

**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 15 November 2016** commencing at 7.00pm.

1. WELCOME AND APOLOGIES

Attendance: 11

Apologies: 3 (*As per Attendance Sheet*)

2. MINUTES OF PREVIOUS MEETING

Motion: - I move that the minutes of the Tuesday 18 October 2016 Meeting are true and correct.

Moved: Maree Kenwick

Seconded: Kristy Bensley

Carried: All

3. BUSINESS ARISING FROM PREVIOUS MINUTES

Position of P & C President	Nominations for the position of President were called.
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4. CORRESPONDENCE

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

Moved: Maree Kenwick

Seconded: Rob Eaglesham

Carried: All

5. PRESIDENT'S REPORT

A huge thanks to Rob and Maree for stepping in tonight. In the month since the last meeting, we have managed to tick a few boxes and are well on our way with preparations for the end of the year.

In regards to the position of President, as you all can imagine I have been receiving quite a bit of "encouragement" to take on the role. Just to give you my feelings on this topic, I have only been a school mum for 2 years and I still have another 7 to go at ACSS! I feel and honestly believe, if you asked me again in 2-3 years' time then I might like to step up but right now, I do not feel it is the right time for me. In saying this, I believe it is all of our responsibility to find a suitable replacement. We must also recognise that there

are other members of the P&C executive and members of the P&C who are coming to the end of their children's primary education. This will see a massive change for us as we have relied so heavy on these people in previous years (particularly this year) and we now need to find other members of our community to fill these roles.

I am happy to chair the February meeting and then we have the AGM in March.

Right now, we are at Cradle Mountain, which is right in the middle of Tassie and hopefully getting some photographs of the Aurora lights. Fingers crossed the temperature has reached double digits!

Have a wonderful Christmas break and we will see you in 2017 (thank god it is not a carnival year!)

Samantha Ford

Motion: I move that the Vice President's Report be accepted

Moved: Maree Kewnrick **Seconded:** Lisa Ribone **Carried:** All

6. TREASURER'S REPORT

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

- Current bank balance of approximately \$151,000

Motion: I move that the Treasurers Report be accepted

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

- Yearbooks have arrived and pre-orders have been distributed.

7. PRINCIPAL'S REPORT

Report tabled by Principal, (copy attached).

- Events held since the last meeting:
 - Prep Open Day
 - Japanese Speaking competition
 - 2016 speaking competition
 - Year 4 Camp
 - RE Assembly will be held this coming Wednesday
 - Assembly this coming Thursday, Hon Peter Dutton will be presenting awards.
- ACSS was awarded runner up in the Annual ANZAC Day School Awards Competition Primary School Category for QLD.
- We are currently looking at enrolments of 854 Students for 2017 with 5 drafts of each year level. Furniture and technology has been purchased for two additional classes.
- The report and recommendations from the ASSA review panel will be presented to the School Council at the meeting next week.
- Parents are continued to be encouraged to use Q Parents. We now have over 50% of families using Q Parents. Academic Reporting, Student Photographs and Behaviour Comments will be activated from 2017.
- Technology upgrades for 2017 will include a new server in January and 2 new core switches half way through term 1.
- The Administration Team with the support of the Leadership Team are evaluating approved providers for provision of SMS – email messaging system to be up and running at the start of 2017.
- Report cards will be distributed with class placements for 2017 on Wednesday 7 December.
- Approval has been given to proceed with the tender process to identify a provider for OSCH. YMCA contract expires at the end of the year and they have been provided with a short extension.

A vote was held to decide if the P & C Association would like to take over the running and management of the OSCH. The majority vote was No. (No Votes 6, Yes Votes 0)

- The OSCH provider will go to tender for two contracts. One for the existing building and one for the delivery of a new facility and associated program. One provider needs to be selected for both programs.

- The staffing process is in the final stages for 2017.
- The Position of Business Services Manager (BSM) will become vacant at the end of the year with the retirement of Desley Kay. The aim is to have the selection process finalized by the end of term 4.
- Last day of school is Friday 9th December 2017. It is important to remember that unexplained absences during the last week and the last day of school must be followed up by the Administration and Leadership team.
- Mr. Kingston thanked the P & C Association and School Community for a successful year.

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

Moved: Paul Kingston

Seconded: Kristy Bensley

Carried: All

8. SUB COMMITTEE REPORTS

8.1 Prep P&C

Fundraisers for 2017 to include

- Picture Plates
- Tea Towels
- Easter Concert

8.2 Music Supporters

8.3 Hall Canteen

- Final Hall Canteen will be for Carols by Torchlight on Tuesday 29th Nov. Volunteers to be called for to help on the night. There will be a sausage sizzle from 5.30pm. The P & C Association will organize a raffle for the night.

