

Springfield Central State School

P&C ASSOCIATION 2012

MANY HANDS – ONE VISION

No. in Attendance: 10				
DATE of MEETING: 17 April 2012	<i>PRESIDENT</i> Sarah Bliss	✓	<i>MINUTE SECRETARY</i> Amanda Bland	✓
Meeting OPENED: 7.12pm	<i>VICE PRESIDENT</i> Terena Day	✓	<i>CORRESPONDENCE SECRETARY</i> Amanda Bland	✓
Meeting CLOSED: 8.52pm & 9.03pm	<i>VICE PRESIDENT</i> Kerry Smith	✓	<i>ASSISTANT TREASURER</i> Rachel Smith	✓
MINUTE KEEPER: Amanda Bland	<i>TREASURER</i> Patricia Wills	✓	<i>PRINCIPAL</i> Angela Gooley	✓
Invited GUESTS:				
APOLOGIES: Melissa Lawton				

CONFIRMATION OF THE MINUTES OF THE PREVIOUS GENERAL MEETING:

MOTION moved by Donna Howett that the minutes be accepted as a true and correct record of the meeting.

SECONDED BY: Patricia Wills

CARRIED by consensus

BUSINESS ARISING FROM PREVIOUS MEETING:

- **Family Portrait Photo Fundraiser:** Sarah has tentatively booked Moffatt Photography for the Portrait Photos on the 2nd & 3rd June. She is just awaiting confirmation from Moffatt Photography with regard to the schedule of the sittings being adjusted to make the sessions run a little smoother.

CORRESPONDENCE

INWARD	OUTWARD
<ul style="list-style-type: none"> As per Correspondence Register 	<ul style="list-style-type: none"> As per Correspondence Register

MOTION moved by Amanda Bland that the inward correspondence be accepted and the outward correspondence be adopted.

SECONDED BY: Angela Gooley

CARRIED by consensus

BUSINESS ARISING FROM THE CORRESPONDENCE:

- **QCPCA Skilling Day:** Sarah has spoken to the Executive Committee to see if anyone was interested in attending the QCPCA Skilling Day which is on Saturday 19th May. Patricia Wills has mentioned that she would like to attend and an RSVP will now be sent.
- **ATO Activity Statements:** Sarah has said that she will speak with the ATO and the Auditor as to why the P & C continue to receive these Statements when paperwork had been completed to de-register us for this.
- **Masters BBQ** - It has been decided against having a Masters BBQ fundraiser as they are currently booked up and with closer investigation, sales can only be made to customers who are leaving the store and with a total time limit of 2-3 hours only it was thought this would only offer us a very low profit margin.

TREASURERS REPORT

No Report was presented by the Treasurer. A Treasurers Report will be presented at the next General Meeting for the period of January - April 2012

Patricia Wills has been researching different Accounting Systems and has found some online systems that can be used for a 3 months trial period before any commitment is made. It was suggested that we make a pre-approval for a new accounting system should the committee decide it necessary.

MOTION moved by Angela Gooley that pre approval be given for a possible new accounting system. Cost approx \$50-100.

SECONDED BY: Kerry Smith

CARRIED by consensus

PRINCIPALS REPORT

Power Point Presentation presented by Principal, Angela Gooley

POINTS OF DISCUSSION:

