

**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 16 August 2016** commencing at 7.17pm.

1. WELCOME AND APOLOGIES

Attendance: 10

Apologies: *(As per Attendance Sheet)*

2. MINUTES OF PREVIOUS MEETING

Motion: - I move that the minutes of the Tuesday 19 July 2016 Meeting are true and correct.

Moved: Angie Presecan

Seconded: Maree Kenwick

Carried: All

3. BUSINESS ARISING FROM PREVIOUS MINUTES

Item	Update
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)	Completed through the Creek Weekly and Facebook
Prepare tuckshop/uniform newsletter (one per term)	Completed for Term 3
Old Style School Jackets – Contact supplier to see if any other schools are still using the old style for potential onsale	Pending – Lexie
Follow up with Staff regarding the use of homework bags prior to ordering any more	Complete
Consider procurement options for engaging a supplier to make the school dresses	Pending – Procurement advised current swatch is not sufficiently different for copyright purposes and that a new swatch will need to be designed. Paul following up with supplier and procurement.
Discuss security for potential YMCA family movie night	Still waiting to hear back from YMCA
Fairy Floss Machine – Mitchelton State School	- Complete

4. CORRESPONDENCE

The following correspondence was received over the course of the month:

- P & C QLD – Notice of AGM and advise of Gladstone Conference
- P & C QLD – Election of Directors, Candidate profiles
- General Fundraising, including Father's day

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.

- Thanks to Sam and the team of volunteers who have been helping wrap Father's Day Stall gifts this month. We've already wrapped well over 1000 gifts, and have had offers to work on the stall. This is great considering the official call for help hasn't gone out yet!
- We have some events in Grayson Hall coming up where the P&C will be running a sausage sizzle and the hall canteen. In the absence of a hall convenor, we have been asking for help, even for an event at a time. Upcoming events include the school disco this Friday, Bush Dance next week, Fancy Dress Ball the week after, and Kerribee in September. Ordering will be taken care of, we are just looking for help on the nights. At the request of the school, the hall canteen will not be open once the Bush Dance, Fancy Dress Ball and Kerribee commence at 7pm, so we're really only looking for an hour of help (plus some prep time) on these nights. If you can help out, and/or spread the word among your friends, it would be greatly appreciated.
- You will have seen that Lexie sent out her tuckshop newsletter this month, requesting input from the school community as part of a tuckshop "think tank" to discuss menu changes and other ideas, such as seasonal menus. Please get in touch if you can help out, or even email through your feedback if you aren't able to attend.

Moved: Nerida Leal **Seconded:** Angie Presecan **Carried:** All

6. TREASURER'S REPORT

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

- Current bank balance of approximately \$101,000
- Outgoing of \$17,602 for laptops, \$6000 for uniforms

- Profit for
Tuckshop Approx. \$5,800
Winter Carnival Approx. \$22,000
- YTD Contributions to the school of approx. \$62,000
- We currently have approximately \$79,000 worth of uniform stock. Our insurance only covers us for up to \$50,000 in the event of an incident. Maree Kenwick to contact insurer in relation to increasing this cover
- Sam Ford to speak to Lexie about what other uniform stock is expected in the coming months, to gain a better idea of what further insurance cover may be required.
- Further to our previous discussions about stocking house shirts with the uniforms – we are unable to keep these shirts in stock, as we do not have the space

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

- All picture products have been sent out
- The Prep fundraising will now be focused on the tea towels and Prep disco. The details of these will go onto flexischools
Danielle Lead to email the details to Carly Mattea

8.2 Music Supporters

- Second and final house shirt order for 2016 closes this month

8.3 Hall Canteen

- Volunteers desperately needed for the Hall Canteen for upcoming events. The P & C Committee members volunteered for upcoming events, including the Bush Dance, Fancy Dress Ball and Kerribee.
- It is noted that the Hall Canteen must close prior to the commencement of Kerribee to ensure people are not disturbing other attendees during the event
- A new Coffee cart contact is needed, as both the current contacts have sold their businesses and there is no contact for upcoming events – Sam Ford to put a call out to parents for this information, and look in the Albany Creek Buzz Newsletter

