

Mooloolah P&C Meeting: Wednesday 20th February 2013

Attendance: Vanessa Hayman, Michelle Brown, Sally Gassner, Rachel Muller, Jenny Wilson, Michelle Lencz, Belinda Mewes, June Lewis, Lisa West, Sasha Kellow, Renee Ward, Ebony Ward, Dawn Osborne, Kylie Gillespie

Apologies: Jess Parry, Selina Stewart, Shona Hume, Marlee Christie

Meeting Opened 7.08pm by Sally Gassner.

Business Arising From Last meeting

- **OSHC Positions** – this matter will be addressed later in the agenda, as it requires detailed reporting and decision making and is very important.
- **Quadriennale Review** - Michele Brown to arrange next meeting for Friday week.
- **Fridge in P&C room** – There was brief discussion of the need for a new fridge for the P&C room so the tuckshop fridge is not compromised by other P&C needs. No motion was moved at this stage.
- **Tuckshop** – volunteers still needed. Michele Brown reminded everyone that if there are not enough volunteers tuckshop will not continue to operate. Vanessa Hayman reported that almost \$4000 is raised from tuck shop and it would be difficult to let that funding do. The group discussed possible incentives to help volunteer numbers, and will try a personal approach asking parents for a committed date.

Sally Gassner moved that the minutes from November report are true and accurate. Rachel Muller seconded it and all carried.

Correspondence

The following fundraising information packages were received:

- Cadbury fundraiser, garden express, simply pies, hot X buns drive
- Gingerbread man drive, party time amusements,
- Raffle ticket program information received - winner gets a percentage and remainder goes to fundraising
- Gift vouchers for 2 one-hour driving lessons for use in 2013 with fundraising efforts.

A thank-you letter and Christmas card were received from KC's fireworks.

Principal's Report

Please see attached

- School student leaders are chosen and will be presented with badges on Friday 22nd at a special parade.
 - Class Reorganisation: On day 8, school enrolments were 190 and 3 classes were oversubscribed. After discussions between Michele Brown and Regional Office, MSS is to form an 8th class starting Monday and a new teacher will be starting. A letter went home today to parents.
 - Last week Parent teacher meetings were conducted and good attendance was reported.
 - National curriculum – this year, history has been added to the Key Learning Areas.
 - District swim carnival tomorrow and congratulations are extended to the students representing Mooloolah.
- Michele Brown moved that the Principal's Report be accepted as read and discussed. Sally Gassner seconded it and all carried.

Treasurers Report

- Almost \$13,000 balance still. All records at auditors so no specific reports possible at this time.
- Vanessa Hayman reported that as a business, approximately \$53,000 comes & goes through the P&C annually. Well done to the team as this is a big accomplishment.
- \$300 unaccounted for from last month was identified as uniform shop.
- \$265.74 is currently unidentified for January reporting; as cheque book is with auditor this money has been classified into miscellaneous for now.
- Term deposit valued at approximately \$10,500 now and will be due to be rolled over soon, so the new committee will need to make a decision about that investment.

- Uniform shop is not making much profit, but P&C wants to make it affordable for children to wear uniforms. Need to think about whether we can possibly make more profit there.
 - Insurance of approximately \$1300 paid but this will go in February report
- Vanessa Hayman moved a motion that the report was true and correct, and accepted as read and discussed. Kylie Gillespie seconded the motion and all carried.

Chaplaincy Report

- There is a balance of \$7166.78 in account at moment This covers Chappy's wages plus expenses. Some money to come out of that for camp costs. Again thanks to Ruth Zerner for her sponsorship of the Summer Splash attendance.
- Meeting was held last Friday. Mark (Chappy) outlined his activities with each class.
- Next meeting Friday March 8 at 11.40am
- Plans for fundraising this year to be finalised but include Bunnings sausage sizzle, calendars and bush dance.

Vanessa Hayman moved a motion that the report was accepted as read and discussed. Michelle Lencz seconded the motion and all carried.

OSHC (Outside School Hours Care) Report

Please see attached report.