- **Welcome - New Executive Committee 2012** - Mrs Gooley welcomed the new 2012 Executive Committee and thanked them in advance for all their time and hard work, she was happy to see that it is evident that the new Committee are all friends of the school and keen to work together, with the school, for the benefit of the school and the pupils. Mrs Gooley suggested that the Executive Committee each receive a P & C embroidered shirt in recognition of their work for the school and that this becomes a continuing tradition for future Executive Committee Members.
- **New Staff Members** - Miss Ebon Anderson joins the school with Year 2. The P & C would like to welcome Miss Anderson to the School. Interviews will commence shortly for the Prep 2 Teacher and Year 1 Teacher positions to cover maternity leave.
- **ANZAC Day Ceremony** - The ANZAC Day Ceremony will be held on Monday 23rd April at 9.15am. All welcome. A letter to go home inviting all parents and to ask for contributions of traditional Aussie Food for the Morning Tea afterwards. (It was suggested that we should include traditional New Zealand dishes also, Mrs Gooley agreed to take that suggestion on board.) School students will be learning a SCSS developed programme and will have work on display on the day of the Ceremony.
- **Year 6/7 Camp** – All is ongoing with the Year 6/7 Camp, Chocolate sales have begun and at the moment Mr Gooley and Mrs Anderson will be attending the camp although should numbers for the camp increase then another staff member may well attend also. Any pupil not already participating who changes their mind and wishes to go on the Safari or any new pupils that arrive who wish to participate are all welcome.
- **Orion Star School Funds** - The funds received from Orion Star Schools have now all been spent - Quickshades have been ordered at a total cost of \$11,900 (inclusive of printing) with one Shadesail having the School Logo embroidered on. Handball and Hopscotch Courts have been painted at a cost of \$1,000. Water Coolers are still to be advised.

- **School Finance Report** - This was presented by the Principal, Angela Gooley.
- **School Stage B Building** - The Builders for the School Stage B have been announced and are National BuildPlan with the first meeting scheduled for tomorrow (18th April).
- **Hot Spots** - No hot spot items were highlighted, all is running smoothly.

MOTION moved by Amanda Bland that the Principals Report be accepted.

SECONDED BY: Kerry Smith

CARRIED by consensus

REPORTS

PRESENTED BY	THAT THE REPORT BE RECEIVED		
	MOVED	SECONDED	
Canteen Report was presented by Terena Day	Amanda Bland	Kerry Smith	CARRIED
			CARRIED

CANTEEN REPORT

A Canteen Report was presented by the Canteen Chairman, Terena Day.

There has been 1 Canteen Meeting since the last P & C General Meeting.

POINTS OF DISCUSSION

- **Lunch Bags** - Terena showed the P & C Committee members two samples of Stickybeaks Lunch Bags. One style is available in three different colours but is not insulated and the other style is insulated but only available in Black. Terena explained that the bags both have a separate pocket for lunch money to be stored and another for small name identification labels. Stickybeaks website has identification labels which are available to download and print for free. The cost of the bags to the school is \$6 for the smaller non-insulated bag and \$8 for the larger insulated version. It was asked if these lunchbags are compatible with Online Lunch Ordering Systems and yes, they are. (Online Ordering is something that will be looked at in time once pupil numbers are higher and the Canteen is open full-time. Canteen Volunteers hope to visit another local school to see how the Online Systems work). The Lunchbags will be offered for sale on a Pre-Order with the smaller bag sold for \$8 and the larger for \$10. Canteen requested that a further small stock (20) of the Black Insulated Bags only be purchased by the P & C to be held in Canteen for over the counter sales during the year. A Stickybeaks promotion is running, for each 50 lunchbags ordered the school will receive a further 5 free. It is hoped some of the Canteen stock held will be free from this promotion.

MOTION moved by Terena Day that the Canteen offer the Stickybeaks Lunch Bags for sale on Pre-Order.

SECONDED BY: Amanda Bland

CARRIED by consensus

MOTION moved by Terena Day that the Canteen hold a small stock (20) of the Black Insulated Bags for sale over the counter.

