

**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 July 2016** commencing at 7.00pm.

1. WELCOME AND APOLOGIES

Attendance: 14

Apologies: *(As per Attendance Sheet)*

2. MINUTES OF PREVIOUS MEETING

Motion: - I move that the minutes of the Tuesday, 21 June 2016 meeting are true and correct.

Moved: Angie Presescan

Seconded: Lisa Ribone

Carried: All

3. BUSINESS ARISING FROM PREVIOUS MINUTES

Maroon Skirts found in the P&C room have been donated to an Orphanage, with the help of Chappy

Fairy Floss Machine – Mitchelton State School Request

- Maree Kenwick has followed up and Mitchelton SS will using the machine
- Noted that machines require repair in the lead up

An additional Bain Marie has been purchased, doors for popcorn machine repaired, and sealers purchased.

MYOB package/ membership has been updated

4. CORRESPONDENCE

Per Communication log

Guide Dogs Australia also sent correspondence advising that they did not wish to have a stall at the Winter Carnival, but did offer for the P&C to sponsor a guide dog for \$1200 annually

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

Moved: Angie Presecan

Seconded Sam Ford

Carried: All

5. PRESIDENT'S REPORT

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

- On behalf of the P & C, I'd like to extend sincere thanks to Sam Ford for the tireless work she has put into organising this year's Winter Carnival. Sam has been working on this for more than nine months now, and her professionalism, enthusiasm and innovative ideas have been critical to its success. Unfortunately the weather wasn't kind to us and that will affect the financial outcome, but we should look at all of the positives of the day – turn out was good, people stayed despite the weather, and many stalls sold out or exceeded their performance from previous fetes. It's too soon for the final facts and figures as we are still awaiting invoices and payments, but we will review the Winter Carnival, collect feedback from stall holders and finalise the handover reporting so we're in a good position in future.
- On the topic of handover notes – one of the recommendations from the ASAA review last year was that the P & C needs to document its activities to avoid loss of "corporate knowledge" as families leave the school or individuals cannot coordinate P & C activities anymore. This will be the focus for the P & C for the remainder of the year as the tuckshop working group gets back to work, the Winter Carnival notes are finalised, and we prepare notes for other P & C activities. We will need input from a number of P & C members to complete this work to the highest possible standard.
- Caroline Harridence had previously volunteered to take on the Hall Canteen Convener role, but a change in her work commitments may mean this position is vacant again. If you know anyone who might be interested, please let us know. There are some school events in the hall in Term 3 and 4 where we will have a sausage sizzle and hall canteen (Bush Dance, Fancy Dress Ball, Kerribee, Carols by Torchlight, etc.).
- In closing, the P & C commends the work of the school leadership team and staff, particularly Andrew Mair, for their assistance with the logistics of the Winter Carnival. Clean up continues!

Moved: Nerida Leal **Seconded:** Lisa O'Connor **Carried:** All

6. TREASURER'S REPORT

Report prepared by Treasurer, Carly Mattea. (Copy Attached)

- \$111,000 in the bank as at the 19 July 2016
- Have outlaid nearly \$42,000 in the past couple of weeks for the Winter Carnival – waiting on the incoming funds from the carnival – takings still be finalised
- Incoming from Election day stall - \$1,707

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: Angie Presecan

Carried: All

8. SUB COMMITTEE REPORTS

8.1 Prep P&C

8.2 Music Supporters

- There will be a push to further support and elevate the music program
- Had a number of discussions with the high school to meet their needs, and there will be more to report over the next 12 months

8.3 Hall Canteen

Upcoming Events

- Fancy Dress (Yr. 1 & 2) – Monday 29 August 2016
- Bush Dance (Yr. 3 & 4) – Tuesday 23 August 2016
- Kerribee (Years 4-6) – September 14 & 15 2016

8.4 Tuckshop and Uniform Shop

- During first week of June/July holidays, power was turned off and subsequently we lost all stock in fridge and freezer. Tuckshop stock loss totalled \$426.07, which has been paid by the contractor Friday 15/07/16.
- Next meal deal day: Subway, possible second option Sushi. Can also offer normal tuckshop menu? Meal deal would be for first break only.
- Would like to put out a newsletter with heaps of info, too much for weekly school newsletter, including:
 - o Finger buns going as of date TBC - sometime this term/not available from term 4
 - o pikelets only available for breakfast as of term 4
 - o advertise for volunteers

