Minutes of the General Meeting Commenced
At 6.29 pm on 26th June 2014

1. Welcome and Attendance

Attendees and apologies were entered in the attendance book.

Attendees: Sally Waters, Yvonne Gay, Lesley Irons, Anne Comiskey, Andrea Asquith, Rosie O’Toole, Robyn Rapson, Tanya Holt, Lyle Fallis, Gabrielle Purcell, Lisa Morrison, Petra Von Richter, Taidhg Retford

Apologies: Warren Finegan

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

2. Minutes of Previous Meeting

One change was requested of the minutes of the previous P&C meeting held on 15th May 2014:

a) All agreed that change of process for second hand uniform sales in the Uniform shop is that 50% for all sales will be kept by the P&C.

Robyn moved the motion to accept the minutes of the last P&C meeting held on 15th May 2014. Lisa seconded. All in favour. Carried.

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

3. Business Arising from Previous Meeting

None
## Correspondence

<table>
<thead>
<tr>
<th>Ref</th>
<th>Date</th>
<th>In/Out</th>
<th>From/To</th>
<th>Format</th>
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<td>21/05/2014</td>
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Also, outgoing correspondence to

a) Wynnum Manly Rotary club to request to borrow Rotary’s trailer, BBQ equipment and eskies for Bunnings Sausage Sizzle fundraiser (dated 27th May 2014)

b) Thank you to Wynnum Manly Rotary club for helping us organise the Bunnings Sausage sizzle fundraiser (dated 17th June 2014).
5. **Decisions made by the Executive Committee**
Since our last P&C meeting no Executive committee decisions were made.

6. **Treasurer's Report**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>Balance as at 15 May 2014 (last meeting)</td>
<td>$11,654.90</td>
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<tr>
<td>Bank fees/Interest</td>
<td>-$93.87</td>
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<tr>
<td>GST Refund March 2014 Qtr</td>
<td>$338.37</td>
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<tr>
<td>Bunnings BBQ Profit</td>
<td>$1670.20</td>
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**Balance at 26 June 2014**

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<tr>
<td><strong>Balance as at 26 June 2014</strong></td>
<td><strong>$13,569.60</strong></td>
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<tr>
<td>Balance in High Interest Savings account</td>
<td><strong>$15,087.95</strong></td>
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<td>Balance in uniform shop account</td>
<td><strong>$1,415.45</strong></td>
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*Note that $5000 of this is from OSHC and is yet to be passed onto MWSS for the new school seating.*

a) Detailed Bunnings Sausage Sizzle financials were tabled. Tanya moved the motion to declare that the Bunnings Sausage Sizzle Fundraiser held on 31st May 2014 as an input taxed event therefore it will not have GST payable on the takings. Lyle seconded. All in favour. Carried.

b) Sally thanked Brad Small and Tanya and all the volunteers involved in the Bunnings Sausage Sizzle for fantastic fundraising effort.

c) Note - the new Manly West Bunnings store have offered the P&C to run a sausage sizzle at their store. **ACTION:** Andrea to contact the store to express our interest in doing this early next year.

**OTHER NOTES RE ACCOUNTS:**

1. BAS statement for June quarter due in August. Yvonne has completed OSHC 2013 GST return to submit - $6,066.72. Will start on 2012 next.
2. Payroll rollover and MYOB updates to be carried out in 1st week of school holidays. Increase in super to 9.5% and medicare to 2% and change in tax tables.
3. Spending float needs to be decided as part of trivia night discussions.
4. Uniform shop stocktake has been carried out and current stock levels sit at $22,691. Was $26,373 as at March 2014 stocktake. Thanks to Lyle for setting up this stocktake process as this gives us a much more accurate idea of stock levels and values on hand and helps with re-ordering process. Need to do a cashflow forecast prior to ordering more stock to ensure we can self maintain the expenses of the uniform shop.
5. Final mother's day profit was $1260.61.

