

**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 20<sup>th</sup> June 2017** commencing at 7.00pm.

**1. WELCOME AND APOLOGIES**

**Attendance:** 15

**Apologies:** 3 (*As per Attendance Sheet*)

**2. MINUTES OF PREVIOUS MEETING**

**Motion:** - I move that the minutes of the **Tuesday 16<sup>th</sup> May 2017** Meeting are true and correct.

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

**3. BUSINESS ARISING FROM PREVIOUS MINUTES**

<b>Item for Action</b>	<b>Person Responsible</b>	<b>Status</b>
Commence process for SSS funding for Prep Playground	P&C Executive and school Leadership team	Ongoing
Indemnity Letter to be sent for legal review	Megan Westbury	Ongoing
Market Website and Facebook page to be reinstated	Megan Westbury	Ongoing
Uniforms on Flexischools	Samantha Ford	Complete
Details for the market, and links to Facebook page to be added to school website	Paul Kingston	Ongoing
Send Email to source volunteers for hall canteen (25 June 2017)	Maree Kendrick	Closed
Winter Carnival – Follow up regarding Fireworks and Side Show Alley	Samantha Ford	Ongoing
Marketing and website material for Twilight Markets to be finalised	Megan Westbury with Support from Executive team	Ongoing

**4. CORRESPONDENCE**

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

**Moved:** Angie Presecan      **Seconded:** Courtney Gill      **Carried:** All

## 5. PRESIDENT'S REPORT

The P&C is many different things to many different people. For some, it is about a connection with their child's school, it's a place where we can get the inside story on what's really happening at school. We can have a say in the development of our school and we can influence and guide school policy. (And I'm sure there's a few other opinions of us too!)

One thing that most people don't realise is that the P&C is a business. We employee staff, we are audited and we follow P&C Qld protocol along with the policies and procedures as set out by Education Qld. At the end of the day, the P&C reports directly to the school's Principal and it is in our best interest to have a positive working relationship with our school and their team.

Each month we meet here and we discuss our school, our fundraising efforts and how we can shape the direction of our school for future students. As the President of the P&C, it is my responsibility to ensure that when you make the conscious decision to walk through those doors and become a member, that I have done everything possible to protect you, whether it is a general member or an elected member of the Executive Committee.

As tonight's meeting progresses, I am going to make some recommendations to ensure that you and I are protected. This comes back to the "business" that is the P&C. I encourage you all to ask questions. To be accurately informed. These recommendations will ensure that the Executive Committee that you have elected safeguards our volunteers whilst we complete our various roles within our school.

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

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

## 6. TREASURER'S REPORT

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

- Current bank balance of approximately \$159,976
- Outlay \$16,865

**Motion:** I move that the Treasurers Report be accepted

**Moved:** Carly Mattea      **Seconded:** Angie Presecan      **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:** Sarah      **Carried:** All

## 8. P and C Queensland

No Report

**Motion:** -

**Moved:**

**Seconded:**

**Carried:**

## 9. SUB COMMITTEE REPORTS

### 9.1 Prep P&C

- So far the Cookie drive has raised \$5299, which is profit of \$1,295
- Picture products are the Prep P&C fundraising next term

### 9.2 Music Supporters

### 9.3 Hall Canteen

- Afternoon Tea – Thursday afternoon 22/06/2017
- The hall canteen will be selling soft drinks, lollies, fingerbuns and lamingtons

### 9.4 Tuckshop and Uniform Shop

## TUCKSHOP

- Thank you for the new fridge and the new stove (that is coming next week!) That will make a huge difference in being able to cook a lot more within time restraints.
- We are looking at adding a few new items as of next term (winter menu items), as well as some forward planning for the summer months. All of these will be made on site, which should result in a better return over the bought in meals (also rating them 'green' in line with Smart Choices).

Suggestions – hot popcorn

- Meal deals – open for any suggestions as to different options. Feedback I receive is that the variety of meal deals are welcomed. I realise sausage sizzles are 'money makers', however as this was the only option for a long time, parents are liking the changes. Happy to include sausage sizzles, although need to incorporate other options as well.

Suggestion - Pizza

- Sports Days – after speaking with other Conveners after Friday's Senior Sports Day, it was suggested that for customers with dietary requirements, eg: gluten free, an order form/request form, or something similar be sent home. This will ensure people won't miss out if they are wanting to get something out of the ordinary. This will also make sure we don't have waste, as certain 'special' items needed to be brought in, won't be

wasted, which won't waste money.

