**MEETING OPENED:** 6.30pm


**APOLOGIES:** -

**CONFIRMATION OF PREVIOUS MINUTES:** Proposed: Liza Raggatt    Seconded: Kerrie Reid

**BUSINESS ARISING:** Issues dealt with under appropriate reports below, or General Business.

**CORRESPONDANCE IN:**
- Letters from Tarnya Smith MP (10 May) and Christian Rowan MP (28 April) concerning fencing.
- Letter from Ian Rickuss MP dated 10 May concerning future of ECDPs.
- Thank you from Jackie Cox for Honorary Life Membership of P&C.
- P&CQld emails
- RACQ monthly magazine & Parent Talk.

**CORRESPONDANCE OUT:** Nil.

**LOUISE RUZIC (Intensive Interaction Coordinator):**
Originally an Early Childhood educator, Louise has been teaching fulltime at MOSS since 2011. She explained how Intensive Interaction (II) is being integrated with the Explicit Teaching (ET) pedagogy, essentially by developing those areas where ET is not so effective. II is student-led, and useful both for students with non-functional language and those who are developing social and emotional language.

The school recently submitted an application for a regional award under the Showcase for Excellence in Inclusive Education, focusing on II. This is the same category in which the school reached the State Finals last year, but this year the focus is on broadening the access to II throughout our school: in 2015, 31 students were accessing II; in 2016, there are 71 students now accessing this approach.

Recently our teacher aides have been participating in a serious of II professional learning sessions, and similar sessions will be running shortly for teachers. Louise has also sought Expressions of Interest from families for an Info Session (likely early in Term 3) which will also be made available via video for those unable to attend. Funding is still being sought for the “Parents as Partners” project ($25,000 pa) to enable a teacher to work with families at home for one day per week. There is also recognition that the school needs to connect with post-school providers to ensure that communication through II is not lost to our students once they graduate.

It is difficult to measure the success of II, but a number of methodologies are used including video, WOW moments and progress chards, moderation once a year and teacher feedback.
| **MOUNT OMMANEY SPECIAL SCHOOL**  
**PARENTS AND CITIZENS’ ASSOCIATION** |
| --- |
| **TREASURER’S REPORT**  
*(see attached report)*: |
| Opening Balance as at 1 May 2016 | $13,584 |
| Plus Receipts: | $5,445 |
| Less Payments: | $524 |
| Closing Balance as at 31 May 2016 | $18,505 |
| Moved: Jen McDonald  
Seconded: Liza Raggatt |

It was noted that the P&C balance sheet does not reflect the funds held by the school for the P&C in the school account.  
**Action:** Scott will liaise with the school to rectify this situation for future reports.

Christine Northfield enquired about establishing school banking at MOSS, and kindly volunteered to be the Parent Coordinator if a decision was taken to go down this path. This idea was welcomed by the P&C, with further investigation with CBA and Bendigo Bank to follow.  
**Action:** Christine to liaise with Scott about options for next meeting.

| **PARENT & COMMUNITY ENGAGEMENT REPORT**  
*(see attached report)*: |
| 1) Amendments to the draft Standard Operating Procedure (SOP) for fundraising requests to the P&C to be circulated, and finalized document submitted for adoption at next P&C meeting.  
**Action:** Tennille/Jen to finalise document for adoption at next meeting. |
| 2) Thank You Protocol: Moved: Liza Raggatt  
Seconded: Kerrie Reid |
| 3) Proposal: Allocate $500 raised by Councillor Matthew Bourke and Chris Cox to purchase regular and/or balance bikes for younger school students, as identified by Nicky.  
Moved: Jen McDonald  
Seconded: Louise Ruzic  
**Action:** Kerrie to arrange purchase of bikes and present invoices to P&C. |

| **ECDP REPORT**  
*(see attached report)*: |
| Cubby House for ECDP playground  
P&C could not agree to fund the elevated Awesome Cubby proposed by the ECDP in light of cost and accessibility factors. Our upper limit on funding is $4666 (made up of $2966 generously donated by 4074 Community and Beyond, $1200 from Greater Springfield Rotary Club and a generous $500 donation from ECDP family) for a cubby that is:  
- accessible  
- on ground  
- includes all additional extras for installation  
- passes risk assessment as required by EQ  
Once a risk assessment has been completed for a suitable onground cubby including all installation/delivery/staining costs, this information will be presented to the P&C. In the meantime, the P&C gave provisional approval to the Cubby project within the parameters specified above, because we really want to see this project come to fruition.  
Moved: Scott Northfield  
Seconded: Melissa Farrell  
**Action:** Sandra to finalise details and report back. |
**MOUNT OMMANEY SPECIAL SCHOOL**  
**PARENTS AND CITIZENS’ ASSOCIATION**

### Principal’s Report  
*(see attached report):*

In addition to the staff changes noted in the Principal’s report, the P&C was sorry to learn that our physio, Sue Patterson, was leaving.