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

7. **Sub-Committee Reports**

**Swimming Club:**

a) Discussion held with Lisa about pool rental owed. Lisa happy to reduce the fees for electricity and chemicals to help the Swim Club financials to get back in the black.

b) Swim Club AGM will be held in July. The new Swim Club committee will be agreed at the AGM.

c) Two swim carnivals are planned for later this year. Also, colouring in competition to promote the swim club for next season.
d) Swim Club will be registering for Queensland Government “Get in the Game” vouchers to assist children to participate in swim club.

e) ACTION: Rosie to set up meeting with new Swim club committee and P&C Executive team, post Swim Club AGM, to discuss way forward

Tuckshop:

a) Bank Balance as of 6.6.14 is $6129.81
b) Sports day - All Tuckshop volunteers have offered to help on the day.
c) Proposed Ekka style meal deal for term three.
d) Yoghurt and iced tea now for sale in the tuckshop. Need to make sure we don’t over order the yoghurt to avoid waste as it only has a two week life.
e) LOL drinks have been replaced with glee. Glee has less sugar.

Outside School Hours Care:

Minutes: Report tabled from OSHC committee meeting held on 10th June 2014

MAIN ACCOUNT
Balance as at 31/05/2014 $24,956.25

SPECIAL ACCOUNT
Balance as at 31/05/2014 $19,406.76

TERM DEPOSIT
Maturity Date 12/09/2014 $25,000.00
Maturity Date 12/06/2014 $ 5,054.69

a) Tuckshop and Uniform shop have paid all monies owing as at week ending 06/06/2014.
b) To set up our new homework area we will order 2 new computers through the school. This will help to facilitate the children with homework and projects and they will also be used as part of our behaviour rewards system.
c) May was a busy month for OSHC with under 8’s day we hosted some awesome activities for all the children. A big thanks to all staff that volunteered their time on the day, this made the day very successful. In the OSHC room we had dramatic play and in the other room we had musical adventure, the day was engaging and all children and some parents were involved in the fun.
d) We have set up online ordering for OSHC through Woolworths. This will save someone having to travel to the shops, carry the groceries and will also eliminate the cost of transport allowance.
e) Staff training schedule for the year is in place and educators will be required to attend all training where possible. Lesley has finished her Diploma in Children’s Services and the service has signed up Brianna Monteth to undertake a traineeship in Certificate III in Children’s Services. Anthony Duffy and Shantel Russell are moving along with their studies and hope to finish in the next couple of months.

8. Other Activities

Uniform Shop
Lyle presented a number of new items proposed to be sold in the Uniform Shop:
a) MWSS Swim cap - silicone green with white writing. For term 4 - yellow, red and blue for school sport house colours. All agreed to purchase house colours (20 each of the silicon and cloth) and 50 of the MWSS ones.

b) All agreed to trial a small number of waterproof swim bags in sports club colours.

c) Chair bags - Lisa to ask teachers if they still need them.

d) Library bags from new supplier Spartan in green - with logo. All happy to move to new supplier.

e) Sports socks - white with green stripes have all been sold. All agreed that we will change to the new green with white stripes at this point and sell at same price.

f) All happy for Lyle to order the new polo shirts presented at our last P&C meeting.

g) New ergonomic backpacks - will buy for $36 plus 10% discount. All agreed they need to be cost effective. Majority agreed to order the new backpacks and sell at no more than $35.

h) Hats - wider brim and SPF 50, waterproof and memory foam. All agreed to order.

Robyn moved the motion to agree to all Uniform Shop items mentioned in above list. Tanya seconded. All in favour. Carried.

i) Old School badges on hand (50 year badges and Year 7 badges) will be donated to school to be given out as prizes. Lisa will discuss with Year 5s next term to agree what senior badges we will have for future years.

j) Green Knee high socks - all agreed not needed, as we only wear them for a few weeks of the year.

k) Grey/Black socks as alternative to white socks - all agreed change not necessary to uniform

l) Sports Polo shirts - transfer and shirts will no longer be sold as separates. Lyle will iron the transfers on the shirts and sell for $15 each.

m) Lyle has commenced stocking up for Father’s Day stall.

School Banking

No report this meeting.

Yvonne moved the motion to accept all subcommittee reports. Tanya seconded. All in favour. Carried.

