Minutes of the General Meeting Commenced
At 6.36 pm on 15th May 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, Brad Small, Lyle Fallis, Lisa Morrison, Petra Von Richter, Taidhg Retford, Neil Symes

Apologies: Tanya Holt, Nicole Stringer, Bev Speer, Julie Oliver, Warren Finegan, Emily Flack, Amy Thierry, Rochelle Chisholme

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

2. Minutes of Previous Meeting

No changes were requested of the minutes of the previous P&C meeting.

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

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

3. Business Arising from Previous Meeting

None

4. Correspondence

<table>
<thead>
<tr>
<th>Ref</th>
<th>Date</th>
<th>In/Out</th>
<th>From/To</th>
<th>Format</th>
<th>Subject</th>
<th>Action</th>
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<tbody>
<tr>
<td>021</td>
<td>26/03/2014</td>
<td>In</td>
<td>P&amp;C QLD State Conference</td>
<td>Email</td>
<td>Dates for conferences</td>
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<td>022</td>
<td>26/03/2014</td>
<td>In/Out</td>
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<td></td>
<td>26/03/2014</td>
<td>In</td>
<td>Carolyn Simpson</td>
<td>Email</td>
<td>Kangaging childrens entertainer dance show</td>
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<td>023</td>
<td>27/03/2014</td>
<td>In</td>
<td>Australian Government</td>
<td>Email</td>
<td>2013 Annual Information statement submitted</td>
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<td>024</td>
<td>01/04/2014</td>
<td>In</td>
<td>Lytton Electorate Office via Rosie</td>
<td>Email</td>
<td>Community Event Illumination festival</td>
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<td>02/04/2014</td>
<td>In</td>
<td>P&amp;C QLD</td>
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<td>026</td>
<td>03/04/2014</td>
<td>In/Out</td>
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<td>Email</td>
<td>Manly West BBQ fundraiser date confirmation</td>
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<td>In</td>
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<td>Email</td>
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<td>029</td>
<td>04/04/2014</td>
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<td>FW Grants for school applications Good PR</td>
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<td>Report of One School EFT Confirmed Payments</td>
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<td>038</td>
<td>14/05/2014</td>
<td>In</td>
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<td>letter</td>
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<td>039</td>
<td>14/05/2014</td>
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<td>Australian Fundraising</td>
<td>letter</td>
<td>My SchoolSpell-a-thon</td>
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<td>In</td>
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<td>letter</td>
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<td>letter</td>
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<td>In</td>
<td>Remittance Advice</td>
<td>letter</td>
<td>Student Banking Comission</td>
<td>to be shown at meeting</td>
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In addition, the following correspondence was received at the meeting and will be added to the correspondence log:

a. Community Management Solutions information - to be filed
b. Perm-A-Pleat school logo request form - Not needed.
   c. Online Tuckship ordering info - passed to Robyn
   d. P&C Qld - new password for system - passed to Rosie
5. Decisions made by the Executive Committee
Since our last P&C meeting the following decisions were made:

a) $10,700 which was received from Bayside United Church to go to the Breakfast club. Requested approval for this cheque to be received and passed on to Manly West State School for the full amount.

b) Second Hand Uniforms for sale in Uniform shop. It was proposed that our new policy should be that we:
   - Only sell clothes that were originally purchased from our shop.
   - All other donations go directly to Silky Oaks or to sick bay.

This new policy will start in term 3. Action: Lyle to prepare parent info documentation to be approved by P&C Exec team.

Brad proposed the motion to accept both decisions made, Robyn second. All in favour carried.

6. Treasurer’s Report

Balance as at 20 March 2014 (last meeting) $13,005.45
Bank fees/Interest -$15.55
Student Banking Commissions from Commonwealth Bank + $329.32
Payment to Auditor - $1485.00
Payment to Tanya as approved last meeting for office supplies reimbursement - $192.52
Net effect of receiving $10700 from Uniting Church and then forwarding on to MWSS - nil
Balance at 15 May 2014 $11,654.90
Balance in High Interest Savings account $15,057.26
Balance in uniform shop account $4,842.83

Note that $5000 of this is from OSHC and is yet to be passed onto MWSS for the new school seating.

