

**ALBANY CREEK STATE SCHOOL  
P & C ASSOCIATION**

**MINUTES**

Minutes of the monthly meeting held in the Library Annexe of the School at 696 Albany Creek Road, Albany Creek on **Tuesday 20<sup>th</sup> October 2015** commencing at 7.00pm.

**1. WELCOME AND APOLOGIES**

**Attendance:** 14

**Apologies:** 4

*(As per Attendance Sheet)*

**2. MINUTES OF PREVIOUS MEETING**

Minutes of the September 15<sup>th</sup> Meeting will be reviewed at the November Meeting.

**3. BUSINESS ARISING FROM PREVIOUS MINUTES**

**4. CORRESPONDENCE**

**Motion:** -That Inward Correspondence is accepted and Outward Correspondence is endorsed.

**Moved:** Maree Kenwick

**Seconded:** Megan Westbury

**Carried:** All

**5. PRESIDENT'S REPORT**

Report prepared by President, Kerri-Lee Halas. (Copy Attached).

**1. Spring Starburst over Twilight Markets**

- Leigh Robinson to speak to Karen Yates to find out who provides first aid services for Friday afternoon sports and approach them to see if they can provide first aid for the Spring Starburst event.
- A discussion was held on the placement for the fireworks set up, looking at safety requirements. We need to clarify how big the area required for the fireworks needs to be and then we must have a 50m exclusion zone.
- Barricading to be placed at the 50m zone. Rides will cease at 7.30pm, with people to move behind the barricading for the fireworks to commence at 7.45pm.
- Michelle Royle will be attending to assist with issuing ride passes.
- Stallholder Insurance details to be forwarded to the P & C email to be recorded and kept on file.

- Ride passes will be available for collection from 2.30pm, with rides to commence at 3.30pm. (This information to be in the creek weekly and Melissa to twitter).
- Outback Steak House will be at the event from 4 to 7pm.
- A callout for volunteers to be placed on Facebook.

## **2. Handmade Expo**

- It was decided by members at the meeting that our hall was not a suitable venue to hold the handcraft markets. This decision was concluded by examining current hall booking, proposed people traffic through hall, parking, setup and unloading / reloading logistics.

## **3. Community Benefit Gambling Fund Grant Application**

- Kerri-lee Halas will approach Kristy Bensley to seek assistance with paperwork to apply for a grant.

**Motion:** I move that the Presidents Report be accepted.

**Moved:** Kerri-Lee Halas

**Seconded:** Nerida Leal

**Carried:** All

## **6. TREASURER'S REPORT**

Report prepared by Treasurer, Carly Mattea.

**Motion:** I move that the Treasurers Report be accepted.

**Moved:** Carly Mattea

**Seconded:** Rob Eaglesham

**Carried:** All

## **7. PRINCIPAL'S REPORT**

Report tabled by Principal, (copy attached).

**Motion:** - I move that the Principal's report be accepted.

**Moved:** Paul Kingston

**Seconded:** Melissa Dickson-Ford

**Carried:** All

## **8. SUB COMMITTEE REPORTS**

### **8.1 Prep P&C**

Last Prep P&C Subcommittee meeting was held on Wednesday 14th October.

- A couple of teacher changes in the Prep Campus. Jane Prior and Lisa O'Connor are both on Long Service Leave for the remainder of term 4. Prep 3 now has Dee Charlton 4 days per week and Michelle Lupton 1 day per week. Prep 4 have Robyn Dunphy for the remainder of term 4.