- Financial paperwork at auditor so no financial statements here.
- Since the start of the holidays there have been 14 new enrolments using before and after school care, and vacation care. There was good attendance over holidays.
- OSHC needs an invoice from school for pool entry payment of \$210.
- Movie days planned through term.
- Photo fund-raiser raised \$600.
- P&C gave \$800 cheque to OSHC as its commitment to donate 10% of all funds raised. THANK-YOU!
- Play Station and games, organ, and guinea pig babies sold and money banked.
- Raffle tickets drawn up for soccer table and will be distributed next week.
- Shed installation will proceed. P&C will make up shortfall of monies needed after OSHC uses its funds.
- Manual fire alarm as returned to the school and a manual air horn purchased.
- P&C to assess if service has adequate contents insurance coverage once paperwork is presented.
- Shade sail is holding water and needs looking into - should be under warranty.
- Sandpit sand needs replacing. Will check whether Bassett Barks can help with a donation.
- OSHC has been submitting articles regularly to Glass House Country News for publicity.
- Active After School Care program this term will have Friday swimming and Wednesday will be yoga. Next term activities will be dance and hockey. Grants for this program for 2013 were approved.
- Special Initiative Grant for extra curriculum activities approved to cover pool admission of \$420.00.
- Sporting equipment was purchased.
- Incursions planned for this term during vacation care: Under Water World touch and feel the animals, and Jungle Jammin African Drumming Workshop. Glenview OSHC has been asked to join these to help reduce costs and perhaps generate a small profit.
- Staff continuing doing online training.
- QikKids (Childcare Management Software Program) has sent requirement to migrate to an updated management program.
- Jenny Wilson has set up account for Belinda Mewes to access website to keep OSHC info updated.
- Phone charges down but OSHC doing lots of texting & emailing, so that seems to be helping reduce costs. Perhaps P&C needs to consider whether OSHC should have a phone of its own: this will be monitored over the next month.
- Grant for solar panels was denied. \$250 was paid to Ross Smith to finish that grant & he said it could be resubmitted. Belinda questioned if it was worth it. There will not be a resubmission.

- Belinda Mewes requested that a new computer Internet connection be supplied as was originally proposed to facilitate more children doing homework in care: \$90 is the charge quoted when the earlier installation of new computers was made. Kylie Gillespie (Mooloolah Computers) agreed that it would not be feasible for another computer consultancy to provide this work at this cost as it was included in the original full scope of work. All agreed that OSHC should go ahead and get the additional work done.

Belinda Mewes made a motion that the report was read, discussed and accepted. Jenny Wilson seconded the motion and all carried.

Uniform Report.

- All statements with auditor so no report available. All records will be back before the next meeting.
- Approximately \$2,500 banked by Sally Gassner. Sally Gassner will get exact sum for Rachel Muller from banking receipts. There is approximately \$1,500 in the cash box since pupil-free day sale by Lisa West & Sally Gassner, and stocks are now low.
- Some orders have gone in and new stock is arriving.

Rachel Muller made a motion that the report was read and discussed. Michelle Lencz seconded and all carried.

Fundraising Report

Selina Stewart sent apologies for her absence. Sally Gassner read the Fundraising Report.

- \$1728.30 banked from carols.
- Calendars raised a total of \$828.65.
- A list of proposed fundraising events was read out.
- Bush dance is scheduled for March 28th, and will coincide with the Cow pat lotto.
- Discos, Buntings sausage sizzle, Harley Bikers group visit, Fun Run, Father's Day stall.

Sally Gassner made a motion that the report was read and accepted. Jenny Wilson seconded and all carried.

Tuckshop Report

- Cooking up and restocking is being done after food losses from the power outages. \$461 was the calculated loss & a claim is to be investigated by Sally Gassner. P&C Qld sent message that claims can be submitted.
- June Lewis to list stock & value for the P&C to verify Insurance Contents coverage is adequate.
- More volunteers are needed as earlier discussed.

Sally Gassner made a motion that the report was read and discussed. Vanessa Hayman seconded it and all carried.

General Business

- Sally Gassner met with June Lewis about tuck shop issues.
 - Oven needs servicing & professionally cleaned. Sally Gassner moved a motion to have this work carried out, Lisa West seconded, all carried.
 - June Lewis asked if there would be a consideration for breakfast tuckshop on Fridays as children always come over asking if there is anything to buy for breakfast. It was discussed that this would impact on OSHC morning care (breakfast served there). Some children still doing homework club & a few get breakfast but not many. Not to proceed at this stage – June is busy enough preparing for lunch tuckshop with minimal assistance, and children do not need encouragement to be earlier unsupervised at school.
 - It was reported that June Lewis makes trips to do shopping in her own car and uses her own phone for ordering and incidental calls, so there are out of pocket expenses. June will log future trips and phone calls. Michele Brown to check about the tuckshop phone so that it may be used for outside calls for ordering etc. Sally Gassner moved a motion for \$200 reimbursement to be paid to June for her out of pocket expenses. Michele Brown seconded and all carried.

Other Business

- **Mooloolah Valley Playgroup:** Lisa West spoke about Mooloolah Valley Playgroup and how it is not really feasible for them to continue to use the Mooloolah Hall due to small numbers. They have submitted a proposal to use the OSHC building. Some investigations have been carried out about insurance, hygiene requirements, etc. and all looks to be in order. Lisa asked P&C if the building can be used for this purpose; Wednesday mornings was suggested. MV Playgroup could make a donation to OSHC for their support and could pay a small weekly fee. Members thought it would be good community involvement & good school promotion.

There would need to be procedures in place to ensure all parties, and young infants and children attending were safe while in the building.

Sasha Kellow spoke about her experience of a 'pre-prep program' that helped orientate young children prior to school.

It was agreed by all that having these young children and new parents associated with the school would be a great early introduction to MSS services and would build stronger community relationships.