This was discussed at the meeting, and it was decided that these options should be made available regardless – there is an increasing number of people that require gluten free options, and an order form would not cover parents and visitors who may need to be catered for

- As Chris Redman has been my 'arms and muscle' these last few weeks, I think it would be beneficial for her to be the official 'back up' person for me if I'm away, sick etc. I am showing her anything she doesn't already know, which isn't much. This will ensure the tuckshop can run smoothly, following all procedures we are using. She was volunteering very regularly, and is very knowledgeable with regard to how we make everything.

This was agreed, however Chris will be required to get a blue card, and will also need to undergo relevant training with Jason Gleeson

- All tuckshop suppliers who have contact via email, have been advised to use the tuckshop email address for any future correspondence/invoices sent, etc.

## UNIFORM SHOP

- Flexischools has now been set up for uniform sales online – A special edition newsletter will be sent out later this week to inform parents
- I completed a stock take last week to give an indication of exactly where we are at with stock on hand, and stock on hold. This has been forwarded to the P&C Executive team
- Pricing of all uniform shop items have been reviewed, but I think that perhaps a couple of things need to be increased. Any increases could happen as of 2018.
  1. Fleecy jumpers are the same price as a polo.
    - This was discussed, and it was decided that this shall remain the same
  2. Shorts are priced cheaper than skorts (which do not have the logo).
    - It was agreed that skorts shall be reduced to \$25
- We are still waiting on the sample dress, which is on the way from China. The supplier will send it through for approval as soon as it arrives in the country.
- I have compiled a summary of stock sold from Prep Open Days November 2016, Week before school began 2017, first week of school January 2017, and total of sales since. This should hopefully help in organising future orders.
- Spartan, who supply most things, other than uniforms, have contacted me with regard to the Indent Order for the coming year. I'm hoping to get some feedback with regard to how much of what we should order from them.
- Get Smart, who supply uniforms: we will not need to order much at all from them. Only a couple of smaller sizes of polos, winter gear; however once the Summary has been looked at, we can organise any future orders with them.

- Both uniform suppliers have been given the tuckshop email address for future correspondence.
- Lexie Beck has sustained a workplace injury, and a claim has been lodged through WorkCover Queensland
- A Wage increase that was due to be implemented from 1 July 2017 does not apply, as QLD operates under a state award, which will be reviewed in September
- The Meal Deal for term 2 turned over \$3600, which is significantly more than what is taken on a usual tuckshop day
- Term 3 – Meal deal is set for – Friday 8 September.
- It was requested that pancakes freshly made again
- An additional request was made to change the sausage rolls, as the current ones are not palatable

### Tuckshop Network Workshop

- I attended this workshop a few weeks ago now, which was very informative. Open discussion regarding budgeting and volunteer rewards was interesting. There were also three slide presentations which covered:

#### Menu Costing & Menu planning

- o These were great for showing how to cost effectively, work efficiently, maintaining consistency and quality. I will endeavour to create templates for all made meals items off our menu. Portion control is important, so I will try to make it easy for all volunteers to follow, showing how things are to be made, how much of everything to be made, how to prepare, etc.
- o Costing of course is important to ensure we are charging accordingly to cover expenses, with making a profit, which all is still reasonably priced for students/staff.

#### Volunteer Victories

- o In the Volunteer Victories presentation, the volunteer management process followed four essential steps for success. PLAN – RECRUIT – INDUCT – SUPPORT. These four steps are detailed in depth and are extremely informative. I believe if we looked at following this plan, we would be more successful with volunteers.
- o I have printed out the three slide presentations and also forwarded them to the P&C Exec. There will be a lot of work involved in implementing this, but I'm sure it would be very beneficial.

#### EXTRAS:

- o I completed the Student Protection/Code of Conduct training with Jason Glancy. I discussed with Jason the possibility of having a visible Code of Conduct for volunteers. All volunteers in the tuckshop are given a Student Protection

Information Sheet. I think it could be worthwhile compiling a similar thing for Code of Conduct.

- Is there is possibility for Maroon Stockings – not easy to get them elsewhere. Details will be sent through to the P&C Exec, and we will investigate with our current suppliers. We need to ensure that we are only sourcing uniforms from reputable businesses, and not businesses that are exploiting young workforces
- Current Stock on hand is \$85,000. Angie Presecan to review Insurance to ensure a permanent cover for up to \$100,000. The current cover only covers \$60,000. Additionally, Angie will look into the cover of all P&C stock

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

**Moved:** Angie Presecan      **Seconded:** Courtney Gill   **Carried:** All

## 2. CHAPLAINCY

General overview:

- Providing Social, emotional and spiritual support to the students, parents and staff in the school community.
- Continuing to build upon the relationship made and enhancing the links between school and the Albany Creek community.

