Mooloolah State School P&C Committee - Monthly General Meeting

19 FEBRUARY 2014

**Meeting called by:** P&C President, Sally Gassner

**Type of meeting:** Monthly Parents & Citizens Meeting

**Chairperson:** Sally Gassner

**Note taker:** Kylie Gillespie

**Attendees:** Jess Parry, Vanessa Hayman, Michele Brown, Jenny Wilson, June Lewis, Lisa West, Ty Douglas, Michelle Lencz, Belinda Mewes, Shona Hume, Rachel Muller, Amy bardon, Corrine Aveline, Lisa Evans, Kylie Gillespie

**Apologies:** Selina Stewart

**Agenda Topic:** Previous Minutes and Business Arising

*Previous Minutes*

Chairperson, Sally Gassner

**MOTION:** Sally Gassner moved that the previous minutes be accepted as correct. Ty Douglas seconded. All carried.

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<th>Action:</th>
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<th>Person Responsible:</th>
<th>Deadline:</th>
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**INSURANCE:** Insurance policy is due March 2014. Current policy will be renewed and increase in contents cover will be taken out after that, by new executive.

**Conclusions:** As previously discussed moved in a motion April 2013, P&C Assets needed appropriate insurance coverage.

<table>
<thead>
<tr>
<th>Action:</th>
<th>The extra contents coverage insurance will be taken out after renewal time by new executive.</th>
<th>Person Responsible: 2014 President</th>
<th>Deadline: March 2014</th>
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**LIFE EDUCATION:** Michele has now booked Life Education for 2014 for MSS students.

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<tr>
<th>Action:</th>
<th>No further action</th>
<th>Person Responsible:</th>
<th>Deadline:</th>
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**P&C FUND SPENDING:** Intention is to install water bubblers on the oval. A plumbing quote to alter the rear of the pool to connect a pump (this may be changed now due to the pool contracts in place) was $8085.00! A further quote was for $6,200. We were informed it was cheaper to install bubblers that were fixed to wall. Still awaiting a further quote before any decisions are made: following a no-show by a scheduled plumber, Belinda will organise another.

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<tr>
<th>Action:</th>
<th>Belinda Mewes will request a quote from another plumber.</th>
<th>Person Responsible: Belinda Mewes</th>
<th>Deadline: March Mtg</th>
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**OSHC Chairs:** Chairs purchased and on site.

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<th>Action:</th>
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<th>Person Responsible:</th>
<th>Deadline:</th>
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**Agenda Topic:** Correspondence

**Received:**
- Lots of fundraising information has been received – all members are invited to look at them if they wish.
- Christmas card & message from K&C Fireworks.
- Request from P&C Queensland for names of all Life Members (for some type of acknowledgement we suspect).
- Gambling Grant information. A brief discussion identified that playground equipment such as goal posts may be a possible item for requesting a grant.
- A limited menu from Subway, for possible use if Tuckshop was not able to get up and running; will keep for future reference if ever needed.
- Blue Card for June was received, and Tuckshop is scheduled to start again on Friday February 28th.

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<tr>
<th>Action:</th>
<th>Michele will investigate the Gambling Grant possibility</th>
<th>Person Responsible: Michele Brown</th>
<th>Deadline: Mid March</th>
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</table>
Agenda Topic: Treasurers Report

Vanessa Hayman, Treasurer

Discussion:

ACCOUNT BALANCES: Closing balance at January 31 was $18,182.44 which is a very strong position to start the year. There are some tuckshop purchases to be made, and P&C Queensland invoice and Insurance ($1,382.20, about $300 is for OSHC) to be paid. Some uniform money was spent and received over the last few weeks. There will be some tuckshop purchases to be made for the start-up of tuckshop services for 2014.

TERM DEPOSIT: automatically rolled over twice, and now again for the next few months at best interest. Balance $10,941.22.

FINANCIAL STATEMENTS: all paperwork is now with the auditor, and should be returned before the AGM on March 19. Auditing is expected to cost about $880.

BUNNINGS SAUSAGE SIZZLE FEB 2: about $1,305 taken, with approximately $900 profit. Vanessa thanked everyone who helped with this fundraiser. Another note will go to Howard to thank him and request another later date; the intention is to keep 2 in the system each year. Michele reiterated this appreciation, thanking everyone especially Vanessa, Shona, Ty and Jenny.

MOTION: Vanessa moved that the Treasurers Report be accepted as read. Kylie seconded. All carried.

OTHER TREASURERS BUSINESS DISCUSSED: Insurance of $1,381.20 will be paid, which is the standard policy without extra coverage for contents. The extra coverage can be taken out by the new executive after the AGM next month. Part of that insurance is for OSHC insurance, so they will contribute their part.

