

**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 21 February 2017** commencing at 7.00pm.

1. WELCOME AND APOLOGIES

Attendance: 21

Apologies: 2 (*As per Attendance Sheet*)

2. MINUTES OF PREVIOUS MEETING

Motion: - I move that the minutes of the Tuesday 15 November 2016 Meeting are true and correct.

Moved: Angie Presecan

Seconded: Lisa Ribone

Carried: All

3. BUSINESS ARISING FROM PREVIOUS MINUTES

Position of P & C President	Nominations for the position of President were called.
Uniform Insurance	Completed

4. CORRESPONDENCE

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

Moved: Angie Presecan

Seconded

Sharon McClements

Carried: All

5. PRESIDENT'S REPORT

Once again the P&C is gearing up for a very busy year. The AGM is on March 21st and the Executive have been focused on getting the necessary documentation in place for this meeting. Over the school holidays the shade sails we purchased were installed and are beautifully complimented by the work both school and the YMCA has funded at the playgrounds. Together with Paul Kingston and Megan Phillips, we have begun to look into the suitability of applying for government and business grants that are currently available. The Department of Justice and Attorney-General have opened the "Gambling Community Benefit Fund" with available grants up to \$35,000 (matching dollar for dollar spent) and Australia Post have opened their "Our Neighbourhood Community Grant" with a \$10,000 grant available. This grant is a much more specific grant which eligibility criteria states it must benefit community or disadvantaged groups. Watch this space!

The parent information nights went well. After these nights, where we particularly encouraged the need for open communication between school and parents, we have seen numbers on the Facebook page increase, as we have the increase in twitter followers and newsletter subscriptions. This has also seen the numbers on the “unofficial” Facebook page increase. As the year progresses, we need to consult with Education Qld and P&Cs QLD and make the appropriate changes moving forward to ensure that any information on social media regarding our school and community is accurate and above all, protects our Albany Creek State School name and reputation.

What we also saw on these information nights is that, once again, we are struggling to get new members for the P&C. Somehow, in 2017 we need to find ways to engage members of our community to be a part of the P&C, so that we can continue to provide our school with the dedication of P&Cs in years gone by.

Samantha Ford

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

Moved: Angie Presecan **Seconded:** Maree Kenwick **Carried:** All

6. TREASURER’S REPORT

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

- Current bank balance of approximately \$148,240
- Outgoing amount of \$62,100 since November, \$45,000 of which has been uniforms
- YTD Profit (to the end of December 2016) of \$51,108, after \$62,360 went out to the school
- YTD – incoming:
 - Fundraising – approximately \$113,000
 - Tuckshop – approximately \$14,000
 - Uniforms – approximately \$ 18,797
- Still currently have \$88,000 of uniforms in stock
- \$24,000 in uniform Sales for January 2017

Motion: I move that the Treasurers Report be accepted

Moved: Angie Presecan **Seconded** Melissa Dickson-Ford **Carried:** All

7. PRINCIPAL’S REPORT

Report tabled by Principal, (copy attached).

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

Moved: Angie Presecan

Seconded: Rob Eaglesham

Carried: All

8. P and C Queensland

No Report

Motion: -

Moved:

Seconded:

Carried:

9. SUB COMMITTEE REPORTS

9.1 Prep P&C

- The first meeting for the Prep P & C has been pushed back to March 2017
- Danielle Lead has agreed to manage the Prep Easter Raffle

9.2 Music Supporters

- House Shirt orders will be managed shortly
- Sam Ford knows someone who was happy to manage this for this year – Sam to follow up with this contact
- Only one order for the house shirts will be placed this year

9.3 Hall Canteen

- First events for the hall canteen are set for March 2017 (Disco) – Dates to be confirmed (Currently set for 24 March 2017)
- Volunteers will be needed for this event

9.4 Tuckshop and Uniform Shop

Uniforms

- Hats need to be ordered, as we currently only have Medium, and some small sizes in stock. Large and Extra Large hats to be ordered
- The dress swatch has been approved and the supplier can progress with the orders, after we have confirmed when the contract expires
- Sam Ford to follow up with previous P&C President to find contract

- An email was received, advising that there is a problem with the school shirts, which are tearing around the emblem
- Some collars are also causing problems, either falling apart, or curling at the corners
- Lexie to follow up with supplier about what is to be done, and parents are to contact the tuckshop, or P&C with any problems relating to uniforms
- The P&C are unable to address issues if they are unaware
- Paul Kingston to look at the uniform agreement for the correct course of action with faulty stock
- There are still approximately 80 old style school jackets that are not moving due to people not wanting to buy the old style
- The Meal Deal for term 1 was approved – Subway/Nachos/Cookie and Finger Bun
- The Meal Deal for term 2 will have to be an Amber day, so as not to affect the food options available on Sports Days

Motion: I move that the P & C Association agree to reduce the cost to \$25 to sell out the style.

