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

Date: 19th August 2014  
Venue: Library  
Chair:  
Meeting opened at: 3.25pm  

Attendance: Julie Schutt, Justin Washington, Sania Bradford, Alice Johnstone, Megan Coveney, Tanya Thompson, Helen Price, Kathy Murray, Chris Packer, Chrissy Chandler, Narina Close  

Guests: Nil  

Apologies: Bre Ziesemer, Deanna Johnstone, Lauren Kealey  

Julie moved and Kathy seconded that the apologies be accepted.  

Minutes:  
Minutes of last meeting:  
Julie moved and Chris seconded that the minutes of the last meeting held on 22nd July 2014 be carried as printed. Carried.  

Business arising from the minutes:  

Athletics Carnival - The BBQ lunch went well with a profit of approximately $800. It was suggested to perhaps start cooking earlier next year if it is decided to have the BBQ lunch format again. Our appreciation to the Surat Butchery for their discount on our meat orders. A letter of thanks to be sent.  

Pie Drive - A profit of approximately $500 made on the pie orders.  

August Markets - Mel Sutton has kindly offered to again co-ordinate the Market Breakfast. Volunteers have been organised. The menu being offered will be bacon and egg muffins, pancakes and full hot breakfast. Donation of eggs would be appreciated please. A float will also need to be organised.  

Brick Project - After meeting with staff to discuss the two designs concepts, it was decided that the preferred option would be the ‘Casual Seating Area’. This design offered more flow. There will be further adjustments to the design, with simplified mulched gardens and the removal of some paving. Phone calls to be made to suppliers in hope of further donations of materials and/or furniture.  

Correspondence:  

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Date:  
To:  
Summary:  

Outward —
Julie moved and Tanya seconded that the inwards correspondence be received and the outwards adopted. Carried.

**Business arising from the correspondence:**

Nil

**Executive Actions:**

Homestyle Bakeries Pty Ltd $2799.70  
Scholastic Australia $270.70

**Treasurer’s report:**

31st July 2014 account balance is $14238.77CR. (Detailed Report Attached)

**Accounts for Payment**

Western Food Wholesalers $117.71  
Wagon Wheel Friendly Grocer $2134.57  
LW Reid $708.26  
Surat Butchery $240.00  
New Royal Hotel (lucky tickets) $656.00

Alice moved and Chris seconded that the accounts for payment be accepted. Carried.

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

**Reports:**

1. **Principal's Report:**

   1. **Great Results Guarantee** – currently in process of collecting data via diagnostic testing within the classroom as per the school’s assessment schedule. Reviews of ILPs will be taking place over coming weeks. Progress and achievement goals are currently being examined.
   
   2. **School Attendance** – Target is 95%. Current rate is 91.6%. Attendance rate is acceptable, but it can be better.
   
   3. **Parent / Teacher Conferences** will be conducted during Week 10.
   
   4. **Discipline Audit** was conducted on Monday 4 August. Audit findings were very pleasing, however, recommendations will be taken on-board to ensure our school is a great school.
   
   5. **SWPBS** – continuing to roll out. Currently reviewing school expectations and correct behaviours that align. Minor and Major behaviours still to be discussed. Next training day will be on Tue 9 Sep.
   
   6. **Finance** – Budget Overview Report and Balance Sheet Summary Report provided for P&C.
7. Thank you for your ongoing support.

2. **Music Report:**

Nil

3. **Uniform Report:**

Chrissy to investigate sourcing navy blazers for the School Leaders from Hannas. These Blazers would be kept on hand at school, for the School Leaders to wear to official functions and events.

4. **Tuckshop Report:**

The takings have been approximately $350 each week. There was general discussion on several points; menu options - looking at incorporating more ‘green items’

possibility of adding a 2nd break tuckshop (with items such as muffins, fruit sticks etc), which may eliminate the amount of orders in 1st break

suggestion made to have the tuckshop convenor (with perhaps the added responsibility of uniform co-ordinator) be a paid position with this being their specific responsibility with the help of one volunteer on tuckshop days

there is a need of more volunteers

5. **Football/Netball Report:**

The break-up will be held on the weekend. Mr MacBeth is currently organising the team photos.

7. **QCPCA Report:**

Nil

**General Business:**

**Camps** - The Prep to Year 2 camp will be held in the last week of Term 3. The Year 5 to High School camp schedule has changed and will now be held in November, Term 4.

**Toy Catalogue** - The Kindy is currently fundraising through toy catalogues and are seeking support in distributing these catalogues to school families. It was agreed to distribute these.

**Cake Stall** - The Kindy are running a cake stall at the November Markets.

**Morning Tea/Luncheon** - held in the school library on Tuesday, 9th September. We have been offered to cater for approximately 10 people, for morning tea and lunch (including tea/coffee, fruit tray and sweets) at $15 or $20 per head with gluten free options. Chris had kindly offered to co-ordinate this fundraiser.

**Red Bulls Dinner** - we have been approached about possibly catering for the Red Bulls Annual Dinner to be held at the Town Hall in September. They have requested a roast meal for approximately 120 people. It was decided to decline this offer with thanks.

**New Motions:**

Nil

**New Members:**

Nil

**Next meeting:** General Meeting - Tuesday, 21st October 2014 at 3.15pm
Meeting closed at: 4.35pm

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