Meeting called by: P&C 2014 President - Ty Douglas
Type of meeting Monthly General Meeting for Mooloolah State School P&C Association
Chair Person P & C President - Ty Douglas
Note taker Lisa West

Attendees Michele Brown, Ty Douglas, Jaclyn Lewis, Lisa West, Vanessa Hayman, June Lewis, Rachael Muller, Belinda Mewes, Jenny Wilson, Sally Gassner, Jessica Raintree, Kerry Flellow

Apologies Kylie Gillespie, Michelle Lencz

Minutes of previous meeting

Business Arising

- Bubblers – accepted a quote, will be installed late May. OSHC to pay half.
- OHSC door to be repaired by school
- P&C Constitution changes: Michele checked on the requirement for being able to change the "No Proxy Vote" statement in the constitution. This is not allowed to be amended.

Lisa moved that the minutes of previous meeting be accepted. Sally second. All carried.

Action Arising:

Confirm installation of bubblers.
Confirmation of repair to OHCS door.

Correspondence

- P&C QLD called for nominations for area life membership, we have until 12 July to submit applications. Michele Brown suggested Jenny Wilson. Ty to follow up on the criteria for the life membership.
- P&C QLD Annual conference, one funded delegate position offered. The conference is at the Gold Coast on the 12 & 13 Sept. We have until the 27 June to apply for funded spot. More info on web site. All members asked to consider if they would like to attend.
- Fundraising options passed onto Fundraising Officer. Many fundraising ideas discussed such as "Thank a farmer day", Spellathon, Mathworld.

Action Arising:

Ty to look at criteria for P&C QLD life membership.
Members asked to apply for attendance to P&C QLD annual conference.

Treasurer's Report

- March balance $16021.04.
- Balance of $13110.25 at end of April. Good position at this time of year.
- Term deposit is at $10994.28 interest credited as it rolls over. Reinvested itself on 9th April. Due to mature 9th June. Vanessa motioned for the rollover to continue Jenny seconded. Majority in favour, motion carried.
- Vanessa tabled a summary of projected Receipts and Payments through-out the 12 months of 2014.
- Financial statements sent to P&C.
- Bank account signatories done for new executive.
- There has been a donation received from a family who does not wish to receive any other form of fundraising requests. Send thank-you note in response.
- Vanessa moved that the Treasurer Report be accepted. All agreed.

**Action Arising:** Secretary to send thank-you to family who donated.

**Principal's Report**
- The Principal has requested a P&C donation to school for $5000 to go towards items mentioned in the Principal's report. Motioned by Michele Brown, all accepted.
- Education week and P&C day on Friday 23rd May. Michele acknowledged the work done by P&C volunteers and would like to raise awareness of the P&C.
- Under 8s day will be held on the school's back oval. C&K Kindy and Playgroup families are invited and accepted the invitation and will be included in the celebration.
- Michele raised a motion for the report to be accepted, all accepted.

**Action Arising:** P&C to donate $5000 to school.

**Chaplaincy Report**
- $5519.95 balance at May.
- Money received into that account is via donations only. The government grant money goes into the account on a fortnightly basis. Federal govt will continue this for another 4 years in the recent Federal budget.
- Community centre are willing to donate but not to support the chaplain’s wages. They have setup an account at the IGA for purchases to support the activities of the chaplain. They have also setup an account at Mitre 10 Mooloolah also to support projects.
- Vanessa moved that her report be accepted. Sally seconded.
- Next Chaplaincy committee meeting Friday 29 May 10am.

**Action Arising:** Thank-you letter to community centre to be done by Vanessa also some publicity for the donation to be done by Kylie Gillespie.

**OHSC Report**
- Active after school. Hip-hop dance Tuesday, tennis Thursday, next term yet to be decided.
- Student protection, asbestos & fire safety training to be done through school. Michele Brown to follow up within school.
- Change of committee blue card and confidentiality forms to be done by Ty and Jaclyn.
- Move the report by Belinda second by Vanessa.

**Action Arising:** Repair of back door to be followed up by school
  - No welcome BBQ
  - OHSC Forms required to be completed by Ty & Jaclyn
### Tuckshop Report

- Approx 40 tuckshop days per year approx. $3500 profit per year. So far to date tuckshop is running at a loss due to late start date for the tuckshop, plus the loss of stock from the freezer power failure. If there was a paid position this would take all of the profit. Discussion centred on whether it is worth keeping the tuckshop running. Rough numbers the rate per hour $25 for at least 4 hours a day = $100 which is all the profit. Financially unviable to pay the tuckshop convener.

