General Meeting Minutes
of the General Meeting of Surat State School P&C Association

Date: 27 August 2013  Venue: Library  Chair:  Meeting opened at: 3.16pm

Attendance: Chris Packer, Julie Schutt, Sania Bradford, Alice Johnstone, Justin Washington, Madeline Hair, Lauren Kealey, Caitlyn Frame, Emma Grenning, Tanya Thompson, Kelly McMillan, Peter Gear, Helen Price, Sally Broadhead, Megan Coveney, Kylie Washington

Guests: Nil

Apologies: Nicola Gear, Kathy Ellem, Steph Breen, Tash Kuth, Kathy Murray

Julie moved and Sania seconded that the apologies be accepted.

Minutes:
Minutes of last meeting:
Julie moved and Alice seconded that the minutes of the last meeting held on 16th July 2013 be carried as printed. Carried.

Business arising from the minutes:
Athletics Day - approximately $900 was profited from the running of the canteen. Thank you to those who gave their time to help.
Market Breakfast - went well - the new shed was a great work space. Improvements will be made for the next breakfast in November. Thank you again to all those who helped prior and on the day.

Correspondence:

<table>
<thead>
<tr>
<th>Date</th>
<th>From</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inward</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/08/13</td>
<td>Lions Club of Surat</td>
<td>Letter and Grant of $400</td>
</tr>
<tr>
<td>06/08/13</td>
<td>FRRR</td>
<td>Grant Agreement Reporting Requirements</td>
</tr>
<tr>
<td>08/08/13</td>
<td>Harlequin School Bags</td>
<td>Catalogue</td>
</tr>
<tr>
<td>13/08/13</td>
<td>LW Reid</td>
<td>Catalogue</td>
</tr>
<tr>
<td>20/08/13</td>
<td>Australian Charities &amp; Not for Profits</td>
<td>Letter re: completing 2013 Annual Information Statement</td>
</tr>
<tr>
<td>27/08/13</td>
<td>Vitality</td>
<td>Email: cancer council sunscreen fundraiser</td>
</tr>
<tr>
<td>Outward</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/08/13</td>
<td>Mrs Wendy Newman</td>
<td>Letter of Thanks for donation</td>
</tr>
<tr>
<td>13/08/13</td>
<td>Office of Liquor &amp; Gaming Regulation</td>
<td>Application Form for Community Benefit Fund</td>
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Julie moved and Peter seconded that the inwards correspondence be received and the outwards adopted. Carried.

Business arising from the correspondence:
Nil

Executive Actions:

| Scholastic Bookclub | $716.00 (bookclub) |
| Float               | $470.00 (float market breakfast) |

Alice moved and Madeline seconded that the executive action be accepted.

Treasurer’s report:
Account balance is $15,406.21 CR. (Detailed Report Attached)

Accounts for Payment

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wagon Wheel</td>
<td>$1,927.28</td>
</tr>
<tr>
<td>LW Reid</td>
<td>$46.20</td>
</tr>
<tr>
<td>Julie Schutt</td>
<td>$55.50</td>
</tr>
<tr>
<td>(plates &amp; napkins - market breakfast)</td>
<td></td>
</tr>
<tr>
<td>Chris Packer</td>
<td>$42.00</td>
</tr>
<tr>
<td>(bread - market breakfast)</td>
<td></td>
</tr>
<tr>
<td>Western Wholesalers</td>
<td>$64.65</td>
</tr>
<tr>
<td>Scholastic Bookclub</td>
<td>$462.50</td>
</tr>
<tr>
<td>Royal Hotel</td>
<td>$54.00</td>
</tr>
<tr>
<td></td>
<td>(lucky tickets)</td>
</tr>
</tbody>
</table>

Alice moved and Madeline seconded that the financial statements as distributed be received and the accounts for payment be ratified. Carried.

