



P & C Committee Meeting Minutes

Monthly General Meeting

Mooloolah State School P&C Committee - Monthly General Meeting		
5.15.2013	7.04pm	Mooloolah State School
Meeting called by	P&C President, Sally Gassner	
Type of meeting	Monthly Parents & Citizens Meeting	
Chairperson	Sally Gassner	
Note taker	Kylie Gillespie	
Attendees	Sally Gassner, Vanessa Hayman, Tye Douglas, Catherine Stewart, Michele Brown, Belinda, Jaclyn Lewis, Kylie Gillespie, Michelle Lencs, Jenny Wilson	
Apologies	Rachel Muller, June Lewis, Jess Parry, Shona Hume, Selina Stewart	
Agenda Topic: Mooloolah Celebrates 150 Years		
7.05 – 7.25 pm	Jean Crowe, community worker with the Hinterland Community Development Association	
Presentation: Jean presented the purpose, vision and planning behind the Mooloolah 150 years celebrations, and outlined the activities planned for the October event. Scheduled for October 19 to 27, the event is to be part of the Glass House Country Festival. Feature activities at this stage include a Commemorative Ceremony in the village Green, tree planting, steam train visit with brunch in Martin Rungert Park, classroom re-enactment in old school building (Mooloolah Community Centre), photography exhibition and reunion morning tea in Public Hall, Pioneering Picnic at the Mooloolah Recreation Reserve, Picnic in the Park, and Family Fun Day at Ewan Maddock Dam.		
Discussion: Sally asked about fundraising as part of our involvements in lieu of the traditional annual Mooloolah Community Day fundraising. Jean confirmed that fund raising can be included as part of the events, and invited the school to become involved in the spirit of the occasion in any way that would represent the school to the community and that would generate funds.		
Conclusions: P&C members will need to discuss the school participation and fundraising further. Michele Brown stated that there are to be children involved with a dance segment for the Pioneer Picnic and there will be coaching for the dances, so there needs to be a plan for this to be scheduled for the weeks prior.		
Action: Discussion about P&C fundraising involvement to be tabled next meeting.		
Action: Michele will coordinate with Ann Miller to plan a schedule for practicing dance.	Person Responsible: Michele Brown	Deadline:
Agenda Topic: Previous Minutes and Business Arising		
7.25 – 7.35 pm	Chairperson, Sally Gassner	
Previous Minutes	Read prior to meeting.	
Motion: Sally moved that the previous minutes be accepted as previewed. Belinda seconded. All carried.		
Discussion:		
INSURANCE: Sally reported that P&C Contents Insurance stands at \$15,000 cover. An inventory found that P&C has approx. \$65,000 worth of stock and equipment in Tuckshop, OSHC and Uniform Shop. She found that each \$15,000 further cover costs \$528 incl GST. Sally proposed that the P&C consider whether it was worth making the extra \$ 1,500 payment. This is the only insurance group that we can be insured with. This matter was discussed.		
Conclusions: The insurance situation was discussed and it was decided that the P&C Assets needed appropriate insurance coverage.		
Motion: Sally moved that the P&C purchase the further contents insurance at the above-mentioned rate. Belinda seconded. All carried.		
Action: The insurance will be taken out.	Person Responsible: Sally Gassner	Deadline: Next meeting.
WELCOME MORNING TEA for NEW PARENTS: Michele reported that the list of names and information has been passed on to Shona as requested. Shona absent tonight.		
Action: Reporting on progress and discussion to be carried over to next meeting.	Person Responsible: Shona Hume	Deadline: Next Meeting
HOLIDAY BOOKING FOR FUNDRAISING: Sally reported back that to book their holiday prize during peak periods (generally, within school holidays), the winner would incur an extra cost. Any times outside of the peak seasons incurred no extra cost. As moved last meeting, this activity will be pursued as a major fundraiser for this year's end.		
TERMS OF REFERENCE: No progress on this at present.		
Action: Draft Terms of Reference presentation, and discussion carried over to next meeting.	Person Responsible: Jaclyn Lewis	Deadline: Next Meeting



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OSHC, Long Service Payment Query: This issue has been answered in OSHC Report for later tonight.		
