

# Springfield Central State School



## P&C ASSOCIATION 2013

### MANY HANDS – ONE VISION



No. in Attendance: 11	<i>PRESIDENT</i> <i>Andrew Kidd</i>	✓
DATE of MEETING: 16.4.2013	<i>VICE PRESIDENT</i> <i>Samantha Langdown</i>	✓
Meeting OPENED: 6.33pm	<i>VICE PRESIDENT</i> <i>Juliana Walterfang</i>	✓
Meeting CLOSED: 7.54pm	<i>TREASURER</i> <i>Michelle Kozlowski</i>	✓
MINUTE KEEPER: Leonie Cullen	<i>SECRETARY</i> <i>Leonie Cullen</i>	✓
	<i>PRINCIPAL</i> <i>Angela Gooley</i>	✓
Invited GUESTS:		
APOLOGIES: Louise Peters, Donna Howett, Nikki Andersen, Kerry Payne, Trish Willis, Sarah Bliss		

The minutes of the previous General Meeting held on 19 March 2013 were presented and read by those present.

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

MOVED BY: Juilana Walterfang

SECONDED BY: Angela Gooley

#### BUSINESS ARISING FROM PREVIOUS MEETING:

- To be addressed in General Business

#### CORRESPONDENCE

INWARD	OUTWARD
<ul style="list-style-type: none"> <li>• Heritage bank Statement 3/1/13 to 20/3/2013</li> <li>• ATO Instalment activity statement PAYG 1.1.13 to 31.3.2013</li> <li>• Smart Fundraiser Tax Inv# 020957</li> <li>• Heritage Bank Statement #22</li> <li>• Heritage Stop Payment acknowledgement</li> </ul>	<ul style="list-style-type: none"> <li>• To P and C QLD - New Executive Details</li> </ul>

**MOTION moved that the inward correspondence be accepted and the outward correspondence be adopted**

**MOVED BY:** Michelle Kozlowski

**SECONDED BY:** Juilana Walterfang

**CARRIED** by consensus

## **TREASURERS REPORT**

Written report presented by treasurer

**MOTION moved by treasurer that the Treasurer's report be adopted and the accounts be confirmed and the payments ratified.**

**MOVED BY:** Michelle Kozlowski

**SECONDED BY:** Angela Gooley

**CARRIED** by consensus

## **REPORTS**

PRESENTED BY	THAT THE REPORT BE RECEIVED		
	MOVED	SECONDED	
Principal Report – Angela Gooley	Angela Gooley	Andrew Kidd	<b>CARRIED</b>
Canteen Report – Terena Day			

## **GENERAL BUSINESS**

AGENDA ITEM	WHO	POINTS OF DISCUSSION
Approval for expenditure and reimbursement to SCSS	Andrew	SCSS has paid the invoices for the TSI Financial Audit (\$330) and P and C QLD Insurance (\$1162.26). Moved by Andrew Kidd Seconded By Angela Gooley
<b>ACTION REQUIRED</b>		
<ul style="list-style-type: none"> <li>When funds are available, the school will be reimbursed</li> </ul>		

AGENDA ITEM	WHO	POINTS OF DISCUSSION
Petty Cash	Michelle	Changes to the petty cash amount held Moved by Michelle Kozlowski Seconded By Danielle Pitts
<b>ACTION REQUIRED</b>		
<ul style="list-style-type: none"> <li>Reduce the amount of float held from \$150 to \$100, with a trigger point for topping up to be \$50.</li> </ul>		

AGENDA ITEM	WHO	POINTS OF DISCUSSION
Mothers Day Stall	Juilana Walterfang	All stock has been purchased. Total spend \$626.55, under the initial \$1000 approved for the event. Stall will be held on Thursday 9 <sup>th</sup> May, to be advertised with a call for volunteers to assist on the day. Stall will also be open on the Friday for a smaller amount of time for those who missed out on the Friday Moved By Sam Langdown Seconded By Juilana Walterfang
<b>ACTION REQUIRED</b>		
<ul style="list-style-type: none"> <li>Advertise the Mother's Day stall for May 9<sup>th</sup>. Also include in the mail out a call for volunteers to assist on the day.</li> </ul>		

AGENDA ITEM	WHO	POINTS OF DISCUSSION
<b>MOVIE NIGHT</b>	<b>Andrew Kidd</b>	Option to hold the event in the hall. Cancelling the arrangement with Movies 4 U. Authorise the expenditure of \$330 to purchase a Roadshow Movie license, with the option of possibly the students voting for the Movie title to be shown. Food options: Pizza, popcorn, 'Home Ice-Cream', Coffee van. Movie night to be July 12 <sup>th</sup> . Moved By Andrew Kidd Seconded by Samantha Langdown
<b>ACTION REQUIRED</b>		
<ul style="list-style-type: none"> <li>Contact Sponsors to offer an opt-out with the change in details for the night.</li> <li>Contact Movies 4 U to cancel the booking and request a refund of deposit already paid.</li> <li>Arrange to purchase the Roadshow movie license for July 12<sup>th</sup>.</li> </ul>		

AGENDA ITEM	WHO	POINTS OF DISCUSSION
Sport Shirts	<b>Andrew Kidd</b>	Sport Day date has not been set as yet but likely Term 3. Would like to get the order forms out with as much notice to parents as possible.
<b>ACTION REQUIRED</b>		
<ul style="list-style-type: none"> <li>Juilana Walterfang to locate last year suppliers details to requote.</li> </ul>		

AGENDA ITEM	WHO	POINTS OF DISCUSSION
P&C QLD Representative	<b>Andrew Kidd</b>	This is not a necessary position, but it is one we could consider offering to an interested individual.
<b>ACTION REQUIRED</b>		
<ul style="list-style-type: none"> <li>Andrew Kidd to research responsibilities of P&amp;C QLD representative and frequency of meetings.</li> </ul>		

## **EXCURSIONS**

Advised the following:		
DATE	LOCATION	DETAILS

## **NEW MEMBERSHIPS**

**No new memberships registered**

***NEXT MEETING: Tuesday 21<sup>st</sup> May 2013 at 6.30pm***