Reports:

1. Principal's Report:
   - Project 600 - All Year 4 students are participating in the project. Discussions with the Principal colleagues suggest that Project 600 and Unify are very beneficial for student extension and reinforcement. Project 600 is focused on enhancing reading skills and achievement.
   - Pedagogy Coach and Behaviour Support Teacher have commenced work with a number of teachers to enhance classroom teaching and behaviour management skills.
   - Year 5-7 Tallebudgera Camp is planned for November 18-22. Approx. costs at this stage will be $400 per student. Surat will be travelling with Wallumbilla and Yuleba SS.
   - Secondary water cooler has been repaired and will now provide cool drinking water to the students.
   - Schools Internal Audit will take place on 22-24 Oct. This audit will focus on a range of school operations.
   - Chaplaincy - Progress Report is due to be completed this week. Motion required to indicate support for the program.
   - Minor Works - Principal's Office and teacher Aide room will be air-conditioned by the end of Week 8.
   - Health Unit - Daniel Morecombe unit to be implemented in Term 4. School/student needs around all aspects of safety and well-being throughout our community and society in general will be covered.
   - Copy of Audit Report is required to be submitted to Regional Office.
   - My priorities are - Continue classroom visits, data collation and collection for student achievement, enhance the operational systems with the admin area.
   - Big picture - raise the profile of Surat State School, retain students for high school.

The new school photocopier is available to parents, for a small fee. Please see Amalie for any requests.

Budget Overview Report and Balance Sheet Summary Report received for P&C records.

Justin moved and Alice seconded that the Principal's report as distributed and discussed be adopted.

Business arising from Principals Report

A copy of the Audit Report was provided.

2. Swimming Club Report:
   - There will be a meeting shortly to discuss the format and to organise the start of the swim club season.
3. **Music Report:**

- Band shirts have been embroidered and are in the band box.
- Emma, Lucy, Abbey and Jacob attended Beginner Music Camp. They all gained a lot from the experience.

4. **Uniform Report:**

- Nil

5. **Tuckshop Report:**

- Nil

6. **Football/Netball Report:**

- Team photos will be presented at parade.
- The season breakup will be held on Sunday, 8th September.

7. **QCPCA Report:**

- Nil

**General Business:**

- **Secondhand uniforms** - a list of items available will be given to teachers to give away at their discretion.
- **Air-conditioning** - Minor Works will cover the air-conditioning required in the Principals office and the Teachers Aide Room. An application for a grant has been submitted to help cover the cost of air-conditioning of the Prep Building and the Secondary Building. A new quote has been obtained - approx. $40000. Discussion held and it was agreed that the P&C agreed to contribute an amount of $10000 at this stage - (see new motions) with possible future amount later in the year.
- **Battery Muster** - A reminder to everyone to deliver any batteries to the Packer Family as soon as possible.
- **Daniel Morcombe Curriculum** - Discussion of the proposed implementation of the research based and approved Queensland Government curriculum. Key reasons for the program were discussed, such as teaching every student in Year 1 - 10 how to protect themselves, road safety, and personal safety. This would be in partnership between the school and parents. Packs containing information about the curriculum will be sent home to each family. It was strongly encouraged for parents to participate in the feedback and information sessions to take place to inform parents of the content of the curriculum. Classes will be 1/2, 3-6 and 7-10. It was agreed at the meeting that the P & C supported the proposed program.
- **School Based Kindy Program** - more complex than initially anticipated. Council have to be open to any negotiations before anything further can be achieved. There is a meeting at the end of the month and we should know if the Maranoa Regional Council are happy to amend the current program after this meeting. It may be a case of not rushing it through and making sure all the finer details are looked at.
- **Playgroup** - a proposal was put forward to the possibility of the school allowing a playgroup to use the school as a venue. No formal request has yet been made.
- **Communication** - please visit the school website (suratss.eq.edu.au) and/or download the app for current newsletters etc.
- **How would you describe our school?** - general discussion and view/thoughts put forward - all of which were very positive.

**New Motions:**

Chris moved and Lauren seconded that the P & C provide Surat State School with $10000 to part fund replacement of air-conditioners in the school's prep building, with the possibility of further funds provided before year's end. Carried.
New Members:
Emma Grenning, Kylie Washington

Next meeting: 17th September 2013

Agenda - Road Crossing and SunSmart Policy

Meeting closed at: 4.30pm

Minutes endorsed as true and correct .../..../..... President’s signature: ......................................