Minutes of the General Meeting Commenced
At 7.26 pm on 20th March 2014

1. Welcome and Attendance

Attendees and apologies were entered in the attendance book.

Attendees: Sally Waters, Tracey Longley, Tanya Holt, Debbie Stack, Andrea Asquith, Rosie O’Toole, Robyn Rapson, Beverley Speer, Brad Small, Lisa Morrison, Petra Von Richter, Gabrielle Purcell, Yvonne Gay, Lesley Irons, Julie Oliver, Warren Finegan, Taidhg Retford

Apologies: Anne Comiskey, Nicole Stringer, Emily Flack, Amy Thierry, Rochelle Chisholme

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

2. Minutes of Previous Meeting

The following change was requested of the minutes of the previous P&C meeting:
   a) In line with recommendations provided by Qld P&C, meeting minutes should not mention specific names of individuals making requests.

Robyn moved the motion to accept the minutes of the last general meeting held on 20th February 2014. Tracey seconded. All in favour. Carried.

Sally signed a copy of the minutes to be kept on file.

3. Business Arising from Previous Meeting

The following business was discussed:
   a) Charities Commission Form - Sally requires more information before sending by the closing date of the end of March
   b) Transmission report needs to be sent in by end of May - Assigned to Tanya.

4. Correspondence

By Letter
   a) P&C Qld Parent Talk - only 1 magazine now being sent, as e-newsletter contains all the information. Rosie to organise for P&C Qld link on school website (P&C page).
   b) Unisite playground seating - passed to Lesley
   c) MSP Photography - for school photos - passed to Lisa
d) Fundraising Suggestions - Design a Brick, Kids ShowBags, Showbags.com.au - all kept on file; Julien Star Photography Family Portraits - look to use - discuss at next meeting

e) Lytton Grant Day - pass to Grants coordinator (advertise in school newsletter)

By Email

a) 2014 P&C Reporting Requirements from Lisa - for Exec info
b) Swimclub Grant application for timing system - info requested by Warren - provided by Tanya - 2nd April outcome
c) Alison Ganter submitted Grant Application Round 80 - Manly West SS P&C - no action required - response expected 2nd April
d) Kirsti Turner resignation letter - advertised in school newsletter job positions available

e) Uniform and Tuckshop Convenor Applications x5 received - Exec reviewed, agreed new positions and informed applicants

f) Jessica Rumble - Entertainment Books - need volunteer to replace Vicki Trennerary as she is unable to do it this year - Robyn, Andrea and Debbie volunteered to help. Information passed to Robyn

g) Fundraising correspondence - HomeStyle Bake, Birch, Carrol & Coyle cinema - filed

h) Allison Hays - Paperwork Magic Grant writer proposal - Discussed at the meeting and agreed that this was not necessary at this point. However, we do need a grants coordinator - add to school newsletter and if no-one comes forward review this proposal again.

5. Decisions made by the Executive Committee

a) Appointment of Lyle Fallis to the new positions of Uniform Shop Convenor and Wednesday Tuckshop convenor.

6. Treasurer's Report

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<tr>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>Balance as at 20 February 2014</td>
<td>$35,191.22</td>
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<tr>
<td>Bank fees/Interest</td>
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<td>Donation from P Cummings</td>
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</tr>
<tr>
<td>Payment to Qld P&amp;Cs (membership and insurance)</td>
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<td>Payment to MWSS for IT upgrade</td>
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<tr>
<td>Transfer to High Interest Savings account</td>
<td>-$15,000.00</td>
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<td>Balance at 17 March 2014</td>
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<tr>
<td>Balance in High Interest Savings account</td>
<td>$15,000.00</td>
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<tr>
<td>Balance in uniform shop account</td>
<td>$10,837.56</td>
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</tbody>
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1. The following expenses motions were moved at this meeting for cheques to be drawn:
   a) $1485 for 2013 audit fees; Motion moved by Tanya, Seconded by Bev. All in favour. Carried.
   b) $192.52 invoice for officeworks reimbursement to Tanya for set up of appropriate controls/printing/folders etc. Motion moved by Brad, Seconded by Robyn. All in favour. Carried.