PAYMENT TO SCHOOL \$5000: The P&C payment of \$5000, agreed at last meeting, has been paid in one lump sum. NFA		
THANK-YOU TO P&C: Michele Brown thanked the P&C in the last school newsletter, in P&C Week, for their ongoing great work and support of the school,.		
FUN-RUN FLYERS: Selina Stewart has already placed flyers about the school. Children will be receiving sponsor paperwork & promotional material next week.		
LIST OF SUPPORTERS: Kylie forwarded the list of supporters and their contact details to Jaclyn Lewis.		
Action: Jaclyn to do a mail-out of thank-you certificates for businesses that supported the Bush Dance fundraising efforts.	Person Responsible: Jaclyn Lewis	Deadline: Next Meeting
UNIFORM SHOP PRICE LIST: Rachel Muller was to add extra cost for larger size uniforms to be added to the uniform price list. Rachel absent tonight.		
Action: Item to be carried over to next meeting.	Person Responsible: Jaclyn Lewis	Deadline: June Agenda
PAYMENT TO CHAPLAINCY COMMITTEE: The P&C \$2,500 payment to supplement Chappy's wages, agreed at last meeting, has been paid in one lump sum. NFA		
STUDENT LEADER FEEDBACK RE RESOURCES: Student Leaders and Years 5, 6 and 7 students were asked to provide feedback to the P&C about possible items to purchase with account funds. Michele Brown had handed all feedback to Sally Gassner, who summarised the suggestions for the P&C. This is further detailed and discussed in New Business.		
Action: none	Person Responsible:	Deadline:
Agenda Topic: Correspondence		
7.30 – 7.35 pm	Jaclyn Lewis	
Discussion: No incoming or outgoing correspondence to report, but folders have been initiated for all executive members so that correspondence can be distributed easily. Vanessa requested that a folder be set up for Uniform Shop so that Rachel Muller can receive this correspondence instead of treasurer.		
Conclusions: All Executive Members to check their folders regularly for incoming correspondence.		
Action: Folder for Uniform Shop Coordinator to be set up.	Person Responsible: Jaclyn Lewis	Deadline: ASAP ☺
Agenda Topic: Principals Business		
7.35 – 7.40 pm	Michele Brown	
Discussion:		
CORE BUSINESS: As part of school core business, it is important to market the school so that it becomes the school of choice in the community. Michele reported great frustration at seeing community children wearing other schools' uniforms and going on buses to other schools. Michele asked for parent group help to market our school, and needs to put a plan together by May 27 to obtain marketing funds of up to \$5000 from Regional Office. She proposed that the P&C members do a SWOT (Strengths, Weaknesses, Threats and Opportunities) Analysis tonight to see where the school stands; and then called for a volunteer or team to sit and put together a marketing plan based on the collective SWOT findings from students, staff, and P&C.		
Conclusions: The SWOT Analysis was filled, and Michele proposed she will set a time for a meeting to put together a marketing plan and invited everyone to attend if they could.		
Action: A marketing planning meeting will be scheduled and conducted.	Person Responsible: Michele Brown	Deadline: May 27
VARIATION TO SCHOOL ROUTINES: Michele asked for a blanket approval for variation to school routines, like last year: each year students take part in different excursions, which are usually verified by the P&C on a case-by-case basis. Last year sought and was granted permission of the P&C to verify the excursions for the calendar year. The provision was that an excursion had a higher degree of risk, then approval for that excursion must be requested prior to arrangements being made.		
Conclusions: It was agreed that this works well for the school and the P&C.		
Motion: Sally moved that the P&C grant blanket approval for variation to school routines. Kylie seconded. All carried.		
Action: Blanket approval effective immediately.	Person Responsible: Michele Brown	Deadline: NA



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Agenda Topic: Fundraising and Upcoming Events		
7.45 – 8.00 pm	Sally Gassner, for Selina Stewart (absent)	
Discussion:		
MOTHERS DAY STALL: Very successful event, with all plants and rocky road sold out. Profit \$690. Selina thanked all helpers.		