8.4 Tuckshop and Uniform Shop

Tuckshop/Uniform Shop report – P&C Meeting 15th November 2016

Tuckshop

- Can we please consider getting a larger oven? Last Friday we had our largest takings (just over \$1500) and had the oven, grill and both microwaves packed all day. I cannot make homemade meals on Fridays due to lack of oven space. Fridays are usually a day when the oven is pushed to its limits, so it

- Is there any possibility of getting a second Convener, as a casual, to help in particular on catering days, and tuckshop days when volunteers aren't able to come in (mainly Fridays, possibly Thursdays too). This could help heaps, and also have this second person current on all procedures we are now using. There may be days when I am unable to work (this Friday perfect example, my son is graduating yr. 12, Karen Wilson is thankfully filling in for me, and I have organised more volunteers to help her. I will be back approx. 12.30pm).
- Possible suggestion: opening Tuckshop for breaks only for 'over the counter' sales of iceblocks/snacks/drinks on Tuesdays? I am already there and this would not cost any more in wages. I had some students today coming up wanting to buy iceblocks. I had the shutter open due to the Japanese lunch and they thought tuckshop was open.
- Last day of tuckshop is Friday 2 December, which we are having a meal deal day. This is currently being organised for online orders. I have already received quite a number of over the counter orders, as hard copy order forms went out to eldest in the family last Thursday/Friday.
- The new changes to the Smart Choices guidelines for 2016 are now not compulsory to be implemented by the start of 2017. They will be at some stage in the future; however, there is no time frame at this stage.
- I am going to stick with the new changes we have made to the menu (they have welcomed by many), and hope to implement healthier options, possibly a monthly special? Was thinking of doing a competition for all students/staff to make suggestions for a meal... the most popular can be implemented as a monthly special, with the prize being a 'free' meal to the student/s who make the suggestion... or possible \$5-\$10 tuckshop voucher as a prize?

Uniform Shop

- Prep Open days went well. First day was exceptionally busy, second day, not so much. All together, we sold just over \$8000.
- October delivery, which was delayed, should be here last week of this term. I have several orders that were taken on second day of Prep Open days.
- Last week of this term, tuckshop is not open; however, I will be in there cleaning so am happy to have it open for uniform sales. If this could be advertised, it would be appreciated.
- Lastly, my apologies for not attending, I have had last minute 'motherly duties' to tend to. I would just like to say thank you for welcoming me into this school community, and my son, Isaac in year 1. It has been a rather hectic and busy six months, but I hope I have been successful in my position and for all catering jobs, hope the staff have enjoyed them. I look forward to continuing here, working more with you all and making the tuckshop and uniform shop more successful in the future.

Cheers, Lexie

Actions

- Tuckshop recommendations will be taken to the school council with a high priority on strategic facilities planning for 2017 including engaging professional people to look at needs.
- It was agreed to reinstate the minimum EFTPOS purchase of \$15.00.

Motion: I move that the P & C Association increase insurance cover from \$60,000 to \$100,000 until the end of February 2017 to cover holiday holdings of uniform stock.

Moved: Carly Mattea **Seconded** Rob Eaglesham **Carried:** All

9. CHAPLAINCY

- The trivia night was a great success. Thank you to all for supporting this important event.

10. FUNDRAISING

Fundraising in 2017 to include:

- Spellathon
- Mother's Day Stall
- Father's Day Stall
- Yearbook
- Entertainment Books
- Twilight Markets (Oct/Nov)
- Considering the possibility of a cinema fundraiser.

Motion: I move that gifts for the Mother's Day Stall 2017 be ordered up to a value of \$6000.

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

It was agreed to trial a small selection of Mason jar recipes for the Mother's day stall.

11. SCHOOL COUNCIL

- The next School Council Meeting will be held on the 22 November 2016
- At the next meeting, it will be noted who the members are who are coming to the end of their terms.

- Items for discussion at the meeting include:-
 - Staffing Plan
 - Fundraising Programs
 - OSCH
 - ASSA
 - Tuckshop Recommendations
 - Members at end of their term.

12. GENERAL BUSINESS

Mike Charlton attended the meeting with the following updates:

- The SEQ Regional Draft Town Plan is now out for review. This plan covers the next 25-50 years. A link to plan will be available on the council website.
- A Christmas Concert and Carols will be held in Jacaranda Park on 27 November.

Facebook posts have been scheduled up to week 9.

Motion: I move that the P & C Executive take care of all arising P & C business until the next meeting in February 2017.

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

NEXT MEETING

The next meeting is to be held on 15 February 2017 in the Library Annexe of Albany Creek State School, 696 Albany Creek Road, Albany Creek at 7.00pm.

Meeting Closed at 9:00pm

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 Signed (President)
Minutes prepared by Maree Kenwick

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 Date