2. $10000 was paid to MWSS for IT broadband upgrade contribution, as agreed at our last P&C meeting.

3. New controls have been put into place - Contracts and position descriptions have been completed and given to all paid staff. Cash counting sheets have been issued to tuckshop
and uniform shop. Yvonne is to start paying all paid staff as of Monday 24th March. Both Uniform and Tuckshop assistant are now to be casual rather than part time.

4. Swimming club controls will be reviewed ahead of next season. Tanya will meet with Swim Club Treasurer for controls and budget.

5. Tanya uncovered issue that OSHC and Main account should have been registered for GST. They are now registered and a review of transactions for the last 4 years is currently being carried out by both Tanya and Yvonne to establish refund due to P&C. Amount unknown but could be anywhere between $10,000 and $20,000. This review will be completed ASAP and the last 4 years BAS statements re-lodged. Also had to re-lodge several other PAYG statements from 2009/2010 as these were never lodged correctly. Swim club and uniform shop are NPSE and therefore don’t need to be subject for GST. 

MOTION: Tanya moved the motion that Tuckshop sales are all input taxed. Seconded by Bev. All in favour. Carried.

6. Tanya currently in the process of registering Tuckshop for Commbiz and updating signatories to be Tania, Bev and Lyle. Tuckshop signatories also being updated to replace Kirsti with Lyle. Netbank access is to be removed for all old staff/executives. Letter has been created signed and will be lodged with the bank.

MOTION: Tanya moved the motion for the Tuckshop signatories and Commbiz to be Tanya, Bev and Lyle and the Uniform Shop signatories and Commbiz to be Tanya, Sally, Rosie and Lyle. Yvonne seconded the motion. All in favour. Carried.

7. All subcommittees are to prepare and provide to treasurer a budget for 2014 as well as monthly P&Ls with comparisons against budgets. This is due to Swim club and Tuckshop showing loss for prior year.

8. Tanya moved the motion for the Tuckshop signatories and Commbiz to be Tanya, Bev and Lyle. Yvonne seconded the motion. All in favour. Carried.

9. Tanya will review P&Ls for all subcommittees on a monthly basis

10. Tanya thanked everyone involved for their assistance over the past few months and for taking on the new processes with a smile.

Robyn moved the motion to accept the Treasurer’s report. Rosie seconded. All in favour. Carried

7. Sub-Committee Reports

Swimming Club:

a) Overall this season, the Swim Club is down in membership and down in attendance.

b) Profitability of club was raised. Swim carnival was planned and had to be cancelled due to asbestos clean out. Approx $500 lost. Also canteen not operational for 2nd half of term as refurbishments took longer than expected. Approx $700 lost.

c) Will review night for next season at Swim Club AGM in July. Currently clashes with OzTag.

d) New (borrowed) timing system means nights are moving much quicker. Grant application in and waiting approval.

e) More promotion required ahead of next season. Flyer will be drafted and sent out to all school families.

f) Warren moved the motion to spend up to $1600 on trophies for Trophy night. Yvonne seconded. All in favour. Carried

g) The family of Nicole Smiley memorial trophy request that her name be no longer
associated with the trophy. Warren will discuss with Swim Club committee and present the new trophy costs at the next P&C meeting.

Tuckshop:

a) Online Ordering system - The first supplier reviewed - would cost $2,000 but no ongoing cost to P&C. It is currently used at Moreton Bay Boys College and they have offered to provide a demo of how it works. Need to understand how the payments would work across two separate bank accounts for Uniform Shop and Tuckshop. Bev will organise supplier representative meet with P&C Exec team.

b) The tuckshop needs more volunteers. Bev will send out flyers to all classes to recruit.

c) The Tuckshop Recruitment form and Swim Club membership form will be added to the P&C Welcome pack included in the school’s Enrolment pack. Also add Swim Club membership form

Outside School Hours Care:

Minutes: Report tabled from meeting 12th March 2014 by Yvonne
Main Account Balance as at 28/2/2014: $24,806.37
Special Account Balance as at 31/1/2014: $16,091.35
Term Deposit - Maturity Date 12/09/2014: $25,000.00
Term Deposit - Maturity Date 12/03/2014: $5,027.42

a) Fully reconciled statements provided to P&C
b) Monies received to date from Professional Recovery Services $1750.05. Commission paid $481.28

c) Agreed to contribute $5,000 to the school towards outside seating. Lesley is coordinating with Lisa where the new seating will be and what it will look like. Some will be moveable, some will be fixed. All requested to give their ideas of where they would like seating around the school and we will discuss further at our next P&C meeting.

d) Recommended vaccinations for educators - OSHC has agreed to pay out of pocket expenses for staff to have a flu shot.