8.4 Tuckshop and Uniform Shop

- Australiana Meal Deal organised and forms out, for Friday 2nd September, Week 8. Online ordering has been organised for this as well as a hard copy out today to the eldest in the family
- Review the new proposed menu for start of term 4 (Filed). Any feedback to be provided directly to Lexie
- It was agreed that a meal deal for the last week of term. Recommendation from Lexie 11am - Nachos or Sushi w/drink \$5, and 1pm - Popcorn or Churros w/drink \$4
- The recommendation from the committee are as follows:
 - o Switch the order around (popcorn for the first break and the nachos/ sushi on offer for second break)
 - o Prep teachers to be asked whether they would prefer for the original order (nachos/sushi for first break and popcorn for second break)
 - o Investigate local sushi suppliers
- Request for the purchase of a new toaster

Motion: - I move that a new toaster be purchased for the tuckshop

Moved: Sam Ford **Seconded:** Rob Eaglesham **Carried:** All

- Request for the purchase of a new microwave

Motion: - I move that a new microwave be purchased for the tuckshop.

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

- Request for new/ repaired oven

It was decided that the first point of call would be to review the tuckshop space and come up with renovation options before considering the purchase of a new oven. It is important to have a professional review the space due to asbestos.

- Paul Kingston has requested that there is consideration given to potentially offering a staff menu once per month/term. This could potentially be done on a Tuesday to ensure that it does not interfere with normal tuckshop days.

Uniforms

- Reminder that uniforms are sold at Prep orientation days. They have been scheduled for Monday and Tuesday (7 & 8 November) so the tuckshop/uniform shop convenor, with volunteers, can sell uniforms.
- Currently awaiting a response from suppliers about other schools who could potentially be sold the older style jackets to (action from last meeting)?

School dress fabric

- DET procurement have advised that the new fabric design is still too close to the original, and there have been some copyright cases recently we would like to avoid. Lexie will be discussing this with Ed (Get Smart Uniforms), and asking if he can please come up with an alternative design (perhaps adding another maroon stripe) and we'll try again.

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

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

9. CHAPLAINCY

- There is a new Chappy for Albany Creek State High – David Sumpton
- In the process of finalising the trivia night, which is fast approaching

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

Moved: Michelle Royle **Seconded:** Angie Presecan **Carried:** All

10. FUNDRAISING

A discussion needs to be held to work out a plan for the fundraising events for the 2017 school year. At the next P & C meeting in October, the 2017 fundraising calendar will be reviewed in detail so it can be tabled at the Term 4 School Council meeting. It was suggested that school evening events be considered as part of this discussion, as these also have a time and cost impost on families.

11. SCHOOL COUNCIL

- The next School Council Meeting will be held on the 6 September 2016

- There is a new staff representative – Sandie Mitchell, who will hold the position for the next 6 months, after which the position will be open again for the next 2 years

12. GENERAL BUSINESS

- Crazy hair day was phenomenally successful , and the family was supremely grateful
- Monica Patterson has asked that the P and C be thanked for their contribution for laptop purchases. They have just had their first paperless day in the classroom, which was very successful

ACTION ITEMS

Item	Person Responsible
Old Style School Jackets – Contact supplier to see if any other schools are still using the old style for potential onsale	Lexie Beck – ongoing
Consider procurement options for engaging a supplier to make the school dresses	Paul Kingston and Lexie Beck – ongoing
Discuss security for potential YMCA family movie night	Ongoing
Review current insurance cover for uniforms held in stock	Maree Kenwick
Confirm incoming uniform orders in order to provide accurate uniform stock amounts to the Insurance Company	Sam Ford
Details of the Prep Disco to be provided to Carly Mattea to be uploaded to Flexischools	Danielle Lead
Investigate new coffee vans for future school events	Sam Ford
Put a call out for Volunteers for the Hall Canteen	Nerida Leal
Purchase toaster and Microwave	Sam Ford – Complete
Investigate local sushi suppliers for Meal deal	Lexie Beck
Consider Staff menu once per month/term	Lexie Beck

NEXT MEETING

The next meeting is to be held on Tuesday 18 October 2016 in the Library Annexe of Albany Creek State School, 696 Albany Creek Road, Albany Creek at 7.00pm.

Meeting Closed at 9:15pm

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Signed (President)

Minutes prepared by Maree Kenwick

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Date