P&C agreed to hold off on replies to letters of support from Tarnya Smith MP, Ian Rickuss MP and Christian Rowan MP pending further information on the fencing issue, but noted that all upgraded fencing is due to be completed by the end of Term 4.

### Chaplain’s Report  
*(see attached report):*

Proposal: P&C fund food/material requirements up to $100 and gifts up to $50.

- Moved: Liza Raggatt  
- Seconded: Dani Pack

2) Siblings Support Camp:  
Proposal: P&C fund food requirements up to $200.

- Moved: Liza Raggatt  
- Seconded: Jen McDonald

3) Hedy will provide more information to the school about the current funding shortfall for the Chaplaincy position.

### General Business:

1) Uniforms  
The School Uniform list will be refined to include old polo shirts ($15), new polo shirts (40% poly, 60% cotton) ($24), green T-shirts with school badge as an alternative for students with sensory issues ($24), skorts ($15), hats ($10). Monitor uptake of jackets, but drop shorts and tracksuit pants which can be easily sourced elsewhere.

P&C to investigate including waterproof swimmers, bibs and bandanas on School Uniform list for 2017.  
**Action:** Liza to follow-up for next P&C meeting. Tennille to provide further information to Liza on swimmers, bibs & bandanas.

2) Outreach Dinner  
Liza and Kerrie discussed. Scheduled for Disability Awareness week (6-9pm on Sat 17 September or a weeknight depending on preference of local business partners) and incorporating related activities. Jindalee Bowling Club looks like a suitable venue ($450 for hire including kitchen; $10 per bowler). Melissa Locke has agreed to be guest speaker. If Community Event Grant ($5000) successful, will focus on outreach not fundraising; but still with student art exhibition and silent auction.

**Action:** Liza and Kerrie to provide update at next P&C meeting.

3) Crowdfunding  
www.letsact.com/banking  
P&C definitely interested in following up on Scott’s crowd-funding proposal with Bendigo Bank. Need to identify suitable fundraising goal.

**Action:** P&C Exec and Kerrie to identify fundraising goal.

4) Corporate partners  
Much interest expressed in maximizing potential relationships with local corporate partners. Scott will meet with Kerrie & Sarah to identify current corporate partners and to discuss what MOSS can offer them (e.g. signs on
fences, recognition in newsletters etc) within parameters of what is acceptable to the school/EQ. Consideration also to be given to recognition via a “Partners/Sponsors Honour Board” display in the foyer.

Action: Scott to meet with Kerrie and Sarah to collate all current & potential corporate partners.

Action: P&C Exec to formulate a proposal for school advertising and promotion.

Action: Tennille to investigate Business promotion policies according to P&C.

5) After School Care
P&C welcomed recent news from UCCC that the age cap has been removed, and students aged between 5-18yrs are again eligible to access this vacation care programme run at the school.

Recent contact has been made with PCYC and YMCA, and arrangements will be made for a meeting with YMCA, Principal and P&C to discuss future options for Before/After School Care.

Action: Liza to coordinate meeting in Term 3.

6) Drop-off zone in bus set-down area
Following concerns raised by parents re dangers associated with current procedures, the Principal will write a letter to all families seeking feedback on current drop-off arrangements (either to the school or P&C), with a view to establishing a ThinkTank to resolve these issues. Involvement of Sunshine Buses and parents in the decision-making process is imperative.

Action: Principal to write letter to families and establish ThinkTank.

7) Working bee
In conjunction with MyTime, a Working Bee will be organized at a mutually convenient time this year paint D2 Classroom. School has kindly agreed to pay for supplies, and P&C will fund refreshments up to $100.

Moved: Jen McDonald Seconded: Louise Ruzic

8) Wishlist
The P&C agreed to fund all items on the school’s reprioritized wishlist as submitted to the meeting (please see attached), utilizing the funds made available via the successful Transurban Grant ($3000). This list includes one item for the swimming program and six types of communication/technology equipment. Quotes for all items were not available, and the total came to just over $3000, but the P&C agreed to pay the difference (approx $223).

Moved: Karen Walton Seconded: Dani Pack

Action: The school will purchase the requested items and P&C will reimburse.
The President thanked school staff and families for their support as we navigate a new adventure. Much appreciation for willingness of P&C members to adopt new meeting procedures (including the early submission of reports), which resulted in a shorter and more focused meeting.

**NEXT MEETING:** The next P&C meeting will be at 6.30pm on Wednesday 27 July.

**MEETING CLOSED:** 8.25pm

Signed by the President of the meeting verifying the accuracy of the Minutes as accepted by the Association:

Date: ______________________