- Prep Disco was a great night. 81 tickets were sold – 32 via flexischools. Total expenses for the night were \$555.97, income for the night is to be confirmed.
- The commemorative Tea Towel is currently being completed and is the Prep P&C's final fundraiser for the year.
- A parent from Prep has asked about the possibility of selling school coloured hair clips on the incoming Prep Families Open Day.
- Proposed Fundraising for 2016 Prep P&C Subcommittee :
  - o Easter Raffle
  - o Family Portraits
  - o Winter Carnival – Prep P&C to coordinate the Silent Auction
  - o Entertainment Books
  - o Picture Products
  - o Pie Drive or Sweets Drive
  - o Prep Disco
  - o Tea Towels – at Teacher's discretion.
- The first Prep P&C Subcommittee meeting has been set **for Wednesday 10th February 2016**. This date will be distributed to incoming families via the school's information pack mail out.
- Samantha Ford to start working on a hand over document. It is envisaged this document will include detailed documents of fundraisers, a list of key contacts within the school/P&C and a treasure's procedure for money collection and payments.

The next Prep P&C Subcommittee meeting will be held on November 11th and will be our final meeting for 2015.

#### **Actions**

- *It was decided at the meeting that we would not endorse the selling of school coloured hairbands/clips at the Prep open days. It was suggested that the parent consider selling items at the twilight markets. Sam Ford to report back to parent.*
- *The idea of holding a prep playdate early in the New Year was raised. The purpose of this playdate would be an opportunity for parents and children entering Prep to meet. Melissa Dickson-Ford to follow this up.*

#### **8.2 Music Supporters**

No report tabled.

#### **8.3 Hall Canteen**

- Getting ready for the Spring Starburst over Twilight Markets.

Selling Churros, Cheerio's in a cup, lollies, slushies and cold drinks.  
Have managed to get a volunteer for every hour up till 7.30pm.

## **8.4 Tuckshop and Uniforms**

- Settling in well and meeting some volunteers for the first time. Still putting names to faces.
- We had our Meal Deal at the end of last term and I'm happy to say it all ran very smoothly. Having it all on Flexischools helps a lot. Although some still came to the counter on the day expecting to still be able to order for their child, despite the cut of being the Friday before. As I anticipated this I was still able to fill these orders. It did come to our attention through the day that there was no Gluten free option. We were able to accommodate one student who had ordered with a gluten free option. But would suggest that next time have it as an option on flexischools.
- Can parents put food on eftpos if it is over the \$15 or on top of a uniform order?

### **Actions**

- It was agreed that eftpos was not to be used for food sales.
- Paul to organize getting the lock fixed between the chaplaincy room and P & C room

**Motion:** - I move that the P & C purchase a cloths rack for the display of school uniforms at open days.

**Moved:** Karen Wilson

**Seconded:** Megan Westbury

**Carried:** All

**Motion:** - I move that the subcommittee reports be accepted.

**Moved:** Maree Kenwick

**Seconded:** Megan Westbury

**Carried:** All

## **9. CHAPLAINCY**

Report Tabled by Chappy Matho.

- Certificates will be presented at parade for the Year 5 students who participated in the PAL program. We are looking into the possibility of badges for 3 months service.
- Work with Grade one is focused on revisiting Buzza rules.
- Currently putting together a PowerPoint presentation of chaplaincy photos.
- Please advise Chappy if you have any nominations for recipients of chaplaincy Christmas hampers.
- 7<sup>th</sup> November is the Trivia Night.

**Motion:** - I move that the chaplaincy report be accepted.

**Moved:** Chappy Matho

**Seconded:** Rob Eaglesham

**Carried:** All

## 10. FUNDRAISING

## 11. SCHOOL COUNCIL

There will be one more school council meeting this year on the 24<sup>th</sup> November 2015. Items on the agenda include:

- ASSA Audit
- GRG Funding
- Strategic Plan
- Working party report for Tuckshop review.

## 12. GENERAL BUSINESS

- Notices on Facebook to be scheduled up until the end of the year.

## NEXT MEETING

The next meeting is to be held on **Tuesday 17<sup>th</sup> November** in the Library Annex of Albany Creek State School, 696 Albany Creek Road, Albany Creek commencing at 7.00pm.

Meeting Closed at 9.10pm

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Signed (President)

*Minutes prepared by Maree Kenwick*

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Date