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

Date: 17 September 2013   Venue: Library   Chair:   Meeting opened at: 3.17pm

Attendance: Chris Packer, Julie Schutt, Alice Johnstone, Justin Washington, Caitlyn Frame, Kelly McMillan, Peter Gear, Kathy Murray, Natasha Kuth, Stephanie Breen

Guests: Nil

Apologies: Helen Price, Sally Broadhead, Bre Ziesemer, Tanya Thompson, Sania Bradford, Madeline Hair, Kylie Washington, Megan Coveney

Julie moved and Kelly seconded that the apologies be accepted.

Minutes:
Minutes of last meeting:
Julie moved and Peter seconded that the minutes of the last meeting held on 27th August 2013 be carried as printed. Carried.

Business arising from the minutes:
Nil

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>03/09/13</td>
<td>Homestyle Bake</td>
<td>Festive Fundraising Catalogue</td>
</tr>
<tr>
<td>03/09/13</td>
<td>LW Reid</td>
<td>Monthly Newsletter</td>
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<tr>
<td>05/09/13</td>
<td>Artslink Qld</td>
<td>Qld Arts Council 2014 Program</td>
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<tr>
<td>05/09/13</td>
<td>USQ</td>
<td>Shakespeare Festival Program</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Date</th>
<th>To</th>
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</tr>
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<tbody>
<tr>
<td>Outward</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28/08/13</td>
<td>To Whom it May Concern</td>
<td>Letter of Support for Chaplaincy Service</td>
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Julie moved and Kathy seconded that the inwards correspondence be received and the outwards adopted. Carried.

Business arising from the correspondence:
Nil

Executive Actions:
Nil

Treasurer's report:
31st August 2013 account balance is $18643.94CR. (Detailed Report Attached)

Accounts for Payment

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wagon Wheel</td>
<td>$1 251.93</td>
</tr>
<tr>
<td>Royal Hotel - lucky tickets</td>
<td>$11.95</td>
</tr>
<tr>
<td>Surat Post and News</td>
<td>$10000.00</td>
</tr>
</tbody>
</table>

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

1. **Principal's Report:**
   - Minor Works - Tenders for A/C in Prep building closed at 2pm today. Procurement process will be completed by the end of the week and order will be placed with the successful company.
   - Asbestos Awareness - All P&C members should be aware of the asbestos management procedures and implications at school level. Slide show to provide appropriate awareness delivered to the committee today.
   - Communication - All contact regarding issues, concerns, opinions, complaints etc, should be addressed with classroom teacher/relevant teacher in the first instance.
   - NAPLAN - Reports should be arriving for distribution to students in Yr 3,5,7,9.
   - Finance - Budget Overview Report and Balance Sheet Summary Report is provided for P&C records and information.
   - Term 3 has been extremely productive and rewarding. Term 4 will be a continuation and extension of trends already in place.
   - Thank you for your ongoing support.

Justin moved and Stephanie seconded that the Principal’s report as distributed and discussed be adopted.

2. **Swimming Club Report:**

   - General discussion on the history and format of the Swimming Club.

3. **Music Report:**

   - Nil

4. **Uniform Report:**

   - Nil

5. **Tuckshop Report:**

   - It was decided to discontinue lasagne and quiches as options on the tuckshop menu, due to their lack of popularity. A suggestion was also made to reduce the variations of salad on the chicken burger as it is time consuming making them up - this was discussed. Other options were discussed, including adding Hotdogs to the menu. It was decided to ask the students for their suggestions on what should be included on the tuckshop menu.

6. **Football/Netball Report:**

   - A well participated season breakup was held on Sunday, 8th September.

7. **QCPCA Report:**

   - Nil

**General Business:**

- **Student Participation Fees** - Discussion was held on PE Swimming and Arts Council Fees which are required for student participation this year. It will be investigated if these fees will be included in the levy for 2014.
- **Kindy** - There was a very lengthy general discussion held regarding the future of the Kindy/Childcare. It was thought further investigations and community meetings and feedback were needed.
- **Road Crossing** - Mark Bradford will follow up concerns. Perhaps Main Roads to investigate. Suggestion made to use orange flags at the Cordelia Street Crossing.
New Motions:
Nil

New Members:
Nil

Next meeting: 15th October 2013

Agenda - SunSmart Policy

Meeting closed at: 5.10pm

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