Other structures will probably get prioritise. 	Aleta	
P&C	<p>Remind parents to 'like' the Buddina State School P&C Facebook page in order to be in the loop for events, tuckshop information and general notifications.</p> <p>If parents want to be included in the discussion of P&C items, they need to become a member. Doesn't mean they have to attend meetings, but they can receive agenda & minutes plus vote on items they are interested in at general meetings.</p> <p>Events; if we do not get volunteers, we will cancel events. Next up, movie night 8 March.</p> <ul style="list-style-type: none"> - Elli vice-president. Stable executive, positions have continued. Any tuckshop enquiries have to come through P&C email. There is a new team in tuckshop, please give feedback. 2nd hand uniform shop is under tuckshop business unit. Wed 8-8.30am. Some new items. Can drop off donations at that time. They get cleaned and resold. All items \$5. Volunteers for the tuckshop – request by Sam to put this out again. 3 paid staff now to alleviate the pressure on volunteers. Sam – suggested planning dates be put up on the FB. Suggested to pin it to top. Put it up in advance so volunteers to come help earlier. P&C see parent rep as helpful to spread this word. - Communication – there is a lot of communication but this is necessary with the volume of activities / events etc. - Can choose to join P&C don't need to come every meeting but it is a chance to have a voice on the side. Can fill out jot form online to become member. You do need to attend to vote. Link to jot form sent out. - Musical fundraiser for Lion King Junior. - P&C's main focus is AV in all being replaced. - Event – if we don't get volunteers we will have to cancel events. Two weeks before event, put call out for volunteers. Week out reminder and if still looking. Cut-off time comes down to food ordering date. Time slots are good. Parent reps are ripple effect to spread the word. FB and Schoolzine are school's most form of communication. Minutes are on School website. P&C has own FB page. Forms and documents are on school website. Complaints management process is up there. Teachers send out communication. Seesaw can be used. Facebook link for grade level group can be sent out via teacher. Sent minutes via teacher. 	Elli	



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Queries at the end – Pia - do parents organise more activities for class group. Yes – if you want to hold something. Can set up own Facebook group for example. Teachers will send through information for you.

Queries at the end – Sam – is there a way to collate information coming out. Or come out all at one time.

Commendation – Sunday week ahead email is very appreciated.

Meeting finished at 9.30am.