

**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 19th April 2016** commencing at 7.00pm.

1. WELCOME AND APOLOGIES

Attendance: 10

Apologies: 4 (*As per Attendance Sheet*)

2. MINUTES OF PREVIOUS MEETING

Minutes of the 15th March 2016 Meeting are true and correct.

Moved: Maree Kenwick **Seconded:** Rob Eaglesham **Carried:** All

3. BUSINESS ARISING FROM PREVIOUS MINUTES

4. CORRESPONDENCE

IPMS - International Plastic Modelling Association have contacted the P & C regarding hiring the Hall on Sunday 1st May and the P & C providing catering for half a day. Nerida will follow up hall booking information with Megan. Carly and Richard Mattea have confirmed they can assisted the providing a BBQ.

Brodie's Book Store have contacted the school regarding the contract for the yearly supply of schoolbook packs. Neil Brodie is retiring and has decided not to sell his business. Corporate head office is supporting us in managing the procurement process for obtaining a new supplier.

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

Moved: Maree Kenwick **Seconded:** Sam Ford **Carried:** All

5. PRESIDENT'S REPORT

Report prepared by President, Nerida Leal (Copy Attached).

- Thank you to the volunteers who assisted with the sausage sizzle and stall on Election day (19th March).
- Two P & C committee positions remain vacant – P & C Secretary (executive position) and Hall Canteen Coordinator (non- executive position). We are still seeking secretarial support for the winter carnival.
- Tuckshop/ Uniform Shop working group is underway to review operating processes. Applications have now closed for the position of Uniform Shop / Tuckshop Convener and interviews are expected to take place early May. Thank you to all the volunteers who have assisted while Karen has been recovering from injury.
- Key focus for the P & C is the Winter Carnival. We are seeking volunteers to assist in the lead up to the winter carnival and on the day.
- Mother's Day stall is on 4-6th May. Thank you to all the volunteers who have assisted with the organization and running of the stall. We are currently seeking someone to take over the coordination of the Mothers and Father's Day stall.
- It was agreed that a Free Winter Carnival Ride Pass will be drawn when 500 likes for the Winter Carnival is reached on Facebook. The P & C Executive will be working with the Facebook admin to establish a sustainable plan for managing the page and responding to questions and comments.

Motion: I move that the Presidents Report be accepted

Moved: Nerida Leal

Seconded: Rob Eaglesham

Carried: All

6. TREASURER'S REPORT

Report prepared by Treasurer, Carly Mattea.

- \$118,000 in bank as at 19th April 2016.
- Payments processed since previous meeting are \$13,046.27.
- Thank you to all volunteers who assisted with the Election Day Stall /BBQ.
- The Profitability of our P & C is contributed to the fantastic community and school community support.
- Currently 200 orders have been placed for sports/house shirts.

Motion: I move that the Treasurers Report be accepted

Moved: Carly Mattea

Seconded: Maree Kenwick

Carried: All

7. PRINCIPAL'S REPORT

Report tabled by Principal, (copy attached).

- Parent teacher interviews are continuing
- Gala sports day commence this week on Friday for years 4 -6. Back up dates have been set in the event of wet weather.
- I4S – Investing for Success funding for 2016 is \$227,640, which is proposed to be spent by the end term 3.
- Anzac Day preparations are being finalized. Congratulations to Tina Mortensen for her efforts and hard work in organizing the school commemorations for this day.
- Naplan will be held on the 10,11 and 12th May, with preparations well underway. From 2019 all Naplan testing be conducted online. Some schools will be selected to trial naplan on line from 2017.
- Wireless upgrade project is now complete , thank you to all school staff for their support with this project. Additional funds from the P & C Association were not required to fund this project.
- The school has requested additional support from the P & C Association to purchase iPads for whole school use. It was proposed that the funds the P& C allocated to the wireless upgrade project that we not required, be reallocated to the purchase of iPads.
- The school enrolment management plan has been gazetted.
- Upcoming excursions include Gala Day, Year 6 Sandy Creek and Year 6 Sydney/Canberra.
- Q Parents is scheduled to roll out in Week 3 of Term 2. Information regarding Q Parents will be placed in the Creek Weekly.
- Facility enhancements to Year 1 area have been completed, with year 2 area commencing soon. Enhancements to Prep have been made in response to students with special needs.