- Still need helpers. Incentive to provide free meal deal for their kids if they provide help in the tuckshop for a minimum of 9-11. With a roster system for max of 2 helpers, start with Prep class and work way up through the other classes. Motioned and carried.

- Remove the basket system for the morning delivery of orders, have all orders sent directly to tuckshop. Not sure how this system would work, needs further discussion before commencing.

- The school can use Community Centre garden for produce, open Thursday mornings for members of the community to help themselves to the produce.

- Home baking we can legally accept the items but we shall not be progressing with this regardless.

- Noticeboard outside tuckshop. The purchase of an A-frame or such advertising specials can also be used for disco nights and such. Ty Investigate cost. If the signage is less than $200 all agreed that the sign should be purchased without further consultation.

- Fly screens on tuckshop? Postpone decision on this until we decide if the tuckshop will continue.

- Tuckshop report motioned by June second Jaclyn, all agreed.

**Action Arising:**
- Lisa to prepare an advertising roster system for helpers.
- Ty to investigate A-frame signage if less than $200 p&c will fund it.
- Do nothing about fly screens.

### Uniform Report

- Rachael tabled the Uniform Report.

- New price list submitted for review. Wide variance in margins noted. Retail businesses mark-up between 100-200% however the uniform shop is not designed for large profit.

- Reimburse Rachael for expenses.

- Rachael motioned Sally second all accept.

**Action Arising:**
- New Uniform price list to be finalised based on 15% mark-up.

### Fundraising Report

- No report presented

- Fun Run total monies raised = $2655.05

- Mothers’ day made $637 profit. A big thank-you to all the teachers, Chappy, children and parents for their efforts and time on making this fundraiser happen and mums feel so special.

**Action Arising:**
- None.
Conclusion of reports

Lisa motioned that all various reports be submitted one week before meeting and sent to all. Any amendments to report on the 7 days these can be reported at the meeting. Electronic copy to Secretary who should send to all members. Some disadvantages to this system were discussed. A trial will occur for the next P&C meeting.

General Business

Art Show
- Kerry Fleellow came to discuss Art Show booked for 8 & 9 August.
- Saturday. Family fun day stalls such as sausage sizzle face painting second hand books. In the hall to get artists to exhibit. Gold coin entry.
- Vanessa to contact the local craft groups & community centre.
- Check requirements for insurance, if there is added fee or just complete forms.
- Sally motioned to providing financial and resource support of the art show for both Friday night and Saturday day approx. 10 - 3, Lisa second, all agreed.

Action Arising: Lisa West and Jess Raintree offered to support the Art Show Committee, to be followed up through school, this is separate to P&C business.

Annual Operations Plan (AOP) – draft submitted. Members asked to consider the plan and provide input. Ideally have changes made and resent before next meeting.

P&C visibility in the school – draft flyer for introduce committee members.

Action Arising: Executive to submit a draft AOP to the committee before the June meeting and finalise the flyer ASAP.

Jessica Raintree – asked the P&C if they would like to help contribute to the fundraising for bore at Uganda school. Such as free dress day, pancake day, disco, etc. The P&C suggested that Jess go through Chris Lowe and the school's leadership team to coordinate an event. There was a discussion to allow some form of fundraising at the art show.

Glasshouse County Festival the organisers have asked if there could be another kids market, which has been booked for 25th October. Groups to be involved so far - Mooloolah performing arts off, steam train, kids market. Jessica asked if the school would like to be involved. Planning meeting 5th June 10am at Community Centre, all welcome. Contact jessicaraintree@hotmail.com

Reminder about Lions trivia night @ hall.

Disco helpers for 13th June. Stay after school to help setup Selina will have a roster placed at the school office for helpers during the night. Vanessa motioned to fund Best dress prizes x4 prizes up to $25 each – sally to purchase the prizes. Lisa seconded, all agreed.
General Business (cont)
Jessica Raintree submitted membership form

Meeting closed 8:45 pm.