Core functions:

- Social and Emotional Support (Pastoral Care)
- Talking to students that have been referred to me, working with and supporting 12 families at school
- Prep class social skills
- Preparing for next terms social skills Yr. 1 and 4

Spiritual Support in the school community

- Availability for questioning
- Mega Buzz holiday program, 27<sup>th</sup> – 29<sup>th</sup> of June

Mentoring

- Peers Activities Leadership (PAL)
- Badges and certificates have been handed out 1<sup>st</sup> of June

- Year 5 students to commence next semester

Community Development (including donor nurture, community and church connections etc)

- Teachers birthday morning teas for term 2 - 16<sup>th</sup> of June
- High Tea Fundraiser 3<sup>rd</sup> of June
- Longest dinner 24<sup>th</sup> July
- Isee Taigum Care Hampers

Educational Support

- Class visits when requested

Extra- Curricular Activities

- Gala day, year 5 girls soccer
- Senior sports day

Key areas of focus:

Upcoming events/programs:

- Longest Dinner 24<sup>th</sup> July

Church visitations/community engagement:

- Albany Hills Christian Church 24<sup>th</sup> of June
- Community Day 24<sup>th</sup> of June, Kensington Way, Bray Park

### **3. FUNDRAISING**

Term 3 – Pie drive

- o form to go out in week one and orders will be delivered mid term

6&7 September – Kerribee

- o hall canteen will be open for this event
- 8 August – Bush Dance
  - o Starting at 6:30pm –Hall canteen will be open and sausage sizzles will be on sale

- The Rotary book fair is coming up – Megan Phillips to offer the coffee van as an option
- Fancy dress ball for Year 1&2 – confirm dates – Hall canteen will be open, and sausage sizzles will be for sale
- Father's day stall
  - o Envelopes will be sent home for prep and Year 1, so volunteers are better able to assist with their purchases
  - o Prep students will also be given a 20 minute slot to give them more time with their choices

#### **4. SCHOOL COUNCIL**

- Meeting last Tuesday night
- The council fully supports the admin on enrolment program
- The council will be looking for a new staff member for the committee after the holidays
- A lot of strategic planning discussions were held at the meeting
- Discussed Professional development planning for staff
- Improvement priorities – Feedback project and ICT projects
- The next meeting will be held on 5 September 2017

#### **5. GENERAL BUSINESS**

- Flood Mitigation part of Mike Charlton's 2017/18 budget
- The council are looking to put a traffic light up on Albany Forest Drive – near Jagora drive
- Prep open day 26 July 2017
- Fairy floss Machine – we have had another request to borrow the fairy floss machine – the committee have approved this
- There is currently an issue with one of our machines – Carly Mattea to look into repairing this
- We received a quote on air-conditioning for the school hall, which came in at approximately \$110,000.  
Money will need to be spent to upgrade the electrical system before this could be installed, and further money will need to be spent to build somewhere to house the air-conditioning units
- The Multipurpose courts are a bigger priority at the moment

### Triple P Parenting

- P&C Queensland, in conjunction with Triple P parenting are offering for schools to be able to run free Triple P seminars through school
- It was decided that this would be a good program to run
- Chappy advised that she is qualified to run these courses
- Angie Presecan to discuss with Chappy and look into running these seminars in 2017

### School Mates

- The purpose of The School MATES Autism Program is to help students on the autism spectrum navigate the social labyrinth, which is so alien to them.  
Angie Presecan to send information to Jason Glancy about this program
- The next meeting to start at 6:30pm so a compulsory asbestos video can be shown to the committee
- The P&C Executive recently had a meeting with Employsure, who identified some holes in our current systems
- Employsure can assist in the development and implementation of policies, procedures and contracts, and assist with insurance that covers any Fairwork claims
- 5 year offer – equates to an amount of \$55/week for these services

**Motion:** - I move that the P&C engage Employsure

Move – Sam Ford

Seconded – Paul Kingston

Carried : All

## 6. Action Items

Item for Action	Person Responsible
Obtain Blue Card and complete relevant training	Chris Redman and Jason Glancy
Special edition newsletter to be sent out to advise of Uniform Shop online	Samantha Ford
Pancakes to be freshly made again	Lexie Beck
Review Sausage rolls – new supplier?	Lexie Beck
Investigate Maroon stockings through current uniform suppliers	Lexie Beck
Permanently increase insurance for uniform stock to \$100,000	Angie Presecan
Repair of fairy floss machine	Carly Mattea
Investigate running Triple P parenting course through P&C QLD in the school	Angie Presecan and Matho Mbuzi
Send information regarding School Mates Program to Jason Glancy	Angie Presecan

**NEXT MEETING**

The next meeting is to be held on 20 July 2017 in the Library Annexe of Albany Creek State School, 696 Albany Creek Road, Albany Creek at 7.00pm.

Meeting Closed at 9:28pm

.....  
Signed (President)  
*Minutes prepared by Angie Presecan*

.....  
Date