P&CT Treasurers Report

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MOTION: Vanessa moved that the Treasurers Report be accepted as read. Kylie seconded. All carried.

Agenda Topic: Principals Report

Michele Brown

Student Numbers: On Day 8 of Term 1, student numbers were 202, so teacher number is at 8. This is a great start to the year.

Welcome: Michele welcomed the new teachers to our school: Mrs Caroline Kelly (Prep/1), Mrs Leisa Midgeley (Year 3MC), Ms Sharon Valamis (Music & Dance), Mr Mark Double (LOTE).

Action: Michele mentioned what for every child in the school, a short discussion followed. Michele summarized what the school is focusing on to improve student understanding of their reading and to improve writing. Rae Gibson will be working with students and teachers in literacy. Michele hopes to increase teacher aide hours to further support reading in the early years, and to increase resources with 100% of students being able to access WiFi when using a variety of digital resources. There is a need to replace some new smartboards and data projectors.

Good News Officer: Michele mentioned that Education Queensland is looking for volunteers from each school to spread the good message about our schools. This will be discussed further. If anyone is interested there is a contact person to ask questions of (Eden Wooden), and an online form to be completed.

Make Every Day Count: Research shows that children with good attendance are more likely to achieve at school. Children miss valuable learning opportunities when they are not at school.

Art Show: August 8 & 9 has been identified as the date for a Term 3 fundraising art show. Children will do 4 pieces of art in conjunction with some art mentors, and choose 2 to exhibit at the art show, for purchase by visitors. P&C could invite local artists to exhibit for sale, and take 10% of sales. It is hoped that this will become an annual event.

Ratify the New Constitution: This needs to be done and will be a task for the new executive after the AGM on March 29.

MOTION: Sally moved that the Principal's Report be accepted as true. Belinda seconded. All carried.

Agenda Topic: Fundraising Report and Upcoming Events

Read in Selina Stewart's absence by Sally Gassner

Christmas Show: Selina thanked all those who helped in the kitchen and behind the scenes.

Bunnings Sausage Sizzle: Approximately $900 was raised.

Bush Dance: As per the discussion above, bush dance will not be held this year.

Mitre 10 Sausage Sizzle: March 28 has been confirmed as a sausage sizzle event with the help of Lions Mooloolah as per earlier discussion.

Fun Run: March 20 is confirmed for the FunRun. Selina will commence organizing this event with help.

MOTION: Sally moved that the Principal's Report be accepted as true. Belinda seconded. All carried.

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Ratify the New Constitution: This needs to be done and will be a task for the new executive after the AGM on March 29.

MOTION: Sally moved that the Principal's Report be accepted as true. Belinda seconded. All carried.
For discussion with the new executive.

**MOTION:** Sally moved that the Fundraising Report be accepted as read. Kylie seconded. All carried.

**Agenda Topic: Uniform Shop**

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<th>Jess read the report in Rachel Muller’s absence.</th>
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**UNIFORM SALES:** There was $3,157 banked in February to date after 3 days of sales – Jan 23, 24 & 28. Rachel thanked Lisa West and Wanda & Ty Douglas for opening the uniform shop on the 2 pupil-free days at the beginning of the year. Lots of uniforms needed to be ordered to restock the supplies, now ordered and awaiting delivery.

**FAULTY ITEM:** A faulty uniform was returned to Cotton Lane.

**NEW SKORT:** A new style of skirt in stretch fabric was presented and discussed. It was decided that 5 of each size will be ordered to see how popular they are, but that it is not part of the ‘formal’ uniform.

**MOTION:** Kylie moved that the Treasurers Report be accepted as read. Jess seconded. All carried.

**Agenda Topic: Out of School Hours Care**

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<th>No report to read. Belinda Mewes (Coordinator OSHC) absent.</th>
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**FINANCIALS:** End of financial year documents at the auditors at the moment. Will be returned prior to the AGM next month.

**NEW ENROLMENTS:** There are 32 new enrolments since school break-up last year! These comprise new preps, new families and other schools.

**DONATION:** Ruth Zerner has donated cupboards to OSHC. She will be invited to a morning tea. TBA.

**FRIDAY SWIMMING:** Swimming continues in the OSHC program but Friday afternoon numbers are down. Belinda wondered if kids might be going directly to pool & not going to OSHC.

**Action:** Kylie will ask Georgina about any kids unsupervised children at the pool. **Person Responsible:** Kylie **Deadline:** March

**ACTIVE AFTER SCHOOL PROGRAM:** Karate is currently being done, and is very popular and well supported.

**FUNDRAISING:** Belinda requested that OSHC may do a chocolate drive before Easter, and family portraits later in the year. These were both approved.

