

P&C Meeting APRIL 24, 2013

Meeting opened at 7.05pm by Sally Gassner, President.

PRESENT: Michele Brown, Jenny Wilson, Sally Gassner, Vanessa Hayman, Rachel Muller, Ty Douglas, Selina Stewart, Belinda Mewes, Kylie Gillespie

APOLOGIES: Jess Parry, Michelle Lencz.

March minutes were emailed previously and read by all. Sally moved that the February minutes be approved as true & correct. Lisa seconded. All carried.

BUSINESS ARISING:

Canberra Trip: a question arose about combining the Canberra trip with another school. Michele reported that this was previously investigated and was not viable for many reasons; details could be provided if necessary.

Contents Insurance: Sally Gassner is in process of sorting out insurance.

ACTION: Sally to complete and report.

OSHC Positions Filled: P&C congratulated Michele Lencz and Belinda Mewes on their appointments.

Tuckshop: Fridge: this was purchased and paid for by P&C

Oven: has now been service.

School Banking: Lisa West had asked if banking commission money went to P&C or school. It was confirmed that the money goes to the school.

Play Group: this group commenced usage of the OSHC building for their weekly sessions, last Wednesday April 17. Everything went really well and the venue proved great for this purpose.

P&C Information Morning Tea – It was reported that Shona Hume asked Pam Day for a list of new parents to invite.

ACTION: Michele Brown will follow up with Pam Day.

Sally moved for approval, Belinda seconded. All moved.

CORRESPONDENCE:

Received:

- Information from RNA show grounds for children's competitions at the Exhibition.
- Major Prize Fundraising Raffle information received – Following a brief overview of the information, Sally asked if P&C would consider one major raffle at Christmas instead of lots of smaller prizes. Prize is a holiday at Gold Coast or other venue chosen; prize value is determined by ticket sales. Tickets are \$2 each, i.e. \$40 per book of 20. If 120 books were all sold, there would be \$3000 profit for the P&C; need to sell 45 books to break even, and then all further sales are profit. 120 books prize is 2 nights at Sea World Nara Resort plus entry plus other benefits: \$940 value.

Sally moved a motion that we proceed with this fundraiser, subject to checking if holiday can be taken at any time in the year. Belinda seconded. All carried.

ACTION: Sally will check on holiday booking availability and report back.

- Sunshine plaza is doing a loyalty shopping campaign that requires registration.

ACTION: Fundraising group will check this out.

OSHC Correspondence: Belinda Mewe's coordinator employment contract was signed by Belinda.

ACTION: Michelle Lencz will be asked to sign hers this week.

Terms of Reference For Committee: Jaclyn would like to have this document developed - a guideline regarding 'what, where, when, how, and who' about the P&C Committee.

ACTION: Jaclyn will draft a Terms of Reference to present at the next mtg.

PRINCIPALS REPORT: Was emailed.

BUSINESS ARISING

Michele listed items whose purchase has historically been supported by P&C funds, and has requested \$5000 from P&C in two installments for 2013.

MOTION: Sally moved that P&C support this request. Kylie seconded.

ACTION: First payment to be made after invoice presented.

EVENTS. At the recent Bush Dance, there were children roaming about the school grounds, unsupervised by their parents. Michele suggested that everyone needs to be reminded that there is a policy about having parents drop off & pickup children at the door and sign them in, and this needs to be maintained strictly. Jaclyn asked if a risk assessment had been done for events. Committee agreed that it was a good idea and in the risk assessment certain standards would be addressed and detailed. **MOTION:** Sally moved a motion that risk assessments be done prior to events. Kylie seconded. All carried.

EDUCATION WEEK & P&C DAY: Education Week is being held in Week 4. Classrooms will be opened to the community on Friday May 10 to celebrate achievements in the classroom. P&C acknowledgement day is to be May 10 to express gratitude to the P&C team who support our school.