DISCO: May 24 th . 'Sorry Day' theme of black, red and yellow. Selina requested a list of requirements from Vanessa. Vanessa said that she would ask Selina to identify what she needed to purchase for the disco. A Marsh Insurance declaration will need to be submitted 7 days prior to the event, and a risk assessment completed.		
Action: Selina to identify needs to purchase for Disco.	Person Responsible: Selina Stewart	Deadline: May 22
FUN-RUN: June 6. Sponsorship forms have gone home, posters all hung. Money and forms to be returned by June 6. Selina requested a newsletter insert for parent helpers on the day of the Fun Run.		
Action: Newsletter request to be made to Pam Day prior to Fun Run.	Person Responsible: Selina Stewart	Deadline: May 22
BUNNINGS SAUSAGE SIZZLE: There is a briefing for this event at Bunnings, on June 20. Selina asked if Tye Douglas would represent the P&C at this briefing.		
Action: Tye Douglas to attend Bunnings Briefing June 6 with liability insurance paperwork with him Sally Gassner to complete insurance paperwork.	Person Responsible: Tye Douglas Sally Gassner	Deadline: June 6
Agenda Topic: Tuck Shop		
8.00 – 8.05 pm		
Discussion: NO TUCKSHOP REPORT		
Agenda Topic: Uniform Shop		
8.05 – 8.10 pm		
Discussion:		
SALES: winter uniform sales have increased last two weeks. Sales are steady.		
SHIRT PRINTING: Following some research, Lee Print is the best option for printing the T-shirts. There is no setup cost as the work was in their database from the past; P&C profit will increase to \$5 per shirt.		
Action: Lee Print will be utilized for the T-shirt printing, effective now.	Person Responsible: Rachel Muller	Deadline: NA
NET-BALL SKIRTS: Rachel reported some inquiries about net-ball/pleated skirts and was making early inquiries about these. It was discussed whether to stock these skirts as part of the uniform.		
Conclusions: Netball/pleated skirts were not favoured as part of the uniform.		
Motion: Sally moved a motion that the Uniform Shop will not stock netball/pleated skirts. Catherine seconded.		
Agenda Topic: Out of School Hours Care		
8.10 – 8.15 pm	Belinda Mewes, Coordinator OSHC	
Discussion:		
ATTENDANCE: numbers have been steady, with some mornings seeing larger than usual numbers.		
FUNDRAISING: chocolate fundraising money coming in. Funds raised to go toward the storage shed.		
HOUSE-KEEPING: New TV has been declared faulty, and will be replaced under the 5-year extended warranty taken out. Replacement TV to be collected from Joyce Mayne.		
HOLIDAY PROGRAM: Program to be made for June holidays, including 1 excursion and 1 incursion to keep costs down. Program may need approval prior to next P&C Meeting.		
STAFFING/REPORTS/ADVICES: Final amount advised owing to Alex Mitchel if resignation date is altered is \$2.64, so Alex agreed to leave date unchanged. NFA		
UNIFORMS: Staff have discussed advantages of a uniform – shirts, zip up fleecy jacket – and ask P&C to approve. The P&C discussed the benefits of OSHC staff having uniforms and agreed it was a good thing for image, professionalism and identification. Sally suggested that P&C pay for the shirts.		
Conclusions: OSHC staff will wear identifying shirts once they are selected and purchased.		
Action: Belinda Mewes and Michelle Lencs will find examples of uniforms to present at next meeting.	Person Responsible: Belinda & Michelle	Deadline: Next Meeting
TERM DEPOSIT: Belinda asked if monies held in OSHC account could be deposited into a roll-over term deposit account like that used by P&C. This was discussed.		
Conclusions: The P&C agreed that it would be good leveraging to have a OSHC term deposit account.		
Motion: Belinda moved that Vanessa Hayman, Treasurer, set up a Term Deposit account for OSHC. Sally seconded.		