8. Other Activities

Uniform Shop

a) Mother’s Day stall items have been ordered.

b) Huge thanks to Kirsti for all her work in the uniform shop. Welcome to Lyle Fallis who has taken over the role of Uniform Shop Convenor.

School Banking

Nothing to report.

Warren moved the motion to accept all subcommittee reports. Debbie seconded. All in favour. Carried.

9. Principal’s Report

The Principal’s Report for 20th March 2014 was tabled by Lisa Morrison (Principal), with
specific points mentioned in report, as follows:

a) Calendar events for March included Chicken hatching in Prep, Cross Country and French Film Festival.

b) Anzac day parade planned for Mon Apr 21 (1st week Term2).

c) Student led conferences - 3 way conference with students presenting portfolio of work.

d) NAPLAN preparations well underway for Yr 3, 5, & 7 students - Wk 4 Term 2.

e) Data Coaching is in full implementation with all teachers having worked with the coach and principal to analyse their data and plan learning goals.

f) Planning for science day event in National Science Week 2014. Seeking parent involvement.

g) New Special Education Program (in partnership with Manly SS) has been implemented this year. There are 2 teachers involved - Amanda Marshall and Helen Martschenki.

h) Reading 2 Learn - literacy & numeracy explicit teaching - coaching and visits to other schools in progress. Teacher Aides in training with coach. Parent Ed program to follow.

i) Traffic Light Survey to be sent out beginning Term 2 including survey about parent education programs - what do parents want to learn about? What can the school provide?

j) Cluster schools met today. Extension days and enrichment days discussed - special days for Years 3-7.

k) Expression of interest for Deputy Principal role has been sent out through district office because notice has been given that Barbara Dundas will be on leave until Dec 2014. Lisa requested a member of the P&C to review the CVs received. Rosie agreed to meet with Lisa next week.

l) B Block walkway covered completed. Provided for all weather cover around whole school.

m) New pool fence and canteen completed. Pool upgrade to be carried out in Term 2 - Tiles, pool deck.

n) Prep sandpit upgrade in progress.

o) Furniture sourced from Ithaca TAFE - eg new furniture for computer lab in library.

p) Next focus - outdoor seating with focus on creating outdoor learning spaces and shade sails for the pool and the middle oval playground.

q) School website under construction - new EQ template. Includes a Phone App which integrates with the calendar of events.

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

10. **Music Report**

No Music report this month. Congratulations to Anne Comiskey who is presenting a session at a national music educator’s conference in the USA.

11. **President’s Report**

No report as all items covered in AGM meeting.

12. **Fundraising/Social Events**

To be discussed at our next P&C meeting.
13. **General Business**
   a) Schools with Pools was organised very well by Ms Moore. It was raised that MWSS do not have their own swim caps. Perhaps liaise with Swim Club. We want to start selling branded caps in uniform shop, so suggested that Lyle work with the PE teacher on the best look for the new swim cap. It was suggested that the P&C sponsor the Schools for Pools swim caps from next year.
   b) Harcourts would like to sponsor a school logoed gazebo.
   c) Wynnum Chamber of Commerce - business minded events. P&C members are invited to take part.

14. **Applications for membership and recording of new members**
   New membership forms received from all new and renewing members at the AGM. They will be added to the P&C Member register and P&C email distribution list for 2014/2015.

15. **Date of Next Meeting and Close**
   The next General P&C Meeting will be held in the Administration Block on the 15th May 2014 at 630pm.

   Meeting closed at 9.18 pm.

Rosie O’Toole
MWSS P&C Secretary