9. Principal’s Report

The Principal’s Report for 26th June 2014 was tabled by Lisa Morrison (Principal), with specific points mentioned in report, as follows:

a) Maths is having a resurgence in popularity across the school through the use of mathletics.

b) Reading to Learn writing data is showing very exciting improvement for many students.

c) Beginner Band - students had a wonderful time and improved with every note. Thanks to Ms Comiskey and Mr Rander for their support for this event.
d) Inter-school sports - we had an exceptional year in competition with many teachers achieving the highest results for a number of year. Our Senior boys rugby league team represented Lytton District at the NRL Development Cup - Senior Boys Rugby League. Junior girls’ netball won their grand final. Senior girls’ soccer are in the final.
e) Illumination Festival - over 50 families marched together to represent Manly West.
f) The Homework Breakfast club is underway with Trish McPherson doing a wonderful job. She has 2 university students as tutors. Chappy Taidhg is assisting especially with the breakfast.
g) Painting of pool will be done in the June/July holidays and pool will be filled up.
h) Outdoor seating / outdoor learning spaces - student council have surveyed students for their input and this information is being finalised.
i) Independent public school - document tabled by Lisa. Not compulsory. There are pros and cons. Lisa will put a link on the school website.
j) Lisa tabled the draft enrolment management and catchment map.

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

10. **Music Report**

   a) Music Week - great success for the children who attended
   b) BVC and Choir will be singing at SingFest in August.
   c) We will look to reintroduce the MWSS school song, starting in the lower years.

11. **President’s Report**

   a) Sally thanked Lisa for the presents received on P&C Day at Parade
   b) Sally recently met the Discipline Auditor to discuss Behaviour Management in the school and collaboration with the P&C.

At this point in the meeting Sally left the meeting and the chair was passed to Robyn.

12. **Fundraising/Social Events**

   a) Bunnings Sausage Sizzle - 31st May 2014 - Huge fundraising success.
   b) WOW Festival - Saturday 15th August 2015
      Reviewed date for the next fete against the dates advertised from neighbouring schools. All agreed that we would keep with the current date of Saturday 15th August 2015. We will advertise for volunteers to seek sponsorship for the fete. Agreed goal for the fete profits will go towards a Fitness trail on the Back Oval and Middle Oval Play equipment with a focus on our school motto “Active Minds Bright Futures”. ACTION: Petra to contact Brisbane Roar for Fete sponsorship.
   
   c) Entertainment Books - there are some books outstanding - final call to get books returned.
   
   d) SpellATHon - To be discussed at next meeting.
   
   e) Trivia Night - Friday 22nd August 2014
      - Sally agreed to coordinate prizes from sponsors for games and raffle
      - Bar will be provided by Manly Hotel
      - Set up tables and chairs on the Friday afternoon. Lisa will ask Mr Gilbert to move all the chairs back.
- Float - Sally to provide amount of float required to Tanya. Tanya moved the motion for Pre-approval of the same float as last year’s Trivia night. Robyn seconded. All agreed. Carried.
- Rosie to email flyer to parent coordinators, P&C members, Peter Cummings, Ross Vasta, Neil Symes, Wynnum/Manlyn Rotary, Bunnings Cannon Hill, Chamber of Commerce, Silky Oaks, Janoah Gardens and Vet Clinic.

f) Family Portrait - Term 4 fundraiser - to be discussed at next meeting.

13. **General Business**
   a) Online Ordering system - to be discussed at next meeting.
   b) P&C President Succession planning - Advertise position in newsletter. Nominations required for August meeting.
   c) P&C Promotion - Coffee van for staff and parents sponsored by the P&C. Tuesday early Term 3 - 230pm - 330pm
   d) Toilets on bottom oval - look to apply for a grant for this. c. $45k for toilets. Meanwhile, P&C to organise porta-loos and a coffee van for future Sports carnivals.

14. **Applications for membership and recording of new members**
   No new membership forms received since last meeting.

15. **Date of Next Meeting and Close**
   The next General P&C Meeting will be held in the Administration Block on the 17th July 2014 at 630pm.

   Meeting closed at 9.00 pm.

Rosie O’Toole  
MWSS P&C Secretary