Minutes of the General Meeting Commenced
At 6.45pm on 18th July 2013

1. Welcome and Attendance

Attendees and apologies were entered in the attendance book.

Attendees: Sally Waters, Tanya Holt, Lisa Morrison, Anne Comiskey, Alison Ganter, Jillian Blennerhassett, Maddy Shankar, Debbie Stack, Neil Symes MP (Member for Lytton), Warren Finegan, Kirsti Turner, Derek Broanda.


Sally welcomed everyone to the meeting and thanked all for attending.

2. Minutes of Previous Meeting

Item 8(a) correction suggested by Jillian to remove her name as only Lisa met with the Education Minister. Kirsti Turner moved the motion to accept the Minutes of Meeting from 20 June 2013. Jillian Blennerhassett seconded. All in favour. Carried.

3. Business Arising from Previous Meeting
(a) Maddy sought clarification from Lisa on the tender process for the Prep ground repair work. Lisa confirmed that the increased cost for the artificial turf was incurred after due procedure was followed for tendering the additional work at a cost increase of $7,000. Lisa indicated that she has sent to Maddy the details for his perusal & she will clarify any further clarifications, if needed.
ACTION: Lisa & Maddy to discuss & resolve any outstanding queries on this issue.

4. Correspondence
As Amanda was unable to attend today’s meeting, Maddy reviewed the incoming correspondence & circulated following documents:

1. WorkCover insurance requirement - Policy number WAA7207474480 with Account number E0004654618 due by 31 August 2013. Maddy to follow up & make payment.
2. QLD Government Education Department letter to OSHC dated 10 July 2013 – Sally to forward to Yvonne.
3. Drake Fund Raising Community Dollars – Sally to follow up with Rosie.

5. Treasurer’s Report

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance as at 18 June 2013</td>
<td>$48,333.23</td>
</tr>
<tr>
<td>Uniform Shop sales by EFTPOS - collections transferred from OSHC</td>
<td>$5,434.00</td>
</tr>
<tr>
<td>Receipts from Grade 7 fund raiser event</td>
<td>$2,704.80</td>
</tr>
<tr>
<td>Cheque issued to MWSS for Prep play ground repairs</td>
<td>-$21,210.00</td>
</tr>
<tr>
<td>Transfer to Uniform Shop account to cover short fall</td>
<td>-$1,000.00</td>
</tr>
<tr>
<td>Balance at 16 July 2013</td>
<td>$34,262.03</td>
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</tbody>
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(a) The Bank signatories of P&CA main account (office bearers) are now included as the signatories for the Uniform Shop account at CBA.

(b) P&C Executive has agreed to provide Kirsti Turner the view only accesses to the Uniform Shop bank account which will enable her better manage the cash flows.

(c) Maddy suggested that the Uniform Shop should have its own EFTPOS machine from the CBA for the following reasons:

1. It will enable parents to pay at the Uniform Shop rather than having to use the OSHC machine.

2. It will enable OSHC staff better use their time for their own activities & Kirsti can better manage her bank account with cash flows

3. Kirsti will save time in reconciling her bank account with OSHC who presently deposit the Uniform Shop collections through their EFTPOS into the P&CA bank account.

4. The cost of renting such a machine is between $25 & $49 per month & the Bank may charge a levy of 1% on the transaction value which we will need to discuss & negotiate with the Bank.
(d) Derek Broanda shared his experience wherein the previous P&C had also debated the need for such a machine at the Uniform Shop considering the largest contribution to the P&CA revenues is from the Uniform Shop. Also he suggested an alternative is to consider the MYOB machine which can synchronise with the bank account online using the MYOB software & reconcile the balances with daily reporting.

(e) Tanya suggested that after having noted that the MYOB software at the Tuckshop office indicated the last upgrade was in 2007, it’s important we upgrade the MYOB software on all computers at the Tuckshop & Uniform Shop before we invest into the MYOB POS machine. Derek suggested that we discuss with Yvonne who may have the license papers for the payment of $800 last year to get the latest updated versions of MYOB on all P&CA computers.

(f) Since Bev & Rosie are working towards Tuckshop enabling online ordering & payment facilities using the internet or mobile phone applications, it was suggested that once the Uniform Shop’s use of the electronic payment machine is stabilized, for those who place orders physically at the Tuckshop should be allowed to make payments using the Uniform Shop electronic payment machine.