- donatable items for tuckshop
 - Introduce Mrs. Macs pies and sausage rolls as of term 4
 - Replacing current choc chip muffins, with smaller banana muffins/banana choc chip, made on site. Compliant. As of term 4.
- **Action:** Tuck shop to issue a special edition newsletter once a term with this information
 - Old microfibre style jackets were from old supplier, years ago. No chance of returning them. Perhaps if we can find a price and sell them at a discount, we could get rid of them. Supplier suggested making a deal pack e.g.: buy two uniform items and purchase old jacket for \$25? (1/2 price) Buy it alone for \$35? Depending on original cost price, which I don't have, will have to find in old paperwork.
 - **Action:** Lexie to contact supplier to see if there are other schools who are still using this style for potential onsale
 - Masses of stock, however very few library bags (6 left) and homework folders (approx. 15). Can I order more? See what the minimum requirement for ordering is?
 - **Action:** Staff to be asked if they are using the homework bags. If not, no more need to be ordered
 - Sports shirts – info on my newsletter. Could we consider stocking in the future? But wait until we offload school uniforms as we have a large amount on hand.
 - Given the limited space, there will be no space to order these shirts – they can be ordered once a year through the supplier
 - Look at possibly forming a Tuckshop/Uniform Shop sub-committee that could meet each month to review, revise, discuss. I could advertise in newsletter for a Committee? Could also be a way of getting new helpers in?
 - **Action:** Consider procurement options for engaging a supplier to make the school dresses

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

Moved: Angie Presecan

Seconded: Lisa O'Connor

Carried: All

9. CHAPLAINCY

No report filed

Motion: - I move that the Chaplaincy Report be accepted.

Moved:

Seconded

Carried: All

10. FUNDRAISING

- Spellathon is moving from week 3 to week 5
 - o Some prizes from Winter carnival to be used for the spellathon
- Father's Day stall – orders arrived last week
 - o Some items to be followed up on

11. SCHOOL COUNCIL

The next School Council Meeting will be held on the 6th September

Staff have elected a new staff rep – Sandie Mitchell

12. GENERAL BUSINESS

- Request for consideration of a meal deal to align with theme of Book Week – “Australia: Story Country”. Ideas include pie/sausage roll, lamington.
- Cyber Safety Information session to be held on 26/07/2016
- Advised that the school is considering holding a Crazy Hair day to raise money for a family who are suffering from a fire that burnt their home
 - o Supported by P&C
- Request from Paul Kingston - Will P & C continue to support with additional ICT resources so additional resources can be purchased for the Trial NAPLAN online - subject to funds coming in post Winter Carnival
 - o **Motion:** - I move that the P&C fund up to \$20,000 for additional ICT support
 - o **Moved:** Rob Eaglesham **Seconded** Sam Ford **Carried:** All
- Follow up re: YMCA's movie night regarding security – Still waiting to hear back
- Winter Carnival
 - o Proposed celebration dinner for volunteers and families: Outback Steakhouse, 6:30pm on Friday 5 August. RSVP by Monday 1 August
 - o Just over \$2000 raised from the silent auction
 - o Did not sell off LJ Hooker Sales vouchers, which have now been offered to the school (one has been given to Michelle Royle for the Trivia night)
 - o Sold 127kg of Hot chips
 - o There are 10kg of sausages left from the sausage sizzle – can be used for upcoming events

- There are still lots of soft drinks left – can be used for upcoming events
 - There is a lot of chocolate and marshmallows left – 60 bags of marshmallows left – we will look to sell them, after contacting Mitchelton SS to offer them for their fair
 - The Insurers were contacted and we were advised that we would not be covered for the loss to profit due to the weather
- For future carnivals, we will need to consider the following:
- Committee
 - Layout needed help
 - Set up didn't work as planned because everyone calls Andrew with other tasks
 - Another coordinator is needed for the morning when people are setting up their stalls
 - Consider focusing on what makes us money and outsource everything else

ACTION ITEMS

Item	Person Responsible
Spread the word that we are looking for a volunteer Hall Canteen convener (or conveners, if interested parties are only available for one upcoming event)	All
Prepare tuckshop/uniform newsletter (one per term)	Lexie Beck
Old Style School Jackets – Contact supplier to see if any other schools are still using the old style for potential onsale	Lexie Beck
Follow up with Staff regarding the use of homework bags prior to ordering any more	Paul Kingston
Consider procurement options for engaging a supplier to make the school dresses	Paul Kingston
Discuss security for potential YMCA family movie night	Paul Kingston

NEXT MEETING

The next meeting is to be held on **16 August 2016** in the Library Annex of Albany Creek State School, 696 Albany Creek Road, Albany Creek at 7pm.

Meeting Closed at 8:55pm

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 Signed (President)
Minutes prepared by Angie Presecan

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 Date