1. Our 1st BAS (GST statement) has been lodged for the P&C which incorporates the main P&C bank accounts and OSHC. With Yvone’s help we have managed to get a refund for our GST paid of $1139. $801 for OSHC and $338 for main P&C. This therefore is definitely worth lodging and sees us bring in $1139 just for this quarter. We still have 16 quarters to go back and lodge from the prior 4 years which Yvone is doing her best to get through. Thanks again Yvone for your efforts.

2. Thank you to Lyle for her efforts with the Mother’s day stall which helped get some money back in the bank for the Uniform shop. Also thank you to her efforts with doing our first stock count which I am yet to tally values for however gives us a good idea where we stand stock wise.

3. Now that all systems are established for Tuckshop and Uniform Shop, we need to ensure that both Uniform shop and Tuckshop are re-imbursing OSHC for wages in a timely manner.

4. Q Gov and P&C forms with audited accounts have been lodged with transmission statement which was due 31st May 2014.

5. All users are now established and operational in Commbank and net bank will now be removed from all users this week.
Lesley moved the motion to accept the Treasurer’s report. Lyle seconded. All in favour. Carried

7. Sub-Committee Reports

Swimming Club:
- a) The Swimming Club members and committee would like to thank Lisa and Sally for attending and presenting trophies at our trophy and break up night held in March.
- b) Timing system - we have not been notified about our grant application yet. Hope to know the outcome prior to the next P&C meeting in June.
- c) Bank Balance approximately $5300.00.
- d) On behalf of the Swim Club, Rosie proposed the amount of no more than $2200 to pay for trophies. Brad seconded. All in favour. Carried.

Tuckshop:
- a) P&L received.

Outside School Hours Care:

Minutes: Report tabled from OSHC committee meeting held on 7th May 2014

<table>
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<th>Amount</th>
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<td>Main Account Balance as at 30/4/2014:</td>
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<tr>
<td>Special Account Balance as at 30/4/2014:</td>
<td>$18,597.27</td>
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<tr>
<td>Term Deposit - Maturity Date 12/09/2014:</td>
<td>$25,000.00</td>
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<tr>
<td>Term Deposit - Maturity Date 12/06/2014:</td>
<td>$5,054.69</td>
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- a) Fully reconciled statements provided to P&C.
- b) Outstanding monies to be collected from Tuckshop/Uniform shop for wages/payg/superannuation.
- c) Discussed possible improvements to the middle oval playground.
- d) Looking into a new program which runs with QikKids, QkEyLm which will be used for programing and evaluating children’s activities and their time at OSHC. Parents are provided with individual logins and can access their own child’s file at any time. The cost is $1.25/active child/month.
- e) Vacation Care went really well, lots of new families and exciting events that happened throughout the sessions.
- f) Our P&C meetings are held every third Thursday of the month everyone is welcomed and your input is valuable.
- g) No staff development & training in April due to Easter and Vacation Care.

8. Other Activities

Uniform Shop

- a) Green polo top - stains very easily and not washing well, so looking at new fabric. Suggested mixture of fabrics - cotton and polyester - so better for stains, does not pull and UV 50 rating. All in attendance agreed to using the new fabric. Action: Lyle will get prices and bring to next meeting.
- b) Sports socks - foot size is too big. Alternative supplier sought.
- c) Stock take was done and submitted on time, at end of Term 1.
d) Mother’s Day stall was a huge success - we made a profit of $1,208.11. Very little stock left and items will keep until next stall.
e) Hosi Kozi & School Locker are both in the middle of quoting and getting samples together for next order of School Bags, Library Bags, Chair Bags and Football Socks. Lyle will collate and present at next meeting.
f) Box of sample bag goodies leftovers from 2010 Fete are in the Uniform shop. All agreed these can be donated to Chappy.
g) Chess Pieces currently stored in Uniform shop - Action: Lisa to find an alternative storage place.

School Banking

a) The School banking commission we have received this quarter is far higher than previously with $329.32 being banked into our account as commission. Thank you to our School banking co-ordinators for this great effort.

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

Neil Symes

At this point in the meeting, Neil Symes joined us. He mentioned the opportunity to provide Council chambers walk through & State parliament tours for school children, parents and staff.

The new changes to our dental clinic (change of telephone number to a central number and that now parents must attend all appointments is crippling our Dental clinic service.) Neil agreed to take this complaint to the Health minister.

Neil was thanked in advance for offering to volunteer at our upcoming Sausage Sizzle fundraiser at Bunnings.

Sally thanked Neil for visiting MWSS P&C and Neil then left the meeting.