(g) The Executive Committee debated the above points & agreed in principle to sanction the POS machine to be installed at the Uniform Shop subject to a costing comparative analysis between the EFTPOS and MYOB POS machines.

**MOTION:** Tanya Holt moved the motion that a POS electronic payment facility machine be installed at the Uniform shop subject to a cost comparison between EFTPOS & MYOB POS machines. Maddy is authorized to finalise the equipment hire with Kirsti’s help and update the Executive Committee to enable Rosie to include the same in the Newsletter. Warren Finegan seconded. All in favour. Carried.

6. **Neil Symes MP (Member for Lytton) report:**

Sally requested Neil Symes MP, Member for Lytton to say a few words to enable the P&C members ask questions and enable him to proceed for his other commitments for the evening.

Neil thanked the P&C for their efforts in organizing the MWSS Fete 2013 which was a very great success in terms of the turnout of people as well as the benefits to the School. Neil also shared his experiences at the Government sharing certain information like:

1. Education Minister has met with many Principals & positive outcomes will flow arising from the feedback provided;
2. Approximately 724 new teachers will be provided to the Bayside;
3. Approximate $6mn of CAPEX funding has been allocated for schools in the Bayside;
4. Online Cyber Safety is a key issue which Government has focused & Neil indicated that Bayside is the only other area other than Ipswich who has a dedicated school officer who will be moving around only in the schools & using the police station only for his administrative work. This will facilitate the
children to get used to the presence of a policeman enabling positive interactions and remove any negative fear perceptions about policemen. This is aimed at enabling parents & children to feel presence of the security environment in the schools besides of course using the 000 emergency lines, should the need arise.

5. GONSKI report sign up by QLD will happen only provided the Federal Government is willing to pay additional $650mn to support the financial implications;

6. The QLD Premier has instituted a committee to review into the pay rise given to MPs & that Neil has communicated in writing that he will not accept the 42% increase considering the financial hardships facing many public sector employees;

7. Although this is his first attendance at the MWSS P&C meeting in his capacity as the Member for Lytton, based on his experience from attending the Fete & other school programs, he would like to participate more and has committed to attend & support the QUIZ night event on 23 August 2013; and

8. Lastly, he requested all parents to feel free to approach his office located on Edith Street, Wynnum should they need any assistance.

Sally, on behalf of the P&C, thanked Neil for his attendance, offering his help & sharing his experiences to make the school Manly West as the best.

7. **Sub-Committee Reports**

**Swimming Club:**

Minutes: Report tabled from meeting 15 July 2013 by Warren Finegan.

Balance at Bank as at 15 July 2013: $5,741

(a) Warren updated the P&C members that the Swim Club new committee includes himself as President, Samantha Culley as the Vice President and Dan Brennan as the Treasurer. Dan has joined the membership of the MWSS P&CA. Until they find someone to become the Secretary of the Swim Club, these three members will continue with their work. The P&CA Executive Committee was requested to ratify these changes.

(b) The above Swim Club Executive Committee members will become the bank signatories. Once certain issued cheques are processed, Judy Parr the outgoing President will be removed from the Swim Club bank account signatories & once the new Secretary has been appointed, that individual will be included as a Signatory. The P&CA Executive was requested to ratify these changes.

(c) Warren indicated that the Swim Club dates sessions will be from 7 October 2013 to 9 December 2013 and again from 3 February 2014 to 31 March 2014.

(d) The Swim Club fees have been increased by $10 to cater to the increase in cost of operations & considering there has not been a fee hike in few years. This will be communicated to all parents & members.

(e) Warren indicated there were requests from parents to provide certain other items in
the Tuckshop but after much debate & inputs from Lisa, it was agreed by the P&CA that Swim Club will ensure only Smart Choices Healthy Food items are included in the menu. This will avoid any precedent of any food outside Smart Choices being sold on the school premises against guidelines applicable to the School.

(f) Swim Club has finalized on the laptop purchase with help from Lisa using the school laptop vendor. The expense for this laptop has been approved earlier by the P&CA Executive Committee to enable install & improve on the Timing System.

