Minutes of the General Meeting Commenced
At 6:40 pm on 21st May 2015

1. Welcome and Attendance

Attendees and apologies were entered in the attendance book.

Attendees: Rosie O’Toole, Tanya Holt, Lesley Irons, Yvonne Gay, Lyle Fallis, Andrea Asquith, Robyn Rapson, Stuart Houliston, Petra von Richter, Councillor Peter Cumming

Apologies: Anne Comiskey, Julie Oliver, Samantha Culley, Jodie Andrew, Rachel Dunstan, Lisa Morrison, Donna Russell, Hazel Walsh, Gabrielle Purcell

VISITOR - Councillor Peter Cumming
Robyn (P&C President) welcomed our visitor Councillor Peter Cumming and all present to our meeting.

Peter Cumming donated a new school Athletics perpetual trophy to our school and World War I book for our library.

Local news: Wynnum Central apartments to commence building - two 5 story blocks will be built - this will bring jobs and people into Wynnum.

We discussed with Peter that lights in the school car park are not working properly and also that the old fence at the front of the school has not been replaced. Also mentioned that many people are turning right at the end of car park and wondered if this could be no right turn only within busy school times. Peter agreed to investigate.

Robyn thanked Peter on behalf of the P&C.

Asbestos training was then completed by all P&C attendees.

2. Minutes of Previous Meeting

One change was requested of the previous minutes:
a) Tuckshop stock take should read $24,000 not $2,400.

**MOTION:** Andrea moved the motion to accept the minutes of the last P&C meeting held on 23rd April 2015, including the above amendment. Petra seconded. All in favour. Carried.

3. **Business Arising from Previous Meeting**

Item updates will be included in the relevant sections below.

4. **Correspondence**

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5. **Decisions made by the Executive Committee**

Decisions made by the Executive Committee since the last P&C meeting were:

a) In line with Education Queensland’s social media policy, our Facebook page has changed name to Manly West State School P&C.

b) Agreed to pay $385 for Roadshow Village license fee to be able to show Big Hero 6 at movie night on Friday 22nd May.
6. **Treasurer’s Report**

The Treasurer’s Report for 21st May 2015 was tabled by Tanya Holt (P&C Treasurer):

Balance as at 20 April (last meeting)  
- $53,663.40 (saver)  
- $27,333.04 (main)  
- $56,396.44

Bank Fees  
- -$23.34

Bank Interest high interest saver  
- $79.54

Bank Interest main account  
- 0.62

Less Signage for fete costs  
- -$76.00

Less Movie Night License  
- -$385.00

BAS return Main account  
- $396.00

Commonwealth School Banking Commission  
- $533.66

Stall Deposits  
- $50.00

**Balance at 19 May 2015**  
- $53,742.94 (saver) + 3,228.98 (main) = $56,971.92

**Other notes regarding accounts:**

a) Included in total above that relates to fete stall registrations: $75 (Russ Tee Toys), (Kids Kreative), (Roam in Pizza)

b) Will discuss with Swim Club and James how we are positioned for next round of grants.

c) Audit quotes received and will be tabled. Decision to be made at a future special meeting

**ACTION:** Special meeting will be held prior to next monthly P&C meeting (Thursday 11th June at 6:30pm). Rosie to email all P&C members with date and time.

**MOTION:** Yvonne moved the motion to accept the Treasurer’s report. Lesley seconded. All in favour. Carried

7. **Sub-Committee Reports**

**Manta Ray Swim Club:**

Current Bank Balance as at 21 May 2015:  
- $12,740.33

a) We have received and paid the account for hire of the pool for the season - $400

b) New microphone to comply with new regulations. Managed to find one in an Aldi throw out table for $50.

c) Grant update - The company supplying the sign came for a site visit last Wednesday. Need to get engineers report as it is being installed on school property. Waiting on this and we are right to go.

d) Robyn spoke with Julie. Work must be done by end of July.

e) Needs full break down from the suppliers to meet school purchasing criteria - Robyn to contact Julie
Tuckshop:

Current Bank Balance as at 21 May 2015: $3,582.88

a) No report tabled.