ACTION: Michele requested ideas about our gratitude to the P&C might be best expressed.

CROSS COUNTRY: Cross Country will be Thursday May 9 & Fun Run will be June 6. These were going to be combined but there was too much fund raising activity in the weeks before & after May 9.

SWIMMING POOL: A Term 1 meeting was held between Michele, Trevor Schultz from Ed Qld and Mooloolah Community Association members to discuss progress with pool operation plans. No further expressions of interest have been received to date and Michele is awaiting instructions from regional Office about the next steps in the process. Pool pumps will be shut down for the winter and the pool is expected to go green, until it is again in operation for Term 4 use perhaps through a licensed operator/lease holder.

Michele moved that her Principal's Report be accepted as read. Sally seconded.

FUNDRAISING. Salina read her report.

Bush Dance: profit was \$1425. This was a slightly disappointing result compared with last year. Takings were good, but community donations were greater last year so expenses were greater from P&C side. Alcohol serving operated at a loss.

Michele suggested that we have learned a lot and should plan to get going early next year & have secretary write to organisations for donations for raffles etc.

Mother's Day Stall: May 8, 9 & 10. Salina needs a float to operate the stall.

Plants look good - children will be able to purchase a specific plant they planted. There are no problems if a child doesn't buy the plant they planted as it can be on sold.

Salina is making rocky road & has purchased ingredients.

Chappy is hopeful of helping with that preparation.

Salina will be putting signs about to promote the Mother's Day stall.

Disco: May 24, theme red black & yellow for Sorry Day.

Fun Run: will be Selina's priority after Mother's Day stall, and all agreed it is good to start promoting it now with posters so there is 6 weeks' notice. Will be promoted at assembly next week and forms circulated the following Friday.

ACTION: Fun Run to be promoted at next Assembly, and posters put around in Week of May 12.

Buntings Sausage Sizzle: -need to go to Bunnings on 20 June to meet management and organise details. 27 July is the sizzle date.

Selina moved that her report be accepted as read. Sally seconded.

UNIFORM SHOP REPORT

- Bank balance is at \$1148 April 16.
- Rachel in process of contacting 2 companies about sports shirt costs.

- Cotton lane to quote also and Rachel to source one other option to buy shirts & print elsewhere.
- Query received for larger size uniforms, one is on order at present. P&C agreed it should not make a loss on larger size uniforms that cost more to produce, but the purchaser can cover the extra costs. We can add a price on the price lists for larger uniforms if specially ordered.

ACTION: Rachel will add extra cost for larger size uniforms to be added to the uniform price list.

Rachel moved & Sally seconded.

OSHC: Belinda Mewes read her report.

- Numbers have been steady: 18-20 afternoons, 10-12 mornings.
- Next week hockey and dance are starting up for the Active Kids program.
- Soccer table raffle is closing & money called in. Cadbury fundraising chocolates went out before the holidays and money is coming in.
- Play group started last week May 17 and is going well. Belinda and Lisa West (Playgroup Mooloolah) are working on the shed project for storage for OSHC and Playgroup.
- Working bee was held last Saturday and lots of activities carried out. Thank you to Michael & Leanne Lynch for their hard work.
- School holidays program went well.
- MYOB & BAS: admin staff are learning more efficient ways of admin reporting
- New hard drive was purchased for office computer.
- Payments for Alex Mitchell - Resignation effective December 31st: Query of a couple of consulting hours that Alex may think should be included in the long service package. Belinda to run it by the Accountant & the ACA to confirm which way this should be finalised.
- Belinda delaying upgrading of last computer to internet, as the dongle on the last computer has gone missing. This will be carried out at some time in the future.

Kylie asked/reminded that local businesses continue to be considered for computer service requests and purchases in the future.

Belinda moved that her report be accepted as read. Sally seconded.

TREASURERS REPORT:

All reports returned from auditor and are in order.

Bank Account Balance stands at about \$12941, which is a good balance.