(g) Warren highlighted the need to install the Automated Timing System asap. Considering the cash flows required for this purchase is high, after debate, it was agreed by the Executive Committee to:

1. seek Alison’s assistance to include this purchase in the application for the Grants from the Gambling Community Benefits Fund;
2. although presently the limit for such Grant assistance maybe $35,000, Warren suggested we include all requirements & he will discuss with his contact who facilitates better presentation of the application to ensure we can get approval for the entire requested amount (he had success earlier with similar cricket requests of up to $75,000);
3. include this purchase along with the other items like swimming pool heating system & salt treatment machine.

MOTION: Maddy moved the motion that P&CA accept the Swimming Club Sub Committee report as circulated. Tanya seconded. All in favour. Carried.

MOTION: Warren moved the motion that P&CA confirm the Sub Committee members of the Swim Club & the new bank signatories as per the Swim Club meeting minutes dated 15 July 2013, as circulated. Alison seconded. All in favour. Carried.

Tuckshop:

No report this month.
Balance at Bank as at 16 July 2013: $3,843.23

Outside School Hours Care:

Minutes: Report tabled from meeting 16 July 2013 as circulated by Yvonne & Rosie
Main Account Balance as at 30 June 2013: $12,115.70
Special Account Balance as at 30 June 2013: $29,606.79

(a) Letter of demand issued to follow up on outstanding dues has positive results. Payments plans implements & disputes have been resolved for amounts of $3,296.27. Second follow up letters of demand will be issued for remainder.

Uniform Shop

Report tabled by Kirsti.
Bank Account Balance as at 16 July 2013: $1,521.03
(a) Kirsti highlighted the need for the EFTPOS machine earlier in the meeting. Refer point 5(b) above under Treasurer’s Report for discussion & decision.
(b) Kirsti indicated the situation of Uniform Shop having only $2 balance last week was because the revenues of $4,634.35 through OSHC EFTPOS machine had not been transferred on the same day to the Uniform Shop account. Kirsti wasn’t aware of this as she had no access to the Uniform shop bank account. This has now been fixed with Kirsti having view access to the Uniform Shop bank account (refer point 5(a) above.
(c) Since Sally & Rosie had already transferred an amount of $1,000 to process a cheque issued by Uniform Shop account, it was agreed to transfer the balance amount of $3,634.35 (out of $4,634.35) transferred by OSHC into the P&CA main account.

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

8. **Principal's Report**

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

- **Balance at Bank as at <date>:** Not available
- **Current Enrolments (Prep - Year 7):** 431

(a) From 2015 Year 7 (our current Year 5) will become the first year of High School in Queensland.
(b) From next year, Year 7 & 8 will move into the student leadership roles instead of current Year 7 only.
(c) Semester One Academic/Effort/Behaviour Achievers’ Afternoon Tea was attended by 57 students with their families.
(d) 19 MWSS students achieved selection in the District Athletics Carnival to be held on 7/8 August 2013.
(e) Online Cyber safety family information program to be held on 24 July 2013 between 6-7pm.
(f) Lisa will be soon starting a breakfast club to facilitate more interaction with parents.

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

9. **Music**

Anne reported that the Music Orchestra event held on 13 July 2013 was indeed a World record event. 3 students of MWSS participated with their parents. Anne indicated it was indeed an achievement for the MWSS students to be part of this World record event held at the Suncorp Stadium with over 7,000 participants in the Event orchestrated by James Morrison which will find its way into the Guinness Book of Records.
10. **President’s report**  
No report tabled.