Outside School Hours Care:

**MAIN ACCOUNT**

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**SPECIAL ACCOUNT**

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**TERM DEPOSIT**

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<tr>
<td>Maturity Date 12/09/2015</td>
<td>$ 5,185.72</td>
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a) Full reconciled statements provided to P&C.

b) April - Our numbers are still on the rise with new families joining us at the service every week, our prep children are learning lots of new skills and will be ready to join the junior group in term 3.

c) Vacation Care - Vacation care attendance numbers increased slightly with families from outside the school community joining us. Our excursions that were planned for the children were very popular, our team of educators work really hard to bring lots of interesting and sometimes challenging activities to our children throughout this time. All children get involved in the sessions that are designed to appeal to all tastes, whether the child likes to be indoors or outdoors there is always an activity to suit.

d) We are in a position to make a further contribution of $10,000 to the P&C. Robyn thanked Lesley and Yvonne on behalf of the P&C for this generous donation.

e) Security lighting along walkways around admin building only working intermittently and also lighting in the car park is faulty. Also, there is currently no lighting around port rack area so OSHC is using Music room lighting to illuminate that area. This is a safety concern for our staff members who arrive at and leave the centre in the dark, along with our parents. Will follow up with Jenny.

f) Storage space in the large shed is due for a clean out, looking at possibility of hiring a skip over vacation care.

**MOTION:** Stuart moved the motion to accept all subcommittee reports. Lyle seconded. All in favour. Carried
8. **Other Activities**

**Uniform Shop**

Current Bank Balance as at 21 May 2015: $13,618.19

a) Mothers Day Stall - profit $430 plus remaining stock of $600 which will be used at next Mothers Day stall, so next year it will be all profit.
b) Thank you to all the volunteers who helped on the Mother’s Day stall
c) Signage on uniform shop front door and below shutter - Petra will raise with Jenny

**School Banking**

$533.66 commission received in last month.

9. **Principal’s Report**

The Principal’s Report for 21st May 2015 was tabled by Petra Von Richter (Acting Principal), with specific points mentioned in report, as follows:

a) NAPLAN was successfully undertaken by students in Years 3 & 5 in Week 4.
b) Life Education’s ‘Talk About It’ Program for Year 5 & 6 will run over Weeks 5 & 6.
c) Premier’s Reading Challenge begins on May 19. It will run until August 28. All students are encouraged to participate. Students who complete the PRC join in a celebration in November, when they receive a certificate signed by the Premier.
d) School Auditor – Sound Result. Office staff are in the process of addressing priorities highlighted by the audit.
e) Louise Goodwin (Yr 5 teacher) is on LSL for 4 weeks in Term 2, she will be replaced by Kylie Blake who successfully completed her pre-service teacher education doing her internship with Louise as her supervisor in Term 1.
f) Nadine Moore has resigned from the Department to take up a position in an independent school. Trish King replaces her for the remainder of 2015. Trish is on special leave for 6 weeks and is replaced by Tenille Lloyd in Week 4, and Fatima Flores for the remaining 5 weeks.
g) WMSea Cluster Calibration - Year level teachers will participate in a calibration of assessment with colleagues from our cluster. These sessions will be held at Tinglepa SS (P/1), Wondall Heights SS (2/3), Wynnum West SS (4/5) and Manly West SS (6/7/8).
h) Asbestos Awareness Training - All teaching staff have undertaken this training as part of our staff meeting. Non-teaching staff will complete this training in coming weeks.
i) R2L - continues to be our professional learning focus through PD sessions in staff meetings and Triads
j) Action Research with Griffith University - a group of teaching staff have begun working with Griffith University in partnership with Ferny Grove State School exploring the Action research process and how it can be used to support improved learning and teaching
k) P&C Day will be celebrated on May 29 2015. On behalf of our staff and students Petra acknowledged the wonderful work our P&C and its sub-committees do for our school community.
l) Parent education programs offered in Term 2: Reading to Learn (day & evening sessions), prep parent workshops (presented by prep teachers), in Term 3 our Guidance Officer Donna Riches will present a series of sessions on 1,2,3 Magic parenting - flyers went home
this week, teachers have proposed running some Maths sessions also in Term 3.
m) State Education Week (October 19-25) has been postponed by DETE until October 19-25. We will still celebrate our Under 8s Day on May 22.
n) Submission for Showcase of Excellence Award - Petra will submit school with our R2L programme.

**ACTIONS :**

a) Rosie to thank all for their support for P&C Day via the Facebook page
b) Rosie to send to Petra a list of the things P&C have done this year for the school newsletter.
c) Rosie and Robyn - develop P&C slideshow to play at beginning of Trivia Night
d) Whole School disco - 19th June, any leftover glow sticks from movie night can be used by disco to assist the Year 6s with their fundraiser.

Robyn thanked Petra for her report and Asbestos training session on behalf of the P&C members.