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

Moved: Paul Kingston

Seconded: Michelle Royle

Carried: All

8. SUB COMMITTEE REPORTS

8.1 Prep P&C

- \$2100 profit on Prep Easter raffle
- Picture plates notes going home this week for fundraiser.
- Still in the process of confirming a date for the Prep disco.

8.2 Music Supporters

- Order for house shirts has been placed. Shirts are expected to arrive mid-May.

8.3 Hall Canteen

8.4 Tuckshop and Uniform Shop

- Grandparents who volunteer for tuckshop are required to have a blue card. Applications are required to be signed off by a Member of the Leadership Team.
- A spray for Ants is required in the tuckshop – Mr. Kingston will organize for this to be completed as soon as possible.
- The oven is not working properly and the tuckshop requires a new mixer to make pikelets.
- Changes to the menu as part of smart choices are not required to be made until the start of 2017. It was agreed that the tuckshop continue with the old menu until this time.
- A meal deal day is planned to be held on Friday 10th June 2016.
- Mr. Kingston suggested that we look into providing an ANZAC pack lunch for this excursion.

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

Moved: Maree Kenwick **Seconded:** Nerida Leal **Carried:** All

Chaplaincy Report

Chaplain:	Mathokozo Mbuzi
Date:	April 19, 2016
School/s:	Albany Creek State School



General overview:

- Providing Social, emotional and spiritual support to the students, parents and staff in the school community. Continuing to build upon the relationship made and enhancing the links between school and the Albany Creek community.

Core functions:

1. Social and Emotional Support (Pastoral Care)
 - Talking to students that have been referred to me
 - Talking to teachers and parents
 - Year 1, social and emotional skills
 - Visiting Prep classes
2. **Spiritual Support in the school community**
 - Availability for questioning
 - Talking with teachers and parents about faith matters
3. **Mentoring**
 - Kids Hope – mentors have been trained and matched with students. Teachers have been informed and permission forms have been sent home. Commencement of the mentoring program, depending on return of permission forms, week 3 of term 2.
 - Peers Activities Leadership (PAL) – year 6 students will commence in week 3 of term 2.
4. **Community Development (including donor nurture, community and church connections etc)**
 - High Tea on Sat 16th of April was a great success, thank you to all that promoted and helped with the day. And thanks to all who were able to attend.
 - Chappy week is coming up on the 15th – 22nd of May. This is a week where I will be promoting Chaplaincy in the community and giving a snap shot of the chaplaincy service in Albany Creek.
5. **Educational Support**
 - Class visits when requested
6. **Extra- Curricular Activities**
 - Coaching Year 4 netball team for gala day, first game Friday 22nd of April

10. FUNDRAISING

11. SCHOOL COUNCIL

The next School Council Meeting will be held on 7th June 2016. A draft meeting agenda is being prepared.

Two nominations for Parent Representatives for the School Council will be required by next P & C meeting on the 17th May.

A major item on the agenda for this School Council meeting will be the Strategic Workforce Plan.

12. GENERAL BUSINESS

- Mr. Kingston mentioned to Mike Charlton that the swale drain is once again grassed over at back of school and due to erosion the concrete around fence posts is exposed.
- Mr. Kingston also asked Mike Charlton what actions we need to take to obtain vehicle access through the park at the back of the school in relation to a new OSHC building.
- It was agreed to place an advertisement on Facebook for photographer for the Winter Carnival.
- A request was raised from the parent community for livestreaming of the P & C meeting. At the current time the school does not have the capacity or the resources to do this. Nerida Leal proposed including a summary of the P & C meeting in the creek weekly following meetings.
- Sam offered to follow up progress regarding new curtains for the P & C room.

NEXT MEETING

The next meeting is to be held on **Tuesday 17th May 2016** in the Library Annex of Albany Creek State School, 696 Albany Creek Road, Albany Creek at 7.00pm.

A Winter Carnival meeting will precede the P & C meeting, commencing at 6.00pm.

Meeting Closed at 9.15pm

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Signed (President)

Minutes prepared by Maree Kenwick

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Date