SECONDED BY: Donna Howett

CARRIED by consensus

- **Canteen Menu** - Terena is in the process of reviewing the Canteen Menu and prices. The menu will be updated each Term with a new menu posted on the school website. It is hoped that parents will check out the website menu often and will become aware that changes will occur at the beginning of each Term. Prices are being reviewed at the moment to make sure canteen is making a uniform profit on all items and also to take into account any price rises that may happen during the term time from the suppliers. It has also been suggested that Canteen offer a wider variety of hot food, pies are available from our current supplier in different flavours e.g. Chicken and Vegetable. Tukka Tubs (a pasta based meal in a tub) is another alternative hot food that has been discussed at Canteen meetings.
- **Canteen Volunteers** - An email will be drafted and after approval from Angela will go out to parents informing them that there will be a Canteen Roster out at the front of Canteen on the white board each week. Dates for canteen will be listed on the roster and anyone able to help will be able to write their name in. An Attendance Register will be placed in the Canteen each week and anyone volunteering will need to sign themselves in each time they volunteer. The register is required for Insurance and Risk Management purposes. Volunteers are also required to sign in at the school office when helping in Canteen.
- **Slushi Machine** - The machine in the Canteen for the Slushi's is currently under contract for 6 months free (expiring beginning of June) and thereafter at a cost of \$100 per month if required. Initially 24 bottles of concentrate were purchased for the Slushi's of which 20 are still remaining with a further small amount of pre-mixed concentrate left from previous day's usage. It was put forward to the P & C that Canteen should open a further afternoon once a week for the month of May to enable the sale of Slushi's in the hope that we may make some money back from this and use up some of the concentrate. Slushi's could be reduced in cost from \$2 (as previously charged) to \$1. A slightly smaller amount will be served (approx 200mls). It was suggested that while the Canteen still has the use of the Slushi machine, maybe it could be used at the School Discos.

MOTION moved by Terena Day that Canteen be open at 3rd break on Thursdays.

SECONDED BY: Patricia Wills

CARRIED by consensus

MOTION moved by Terena Day to keep and use the Slushi Machine until the end of Term 2.

SECONDED BY: Donna Howett

CARRIED by consensus

MOTION moved by Kerry Smith that the price of Slushi's be reduced from \$2 down to \$1.

SECONDED BY: Amanda Bland

CARRIED by consensus

MOTION moved by Patricia Wills to use the Slushi Machine at the School Discos.

SECONDED BY: Donna Howett

CARRIED by consensus

- **Brown Paper Lunchbags** -The P & C was asked by Terena to move a motion not to charge for the Brown Paper Lunchbags, it was felt that Canteen should still offer the bags free of charge to parents who request them.

MOTION moved by Angela Gooley that Canteen offer the Brown Paper Lunchbags to parents free of charge.

SECONDED BY: Leonie Cullen

CARRIED by consensus

GENERAL BUSINESS

AGENDA ITEM	WHO	POINTS OF DISCUSSION
Mother's Day Stall	Sarah Bliss	Purchases for the Mothers Day Stall have already totalled over \$1,000 and Sarah felt that a further amount of \$500 was needed as not as much stock from last year is left as was previously thought. Also pupil numbers have doubled since last year's Stall and therefore it was felt that an increase in the budget was needed. The working party had chosen items for the stall but unfortunately our order was placed slightly late and some of the items were already sold out. More items have been chosen and ordered and will arrive in approx 7-10 days. All stock is to be equally divided between the classes in order that all classes have the same items to choose from and no item is sold out before all the classes have had their chance to purchase. The P & C will purchase small coloured plastic bags for the children to take home their gifts. Anyone wishing to help with the Stall on the day will be most welcome.

ACTION REQUIRED Letter to go home with a further email on the Tuesday before the Mothers Day Stall to remind parents.

MOTION moved by Leonie Cullen that the Mother's Day Stall Budget increased by a further \$500.

