Minutes Of The General Meeting Commenced
At 635pm On 18th April 2013

1. **Welcome and Attendance**

Attendees and apologies were entered in the attendance book.

**Attendees:** Rosie O'Toole, Sally Waters, Lisa Morrison, Amanda Carlon, Yvonne Gay, Lesley Irons, Emily Flack, Anne Comiskey, Jillian Blennerhassett, Ginny Dhillon, Maddy Shankar

**Apologies:** Paul McCallion, Robyn Rapson, Tanya Holt, Michael Holt

Sally welcomed everyone to the meeting and thanked all for attending. Everyone gave a short introduction of themselves and their children.

2. **Minutes of Previous Meeting**

Sally moved the motion to accept the Minutes of the General Meeting from 21st March 2013. Yvonne seconded. All in favour. Carried.

3. **Business Arising from Previous Meeting**

Judy will pass the details of the new Swim Club Exec to the P&C as soon as possible.
4. **Correspondence**
   1. QCAN Approved Provider Workshop – Carina – Thursday 16th May – Sally, Lesley and Yvonne to attend.
   2. UniSite equipment voucher – passed to Lisa
   3. 2 Auditor CVs – to be kept on file
   5. Invoice for Audit which took place in February 2013 – Passed to Maddy to pay.
   6. New Uniform Supplier details – passed to Kirsti

5. **Sub-Committee Reports**

   **Swimming Club:** No report presented.

   **Tuckshop:**
   Tuckshop reconciliation reports circulated to all present. No meeting has taken place yet this term.

   **Outside School Hours Care:**

   **Minutes:** Report tabled from meeting held on 16th April 2013 by Yvonne Gay
   Main Account Balance as at 31st March 2013: $39,437
   Special Account Balance as at 31st March 2013: $39,437

   (a) The OSHC team asked Lisa of they could display a small metal sign for advertising outside the front gate and outside OSHC room. The sign would state opening hours and contact details. Agreed.
   (b) Great response from local paper advertisement. 3 new casual people recruited who all took part in vacation care and are doing well.
   (c) Underwater World excursion in the Easter vacation – huge success. Was booked out way before and no concerns were raised with the cost.
   (d) QCAN Approved Provider Workshop – Carina – Thursday 16th May - Sally, Lesley and Yvonne to attend.
   (e) Family debts over 2 years old. Yvonne would like to show Maddy the outstanding debt amounts of families that have moved away. It was agreed that a letter of demand from the P&C would be drafted to chase all outstanding debt over 90 days. Need to agree and document process.
   (f) Yvonne requested a copy of all Blue cards from the new P&C Exec team.

Sally moved the motion to accept all Sub-Committee Reports. Amanda seconded. All in favour. Carried.

6. **Other Activities**

   **Uniform Shop**

   No report tabled. An invoice has been received for payment of Uniform Shop wages.
This should no longer take place, as wages should now be coming from the newly created Uniform Shop bank account. Sally and Maddy to organise the new signatories on the bank account and to discuss the process for Tuckshop financials.

Action: Sally will follow up with Derek to get handover of all Treasurer files for Maddy.

**School Banking**

No report tabled.

7. **President’s Report**

We recently held a P&C Exec team meeting to introduce the new Exec team to each other and to agree way forward.

The Easter Fiesta was an outstanding success. Sally thanked Rosie and her team for a fantastic effort.

Sally suggested that we have a Fundraising/Social Convenor and a Grants convenor as part of the P&C team. These will be added to an upcoming school newsletter for request for help in the school community.

Sally is now registered as the provider for OSHC

The ATO have up to date Treasurer contact details.

Social event suggestions – Park Crawl, Cheese & Wine night, Trivia Night.

7. **Treasurer’s Report**

Bank Balance as at 31st March 2013: $48,325.16

Action: Maddy will put together the P&C Annual Budget ready for review at the next P&C meeting in May.

Action: Maddy to sit with OSHC and Tuckshop/Uniform shop Treasurers to understand processes.

