

**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 17th November 2015** commencing at 7.00pm.

1. WELCOME AND APOLOGIES

Attendance: 14

Apologies: 3 (*As per Attendance Sheet*)

2. MINUTES OF PREVIOUS MEETING

Minutes of the September 15th 2015 Meeting and October 20th 2015 Meeting are true and correct.

Moved: Maree Kenwick

Seconded: Sharon McClements

Carried: All

3. BUSINESS ARISING FROM PREVIOUS MINUTES

4. CORRESPONDENCE

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

Moved: Maree Kenwick

Seconded: Tamara Eaglesham

Carried: All

5. PRESIDENT'S REPORT

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

- The Executive has developed a proposed strategic plan for 2016-2017 for review.
- Key recommendation from ASSA is to document what we do. This encompasses developing written procedures and processes for the operation of the P & C, which will help ensure continued operational success as members move on.

Motion: - I move that we take the proposed 2016-17 P & C strategic plan to the School Council for endorsement.

Moved: Kerri-Lee Halas

Seconded: Megan Westbury

Carried: All

Motion: I move that we submit the proposed P & C 2016 calendar to the School Council for Endorsement.

Moved: Kerri-Lee Halas

Seconded: Megan Westbury

Carried: All

- Kerri-Lee Halas to send Megan Phillips the P & C Calendar once endorsed so that it can be combined with the master calendar and placed on the school website.
- Tuckshop / Uniform Shop operating hours for dates prior to the commencement of school to be placed on the P& C Calendar.
- It was agreed that P & C would award pens for twenty year service recognition. These will be presented at the next whole-school assembly.
- Sausage sizzle and food for the Carols by Torchlight will start at 6pm and stop at 7.00pm when the carols start. Carly Mattea is organising the P & C raffle for this event. Year books on sale.

Motion: I move that we take the application for the Gambling Fund Grant (with recommendation that if successful it be used for synthetic turf and soft fall under equipment in the Year 1 playground) to the school council for endorsement.

Moved: Kerri-Lee Halas **Seconded:** Maree Kenwick **Carried All**

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.

- Spring starburst – Profit \$9K
- ATM on site for the Spring Starburst was success.

Motion: I move that the Treasurers Report be accepted.

Moved: Carly Mattea **Seconded:** Karen Wilson **Carried: All**

7. PRINCIPAL'S REPORT

Report tabled by Principal, (copy attached).

- Mr Kingston thanked and acknowledged the commitment to chaplaincy, work and support from Michelle Royle in the organisation and running of a successful Trivia Night.
- Mr. Kingston proudly announced the ASAA review panel, with two Directors of ASAA in attendance, recommendation that Albany Creek State School receive full accreditation by ASAA.

- Audit on the wireless upgrade will be carried out on 18th November 2015.
- Mr. Kingston acknowledged the dedication and hard work from Pattie Murray in the production of a fantastic 2015 Year Book.

Motion: I move that we present Pattie with a 2015 Year Book.

Moved: Carly Mattea **Seconded:** Maree Kenwick **Carried:** All

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

Moved: Paul Kingston **Seconded:** Rob Eaglesham **Carried:** All

8. SUB COMMITTEE REPORTS

8.1 Prep P&C

- Pie drive for 2016, suggestion for the timing to be beginning of term 2 and run by the main school.
- Kerri-Lee Halas and Sam Ford to seek feedback from teachers on what ideas they have and what activities they would like to run for the 2016 Winter Carnival.

8.2 Music Supporters

No report tabled.

8.3 Hall Canteen

On the 24th October we had Spring starburst over twilight markets. There was a great atmosphere and everyone seemed to be enjoying themselves. We sold Churros donuts, cherrios in a cup, drinks and lollies. We sold out of Churros donuts and have about half the cherrios left which will be for sale at Carols by torchlight on the 1st of December along with our normal sausage sizzle.

8.4 Tuckshop and Uniforms

- Still need up to 5 people for Tuckshop roster next year.
- Thursday 21st, Friday 22nd proposed uniform shop opening hours 8am to 1pm.
- Proposed uniform shop opening hours on, 27th, 28th, 29th January 8-10am
- We opened a uniform shop in the prep precinct on the 9th and 10th of November. It was a very busy couple of days. Thank you so much to my volunteers

Motion: I move the Tuckshop/ Uniform Shop report be accepted.

Moved: Karen Wilson

Seconded: Megan Westbury

Carried: All

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

Moved: Maree Kenwick

Seconded: Nerida Leal

Carried: All

9. CHAPLAINCY

Report tabled by Chappy Matho

- Please advise Chappy of any nominations for Christmas Hampers.

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 24th November 2015. Items on the agenda include:

- ASSA Audit
- GRG Funding (now called Investing for success)
- Strategic Plan
- Working party report for Tuckshop review.

12. GENERAL BUSINESS

- Drain has blocked up needs cleaning out again, spoon drain no longer exists. Drainage issue is being currently being looked into.
- Mike Charlton reported that the new university in the Moreton Bay Council region is expected to be operational by 2020. All information regarding the University can be found on the council website.
- Nerida Leal to schedule all school events and information updates on Facebook up to the end of the year.

- It was agreed to increase uniform stock insurance to the value of \$50,000. Maree Kenwick to obtain a quote from March Insurance.

Motion: That the P & C Executive take care of all arising P & C business until the next meeting in February 2016.

Moved: Kerri-Lee Halas

Seconded: Lisa Ribone

Carried: All

NEXT MEETING

The next meeting is to be held on **Tuesday 16th February 2016** 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