



Charters Towers School of Distance Education

Parents and Citizens Association

General Meeting

Monday 18th February – Home Tutor School
Dalrymple Trade Training Centre

Meeting Opened: 12:15pm

Present: Natalie Comerford, Jocelyn Omand, Carla Nicol, Sasha Hancock, Vicky Hansen, Kate Ashton, Kasie Scott, Alana Moller, Christy Moller, Sonia Spurdle, Michelle Lyons, Melanie Knuth, Maree Spurdle, Jayne Cuddihy, Lynda Pemble, Denise Hammer, Leola Matthews, Fran Lyons, Sue-Ann Jones, Nadine Geisler, Natalie Maxwell, Bernadette Skillington, Sarah Birchmore, Alex Anning, Shannon Zohl, Lesley Griffin, Pim Crothers, Andrew Smith, Kayleen Mladenovic, Goscelyn Sullivan, Natasha Jarrett, Amanda Clark, Julia Broad, Caralyn Caspani

Apologies: Maxine Sharpe, Cameron Burke

Moved - Kate Ashton

Seconded - Alana Moller

Carried

Adoption and confirmation of previous minutes: Meeting held 21st November 2018

Moved that the minutes be accepted as a true and accurate record.

Moved - Carla Nicol

Seconded - Alana Moller

Carried

Business Arising from previous minutes: to be discussed in general business

Correspondence:

Inwards:

- 29/11/18 – Email Invitation to attend 2018 Fit For Rural Futures Welcome BBQ
- 1/12/18 – Thankyou letter from Georgie Spurdle
- 4/12/18 – 12/2/19 – Emails from P&Cs Qld

Outwards:

- 29/11/18 – RSVP to 2018 Fit For Rural Futures Welcome BBQ
- 7/1/19 – Thankyou letter to Foodworks for the “Cash for Schools” Program donation

Moved - Sonia Spurdle

Seconded - Michelle Lyons

Carried

Reports:

TREASURER'S REPORT @ 31 January 2019

CTSDE P & C					
STATEMENT OF RECEIPTS AND EXPENDITURE FOR THE MONTH OF				OCTOBER	
				2018	
RECEIPTS	OCTOBER	YTD	EXPENDITURE	OCTOBER	YTD
Bookfair		\$1,342.00	Accountancy		\$1,441.00
Cookbooks		\$945.00	Bookfair		\$1,300.00
Donations		\$1,210.08	Bank fees		
Floats			Equipment purchased		\$283.92
Fundraising - Raffles			Floats		\$770.00
Fundraising - Calendars			Fundraising - Meet N Greet		\$728.00
Fundraising - Other			Fundraising - Catering		\$2,313.33
Fundraising - Catering	\$108.80	\$3,118.70	Fundraising - raffle		
Fundraising - Award Day			Gifts - HT gifts		\$275.00
Fundraising - Meet N Greet		\$674.00	Gifts - Teacher Gifts		
Membership		\$290.00	Honarium payment	\$1,100.00	\$2,200.00
Sales - 2nd hand uniforms			Insurance		\$2,068.91
Sales - Catering		\$50.00	Postage - cookbooks		
Sports Uniform - hats		\$90.00	Postage - general		
Sports Uniform - shirts		\$375.00	School programs - reading folders	\$106.53	\$106.53
Sodea			School programs - HT Bursary		\$250.00
Transfer between accounts			School Programs - Reading Books		
Interest - Cash Reserve A/C	\$14.79	\$136.92	School Programs - Anzac Day		
Interest - Community Solns A/C	\$0.62	\$8.08	Reimbursement		
			Sodea		\$644.00
			Transfer between accounts		
			Donations		\$3,300.00
TOTAL	\$124.21	\$8,239.78	TOTALS	\$1,206.53	\$15,680.69
Treasurer:	Julia Broad				
Date:	31/10/2018				
President:	Amanda Clark				
Date:	31/10/2018				