Action: Vanessa Hayman to organise Term Deposit Account for OSHC.	Person Responsible: Vanessa	Deadline: Next Meeting
Agenda Topic: Accounts/ Budget		
7.15 – 7.25 pm	Vanessa Hayman, Treasurer	
Discussion:		
ACCOUNT BALLANCES: \$12,440.56 in main account, but some payments to be made end of May. School and Chaplaincy payments of \$5000 and \$2500 were made, which		



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finalizes all large expenses for the year.		
TERM DEPOSIT: automatically rolled over again for the next couple of months at best interest.		
INCOME: Tuckshop activity seems to be down on last year, but Uniform Shop activity is significantly up.		
Action: none	Person Responsible:	Deadline:
Agenda Topic: Chaplaincy Program		
7.25 – 7.35 pm	Vanessa Hayman, Coordinator Chaplaincy Committee	
Discussion:		
BANK ACCOUNT: Updates not yet available. Camp money for Summer Splash not yet taken from that account.		
SALARY & LEVY INCREASE: SU Qld has announced a 3% increase in expenses payable for salary & levy – they have absorbed increasing costs for a couple of years but cannot continue. This increase will cost us \$738 per annum extra, not including the 5 th day of the fortnight or the SU levy. MSS Chaplaincy Program will not be financially troubled by this; LCC's in trouble will need to reduce chaplaincy hours. MSS will cover the extra costs with fundraising and donations. Michele asked about long-term impacts if hours are increased or if there is ever an offer for permanency. Sally reported that Chappy is classified as permanent (part-time). Sally noted that the increase of 3% will increase the money required to supplement Chappy's wage to about \$8000 instead of the \$5000 it has been. Federal Government funding is done on a second yearly basis and this was last done in November 2012, so that funding should be stable till end 2014.		
Conclusions: It was noted that we need to remember these demands as we move forward, and consider that a reduction may be necessary in the future. Also the Chaplaincy fundraising efforts need to be sustained or increased.		
NEXT MEETING: The meeting has changed on Friday 17 th to 9.30am.		
Action: none	Person Responsible:	Deadline:
NEW BUSINESS		
8.30-8.40 pm		
Discussion:		
P&C LARGE PURCHASES: Suggestions were many and varied, including electronic signage, classroom air-conditioning, binoculars, iPads/Tablets, sporting equipment, life skills workshop, adventure playground equipment, outdoor seating, livestock & chickens, photography equipment, gymnasium, football fields, chess sets, volleyball courts. There was a brief discussion about the benefits, affordability and reach of the items suggested, and some were able to be eliminated immediately. It was noted that tablets would require Wi-Fi, which would involve great expense and a loan scheme!		
Conclusions: A separate meeting is needed to examine these suggestions more closely, with reference to cost and implementation and usability by most students.		
Action: A meeting will be held to consider the suggestions more closely.	Person Responsible: Sally & Kylie	Deadline: next meeting.
LIFE EDUCATION: There was an inquiry why this program has not been run in MSS last year or this year. Michele responded that it has been considered sufficient to have the program second yearly, but it has not been planned yet for this year.		
Conclusions: It was agreed that second yearly is good.		
Action: Life Education will be contacted to make an inquiry about booking their services.	Person Responsible: Michele Brown	Deadline: next meeting
MORNING TEA FOR NEW PARENTS: Shona is absent so carried over to next meeting.		
Action: Shona to report progress/plan at next meeting.	Person Responsible: Shona Hume	Deadline: Next meeting
POOL ISSUE: Catherine Stewart reported about a recent meeting at the Community Centre regarding the MSS pool issue. She stated that the centre may be interested in running the pool outside of school hours as a not-for-profit group. Sally reported that all community centres have lost their funding as of this budget! Michele stated that she is awaiting a response from the Community Centre to her recent letter and also awaiting a meeting with the person who expressed interest in operating the pool. Michele also stated that it is very likely that MSS will use the pool in Term 1 next year, and other schools are also involved in using the pool.		
Conclusions: No resolution of this issue yet to report. Ongoing.		
Action: none	Person Responsible:	Deadline:
Adjournment and Scheduling Next Meeting		
8.40 pm	Chairperson	
Next Meeting: June 19 2013, 7.00pm, Mooloolah State School Resource Centre		
Meeting Closed: 9.08pm		