Minutes Of The General Meeting Commenced
At 6:40pm On 20th June 2013

1. Welcome and Attendance

Attendees and apologies were entered in the attendance book.

Attendees: Rosie O’Toole, Sally Waters, Lisa Morrison, Yvonne Gay, Lesley Irons, Dale Brennan, Robyn Rapson, Jillian Blennerhassett, Anne Comiskey, Michael Holt, Andrea Asquith, Jillian Blennerhassett, Donna Russell

Apologies: Kirsti Turner, Amanda Carlon, Paul McCllion, Maddy Shankar, Alison Ganter, Debbie Stack, Beverley Speer, Tanya Holt

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

2. Minutes of Previous Meeting

Yvonne moved the motion to accept the Minutes of the General Meeting from 30th May 2013. Jillian seconded. All in favour. Carried.

3. Business Arising from Previous Meeting

(a) Lisa brought the invoice for the artificial turf for the Prep playground. Sally
confirmed that the P&C were happy to sign a cheque to the school to pay for this invoice. Total amount to be paid to the school by the P&C for the Prep playground, including the turf is $21210. Yvonne confirmed that OSHC would pay $5,000. (The remaining cost will be covered by the grant which was secured earlier this year. Total cost of playground.)
ACTION: Sally to ask Maddy to issue cheque to school for amount $21210.

4. **Correspondence**
Amanda was unable to attend tonight’s meeting. The following correspondence has been added to the correspondence log and letters circulated:

<table>
<thead>
<tr>
<th>#</th>
<th>Date</th>
<th>In/Out</th>
<th>From</th>
<th>Type</th>
<th>Subject</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>024</td>
<td>6/4/2013</td>
<td>In</td>
<td>Department of Communities, Child Safety &amp; Disability Services</td>
<td>Email</td>
<td>Caring for Our Community 2012-13. Application for funding,</td>
<td>Forwarded to Lesley Irons</td>
</tr>
<tr>
<td>025</td>
<td>6/6/2013</td>
<td>In</td>
<td>Fireworx</td>
<td>Email</td>
<td>Fundraising Information</td>
<td>Filed - To be considered at a later date</td>
</tr>
<tr>
<td>026</td>
<td>6/6/2013</td>
<td>In/Out</td>
<td>Tudor Uniforms</td>
<td>Letter</td>
<td>Uniform Supplier</td>
<td>Passed to Kristi</td>
</tr>
<tr>
<td>027</td>
<td>6/6/2013</td>
<td>In/Out</td>
<td>Mr Charles Uniforms</td>
<td>Email</td>
<td>Uniform Supplier</td>
<td>Forwarded to Kristi</td>
</tr>
<tr>
<td>028</td>
<td>6/10/2013</td>
<td>In</td>
<td>Country School Photos</td>
<td>Letter</td>
<td>School Photo Brochure for 2014</td>
<td>Circulated at Meeting</td>
</tr>
</tbody>
</table>

In addition, the following correspondence was discussed at the meeting:
(a) Email from ACSEA informing that they have a new name “Community Management Solutions”.
(b) ACSEA P&C Qld Exec team Voting papers – Sally happy not to vote.
(c) Registration form has been sent to Australian charities for Non for Profit, signed by the P&C Exec.
(d) Form to (DETE) has been sent out. This confirms the transfer of the OSHC Approved Provider to Sally.
(e) Email from Lytton Electorate Office - From 1 July 2013, if the P&C wish to sell alcohol at an event we may no longer have to apply for a community liquor permit.

5. **Treasurer’s Report**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance as at 30 May 2013</td>
<td>$49,142.38</td>
</tr>
<tr>
<td>Interest income for May 2013</td>
<td>$1.85</td>
</tr>
<tr>
<td>Deposits from Uniform shop</td>
<td>25.00</td>
</tr>
<tr>
<td>Payment to the P&amp;CA Auditor for 2012</td>
<td>836.00</td>
</tr>
<tr>
<td>Balance as at 18 June 2013</td>
<td><strong>$48,333.23</strong></td>
</tr>
</tbody>
</table>

(a) Signatures changed for Uniform shop; Tuckshop need Vanita to go in to a CommBank branch. ACTION: Sally to let Vanita know.
(b) Signatures of OSHC and Tuckshop – check the guidelines that all the exec team have to be signatures off all . ACTION: Sally to check with Maddy/Comm Bank that this is correct.
6. **Sub-Committee Reports**

**Swimming Club:**  
**Balance at Bank:** $5741.00  
(a) Lisa is organising a quote from school for a new laptop for the Swim Club (for time keeping and admin).  
(b) Committee meeting to take place in July with new committee.

**Tuckshop:**  
**Balance at Bank (1/6/13):** $4826.93  
(a) Online ordering – To be finalised based on reviewing a third supplier choice. We may have to review process in the tuckshop to cover costs for the software.  
(b) It was agreed to send a statement out in the school newsletter to say that all Tuckshop payments should be paid for in advance. Also ask the school community if they know of any other online ordering suppliers.  
Action: Rosie give Sally wording for newsletter.