11. **Other Activities**

**Social events:**  
(a) Family Fun afternoon held on 13 July 2013 had low response with families of Sally & Tanya meeting up at Lota park.  
(b) Quiz Night scheduled on 23 August 2013 was discussed at length & considering the short duration left in planning the event, the following outcomes were agreed:  
1. Lisa’s daughter Kate had volunteered to prepare the Quiz questions. Considering her past skills of being the Quiz master, it was agreed that Lisa will request Kate to be the Quiz master for the event to be held in the School.  
2. Lisa confirmed that the MWSS School staff has confirmed they will book two tables at the Quiz night.  
3. Sally confirmed that the Food / snacks are BYO & drinks will be sponsored. She is presently following up with Manly Hotel and the sale proceeds from the sponsored drinks will go the P&CA account.  
4. Debbie agreed to help Sally to coordinate the event & meet up with Lisa on Friday the 19 July 2013 to work a strategy on the entire organization of the event. All parents are requested to volunteer with helping out before & during the event.  
5. Tear off notes will be circulated through the students to enable the parents indicate their choice of volunteer work & also participation in the event.  
6. Charges applicable for attendance at the Quiz night are $80 per table of 8 @ $10/person.  
7. Prizes will be through donations from parents or other sponsors of the Fete, including using any leftover prize items from the Fete.  
8. To ensure higher participation, Alison recommended we approach local councilor Peter Cummings, who himself is an avid Quiz night participant. He will be glad to sponsor some aspects of the event & also approach other sponsors. Peter will be requested to communicate to the public at large in Wynnum Manly area to ensure a higher turnout for the event.  
9. P&CA Executive Committee authorize Alison to buy alcohol for sale using P&CA funds for the value not exceeding $500 in aggregate.  
10. Considering the school has only two fold out tables of its own, P&CA Executive Committee authorized use of its funds to buy ten tables for value not to exceed $500 in aggregate. Warren indicated we may get a good deal on specials at Masters where it’s priced at $19/table. But since Cannon Hill Bunnings have sponsored & supported MWSS and the P&CA events in the past, it was agreed to authorize Lisa to purchase the fold out tables from Cannon Hill Bunnings after Lisa negotiates a good price within the above expenditure limits.

**MOTION:** Alison proposed Lisa be authorized to buy 10 fold out tables at value not exceeding $500 in aggregate from Cannon Hill Bunnings Store. Jillian seconded. All in
favour. Carried.

**MOTION:** Tanya proposed Alison be authorized to buy alcohol for sale for the Quiz night for a value not exceeding $500 in aggregate. Debbie seconded. All in favour. Carried.

12. **General Business**

(a) Alison reported the Year 7 fund raising efforts are progressing well. Total revenues from Homestyle Bake fundraised held on Friday the 12 July 2013 was $2,740 and expenses of $2,273.05 raising a net income for the P&CA of $431.75. The collections in cash & cheque have been banked into the P&CA bank account and reports submitted to the P&CA Treasurer.

(b) Alison updated the P&CA of the Walkathon being scheduled for 19 September 2013 for which brochures were to be finalized on or before 26 August 2013. Pie drive for this walkathon has to be organized as a P&CA event. Volunteers will be coordinated using Alison’s past experience in organizing the same event.

(c) Alison indicated that for the Year 7 social, she would need a $500 contribution from P&CA for the expenses. This will need to be completed by end November 2013 for the event being held on Tuesday or last week of school term.

13. **Facilities**

Lisa gave a quick update on the various Facilities being upgraded in the school:

(a) Prep playground path completed, tree pruned & wall strengthening in progress with outside agency to ensure children’s safety.

(b) Following work is in progress:

1. Concrete pathways near prep and the old tuckshop area down to middle oval steps now completed.
2. One tree removed.
3. Replacement of doors in boys’ toilets completed.
4. Quadrangle upgrade in progress with new features like a giant chess board to make it attractive.
5. Rotary are contributing to the garden for Prep children.
6. ANZAC day plaque has been installed.
7. Pool shed painting completed.
8. New sheds in swimming pool area and on back oval ready for construction.
10. Hire Agreement discussions in progress with Moreton Bay Boys College Principal - Tony Wood. As the boys use the Oval for their cricket & other games practice, this formal Hire Agreement will encourage them to increase the usage of the Oval and also share in the upkeep costs.
11. It was suggested that Lisa also consider constructing new toilets at the Oval. During the Fete & other sporting events, it was inconvenient for parents & children who had to walk all the way up. Lisa indicated that since there are water facilities at that oval, she will look into the matter. Regarding the sharing of costs by P&CA, Lisa will put forward a proposal for P&CA to
approve or request it through the Grants system considering it’s for enhancing the sporting facilities & activities of school & community children.

14. **Applications for membership and recording of new members**
New membership form received from Ms. Penelope Nicolaou. She will be added to the P&C Member register and P&C email distribution list for 2013/14.

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

   The next General P&C Meeting will be at 6:30pm in the Administration Block on Thursday, 15th August 2013.

   Meeting closed at 8.45pm.

Mahadevan (Maddy) Shankar
**Acting P&C Secretary for this meeting**