CTSDE P & C					
STATEMENT OF RECEIPTS AND EXPENDITURE FOR THE MONTH OF				NOVEMBER	
				2018	
RECEIPTS	NOVEMBER	YTD	EXPENDITURE	NOVEMBER	YTD
Bookfair	\$1,127.00	\$2,469.00	Accountancy		\$1,441.00
Cookbooks	\$1,093.00	\$2,038.00	Bookfair	\$1,125.00	\$2,425.00
Donations	\$1,010.67	\$2,220.75	Bank fees		
Floats			Equipment purchased		\$283.92
Fundraising - Raffles			Floats		\$770.00
Fundraising - Calendars			Fundraising - Meet N Greet		\$728.00
Fundraising - Other	\$800.00	\$800.00	Fundraising - Catering		\$2,313.33
Fundraising - Catering		\$3,118.70	Fundraising - raffle		
Fundraising - Award Day			Gifts - HT gifts		\$275.00
Fundraising - Meet N Greet		\$674.00	Gifts - Teacher Gifts	\$270.00	\$270.00
Membership		\$290.00	Honarium payment		\$2,200.00
Sales - 2nd hand uniforms			Insurance		\$2,068.91
Sales - Catering		\$50.00	Postage - cookbooks		
Sports Uniform - hats	\$15.00	\$105.00	Postage - general		
Sports Uniform - shirts	\$320.00	\$695.00	School programs - reading folders		\$106.53
Sodea			School programs - HT Bursary		\$250.00
Transfer between accounts			School Programs - Reading Books		
Interest - Cash Reserve A/C	\$11.84	\$148.76	School Programs - Anzac Day		
Interest - Community Solns A/C	\$0.58	\$8.66	Reimbursement		
			Sodea		\$644.00
			Transfer between accounts		
			Donations	\$500.00	\$3,800.00
TOTAL	\$4,378.09	\$12,617.87	TOTALS	\$1,895.00	\$17,575.69
Treasurer:	Julia Broad				
Date:	30/11/2018				
President:	Amanda Clark				
Date:	30/11/2018				

CTSDE P & C					
STATEMENT OF RECEIPTS AND EXPENDITURE FOR THE MONTH OF				DECEMBER	
				2018	
RECEIPTS	DECEMBER	YTD	EXPENDITURE	DECEMBER	YTD
Bookfair		\$2,469.00	Accountancy		\$1,441.00
Cookbooks		\$2,038.00	Bookfair		\$2,425.00
Donations		\$2,220.75	Bank fees		
Floats			Equipment purchased		\$283.92
Fundraising - Raffles			Floats	\$1,300.00	\$2,070.00
Fundraising - Calendars			Fundraising - Meet N Greet		\$728.00
Fundraising - Other	\$60.00	\$860.00	Fundraising - Catering	\$433.18	\$2,746.51
Fundraising - Catering		\$3,118.70	Fundraising - raffle		
Fundraising - Award Day	\$3,604.60	\$3,604.60	Gifts - HT gifts		\$275.00
Fundraising - Meet N Greet		\$674.00	Gifts - Teacher Gifts		\$270.00
Membership	\$10.00	\$300.00	Honarium payment		\$2,200.00
Sales - 2nd hand uniforms			Insurance		\$2,068.91
Sales - Catering		\$50.00	Postage - cookbooks		
Sales - Other			Postage - general		
Sports Uniform - hats		\$105.00	School programs - reading folders		\$106.53
Sports Uniform - shirts	\$25.00	\$720.00	School programs - HT Bursary	\$250.00	\$500.00
Sodea			School Programs - Reading Books		
Transfer between accounts			School Programs - Anzac Day		
Interest - Cash Reserve A/C	\$11.12	\$159.88	School Programs - Awards Day	\$1,350.00	\$1,350.00
Interest - Community Solns A/C	\$0.75	\$9.41	Reimbursement		
			Sodea		\$644.00
			Transfer between accounts		
			Donations		\$3,800.00
TOTAL	\$3,711.47	\$16,329.34	TOTALS	\$3,333.18	\$20,908.87
Treasurer:	Julia Broad				
Date:	31/12/2018				
President:	Amanda Clark				
Date:	31/12/2018				

CTSDE P & C					
STATEMENT OF RECEIPTS AND EXPENDITURE FOR THE MONTH OF				JANUARY	
				2019	
RECEIPTS	January	YTD	EXPENDITURE	January	YTD
Bookfair			Accountancy		
Cookbooks			Bookfair		
Donations	\$10.00	\$10.00	Bank fees		
Floats			Equipment purchased		
Fundraising - Raffles			Floats		
Fundraising - Calendars			Fundraising - Meet N Greet		
Fundraising - Other			Fundraising - Catering		\$1,607.67
Fundraising - Catering			Fundraising - raffle		
Fundraising - Award Day			Gifts - HT gifts		
Fundraising - Meet N Greet			Gifts - Teacher Gifts		
Membership	\$50.00	\$50.00	Honarium payment		
Sales - 2nd hand uniforms			Insurance		
Sales - Catering			Postage - cookbooks		
Sports Uniform - hats			Postage - general		
Sports Uniform - shirts			School programs - reading folders		
Sodea			School programs - HT Bursary		
Transfer between accounts			School Programs - Reading Books		
Interest - Cash Reserve A/C	\$11.13	\$11.13	School Programs - Anzac Day		
Interest - Community Solns A/C	\$0.64	\$0.64	Reimbursement		
			Sodea		
			Transfer between accounts		
TOTAL	\$71.77	\$71.77	TOTALS	\$0.00	\$1,607.67
Treasurer:	Julia Broad				
Date:	31/01/2019				
President:	Amanda Clark				
Date:	31/01/2019				

