Minutes of Monthly Meeting

14/02/2014
7:00 PM
Peregian Springs State School Staffroom

Attendees: John Sheridan, Sandy Goodall, Lisa von Germeten, Holly Hedgeman, Dawn Shelton, Natalie Gorman, Amelia McWilliams, Melanie Waters, Tanya Nissen, Raemaree Sommerville, Gwen Sands, Sandra Cathcart, Jane Catterall

Apologies:

Opening: John Sheridan – 7:00 pm

- **Minutes and Reports Tabled for discussion** – See attached reports
  - Previous Mtg Minutes Approved Motioned – John, 2nd – Dawn
  - Retrospective Mtg Motions Approved Motioned – John 2nd - Dawn
  - Individual Reports Approved Motioned – John 2nd – Lisa

- **Summary and Discussion:**
  - President’s Report – John Sheridan
    - Welcome to new Banking Co-coordinators: Natalie Gorman and Kim Lewry
    - Welcome Elaine to PLO report – really been a huge help these first 3 weeks
    - Thank you to Jane Catterall for organizing Book Club
    - Discussion on creating a new role in the P&C Executive for Communications to be responsible for “flow’ of P&C Information and Correspond with Elaine. John to create a role description to be presented at next meeting.
  - Vice-Presidents Report – Dawn Shelton
    - Permission to Sell Raffle Tickets form distributed to students
    - Easter Raffle is progressing, March 1st raffle tickets being distributed, drawn on 4th April (tentative) – need volunteers please!
    - Veto idea of having sponsors put on Raffle Ticket books
    - Dawn will look to have role as Fundraising Co-coordinator
    - Dawn will be heading up organizing of Disco
    - **Motion to have Disco on 20th March** – John 2nd – Dawn
  - Principal’s Report – Gwen Sands
    - Enrolments 792
    - Professional Development of Staff continuing
    - Welcome to the new Staff Members
    - 4 New Classrooms were ready for start of school year
    - Indoor Sports Centre to be completed middle of Term 2
    - Great Results Guarantee Funding Received = $269,994
    - Safety – Helmets must be worn, no riding scooters, bikes, skateboards at school
    - Art Lessons will be continuing with Lauren Moody
    - Food Allergies – No nuts or eggs
    - Annual Improvement Plan and Budget will be submitted by 28th February to the Director General.
    - Report of SRS Expenditure for 2013 is available
    - **Motion to Approve Variation of school routine as per attached** – John 2nd – Lisa
Treasurer’s Report – Sandy Goodall
- See attached report
- Balance Sheet $8388, Bank $7964, Liabilities: Payroll $728
- Fundraising $24,366 includes Lapathon of $12,692, less lapathon = $11,674
- Turnover = $55,000, expenses $50,000, net profit $4,729
- Sandy communicated that the 2013 Final Accounts for Audit have been submitted to Ascendia.
- Sandy is working on a 2014 Budget to be presented at the AGM.
- $4050 Outstanding Balance for All Purpose Courts – doesn’t take into account Coin Trail $ which has yet to be handed over.
- Quicken is up to date as at end of January and latest bank statement has been reconciled.
- Motion to Approve Unpaid bills on the amount of $1,793.65 Sandy – 2nd John
- Bank Statement up to 25th Jan, cleared balance of $8684.57, after various deposits and unpaid balance leaves a cleared balance of $6,853 at 25 Jan.
- Profit and Loss to date = $2,864 due to Tuck shop Expenses.
- Motion to Approve Sandy’s report (see attached) in its’ entirety – Sandy – 2nd John
- PLO Report – Elaine – email: ewill300@eq.edu.au
- See Attached report
- All tuck-shop issues and updates and correspondence and flexi schools organizing taken care of
- Other communication with John and also to Teachers re: Parentlink
- Tuck-shop Report – Mel Waters
- John announced the new employee situation that Mel is currently the only employee of the tuck shop working a 16 hour week divided over 2 days.
- See attached report
- Motion passed to approve the sale of Nut Free Muesli Bars and Honeyed Popcorn – Motion 2nd – Lisa Sandy and Mel to work together to figure out price.
- Wants to learn more about Flexi Schools
- February Valentines cakes being sold on 14 Feb.
- Asking for donations old large jars/baskets/notice boards
- Looking at Easter specials
- Discussion followed regarding need for 2nd Tuck-shop Assistant at 8 hours per week (4 hours each for Thursday and Friday) and/or having the tuck-shop opened for counter service (snacks) only on Tuesday and Wednesday. Follow up meeting planned with John and Holly to determine best course of activity. All agreed that we must go forward and learn from past experiences.
- Parentlink Tuck-shop Roster being emailed out shortly for Term 1 and Term 2 only – in the mean time please Tuck-shop needs all the help it can get. Draft of Tuck-shop Roster attached.
- Motion tabled for Mel to have autonomy in the tuck-shop to run it and liaise with Holly and Sandy to work out costings as necessary – John 2nd – Dawn
- Tuck-shop will work with Dawn to arrange food for Disco
- Motion approved for no more “red” food at School sporting or discos – Dawn – 2nd Lisa
  - Correspondence Report – Lisa von Germeten
    - Many fundraising brochures received
    - Letter from Glen Elmes MP re: Great Results Guarantee Funding of $269,994
  - QCPCA Report – Holly Hedgeman
    - Fanfare – School Bank Competition – Entries submitted by 28th Feb – Gwen to pass on info to Band leader.
  - Fundraising Report – No report as there has been no fundraising to date.
    - Extensive discussion on Mother’s Day stall – result: to be tabled for a later meeting. Topic: Should it be for the entire school of 792 students or limit to Prep to Year 3? Unless there are volunteers to help Holly it is impossible to do it without volunteers. Needs to be resolved as quickly as possible.
    - Discussion on a Formal Winter Ball for Adults only in the New Hall in the middle of Term 3 on a Saturday night. It is necessary to have a committee formed starting now for this. John happy to head up committee and start to get the ball rolling. Gwen has given permission that the Hall can be used pending a proper written proposal and proper plans and planning procedures followed. Date to be determined. See Fundraising calendar attached.
    - Rae Sommerville happy to take on a large role in fundraising as is Amelia McWilliams. Also new member Tanya Nissen happy to help out. We still need a push for volunteers as per usual.
    - 2014 Fundraising Calendar Draft Attached.
  - New Business
    - AGM Meeting Dates Approved as of 27th March, regular monthly meeting to follow (subject to receiving reports from Ascendia of Audited Financial Statements) – John 2nd – Lisa
    - AGM – Executive to review roles and responsibilities as per QCPCA Guidelines and submit at AGM.
    - Gwen reminded the P&C Executive that we need to name the Auditor for 2014 Calendar year. Sandy to advise at next meeting.
    - Commitment to Global Budget – At this stage we are only committed to paying off the debt owed to the school and the PLO Wages. Gwen would like an estimate on P&C Donation to School. Executive replied approximately $20,000 total can be expected to be donated to the school (this figure is inclusive of PLO Wages and paying off debt). In addition the P&C would like to be able to raise funds for the HRE donation, sports trophies, 1 x laptop computer as part of their $20,000 donation. After meeting those commitments Gwen is looking at getting small adventure type ropes course playground equipment for the senior school.
    - It was pointed out that the work and time spent v success of getting Community Grants is not balanced out so not really worth doing the mountain of paperwork required as we don’t meet major criteria of most grants and it is very competitive.
    - Gwen reminded that someone needs to fill out the Model Constitution by the AGM – John volunteered to do so.
    - Gwen reminded the Executive that the Student Risk Management needs to be completed – Dawn volunteered to do this.
TENTATIVE FUNDRAISING CALENDAR