Term Deposit has rolled over and was reinvested till June 9. Balance stands at \$10,645.35.

Bush Dance Payment: need to decide tonight about Bush Dance payment by P&C to chaplaincy committee. \$1400 suggested.

MOTION: Vanessa moved that \$1,400 be donated to Chaplaincy committee. Sally seconded. All carried.

Audit: Final paperwork to complete for Audited Financial Statements & reports to be signed & sent.

ACTION: Kylie to send minutes of AGM to Vanessa. Letter to go with auditors report that Jess Parry will sign as Vice President in lieu of Secretary who resigned mid-term last year.

Australian Charities & Not For Profits Commission: Vanessa and Sally completed the required paperwork so we remain registered as a not-for-profit charity

Thank-you Messages: Vanessa sent thanks for the Steins (driving school) and the NRL Cowboys for their support for our Bush Dance. Vanessa asked if we need to write letters of thanks to other supporters. It was agreed that this would be a good gesture.

ACTION: Kylie to send list of supporters and addresses to Jaclyn.

Jaclyn will write a letter of thanks and do a mail-merge mail out.

Budget: Vanessa circulated P&C budget & plan outlines for 2013 - had spoken about breaking fundraising into terms, to be able to better plan around chaplaincy donations, donations to school, payment to OSHC. Last

year P&C supported and carried out donation of 10% of fundraising to OSHC; we need to see what will be donated this year when OSHC knows of their shortfall on their shed and other expenses.

Expenses of about \$10,500 for the year are projected.

Vanessa projected fundraising figures for 2013 and if all goes according to plan we will have a similar bank balance by next year's end.

Tuckshop: Vanessa questioned if we need to continue to be a member of the Tuckshop Organisation – it costs \$100 and is no longer great value for money as we now know about red green & amber food categories.

MOTION: Vanessa moved that we not reregister with the Tuckshop organisation. Kylie seconded, all carried.

Tye Douglas asked about goals of P&C regarding fundraising. Vanessa responded that the funds raised are a buffer for fallback for unforeseen expenses and expenditure, and also to cover projected costs; however there is no requirement to significantly increase account balance as fundraising is already quite intense, and the same people are usually involved with each fundraising event.

Vanessa moved that her report be accepted as read. Sally seconded.

CHAPLAINCY REPORT:

Fundraising: \$6,000 + was raised over the past 12 months.

Bush Dance fundraiser disappointing profit but still good contribution to Chaplaincy funds.

Mother's Day Stall coming up and Chaplaincy Committee has contributed to P&C fundraising for Mother's Day stall by providing materials and working with children to plant pot plants.

Funds Request: Vanessa requested on behalf of the Chaplaincy Committee that \$2,500 from P&C be donated to supplement Chappy Mark's wages as has been an ongoing arrangement. If this is supported, Chappy Mark will present an invoice from SU to P&C treasurer. Two or one installments were requested with appreciation.

MOTION: Jenny moved that this payment of \$2,500 be made to Chaplaincy Committee to cover 12 months. Sally seconded, all carried.

ACTION: Cheque for \$2,500 to be paid to Chaplaincy Committee.

Vanessa explained the working relationship between P&C, Chaplaincy Committee and SU, and Chaplain's work hours for the benefit of new members.

Chaplaincy Committee Meeting: May 17 9am is the next meeting and we hope to have new members attend.

Vanessa moved that her report be accepted as read. Sally seconded.

NEW BUSINESS

P&C Purchasing: it was asked if the P&C would consider setting a goal for purchasing something significant with P&C funds raised. This was discussed and supported in concept. Jaclyn asked if student leaders would put forward suggestions for major purchases, and if P&C would ask parents what they'd like to see in the school.

ACTION:

Michele will ask the Student Leaders to make suggestions.

Jaclyn will put together a survey for parents in the next newsletter.

Next meeting is scheduled for May 15 at 7pm.

Meeting closed 7.46pm.