CTSDE P&C Association Treasurer's Report @ 31 January 2019

Westpac Community Solutions Chq A/C

Balance as @ 30/09/18.....	\$7 214.86
Plus Income – Oct 18 – Jan 19	\$ 8236.66
Less expenditure – Oct 18 -Jan19.....	\$ 8042.38
Balance @ 31/01/19.....	<u>\$ 7409.14</u>

Westpac Community Solutions Cash Reserve A/C

Balance as @ 30/09/18.....	\$32733.36
Plus Interest – Oct 18 – Jan 19	\$ 48.88
Less Expenditure/Transfer to Comm Sols A/C.....	\$0
Balance as @ 31/01/19.....	<u>\$ 32782.24</u>

Total Funds

Westpac Community Solutions Chq A/C.....	\$ 7409.14
Westpac Community Solutions Cash Reserve A/C.....	\$ 32782.24
Less SODEA Funds.....	\$ 5739.91
Available Funds as @ 31/01/19.....	<u>\$ 34 451.47</u>

NOTES:

- Term deposit - \$31 406.30 reinvested @ 2.25% on 25/09/18
Reinvested further 7 months to mature 25/4/19
- SODEA
No SODEA payments for Oct 18 – Jan 19

"I move that the treasurer's report be accepted as a true and accurate record of the financial records."

Moved: Julia Broad

Seconded: Vicky Hansen

Carried

PRINCIPAL'S REPORT

P & C ANNUAL GENERAL MEETING

18 February 2019

Enrolments

<i>Section of School</i>	<i>Enrolments</i>
Primary (P-6)	194.4
Junior Secondary (7 – 9)	361.4
Senior Secondary (10-12)	123.8
Regional Programs (Languages)	689 (H/C)

The above figures are indicative as at Thursday 7th February as we are still compiling final numbers for the purposes of staff and resource allocation which is Monday 25th February.

Financial Report

The budget summary report is below:

<i>Details</i>	<i>Total \$</i>
Carried forward	\$2,833,699
Planned revenue	\$1,391,154
Planned expenditure	\$3,566,698
Planned non-current provisions	\$658,155
Cash budget acceptable to Dept of Education	

Report

Student Issues

2019 sees the introduction of the New Senior for all Queensland schools. The current system of an Overall Position (OP) was introduced in 1992 and provides a number from 1 to 25, with 1 being the highest and 25 being the lowest. Current Year 12 students will be the last cohort to graduate under this system. Students who enrol in Year 11, from 2019, will be eligible to be awarded an Australian Tertiary Admission Rank (ATAR). This is the same system that operates in other states of Australia and is a percentile rank (0.00-99.95).

An analysis of our results last year showed the following Levels of Achievement in the second semester of 2018:

Students achieving a C grade or higher		Sem 1 2018
Year 1	English	96%
	Mathematics	100%
	Science	100%
Year 2	English	100%
	Mathematics	96%
	Science	96%
Year 3	English	100%
	Mathematics	90%
	Science	86%
Year 4	English	90%
	Mathematics	100%
	Science	83%
Year 5	English	87%
	Mathematics	97%
	Science	90%
Year 6	English	92%
	Mathematics	96%
	Science	96%
Year 7	English	74%
	Mathematics	79%
	Science	62%
Year 8	English	67%
	Mathematics	39%
	Science	27%
Year 9	English	63%
	Mathematics	67%
	Science	58%
Year 10	English	86%
	Mathematics	88%
	Science	61%

Curriculum Issues

With a new system, there are also new syllabuses, which is where the bulk of the work that is currently being undertaken in the senior school is focussed. We are offering both general and applied subjects from the new

syllabuses through Independent Learning Materials and these are being supplemented by teacher instruction and facilitation. We continue to work collaboratively with Capricornia and Cairns SDE's and are at the forefront in terms of both curriculum development and application, and the development of online learning materials. During the year we plan to add several short courses to our scope and have committed to these being developed as ILM's before the end of the year.

We have completed the analysis of our primary curriculum to ensure that we are compliant with Version 8 of the Australian Curriculum, and any required amendments or updates to ILM's were completed by the end of last year. Teachers are continuing to engage with the curriculum and adapt their ILM's based on student needs.

We continue our focus on improving literacy throughout all year levels, with the collaborative approach, 'Partners in Learning' commencing with our early years. We are continuing to build on this with targeted programs for improving reading and writing, including individual support for students where appropriate. The importance of this work is reflected in our budgetary commitment to literacy programs and staff to support this.