**Outside School Hours Care:**  
**Balance at Bank (Main Account):** $21,829.54  
**Balance at Bank (Special Account):** $38,687.33  
(a) As the survey response from parents was minimal we have decided to support the organisation Canteen. We are hoping to donate on a monthly basis, this donation will give a child the chance to go on camp. There will also be a donation tin at the sign in desk for parents to donate their small change.  
(b) Under 8’s day was a huge success children enjoyed their time creating rain sticks and other beautiful artworks, and also using their imaginations and building skills with floor play and construction in the senior room.  
(c) Kylie Eastham came to visit to discuss the sign for the front gate. We agreed on a size. Lesley will now decide what information should be on the sign and email her the details.  
(d) Yvonne, Sally & I attended a Qcan approved provider workshop this was a very informative night. First Aid training is booked in July for any staff who needs to update their training.  
(e) All families would have received their vacation care programs, these were either posted or placed in the parent pockets. We have a very exciting program to organise for June/July holidays. A copy of the program was circulated at the meeting.

7. **Other Activities**

**Uniform Shop**  
(a) Stockings have arrived. They are beautiful and thick so hopefully parents will see value for money.  
(b) A mention of lost property was in the school newsletter. Items will be donated to Silky Oaks if not collected, named or not.
(c) Having trouble finding bottle green skivvie/turtlenecks from our usual suppliers. They do supply but not that colour. Action – Rosie to tell Kirsty that white skivvys are ok.
(d) The electronic system is working well. Maddy is coming in to have a look and let Kirsty know from an accounting perspective what he needs.
(e) Quote for the netball/volleyball visors was circulated and all agreed to go ahead and purchase. They are bottle green with MWSS on the visor in white print. We will buy 50 (to see how they go) and sell for $8. Action: Rosie to tell Kirsty that only year 5-7 can purchase these visors, and they are not to be worn as a general hat, only for sports intended, as they don’t have adequate sun cover.

School Banking
Nothing to report

MOTION: Robyn moved the motion to accept all Sub-Committee Reports. Lesley seconded. All in favour. Carried.

8. Principal’s Report
The Principal’s Report for 20th June 2013 was tabled by Lisa Morrison (Principal), with specific points mentioned, as follows:

Balance at Bank: $261,165.00 (including $12000 in provisions)
Current Enrolment (Prep – Year 7): 427

(a) Lisa met the Education Minister this week with a number of local principals. He has put forward some far reaching changes for staff in state schools. Proposal is that in 2015 – all Principals & Deputies will be put on 3 year contracts rather than permanent and their contract renewal will be related to performance. For teachers – Master teachers will be paid bonus for working with struggling schools.
(b) Behaviour audits are currently in progress. MWSS have been asked to be used as a role model for positive behaviours. MWSS have also been asked to trial the new NAPLAN scheme.
(c) The school board concept is to be introduced to all state schools. Lisa will bring more information to our next meeting for discussion.
(d) Prep playground – Progress has been slowed down. 3 trees need to be cut down, then the pathways laid, before the playground is installed. To give adequate time for the extra work this means the equipment will now be installed in the September holidays.
(e) Quadrangle upgrade – Big improvements will be made next

9. Music
No report this month.

10. President’s Report
No report this month.
11. **Fundraising & Social Events**
   (a) Sat 13\textsuperscript{th} July – Family Fun Afternoon (1pm – 4pm) in Lota Park. Bring kites, Frisbees, scooters etc. Action: Sally to advertise in school newsletter.
   (b) Fri 23\textsuperscript{rd} Aug 730pm – Quiz Night – Looking for a volunteer to coordinate this event. Action: Sally to ask Manly Hotel if they can supply the alcohol and glasses. Action: Lisa’s daughter to provide quiz questions. Need to find a Quiz Master for the night. Possibly have a Treasure Hunt, find 10 things on the night. Action: Rosie - Framed AFL shirt – Raffle 500 squares @$2.
   (c) Thursday 19\textsuperscript{th} September - Walkathon
   (d) Sat 12\textsuperscript{th} October 530pm-8pm - Wine & Cheese Night (Wine & Cheese by the bay) Lesley agreed to be the coordinator. An evening in the undercover area overlooking the bay. Ticket price pays for first drink + plate of cheese. Onsite bar for further drinks. Lisa agreed to organise music to entertain.

12. **General Business**
   (a) OSHC Debtor situation – 1\textsuperscript{st} letter of demand has gone out. Sent to all debtors 60 days and over; which is a total of $11,000. Some have already come back and paid. 2\textsuperscript{nd} letter of demand has been prepared and is ready for Sally’s signature. 3\textsuperscript{rd} letter (legal proceedings) to be discussed. In some cases, the family is no longer at the address held on file. This equates to a total of $1900.
   **MOTION** - Michael moved a motion to write off the $1900; Rosie seconded. All in favour carried.
   (b) **MOTION** – Rosie moved a motion to award Alison Ganter with a lifetime membership to the P&C to recognise all her hard work and effort for the P&C over the years. Robyn seconded. All in favour carried.
   **ACTION** – Rosie prepare certificate to be presented at the Cheese & Wine night.

Sally thanked Rosie for collating and sending out the reports to everyone ahead of the meeting. This system allows us to move through the meeting quicker. Sally thanked Anne for the music choral afternoon which took place this afternoon. It was fantastic and a great effort by all. Sally congratulated Lisa on becoming a regional mentor for Principals.

13. **Applications for membership and recording of new members**
New membership forms received from Donna and Andrea. They will be added to the P&C Member register and P&C email distribution list for 2013/2014.

14. **Date of Next Meeting and Close**
The next General P&C Meeting will be at 6:30pm in the Administration Block on Thursday, 18\textsuperscript{th} July 2013.

Meeting closed at 8:12pm.

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