SECONDED BY: Amanda Bland

CARRIED by consensus

AGENDA ITEM	WHO	POINTS OF DISCUSSION
Fundraising	Sarah Bliss	An Idea was put forward to the Executive Committee at their last meeting by Terena of perhaps arranging a Spellathon or Readathon. This was thought to be a great idea as week 8 of term 3 is Literacy/Numeracy Week. The idea is for the children to be given targets of an amount of books to read/spellings to learn with prizes that can be won to encourage them. Sponsor forms will go home and the children will be asked to get friends/family to sponsor them in the challenge. Mrs Gooley has agreed that she will dress up on the last day of the event should the total be reached. Ideas for a character for Mrs Gooley to dress up as will be made by the children and voted on. A tally meter will be made to keep track of the fundraising and help excite the children into raising and reading/learning more. The idea was discussed and it was agreed that we should arrange a Readathon. A Book Fair is also planned for Term 3 and the possibility of maybe arranging a Book Day for the children to dress up as a book character.

MOTION moved by Patricia Wills that a Readathon fundraising event be planned for Term 3.

SECONDED BY: Kerry Smith

CARRIED by consensus

ACTION REQUIRED

AGENDA ITEM	WHO	POINTS OF DISCUSSON
Athletics/Sports Day Prep - 3 Fri 15 June Year 4-7 Thurs 7 June	Sarah Bliss	Dates for the Athletics/Sports Day have been confirmed. Ideas have been put forward for these events include a BBQ, Coffee and Slushi's to be available. It was also mentioned that Subway offer an outside catering service for events and Kerry Smith will investigate this further reporting back at the next P & C meeting.
ACTION REQUIRED Kerry to investigate Subway outside catering service.		

AGENDA ITEM	WHO	POINTS OF DISCUSSON
P & C Shirts	Sarah Bliss	Sarah has contacted Blackwoods with regard to the cost quoted for the school P & C Volunteer Shirts as it has been some time since the initial enquiry. A Pre-Order will be arranged for the purchase of these shirts. Terena had mentioned at the Executive Meeting that she has been thinking about whether the shirts should actually be offered to everyone who volunteers in the school for purchase or whether it was a better idea just to limit them to the P & C Members only. It was discussed and thought that it was best just to offer the shirts to P & C Members only. Angela put forward an idea that the Executive Committee should be given shirts with their executive role embroidered on them so that they are easily identifiable and to recognise the work and time they give to the school.
ACTION REQUIRED MOTION moved by Angela Gooley that P & C Volunteer shirts be purchased for the Executive Committee Members. SECONDED BY: Amanda Bland CARRIED by consensus Terena to organise a Pre-Order form to be sent out.		

AGENDA ITEM	WHO	POINTS OF DISCUSSON
Sports Shirts	Sarah Bliss	Stock levels for the Sports Shirts are extremely low and more stock needs to be ordered as soon as possible in time for the sports events coming up in June. Sarah has contacted Blackwoods for an up to date quote on the cost of the shirts. Prices may have increased. A Pre-Order option will again go out for parents wishing to purchase in readiness for the sports events. Sarah suggests that we hold an amount of stock of the shirts in Canteen (these may be purchased on Fridays while the Canteen is open) Approx 3 of each size for each Sporting House.
MOTION moved by Donna Howett that the P & C purchase additional stock of the Sports Shirts to be held in the Canteen for over the counter sales (approx \$400). SECONDED BY: Patricia Wills CARRIED by consensus ACTION REQUIRED Pre-Order to be arranged for sale of Sports Shirts		

NEW MEMBERSHIPS

1 New Membership request received from Denise Hake

MOTION moved by Rachel Smith that all new members be accepted.

SECONDED BY: Amanda Bland

CARRIED by consensus

Meeting re-opened at 8.58pm

ADDITIONAL AGENDA ITEM	WHO	POINTS OF DISCUSSON
ANZAC Day Ceremony Wreath	Sarah Bliss	Kerry and Amanda are to organise a Wreath for the ANZAC Day Ceremony on 23rd April.

MOTION moved by Kerry Smith that P & C approve the expenditure of \$50 for the purchase of a Wreath for the ANZAC Day Ceremony

SECONDED BY: Amanda Bland

CARRIED by consensus

Meeting closed at 9.03pm

NEXT MEETING: Tuesday 15th May at 7pm