______________________________  ___/___/2014
Signed as accepted by meeting Chairperson
## Summary of Action Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Responsible Parties</th>
<th>Raised</th>
<th>Due By</th>
<th>Status</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare draft Annual Operational Plan</td>
<td>Executive</td>
<td>May</td>
<td>Next meeting</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td>Finalise P&amp;C Flyer</td>
<td>Executive</td>
<td>May</td>
<td>ASAP</td>
<td>Open</td>
<td>Include in newsletter</td>
</tr>
<tr>
<td>Confirmation of repair to OHCS door</td>
<td>Belinda &amp; Michele</td>
<td>May</td>
<td>Next Meeting</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td>Ty to look at criteria for P&amp;C QLD life membership.</td>
<td>Ty</td>
<td>May</td>
<td>Next Meeting</td>
<td>Open</td>
<td>Criteria identified, awaiting input</td>
</tr>
<tr>
<td>Members asked to apply for attendance to P&amp;C QLD annual conference.</td>
<td>All</td>
<td>May</td>
<td>Next Meeting</td>
<td>Open</td>
<td></td>
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<tr>
<td>P&amp;C to donate $5000 to school.</td>
<td>Vanessa</td>
<td>May</td>
<td>ASAP</td>
<td>Open</td>
<td>Awaiting payment</td>
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<tr>
<td>Secretary to send thank-you to family who donated.</td>
<td>Lisa</td>
<td>May</td>
<td>ASAP</td>
<td>Open</td>
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<td>Thank-you letter to community centre to be done by Vanessa also some publicity for the donation to be done by Kylie Gillespie.</td>
<td>Vanessa &amp; Kylie</td>
<td>May</td>
<td>ASAP</td>
<td>Open</td>
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<tr>
<td>New Uniform price list to be finalised based on 15% mark-up.</td>
<td>Rachael &amp; Lisa</td>
<td>May</td>
<td>ASAP</td>
<td>Open</td>
<td></td>
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<tr>
<td>Advertising roster system for helpers.</td>
<td>Lisa</td>
<td>May</td>
<td>Next meeting</td>
<td>Open</td>
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<td>Investigate A-frame signage if less than $200 P&amp;C will fund it.</td>
<td>Ty</td>
<td>May</td>
<td>ASAP</td>
<td>Open</td>
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<td>Complete OSHC documentation</td>
<td>Ty &amp; Jaclyn</td>
<td>May</td>
<td>ASAP</td>
<td>Open</td>
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<tr>
<td>Confirm installation of bubblers.</td>
<td>Ty</td>
<td>May</td>
<td>31 May</td>
<td>Closed</td>
<td>Awaiting payment</td>
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<tr>
<td>Conduct student protection &amp; asbestos awareness training</td>
<td>Michele</td>
<td>May</td>
<td></td>
<td>Open</td>
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<tr>
<td>Prepare an advertising roster system for helpers.</td>
<td>Lisa</td>
<td>May</td>
<td></td>
<td>Open</td>
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<tr>
<td>Prepare blue card register</td>
<td>Lisa</td>
<td>March</td>
<td></td>
<td>Open</td>
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<tr>
<td>Colin Perriman, Auditor follow up on cost of Audit.</td>
<td>Lisa</td>
<td>March</td>
<td>21/5/14</td>
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<td>Long sleeve shirt manufacturing query</td>
<td>Rachael</td>
<td>March</td>
<td>21/5/14</td>
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<tr>
<td>Make an agenda item for next month’s meeting to discuss Tuckshop viability</td>
<td>Ty &amp; June</td>
<td>March</td>
<td>21/5/14</td>
<td>Closed</td>
<td>Refer May minutes</td>
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<tr>
<td>Meet &amp; Greet BBQ planning, Logo for building &amp; rear door repair</td>
<td>OHSC staff</td>
<td>March</td>
<td>21/5/14</td>
<td>Closed</td>
<td>Will not occur</td>
</tr>
<tr>
<td>Michele to find out if voting by proxy can be changed in the constitution.</td>
<td>Michele Brown</td>
<td>March</td>
<td>21/5/14</td>
<td>Closed</td>
<td>No change permitted in that section.</td>
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<tr>
<td>Insurance – increase required</td>
<td>Executive</td>
<td>2013</td>
<td></td>
<td>Pending</td>
<td>Decision whether to increase cover</td>
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<tr>
<td>Gambling grant for equipment</td>
<td>Michele Brown</td>
<td>Feb</td>
<td></td>
<td>Open</td>
<td></td>
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</tbody>
</table>