**NEW CAMERA:** This was purchased and a HDMI cord is to be purchased.

**NEW TV:** OSHC has identified the need for a 32 inch TV purchase for the Wii. Present TV is large, dangerous. Belinda sourced $199 TV. Also requesting a new clean table for breakfast & others may be kept for craft.

**MOTION:** Ty moved a motion that any expenditure under $500 may be bought directly and then reported to P&C. Sally seconded. All carried.

**PLAYGROUP:** Belinda and Jacqui are getting together to try to get some grants for purchases to help support the growing Playgroup community.

**HOLIDAY:** Belinda reported her holiday request for September 8-12.

**MOTION:** Sally moved a motion that the OSHC report be accepted as true and correct. Kyle seconded, all carried.

**Agenda Topic: Tuck Shop**

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**Discussion:** NO TUCKSHOP REPORT

**2014 TUCKSHOP:** June hopes to start back in Tuckshop in March. She has her blue card and Nathan her helper has applied for a blue card. June still needs more helpers. Michele stated that in her understanding, as a parent of a child in the school, you do not need a blue card to be at the school. She has investigated this point. Executive committee members have blue cards because of their involvement in OSHC. There was a discussion about this matter.

**HEALTH & HYGEINE COURSE:** June is doing a Tuckshop health & hygiene course that will cost $250.

**MOTION:** Jenny moved that the P&C pays for this course for June. Kyle seconded, All carried.

**Action:** June will attend the course. **Person Responsible:** June **Deadline:**
**Agenda Topic: Chaplaincy Report**

**Vanessa Hayman, Coordinator Chaplaincy Committee**

**Discussion:**

**BANK ACCOUNT:** Bank balance $4,800 at last statement, but some funds would have come out in January & February, so it may be down to around $4000. The total expenditure is about $28,000 and income $26,000. With that in mind, Vanessa asked the P&C if they would like to donate to the Fund to help bring up the balance so that Su has more confidence. It was mentioned that P&C previously moved a motion that $5000 be donated annually in two lump sums.

**MOTION:** Jenny moved that the P&C donate $5000 in one payment at this time. Lisa seconded, all carried. Vanessa reminded everyone that donations from the P&C to Chaplaincy Committee are subject to 10% tax.

**Action:** Vanessa will generate an invoice from SU and then money can be paid.

**Person Responsible:** Vanessa Hayman  
**Deadline:** March

**SUMMER SPLASH:** Vanessa again expressed thanks to Ruth Zerner for her generous and ongoing sponsorship of attendance at this event by two MSS students. Kylie wrote and submitted an article into the local paper thanking Ruth.

**MOOLOOLAH VALLEY COMMUNITY ASSOCIATION:** The Association has kindly offered to support 10 children in the community for books and uniform costs. Mark will ask the MVCA if they would like to support the Chaplaincy Committee in any other way.

**CHAPLAINCY MEETING:** The first meeting for the year had 3 new people attending. Next meeting is March 28 at 9.30am. Everyone welcome, Vanessa urged newcomers to join.

**MOTION:** Sally moved that the Chaplaincy Report be accepted as read. Kylie seconded. All carried.

**NEW BUSINESS**

**Discussion:**

**MITRE 10 COMMUNITY CELEBRATIONS:** Our local hardware has changed from Thrifty Link to Mitre 10 and is holding a large celebration on Saturday March 29 from 7.30am to 2pm. MSS is able to hold the Sausage Sizzle, and Lions will bring their BBQ trailer and cook for us for a donation of $50 or more, while P&C volunteers serve the food. This seems like a very energy efficient fundraising opportunity and everyone agreed that we be involved in this capacity!

**BUSINESS MEETING:** this event was not yet confirmed for Friday March 28, and reports from Bob’s Bushland Boogie Band is that they are heavily booked. Rachael volunteered to look into possible alternative bands. A discussion concluded that the date clashed with the Mitre 10 weekend fundraising opportunity, and so it was decided to not hold a bushdance in 2014.

**P&C WINE & CHEESE NIGHT:** Sally suggested that we hold this event to tempt parents to come and find out what the P&C is about. A discussion followed and it was decided to instead host a morning tea on Friday March 7. The committee will organise and post details.

**CHANGE OF MEETING DAY/TIME:** A request was made to change the meeting to Wednesday after school. Our current Treasurer would be unable to make this time, and other people were unsure. It was decided to leave the meeting as it is until the new executive is formed and then to consider changes if they desire.

**NEW ATTENDEES:** Three new attendees were welcomed, and paperwork handed out so that they may join at the next meeting if they wish.

### Adjournment and Scheduling Next Meeting

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<th>7.30 pm</th>
<th>Chairperson</th>
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**Next Meeting commencing with AGM:** Wednesday March 19, 6.00pm, Mooloolah State School Resource Centre

**Meeting Closed:** 8.35 pm