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

Date: 17th February 2014  Venue: Library  Chair:        Meeting opened at: 3.20pm

Attendance: Chris Packer, Julie Schutt, Justin Washington, Sania Bradford, Alice Johnstone, Kathy Murray, Megan Coveney

Guests: Nil

Apologies: Helen Price, Chrissy Chandler, Sally Broadhead, Tanya Thompson, Kylie Washington

Julie moved and Sania seconded that the apologies be accepted.

Minutes:
Minutes of last meeting:
Julie moved and Sania seconded that the minutes of the last meeting held on 4th November 2013 be carried as printed. Carried.

Business arising from the minutes:

Air-Conditioning - has been completed in the Yr 7 Room.
Battery Muster - these were collected and transported over the weekend. A total of 14 tonne was collected, with an amount of $4000 raised and already deposited. Due to this success, it was agreed to keep the battery muster as an ongoing fundraiser. Leon and Chris Packer are happy to be the ‘depot’ again for this purpose. Many thanks to all those who have donated batteries, especially to the wider community, who are not directly involved with the school.

Correspondence:

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<tr>
<th>Date</th>
<th>From</th>
<th>Summary</th>
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<tbody>
<tr>
<td>Inward —</td>
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<tr>
<td>10/12/13</td>
<td>Community Management Solutions</td>
<td>Bulletin</td>
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<td>10/12/13</td>
<td>ACNC</td>
<td>Letter re: AIS</td>
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<td>03/02/14</td>
<td>Premier of Qld</td>
<td>Letter re: Anzac Centenary</td>
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<td>03/02/14</td>
<td>National Retail Association</td>
<td>Letter re: management package supporting P&amp;C’s</td>
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<td>06/02/14</td>
<td>Lions Club of Surat Inc</td>
<td>Letter re: requesting support from the P&amp;C for their community grant application</td>
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<td>13/02/14</td>
<td>Smart Fundraisers</td>
<td>Mothers Day Fundraising Catalogue</td>
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<td>13/02/14</td>
<td>Map Fundraising</td>
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<td>14/02/14</td>
<td>Community Management Solutions</td>
<td>Membership Offer</td>
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<th>Date</th>
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<tr>
<td>Outward —</td>
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<td>28/01/14</td>
<td>FRRR</td>
<td>Final Report - Surat Cool Kids</td>
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<td>05/02/14</td>
<td>Lions Club of Surat Inc</td>
<td>Letter of Support for their Community Grant Application</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:

Scholastic Bookclub $242.50
Surat State School  $7,000.00 (air-conditioning)
Wagon Wheel   $1,229.12 (tuckshop)

Treasurer’s report:
31st December 2013 account balance is $13,542.89CR. (Detailed Report Attached)

Accounts for Payment

Wagon Wheel  $55.00 (Tuckshop)
Royal Hotel - lucky tickets   $19.00
LW Reid    $112.55 (Uniforms)
P&C Qld    $769.56 (Membership & Insurance)

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:**

- School has an enhanced focus on reading for the 2014 school year. Greater emphasis on the teaching of reading specific skills within the classroom. Reading blocks are occurring more frequently across the school.

- Great Results Guarantee - School will receive an additional $23019 to enhance students meeting National Minimum Standards in Literacy and Numeracy. Money is to be targeted at P-2 and Year 8. Teaching staff will be preparing a draft agreement on Wednesday Week 4. Parent input is welcomed through the P&C Executive. Final agreement will need to be endorsed by the P&C. Due date is 28 Feb.

- Project 600 - Year 3 students will engage in the online project. The project aims to boost students reading and comprehension skills. Mrs Libby McLean will be coordinating the project at school level.

- School Sport - RL and Netball teams without adequate numbers will combine with RSC for Saturday fixtures.

- SW School Sport Website has changed. New link is: www.southwestschoolssport.eq.edu.au all regional trial information is available on the site.

- Parent Literacy session will be held Tuesday afternoon.

- Ready Readers Program - Training for volunteers and parents will be offered in the near future. Details are yet to be finalised.

- Instrumental Music - $35-$50 Instrument levy to cover costs of repairs, music sheets etc. School will have for sale: Music/lesson books, basic consumables (reeds, oil, drum sticks etc) for students to purchase as required.

