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

Date: 4th November 2013   Venue: Library   Chair:   Meeting opened at: 3.16pm

Attendance: Chris Packer, Julie Schutt, Justin Washington, Peter Gear, Kathy Murray, Kathy Ellem, Libby Blackmore, Kylie Washington, Tanya Thompson, Megan Coveney, Sania Bradford, Kelly McMillan

Guests: Nil

Apologies: Helen Price, Chrissy Chandler, Bre Ziesemer, Alice Johnstone, Emma Grenning, Tash Kuth

Julie moved and Tanya 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 17th September 2013 be carried as printed. Carried.

Business arising from the minutes:

Air-Conditioning - in the Prep Building has been installed and is working fine.

Road Crossing - Mark Bradford has followed up and discussed concerns about the crossing. An inspector will visit to investigate and establish whether the pedestrian crossing can be painted back in.

Correspondence:

<table>
<thead>
<tr>
<th>Date</th>
<th>From</th>
<th>Summary</th>
</tr>
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<tbody>
<tr>
<td>08/10/13</td>
<td>South West Sport</td>
<td>Questionnaire re: review of south west sport</td>
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<tr>
<td>08/10/13</td>
<td>Community Management Solutions</td>
<td>Notice of Seminar re: changes to Workplace Bullying Jurisdiction</td>
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<td>10/10/13</td>
<td>LW Reid</td>
<td>2013/14 Wholesale Schoolwear Catalogue &amp; Handbook</td>
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Julie moved and Kylie seconded that the inwards correspondence be received and the outwards adopted. Carried.

Business arising from the correspondence:

(See Principals Report re: South West Sport Review)

Executive Actions:

School Banner $233.30  (A new school banner has been purchased for the school with half being paid for by the P&C)

Surat Butchery $590.42  (Riverside Breakfast)

Treasurer’s report:
30th September 2013 account balance is $16556.23CR. (Detailed Report Attached)

Accounts for Payment
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 - A/C in Prep building is almost complete. Currently waiting on fresh air intake fan to be installed. Barclays Electrical completing the work.
- Upgrade of the meter box in the Prep grounds will be completed this week. Facilities will be covering the costs of this project.
- Advancing Our Schools Maintenance Initiative - $32238 for 2013-2014. Region has again given options of Direct to Market or Building Asset Services (formally QBuild). Facilities require our preferred option by COB today. QBuild is my preferred option as they are the experts in building and maintenance.
- NAPLAN - Reports have been distributed to students in Yr 3, 5, 7, 9. Data collation and collection is in progress and is to be submitted to the Region by 30 November. NAPLAN Reading - 57% of current Yr 7 are above the Regional Benchmark (Band 6-9), 38% of current Yr 5 are above the Regional Benchmark (Band 5-8), 50% of current Yr 3 are above Regional Benchmark (Band 3-6).
- Audit - School's Audit was completed 2 weeks ago. Auditor was satisfied with the findings and the current systems in place. A report and recommendations will be received soon for action.
- Booklist for 2014 - Families source their own book packs from post office or elsewhere. Audit revealed that the school is simply providing credit for families with additional work for office staff.
- Refund Guidelines - process to follow for refund to parents. Form to submit with proof of payment is available at the office.
- SW Sport - a review was conducted and changes to trials have been made as a result of the recent review.
- Prep Open Days - Thursday 21 Nov and Friday 22 Nov.
- Finance - Budget Overview Report and Balance Sheet Summary Report is provided for P&C records and information.
- Term 4 has been extremely challenging in some aspects, but also very rewarding in others.
- Thank you for your ongoing support.

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

2. Music Report:

- 8 of our band members attended Music Fest on Saturday. They looked amazing, performed really well and behaved beautifully. The school community can be very proud of their representation. Stephanie Stark received the Band Directors Award and Billy Packer was one of three nominees across the Maranoa Region for the major award, Knowles Family Brass Encouragement Award.
- Students will have three more music lessons with Mr Gray then they will perform at Celebration night. This will be their last performance of the year.
- Students will be requested to then return instruments to the school office as well as other borrowed items such as cummerbunds, ribbons, bow ties.
- Mr Gray will be leaving the Maranoa Region at the end of the year so we will be looking at meeting a new instrumental teacher for 2014.

3. Uniform Report:

Uniform Order forms have been distributed to families. An order will be placed shortly so that they arrive before the school year finishes.
4. **Tuckshop Report:**

The students liked the idea of adding hotdogs to the tuckshop menu for next year. A suggestion was also made to have a meeting for our tuckshop volunteers, prior to commencing tuckshop next year. It was also suggested that perhaps three volunteers rostered on together would be beneficial.

5. **Football/Netball Report:**

- Nil

7. **QCPCA Report:**

- Tuckshop day Friday 1st November. YAY!!!
- Certificates of Appreciation were presented to our tuckshop volunteers at parade.

**General Business:**

- **Sun Smart Policy** - has been endorsed by the P&C.
- **Celebration Night** - a letter received from the school requesting support for awards at Celebration Night. Happy to proceed (see New Motions). Tea and coffee will be provided, with water and poppers for sale. Families are asked to please bring a plate along to share.
- **Grant** - a Caring for Our Communities Grant is available for a $5000 one-off grant. The P&C is eligible to apply. It is thought this grant might help with the purchase of a new fridge and microwave.
- **Market Breakfast** - Some changes to the menu with - doing without the bacon & egg pies, enlarging the big breakfast option and still including pancake stacks. Donation of eggs will be gratefully accepted. The annual Santa Run will finish at the Markets, so that children from out of town are also given an opportunity to see Santa.
- **Roma Historic Motor Club** - a request made to the P&C to provide morning tea and lunch for 100-150 people on Easter Sunday next year. It was decided to say 'yes' to this request as a fundraiser for next year.
- **Battery Muster** - winding up. Any batteries you might still have please organise delivery as soon as possible.
- **One pagers/Feedback** - discussion held on the one-pagers which are distributed each term. A suggestion made to simplify these.
- **App** - has been upgraded.
- **Football goal posts** - have arrived. It is envisaged that these will be installed prior to the 2014 season start with some help from volunteers.
- **School Newsletter** - please let the office know if you would like this emailed to you rather than, or as well as, a paper copy.

**New Motions:**

Chris moved and Julie seconded that the P&C donate $500 towards awards purchased and given to students at Celebration night 2014. Carried.

**New Members:**

Libby Blackmore

**Next meeting:** 3rd December 2013

**Meeting closed at:** 4.38pm

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