Michele Brown is to check with Education Queensland if this use of building can be used this way

- **School Banking:** Lisa West, School Banking volunteer officer spoke to P&C about the potential for banking to help with school fundraising. The bank donates 5% commission to school – \$441.97 was raised last year. Commonwealth bank people coming to speak at parade next week.
- **Fitness Matters Mooloolah** has offered to help fundraising with money back from membership. Levels of returns were read out from a proposal; offer accepted with appreciation. Kylie Gillespie will confirm with Kristee from Fitness Matters, and a notice to go into newsletter.
- **Devils Ark:** A letter from Jenny Melrose, parent of a Grade 1 child was read out, suggesting a fundraising idea of a 'Devils Ark day' for free dress for money for Tasmanian Devils. Michele Brown reported that although it was a worthy cause, fundraising dates are already scheduled for the year, with supported charities already identified. Jenny Wilson suggested that a class may be doing a project on endangered species and might include this idea in that project. Teachers will be informed.
- **INSURANCE** paid for P&C - contents insurance had no monetary value attached - \$15,000 unless otherwise stated. Sally Gassner has asked for lists of stock & value from Tuckshop, uniform shop & OSHC to check if more \$15,000 is needed. Sally also reported that an Activity Declaration form for insurance purposes must be completed for EACH event, including chaplaincy events.
- **OSHC STAFFING:** As previously discussed, because of changes following the Administrator's resignation and her tasks being incorporated into other roles, there are now changes to position descriptions and the new positions need to be put out to proper merit process with advertising, application with interview and selection.

The details of the positions and the work hours was reported and discussed: Alex Mitchell worked about 10 hours pw and Belinda Mewes has assumed most of those responsibilities, we need to consider whether the coordinator role *needs* to include these and if so, that means about 38 hours pw. The implications of this were presented: a full-time position, every morning on the job, after school every day on the job with an assistant as needed. If this was to be a full-time position, 4 weeks annual leave would need to be taken in and around when OSHC centre closes, and some relief coverage would be needed.

Other option would be to have a coordinator and administrator less than 10 hours per week (some streamlining of processes has been done): about 32 hours pw for coordinator and an administrator for 4-6 hours pw. Michele Brown voiced concern that only one person would know the office processes. Sally Gassner agreed that there are areas of admin that need everyone to be able to perform and areas like wages that should be exclusive to one person. All agreed.

The P&C needs to make the decision about the structure of the positions and the position descriptions, and be able to verify its reasons. Michele Brown presented that everything needs to be transparent for everyone's protection and that a merit process would be best, starting now to establish positions. Those positions directly affected by Myrna Brannock and Alex Mitchell's resignations are the jobs concerned - no other positions are involved.

Belinda Mewes discussed the importance of understanding the overall centre operation to be able to do a better job since many parts of the coordinator and administrators role overlap and can be streamlined by the roles overlapping. This may involve communication with parents, receiving & invoicing of monies, etc. she sees benefits in amalgamating these roles.

Vanessa Hayman asked: Do we keep as Centre Coordinator in a casual position of 32 hours pw PLUS a Coordinator working flexible extra hours weekly as needed? Or have FT Centre Coordinator and have Coordinator losing current work hours? If there was a FT Centre Coordinator, the Coordinator role would be largely lost, and the biggest challenge would be holiday coverage which would require advertised coverage!

It was asked: if open merit, how will the money payable change & affect the service? E.g. holiday pay and superannuation included if FT or casual. It was pointed out that you can't reduce hours of a full-time position, even if centre service needs change. Vanessa questioned sustainability of this FT Centre Coordinator system if numbers drop off.

It was agreed that there would be great value for the OSHC operations in the Coordinator being trained up to be able to cover many of the administrator's role. Therefore, job descriptions will be changed so transparency dictates that the new positions need to be put to merit process and advertised.

Sally Gassner moved a motion that to merit with permanent part-time Centre Coordinator with administration duties on fixed hours, and the casual Coordinator with flexible hours and administration duties. June Lewis seconded and all carried.

Michele Brown will check merit process procedures to be initiated immediately.

- **Canberra Trip:** Sasha Kellow, mother of year 7 student asked if extra fundraising is to done for the Canberra trip. She would be happy to help. Michele Brown discussed logistics of money raising relevant to the huge total money required, and that it was not being pursued.
- **Special Executive Meeting:** Michele Brown asked if P&C wouldn't mind if remaining executive could meet with her prior to the next meeting, regarding the bush dance as it is near.
- **Voluntary Contributions:** Michele Brown brought up voluntary contributions and many families have paid. Year 2 teacher to have 4 new computers for her classroom to be paid from this.
- **Paula Barrett Resilience Program:** a parent has brought up this program and asked if it is possible to introduce to MSS. Michele will investigate its worth and the possibility.

Meeting closed at 9.24 pm

Next meeting March 20 and is also AGM