**Maddy moved the motion to accept all of the Sub Committee Reports. Sally seconded. All in favour. Carried.**

8. **Principal’s Report**

The Principal’s Report for 18th April 2013 was tabled by Lisa Morrison (Principal), with specific points mentioned, as follows:

**Balance at Bank:** $312,112
**Current Enrolment (Prep – Year 7):** 424
(a) Mon Apr 22nd – MWSS ANZAC Day Parade and Thurs April 25th – ANZAC Day public holiday – Local Community marches – Manly/Lota and Wynnum.

(b) NAPLAN preparation well underway for Yr3, 5 & 7 students – May 14, 15, 16

(c) Artist in Residence – Melanie Thomson. School funded program - $4500 for Term 1. Can P&C fund this program for Term 2?

(d) Semester 1 Reports will be mailed out in last week of Term 2. Preps will now have a report card too.

(e) Traffic Light Survey sent out beginning of Term 2 to all school families.

(f) State Education Week is May 5th -11th – Wynnum Herald advertisement, Principal for the Day. Some year level Mother’s Day events.

(g) Under 8s Week is May 20 – 27th. Event currently being organised.

(h) Class Coordinators – first meeting will be on Friday April 26th at 9am. P&C Exec team invited to attend. Lisa to send list of coordinators to P&C.

(i) Wynnum & Manly Rotary & Bunnings Cannon Hill have constructed an ANZAC memorial garden near flagpoles.

(j) Louise Goodwin attending ICT conference. Supporting the use of iPads in the classroom and feedback to all staff.

(k) In partnership with Wynnum Manly Rotary & Dulux, we are being provided with paint for the Swimming Pool dressing shed and pool canteen. School to engage painter.

(l) Bayside Swim School hire Agreement tabled for review. Bayside Swim School would like to display a sign at the front of the school.

(m) Lisa requested the P&C pay for a pool cover. Lisa to provide quotes to the P&C for review. (The intention is that Bayside Swim club would then pay for the solar heating over time with their payments.)

(n) The tender for the Prep playground was tabled. It will go out to prospective suppliers tomorrow. Gambling grant after GST is $31K. Lisa requested that the P&C fund the remainder required - $14K. Sally proposed the motion that the P&C pay $14K towards the Prep playground. Rosie seconded. All in Favour. Carried.

(o) New school chaplain – Taig – would like to come to the next P&C meeting to talk about what chaplaincy means at Manly West.

(p) Storm damage work such as outside pool lights, shade structure etc. still pending. Pool amenities block lights have been repaired.

Sally thanked Lisa for her report on behalf of the P&C members.

9. **Music**

Anne described her passion for Music as another pathway to learning, especially for students who may not do so well in other areas. At a recent Conference music has great connections with language and reading. At MWSS Music is a “taster for all”.
Upcoming Music Event – World’s Largest Orchestra with James Morrison & 6,499 other musicians. This will be a Guinness book of records attempt - a one off event on the 13th July 2013. All welcome. Will be advertised in a future school newsletter. Recommend that families attend, and sit together in primary area. All attendees must be able to play their instrument well. Others may come to watch the event. Tickets cost $15.

10. **Fundraising**


   The Easter Fiesta was a resounding success and a true community effort.

   Rosie presented the latest Easter Fiesta financials split by stall. Current total amount raised by the Easter Fiesta is $16,100. Still to auction the signed framed AFL shirt. We will auction via EBay.

10. **General Business**

   (a) Sally suggested that to speed up future P&C meetings all reports would be sent out to members before the meeting to review. All reports are to be sent via email to Rosie by the Tuesday before the meeting. Rosie will send a reminder out.

   (b) P&C Day is on Friday 10th May. Sally will organise a morning tea out of the Tuckshop on this day.

   (c) Amanda agreed to start a P&C Facebook page. To be created in line with school’s online security policy in terms of photographs used. To be discussed in next meeting.

11. **Applications for membership and recording of new members**

    New membership forms received from OSHC team – Rochelle Chisholme & Cathy Ray. They will be added to the P&C Member register and P&C email distribution list for 2013/2014.

12. **Date of Next Meeting and Close**

    The next General P&C Meeting will be at 6:30pm in the Administration Block on Thursday, 16th May 2013.

    Meeting closed at 8:59pm.

    **Rosie O’Toole**  
    **P&C Secretary**