

**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 18th April 2017** commencing at 7.00pm.

1. WELCOME AND APOLOGIES

Attendance: 11

Apologies: 6 (*As per Attendance Sheet*)

2. MINUTES OF PREVIOUS MEETING

Motion: - I move that the minutes of the **Tuesday 21 March 2017** Meeting are true and correct.

Moved: Angie Presecan **Seconded:** Lisa Ribone **Carried:** All

3. BUSINESS ARISING FROM PREVIOUS MINUTES

Item for Action	Person Responsible	Status
Order School Dresses	Samantha Ford and Lexie Beck	Ongoing
Organise for tuckshop to be assessed by builder and cabinet maker prior to quoting on fridge, stove and sink for installation	Samantha Ford	Ongoing
Obtain quotes for tuckshop wish list	Samantha Ford	Ongoing
Commence process for SSS funding for Prep Playground	P&C Executive and school Leadership team	Ongoing
Reduce cost of old stock for sale purposes	Lexie Beck	Completed

- The electrician and cabinet makers are coming to review the tuckshop to assess whether changes can be made for the fridge, stove and sink installation
- An email has been sent to the supplier regarding the dresses, which we are still waiting for a response on
- The Shade sail installation is in progress

4. CORRESPONDENCE

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

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

5. PRESIDENT'S REPORT

Well we certainly finished term 1 off with a bang! One minute we were preparing to do our first ever Facebook live feed of the Prep Easter Raffle and the next minute we were on school holidays!

I must commend the Leadership team and all the staff on their swift action in regards to Cyclone Debbie, and what that could have meant for our school. I was privileged to see the inner workings of it all unfold and I must say, Mr. Kingston you would have been so proud of your team!

At the end of term 1 we opened the hall canteen for the junior and senior disco. The team that coordinated the hall canteen did an amazing job on a stinking hot night. Usually on disco night, we don't offer a sausage sizzle, we just provide the drinks and the sugar hit. This disco, we tried something different and offered a sausage sizzle to families. Whilst we sold an amazing number of sausages and the hall canteen saw a high profit for the night, we did cause some headaches for the staff. At previous discos, parents generally dropped their kids and left for the allotted time slots. Having the sausage sizzle meant there were increased numbers of people outside the hall, which did cause a few issues. So I guess....lesson learnt!

We are in for another busy term. We have mother's day stall and spell-a-thon in amongst NAPLAN, sports days and gala days. Not to mention, the three short weeks at the beginning of the term!

So let's get on with it!

Samantha Ford

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

Moved: Angie Presecan **Seconded:** Megan Westbury **Carried:** All

6. TREASURER'S REPORT

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

- Current bank balance of approximately \$142,370
- Outlaid \$23,100 since the last meeting, including the installation of the Air-conditioning units for the Prep classrooms and the shade sails
- YTD Profit of \$17,650, including \$5,242 from tuckshop and \$9,985 from the uniform shop

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 Kinston **Seconded:** Angie Presecan **Carried:** All

8. P and C Queensland

No Report

Motion: -

Moved: **Seconded:** **Carried:**

9. SUB COMMITTEE REPORTS

9.1 Prep P&C

- Easter raffle raised just over \$1000
- Will be drawn at the Easter concert on 20 April 2017
- Next meeting 10 May 2017

9.2 Music Supporters

- 135 house shirts were ordered through Flexischool and 50 through the office
- The supplier has advised that all shirts are ready except Joyner. We can expect them in another week

9.3 Hall Canteen

- Nothing for the canteen this term at this stage

9.4 Tuckshop and Uniform Shop

- A few new items going on the menu for the second term
- The slushy machine needs maintenance/repairs – will investigate either repairing it, or replacing it
- An email address will be set up so parents can directly contact the tuckshop, this will also go to a few members of the executive P&C and the Leadership team

- Uniform shop – We will look into whether uniforms can be done through Flexischools

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

Moved: Angie Presecan **Seconded:** Megan Westbury **Carried:** All

10. CHAPLAINCY

- No Report

11. FUNDRAISING

- Mother's Day Stall gifts were presented and will soon be advertised
- A raffle will be set up and anyone who makes a purchase at the stall will be able to go in the draw to win the prize.
- Upcoming events
 - Spellathon week 7
 - Sports day in Week 9 – tuckshop to be relocated to the undercover area – all food sales to be done here – not at the tuckshop
 - Investigating options for a coffee van

Markets

- Tim at Coffee club is keen to be involved
- Currently looking to get quotes for permanent hooks to be installed for fairy lights
- The stallholder disclaimer from the last markets is to be re-typed and then sent to the Leadership team for review from a legal perspective
- It was decided that \$50 deposit will be required from stall holders
- Food vendors will also be required to pay a deposit - ongoing consideration to be given to the cost of this deposit
- The hall canteen will also be doing food
- A Market website was approved and the Market Facebook page is to be reinstated – Samantha Ford and Angie Presecan to be added as administrators
- The date of the markets and links for the website and Facebook page will be added to the school website

2018 Winter Carnival

- Sam spoke to Jubilee , who have advised that they have 3 remaining dates available in September (1st, 8th and 15th) for if we wish to move the carnival to spring.

- Eatons hill hold their carnival on the 1st of September, Forest Lakes holds theirs on the 8th of the September
- The date of the 15th September to be taken to the leadership team for consideration and review against the school's current calendar

12. SCHOOL COUNCIL

- Next meeting is 13 June 2017
- No other business

13. GENERAL BUSINESS

- Tim Mander advised that the Young Care site will be opening next month– 16 May (Thursday) and he would like to formally welcome the residents to the area. As such, he will be participating in a walk for YoungCare – will visit local schools on the way and would like to do a drop in before school starts on that date to raise awareness and funds to buy a car for the facility. The school will be working with Tim to see what can be done to support this venture
- Paul Kingston advised that he would like to express his gratitude to the YMCA staff at Camp Warawee who went above and beyond when storm cell hit during camp
- On 12 May it is International P&C Day – It was suggested that the P&C put on a breakfast on this day. The Leadership and Executive team will work together to put this on
- Genesis would like to hire/borrow the fairy floss machine for their carnival in July. Angie Presecan will contact the school contact and request that an official letter be sent to request the use of the machine. There were no concerns.

14. Action Items

Item for Action	Person Responsible
Slushy Machine Maintenance/ replacement to be investigated	Samantha Ford
Tuckshop Email address to be set up	Paul Kingston
Investigate putting uniform orders on Flexischools	Samantha Ford
Indemnity Letter to be sent for legal review	Megan Westbury
Market Website and Facebook page to be reinstated	Megan Westbury
Details for the market, and links to Facebook page to be added to school website	Paul Kingston
Date for Winter Carnival to be reviewed	Paul Kingston
Genesis use of Fairy Floss Machine	Angie Presecan

NEXT MEETING

The next meeting is to be held on 16 May 2017 in the Library Annexe of Albany Creek State School, 696 Albany Creek Road, Albany Creek at 7.00pm.

Meeting Closed at 8:20pm

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Signed (President)
Minutes prepared by Angie Presecan

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Date