9. Principal’s Report

The Principal’s Report for 15th May 2014 was tabled by Lisa Morrison (Principal), with specific points mentioned in report, as follows:

a) Mother’s Day instrumental music performance
b) State Education Week activities
c) P&C day is next Monday. Lisa will say thankyou to P&C volunteers at parade.
d) Mothers Day events
   May 23rd - Under 8s day and Chappy’s Walk to School safely day. Peter Cumming will hand out stickers at front gate. This will be a free Dress day. Encourage all to walk to school.
e) NAPLAN testing went smoothly
f) Semester One Reports will be mailed out in last week of school. Suggestion: End of Year reports - perhaps change so that Year 6s/7s are printed out first and sent home earlier, so that staff can respond to any concerns before the end of school the school year.
g) School Cross Country very successful.
h) School website is currently being migrated to new platform. Thanks to Mr Butler for his hard work.
i) Parent Education programs - ‘reading to learn’ process - starts Term 3.
j) Getting Ready for Prep project - child care and kindy program providers forum coordinated by Terran Jackson and Tracey Longley.
k) Rebekah Ide and Stuart Houliston accepted into the regional Aspiring Leaders’ program.
l) Manly West POSUM’s – (Parents of students undertaking music) is a newly formed support group.
m) Facilities maintenance:
   o Prep playground softfall was coming up - Currently being fixed.
   o Pool upgrade underway
   o Prep sandpit - cover in process.

a) New outdoor seating - working with the children to design what we need. Will put proposal in school newsletter.
b) School Photos - Monday 23rd June
c) School disco - June 20th June
d) David Brand - Wynnum SS Deputy will be relief Principal while Lisa is on Long Service leave early June.

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

10. Music Report
    a) Senior Instrumental Performance for Mothers Day
    b) Music Parent Group
    c) Bayside Beginners Music Week
    d) Tuesday 24th June - BVG and Choir Winter showcase
    e) Wynnum Manly State Education Alliance Honour Band: 2 students accepted.
    f) USA and Melbourne Representative.

11. President’s Report
    a) None

12. Fundraising/Social Events
    a) Bunnings Sausage Sizzle - 31st May 2014
       Action: Tanya to provide public liability certificate to Bunnings

We need 18 volunteers, so far we have 11.
Action: Lisa to send out volunteer request email to parent coordinators.
Action: Rosie to send out volunteer request to all the Easter Fiesta volunteers.
Volunteer request flyers can be given out at drop off zone and OSHC.

Action: Brad to organise float with Tanya.

Lesley proposed the motion that $1500 is made available to purchase all supplies ahead of the fundraiser. Robyn seconded. All in favour. Carried.

b) Entertainment Books - so far we have made $416. 70 books outstanding.
c) ReadAThon - instead of WalkAThon and Fete this year Robyn suggested a ReadAThon for
the month of June. Lisa suggested a SpellATHon instead. P&C to provide sponsorship form and staff will organise the actual spelling test in each classroom. Andrea agreed to help Robyn with SpellATHon,
d) Trivia Night - proposed date Friday 8th August - Renee is happy to do the bar again for us. Rosie happy to be Quiz Master. Lisa happy to be referee. Details to be discussed at next meeting.
e) Family Portrait - Term 4 fundraiser - talk about at next meeting.

13. **General Business**
a) Online Ordering - will compare a number of suppliers. FlexiSchool very professional but very expensive. School Shop Online have portal but not available on mobile phones yet. Much cheaper setup. P&C would have to provide printer and labels. Action: Robyn will send out demo link for all to review.
b) Middle Oval playground - drain survey pending. The drains need to be fixed first by the school to stop flooding. Middle Oval needs whole area re-turfed - needs to be quoted for. Playground equipment could be funded perhaps by grant and next fete.
c) It was suggested that we need a “Service Entrance/Emergency Vehicles Only” sign on the gate entrance next to the hall. This is not a general purpose road and should not be used by any other vehicles or by foot pedestrians.

14. **Applications for membership and recording of new members**
New and renewal membership forms received from Lyle Fallis, Beth Joyce and Anne Comiskey. 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 19th June 2014 at 6:30pm.
AMENDMENT POST MEETING: The next meeting will take place on 26th June 2013 at 6:30pm

Meeting closed at 9.06 pm.

Rosie O’Toole
MWSS P&C Secretary