- Minor Works - A/C Yr 7 was completed over summer holiday period.

- Advancing Ours Schools Maintenance Initiative - Almost complete.

- Building Asset Services (QBuild) has scoped next round of work under Advancing Ours Schools Maintenance Initiative. Work will include: cleaning of gutters, trimming trees, replacing steps, landing boards in playground, stormwater control near amenities block, painting.

- Finance - Budget is currently being prepared.
• Thank you for your ongoing support.

2. **Music Report:**

(See Principal’s Report)

3. **Uniform Report:**

Nil

4. **Tuckshop Report:**

We have enough volunteers to start tuckshop in Week 5. Discussed raising the prices of poppers - decided against this. Kathy will closely monitor the PFD’s specials to get the best price available. Only the Tuckshop Covener and the Executive are to purchase supplies for tuckshop, and all items must be signed for. It was noted that the school tuckshop is running on 'amber’. If tuckshop volunteers require a third person to help, please contact Kathy Murray, Sania Bradford or Chris Packer, who have offered to lend an extra hand. It was proposed that the students will bring their tuckshop orders up in their allocated class box, rather than the tuckshop volunteers collecting the communal box from the office. The cashbox is to be given to Megan at the office for storing in the school safe once tuckshop has been completed. Hotdogs are to be introduced to the menu.

5. **Football/Netball Report:**

MarchPast will be held on the 22nd March. We have requested two home games, but will find out once the draw for the season has been finalised. There are a good number of netballers this year. We have our own Under 8 Football team, but are hoping to recruit a few more players in this age group. It was proposed a parent meeting take place before the season commences.

7. **QCPCA Report:**

Insurance due 1st March. Renewal notice and membership renewal posted out week of 5th February.

Information folder for new executive will be mailed out 17th March.

Selection changes for Principal positions. The panel will consist of a representation of regional office (Regional director or assistant Regional Director) and a representative of the P & C association or a person nominated by the P & C. This is the minimum. The panel chair (regional director) is able to maintain other panel members as needed.

Funding available (50/50) for permanent or portable shade structures through SunSmart Grant Scheme.

**General Business:**

• **AOP (Annual Operational Plan)** - our goals are similar to last year. We hope to complete the ‘brick project’ and complete the installation of air conditioners in Block B.
  
  Fundraising Activities Planned
  -Battery Muster (on-going)
  -Easter Raffle (Deanna Freeman has kindly offered to organise this)
  -Easter Car Rally Catering (Sania, Libby Blackmore and Chris have kindly offered to organise - a meeting will be held to discuss catering options)
  -Tuckshop (on-going)
  -Athletics Carnival Canteen
  -Swimming Carnival Canteen
  -Home Games Canteen x 2 (Julie and Chris have committed to organising these)
  -Rodeo Gate (complete)
-Market Breakfasts x 2 (Sania has committed to organising these, with help from others)
-Celebration Night - drinks
-Hospital Fete Dinner - Saturday, 5th April. We discussed meal options - further discussions to be held. Most in favour of a bbq with the option of burgers, or served with a plate of salads.

There will be a community meeting on the 4th March to discuss the possibility of a Ball to celebrate the 85th Anniversary of the Hall.

To share the load, we are looking for people to take on the responsibility of organising some of the events that haven’t already been allocated.

- **AGM** - to be held on Tuesday, 18th March. If there is anyone interested in taking on Executive Roles, please express your interest. Discussions held on another option which might be that each of the fundraising activities that the P&C are undertaking, be allocated to a different person and that project will be theirs to organise and execute. This would help alleviate the load on the Executive.

Chris will not be continuing as President. Sania has expressed an interest on taking on this role. Deanna Freeman has expressed an interest on taking on the Treasurers Role (with Alice presenting at Meetings). Julie has expressed an interest in continuing as Secretary. These expressions of interest in the Executive roles, are made in the hope that all the fundraising activities can be divided up amongst other P&C Members to help alleviate the load on the Executive.

**New Motions:**

Nil.

**New Members:**

Nil

**Next meeting**: AGM - Tuesday, 18th March 2014

**Meeting closed at**: 4.30pm

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