Moved: Angie Presecan **Seconded** Rob Eaglesham **Carried:** All

Motion: - I move that the sub-committee reports be accepted

Moved: Angie Presecan **Seconded:** Maree Kenwick **Carried:** All

10. CHAPLAINCY

Current Projects

- Year 1 Social Skills – Term 1
Will be talking to them about feelings and being self-aware
- Introducing Prep students to Chappy
- Involved in Junior Assembly
- Working with Year 4 teachers on Social boundaries
- Working with Year 6 on Peer Leadership activities
- In service day for Chappy coming up on Monday
- A few families have been referred to Chappy for Support, so working on supporting these families

11. FUNDRAISING

- The P&C Executive team are working with the school on a number of grant applications for improvements across the campus
- Mother's Day Stall – Current spend of Approx. \$4700. There will be a call to assist with the wrapping on the 16 March 2017
- Will also look to clean up the P&C room on this date.
- Danielle Lead to look into Movie Night options
- Travel Journal option presented (Caravanning with kids) – Megan Westbury to get further information
- The suppliers have provided a few gifts that will be raffled to each person who purchases from the Mother's Day Stall – Draw to potentially be done on Facebook Live
- It was put to the P&C to consider whether donations could be requested (MnM's and Chocolate Chips) for the Cookie Jars

Motion: - Request donations for the cookie jars to keep the cost down

Moved: Samantha Ford **Seconded:** Angie Presecan **Carried:** All

Entertainment Books

- Sarah from the Entertainment Book Company attended the P&C Meeting to discuss a new option for 2017 fundraising an opt out
- Send a 2017 Entertainment book home with the oldest member of each family.
- 30% sell through rate – almost 5x more successful than usual
- A letter will be sent out earlier in the year with an opt out option.
- All administrative work and money will be managed by the company who runs the Entertainment Book
- Samantha Ford to follow up with Sarah to see any options for pushing more sales of the digital version

Markets – Term 4

- Will be just Markets – no rides and Extras
- Proposed date of 17 November 2017 – straight after school – 3:30pm to 8pm

It was agreed that the Pie Drive would be run in Term 3 for fundraising

12. SCHOOL COUNCIL

Discussion points for the meeting (Monday 7 March 2017)

- Prep Playground

- Shade over Multi-purpose courts
- 10 year Business Ventures
- Discussion for tuckshop extension
- No need for School Council ballots due to unopposed conditions
- 2 new teachers have joined the council – Anthea Blackburn and Mrs. Ribelt

13. GENERAL BUSINESS

- The school is looking into options for BYOD (Bring your own Device)
A long term approach to the roll out of this will need to be investigated
- Call for Memberships and Nominations for 2017 P&C Executive positions
- Cyber Bullying – Kids Help line is running on line lessons for Prep to Year 6 Students, starting this week
- There will be a meeting organised with the Facebook Admin and Education QLD to better understand how to run the Facebook page, and how the unofficial pages fit in with this
- Sports fields at Southpine complex are now open – Women’s AFL match held there over the weekend
- There have been a number of reported incidents with wild dogs in the area. Make sure pets are kept safe and food and water is not left out.

Wishlist for 2017 Fundraising and Grants

- Air conditioning for Prep 3 and Prep 4 classrooms – the current air conditioners are struggling – Quotes being investigated
- Long term fundraising project – air conditioning for the hall
- Shade over the multi-purpose courts
- Prep 1 playground
- Shade Sails between the library and Year 1 (Modules 11 and 12)
- Shade in the Prep area – Prep P&C fundraising goal

Proposed use of Grants

- SSS Grant – Was used for the Prep 2 Playground update – proposed for Prep 1 Playground upgrade

- Gaming Grant – Air-conditioning for the school hall (This project is supposed to help the community)
- Australia Post Grant – Proposed that this is used for air conditioning in the hall canteen/ kitchen

14. Action Items

Item for Action	Person Responsible
House Shirts – Organise someone to manage this process	Samantha Ford
Confirm first events for the Hall Canteen	Samantha Ford – Completed
More hats to be ordered for the Uniform Shop	Lexie Beck
Contact Supplier for dresses	Lexie Beck
Confirm when contract expires with Uniform Supplier	Samantha Ford
Speak with Supplier to sort out the faulty uniform shirts	Lexie Beck
Confirm correct course of action for faulty stock in the uniform supply agreement	Paul Kingston
Movie Night Fundraising – Investigate	Danielle Lead
Investigate Travel Journal)(Caravanning with Kids)	Megan Westbury
Investigate options to promote sale of digital Entertainment Book	Sam Ford
Quotes to be organised for a number of P&C projects	Megan Phillips

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 9:15pm

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 Signed (President)
Minutes prepared by Angie Presecan

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 Date