Term 1

- Disco – Possible Date April 3rd – Narissa to help organize? Someone needs to approach her and ask. **Profit Approx: $2000**
- Easter Raffle - Dawn said she would organize? She needs helpers…**Profit Approx: $500**

Term 2

- Mother’s Day Stall for Prep to Year 3 students only – Holly with team of helpers to organize. Stall date: Friday. May 9th. **Profit Approx: $300**
- Car Boot Sale – either last Saturday in May or first Saturday in June. Sell stall car parking spaces at $15 each, sausage sizzle, coffee van, cake stall, craft stall by different class years. Need Team Leader. **Profit Approx: $500.**
- Movie Event – only possible if Jacqui Christie or someone else wants to organize like she has in the past. **Profit Approx: $300.** Someone needs to approach Jacqui to see if she is interested.

Term 3

- Pie Drive – immediately following return to school after Term Break – Dawn interested or other Team Leader? **Profit Approx: $300**
- Grand Opening of New Hall – Winter Formal Black and White Ball – end of July on a Saturday evening. John to created Project Proposal to present to Gwen for approval. Holly to assist with contacts. Proposal soon to be forthcoming. John to ask Gwen if we have permission to use new hall before continuing with this idea. Possible dates Saturday July 26th or August 2nd. **Profit Approx: $10,000**
- End of August – Lapathon – Mr. Hutchens to organize. **Profit Approx $10,000 – half goes to Sports Equipment to $5,000 for P&C**

Term 4

- Book Fair – Kelly Butterworth Team Leader –needs volunteers. **Profit goes back into Resources for school.**
- Disco – Possible Date October 16th – Needs Team Leader **Profit Approx: $2,000.**
- Xmas Raffle – Needs Team Leader – **Profit Approx: $350**
- Coin Trail – Needs Team Leader – **Profit Approx: $1050**

Approximate Fundraising Profit = $20,000