10. **President’s Report**

a) Anzac Day was well supported by the school. All children were well behaved and did their school proud.
b) Over the last few month we had many executive members away, thank you to all that assisted by taking on extra duties over this time.
c) P&C Staff Reviews will be conducted Friday 29th May.
d) James submitted Port of Brisbane grant submission - $30K - thank you James for getting this in.

11. **Fundraising/Social Events**

a) Grants
   i. Robyn to talk to James re grants coming up

b) Family Portraits with Julien Star Studio
   i. Saturday September 12th date confirmed. Bev/Tania - to advertise in newsletter and at tuckshop.

c) Trivia Night - Friday 12th June
   i. Rosie - to advertise in Wynnum Herald and invite Joan Pease
   ii. Andrea - will organise bar with Renae

d) Entertainment Books
   i. 12 books sold so far

e) Movie Night - 22nd May - Family Movie Night at 6pm - Big Hero 6.
   i. Andrea/Rosie - set up drinks in hall kitchen
   ii. Tanya - will do tickets
   iii. Andrea - will order pizzas
   iv. Robyn - glow sticks and entertainment books
   v. Tanya - sign on
   vi. Rosie to sell raffle tickets - $2 for raffle tickets - 3 for $5.
11.1. **WOW Festival - Saturday 15\(^{th}\) August 2015**

Report tabled by Rosie O’Toole, Fete Convenor with specific points mentioned below:

a) Quotes for raffle ticket book printing are finalised and best quote was selected. Aim is to have books printed and sent out to school families by mid-June.

b) Facebook page has been renamed in line with EQ social media policy. Like us at: www.facebook.com/ManlyWestStateSchoolPandC

c) We have 2 competitions running at the moment via Facebook to increase number of page likes and to get ride band pre-orders in. Winners receive a free ride band worth $25. Winners will be drawn out on parade on Monday 10th August.

d) Rosie attended Class Coordinators meeting on 9th May and provided all CCs and staff with stall guidelines and stall roster template document. All classes are progressing with their designated stalls.

e) Plant stall have taken up the offer of free potted plants from a member of the community who is moving house. Generous donation.

f) We have 4 location offers for signage from school community, in the local area. Agreed to order large banners, no lawn signs.

g) Lots of interest from external stalls holders. Trying to maintain a good variety of stalls, with some kid’s activities as well as food stalls.

h) Class Donation boxes have been distributed to all classes and we have had a GREAT response so far.

i) Weekly WOW Festival meetings continue on Mondays at 130pm. Thank you to the wonderful volunteers who are helping to count, sort and store class donations at this time.

j) Good response on the specific roles requested. We still need help in the following areas:
   - i. **Set up and Pack Away** - we need muscle power to put up/take down marquees, move equipment, help set up stalls and pack away.
   - ii. **Major raffle prizes/sponsorship** - help needed to chase sponsors and pick up prizes.
   - iii. **Major Raffle administration** - to collect raffle ticket stubs and count money.

k) Some prizes offered for WOW Festival have been redirected to Trivia Night Raffle. Sponsors will be acknowledged at both events.

l) WOW Festival brochure design is in progress and is looking fantastic. Ross Vasta M.P. has agreed to the cost of photo-copying it (800 double sided copies).

m) Risk assessment process has commenced. Need to finalise all stalls by end of Term 2 for risk documentation to be completed in good time for insurance cover.

n) Rosie scheduled to present on Parade on 25th May - Will advertise ride bands, explain what “Lucky Bottles” are and reveal which class is currently in line to win the free pizza lunch.

o) Quote for skip hire to be presented at next P&C meeting.

p) Rosie checked number of tickets to buy re: gambling requirements.

**ACTIONS:**

a) Rosie will check if we can sell WOW Festival raffle tickets at Wynnum Plaza

b) Roby will ask Tracey who they use for signs at Silky Oaks
12. **General Business**

   a) Rosie has invited Joan Pease, Lytton Labour member, to our P&C meeting. Awaiting response.
   b) Ross Vasta MP has been invited and his office will get back to us.
   c) SOA for Tuckshop Ordering was announced, Robyn called P&C QLD and School24 will be coming on line which will mean there will be no need for us to change.
   d) Lyle to check what requirements are needed to shred credit card details while keeping our ability to confirm orders.

13. **Applications for membership and recording of new members**

    New membership forms were received from Jodie Andrew and Kate Burke. They will be added to the P&C Member register and P&C email distribution list for 2015/2016.

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

    The next General P&C Meeting will be held in the Administration Block on Thursday 11th June after the Special meeting which will commence at 630pm.

    Meeting closed at 8:55pm.

Rosie O’Toole  
MWSS P&C Secretary