Staffing

The following new teaching staff are welcomed to our school:

Genevieve Copelin
Yumi Enright
Paul Enright
Andrea Franklin
Melody Gong
Dannielle Hardy
David Jackson
Lindleigh Keogh
Amanda Neven
Sarah Norquay
Tracey Pitts
Steven Rigney
Jacqueline Steenson
Brittany Taylor

We also welcomed Laura Brown, Gillian Coffison and Robyn Jackson joining our support staff.

Final calculations on what staff we need for the remainder of the year will occur next week. It is anticipated that given the growth in enrolments, additional staff will be recruited this term,

School Issues

The school is currently completing our 2019 Investing for Success (IFS) plan which will be submitted to the Director General this week. The current Strategic Plan has been developed for the duration 2017 – 2020, has been endorsed and is available on our school website. The Annual Implementation Plan (AIP) for 2019 has been signed and endorsed by the Acting Regional Director and School Council, and is also available from the school website.

The school website has changed to www.charterstowersde.eq.edu.au . The old domain name chartowesde.eq.edu.au will be cancelled as of 1 March 2019.

Our School Council continues to work effectively in both decision making and directing recommendations and advice to the principal. With further staffing changes we are currently undergoing a process to replace outgoing staff members.

We have been allocated a District Relief Teacher to be based at the school, and a recruitment process is currently underway to fill this position.

Facilities

The covered assembly area in front of the catering shed was completed and is now in use.

With a growing number of enrolments, there is a need for additional facilities. The school is working closely with the Townsville Regional Office Facilities branch to secure funding for additional buildings, and a submission for such was lodged in January.

Work will commence this term for the construction of a purpose built office block that will be utilised by the school psychologist and other support staff.

Kayleen Mladenovic

Acting Principal

General Business

Meet N Greet

- To be held tonight at the Big 4. Thankyou to the Big 4 for allowing us to hold the Meet N Greet there again. P&C has platters organised again. BYO.

Fundraising Ideas 2019

Quilt Raffle

- 4 quilts have been donated
- Instead of sending out raffle books and not having them returned, they are going to be kept at school and money direct deposited into the P & C account
- Details on how to work this and drawing date to be finalised

Tutor reunion

- Postponed to 2020 due to recent catastrophic weather events and the ICPA State Conference being held in Charters Towers on the 5-6 June, as tutors may be financially stretched

Cookbooks

- Thoughts to sell them at the ICPA State Conference or perhaps raffle some

ICPA State Conference

- Usually the three breaks in the program are filled with entertainment from local schools. It was suggested that CTSDE students sing our school song
- Kayleen said she would organise staff to assist and liaise with Michelle to organise this with practise times at Inreach/Sports Days and perhaps record the moves and upload to Collaborate to enable practise at home

ANZAC Wreaths

- Two wreaths will be purchased to be laid by members of the Student Council at the Dawn Ceremony and the ANZAC Parade

Sports Camp Donations

\$1000 to be donated to both the Clermont and Fit For Rural Futures Sports Camps

Moved – Amanda Clark

Seconded – Kate Ashton

Carried

Sports Day Catering

- Cape River Outreach to cater this year. Maree to liaise with Melanie

Grants

Stretcher Beds

- Michelle is trying to source funding to purchase stretcher beds for the Green Shed to be used by students during Home Tutor and Mini School
- Storage was an issue but Kayleen stated they can now be stored in the archive room
- Cost is \$100-\$170 per stretcher bed for up to 120kg bodyweight
- Thoughts to charge campers \$10/head for use of the stretchers the Goldfield Ashes weekend
- CTSDE has offered to make up the shortfall on the purchase cost if grants received insufficient to cover it

Motion was moved for P&C to subscribe to Easy Grants website

Moved – Amanda Clark

Seconded – Kate Ashton

Carried

AAEDES Conference

- Being held on 2nd and 3rd May 2019 in Hobart
- CTSDE will pay for two P&C Members airfares and registration
- P&C will pay for accommodation
- EOI opened, please contact President if you wish to attend

Foodworks Cash for Schools Program

- To use this money towards purchase of the stretcher beds

Funding Assistance for Flood Affected Families

- An organisation with funds to donate to enable flood recovery in the Hughenden area has contacted CTSDE. They wish to identify families in this area that have been affected in order to provide assistance. CTSDE Principal is liaising with the organisation and affected families.
- CTSDE P&C wishes to thank this organisation for their generosity.

Back to School Process

- Discussion around issues with the back to school process – teacher/class allocation, teacher absences and Collaborate lesson delivery.
- Kayleen is organising a feedback sheet to be available at tomorrow's Morning Forum and encourages everyone to list their positive feedback and concerns.

Meeting Closed : 1:09pm