

**Meeting Minutes for Coomera Springs State School P&C Association  
Held in the Staffroom on Wednesday 10<sup>th</sup> September 2014.**

**Present:** Martine Gill (Principal), Natalie Cullen (President), Elissa Wentworth (Vice President), Pamela Wilkins, Jean Newell (BSM), Catherine Holbrook, Helen Davids, Jagoda Butler

**Apologies:** Vanessa Ashworth, Taylor Hayley (Deputy Principal), Sheryl Croft (Deputy Principal), Maxine Brittian, Keli Pitchford, Lisa Corcoran , Theresa Grima

**Meeting opened at: 6:04pm**

- Confirmation of the Minutes of the previous meeting:

Moved:	Pamela Wilkins
Seconded:	Catherine Holbrook
All in Favour:	Motion Carried

**Business arising from minutes:**

- Executive Committee agreed unanimously to donate \$500 to Todd for skateboard project. A cheque has been given to Todd via Chaplaincy Service. Maxine has sourced more equipment and has given this to Todd, Thank you Maxine.
- Slushie machine for tuckshop - has not been discussed by Executive Committee yet. Vanessa looking in to it and will discuss further before next meeting.
- School Council Parent Nomination result moved to Principal report
- Due to continuing concerns for student safety, this week officers were patrolling the school carpark to ensure parents were not using the bus lane as a drop off/pick up zone. The P and C will continue to inform patrol officers of our ongoing concern of the safety of our students and we are hoping this will deter parents. The Executive Committee will look into other measures to reduce the safety risk to our students.

It was moved that the Business arising from the minutes be received and recommendations adopted:

Moved:	Elissa Wentworth
Seconded:	Helen Davids
All in Favour:	Motion Carried

**Correspondence: Inward** — see attached mail register.  
**Outgoing** — see attached mail register.

It was moved that the record of Correspondence be received and endorsed as a true record:

Moved:	Pamela Wilkins
Seconded:	Martine Gill
All in Favour:	Motion Carried

- **Business arising from the correspondence:** None

**Sub-Committee reports and financial statements, and any business arising from sub-committee reports:**

**Treasurers Report:**

**Coomera Springs SS P&C  
Statement of Receipts & Payments  
for the month of August 2014**

<b>Receipts</b>	<b>Aug-14</b>	<b>YTD</b>
Donations	0.00	1000.00
Bank Interest	0.00	40.42
Tuckshop Income	11891.81	66891.55
Uniform Shop Income	3868.50	54093.00
Fundraising Events	1859.00	21295.30
School Banking Comm	0.00	1712.11
Advertising	0.00	700.00
Misc	100.00	2620.48
Flexischools Charges	-188.34	-1208.44
<b>Totals</b>	<b>17530.97</b>	<b>147144.42</b>

<b>Payments</b>	<b>Aug-14</b>	<b>YTD</b>
School Programs	0.00	20147.60
Bank Charges	153.04	1691.01
Auditor Fees	0.00	1650.00
Tuckshop Direct	5101.36	42202.95
Tuckshop Wages	4124.70	15799.83
Uniform Shop	2366.76	57205.05
Fundraising Events	2480.24	11914.27
Tax (inc backpaid)	0.00	2318.00
Super (inc backpaid)	0.00	2818.83
Subs	29.00	203.00
Misc	398.57	2854.29
Insurance	615.39	2618.93
<b>Totals</b>	<b>15269.06</b>	<b>161423.76</b>

<b>Westpac</b>	<b>7787.27</b>
<b>CBA</b>	<b>9743.70</b>
<b>- Funds Transfer</b>	
<b>Totals</b>	<b>17530.97</b>

<b>Westpac</b>	<b>14666.27</b>
<b>CBA</b>	<b>602.79</b>
<b>- Funds Transfer</b>	
<b>Totals</b>	<b>15269.06</b>

<b><u>Summary School Programs</u></b>		
<b>Details</b>	<b>August</b>	<b>YTD</b>
Bfwd	0.00	20147.60
<b>Totals</b>	<b>0.00</b>	<b>20147.60</b>

<b><u>Summary Misc Payments</u></b>		
<b>Details</b>	<b>August</b>	<b>YTD</b>
Bfwd		795.24
Office Supplies	70.00	865.24
Tuckshop Equipment	328.57	1193.81
<b>Totals</b>	<b>398.57</b>	<b>2854.29</b>

Bank Balances @ month end

Westpac	19678.06
CommBank	42078.45
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	61756.51

### September Payments

<u>Area</u>	<u>Item</u>	<u>Amount</u>	<u>Supplier</u>
<b>Tuckshop</b>	Supplies	116.77	Homestyle Bake
	Supplies	517.43	Coolio
	Supplies	60.20	Streets
	Supplies	3309.99	QFS
	Supplies	534.28	Parmalat
	Supplies	498.85	Woolworths (DD)
	Wages	3050.00	approx
		<hr/>	
		<b>8087.52</b>	
<b>Uniform Shop</b>		<hr/>	
		<b>0.00</b>	
<b>Fundraising</b>	Readathon Prizes	460.00	Various
	Disco - Glow Products	763.66	Light Up My Life Pty Ltd
	Fathers Day Stall Stock	tbc	
		<hr/>	
		<b>1223.66</b>	
<b>Other</b>	Chaplaincy Donation	500.00	
		<hr/>	
		<b>500.00</b>	
		<b><u>Total</u></b>	<b><u>9811.18</u></b>

It was moved that the Treasurer's report be received as a true and accurate record:

Moved: Catherine Holbrook  
Seconded: Elissa Wentworth  
All in Favour: Motion carried

### Tuckshop Report

- Due to suppliers raising the cost of stock a review of current prices will be undertaken and some prices may change, this will take place with the help of P and C Executive Committee to ensure P and C Queensland guidelines are followed. It is hoped this will be ready for Term 4.
- Potato wedges will be added to the menu at a cost of \$2.50 a serve, \$2.80 with sour cream and \$3.00 with sour cream and sweet chilli sauce.
- A trial Breakfast club will commence at the beginning of Term 4, initially this will only be offered on a Monday to see how popular it is, if popular more days may be offered. A menu will be decided shortly, was agreed at P and C meeting items need to be easy to make and not to messy to eat , serving from 8 am to 8.30am.

- A reminder to parents that lost or forgotten lunches will only be replaced by a basic sandwich. This will also be put in the newsletter. Unless the parent is willing to pay with their card over the phone will enforce the sandwich only rule, due to outstanding bills.
- Slushy machine, Slush puppy juice is made of 99% pear juice and is an amber rated product there is no added sugar except for the natural sugar in the pear juice. Was agreed the P and C Executive Committee would look further into this before a final decision was made.
- Thanks to our grade 6/7 helpers who do a great job.

It was moved that the Tuckshop report be received and recommendations adopted:

Moved:	Natalie Cullen on behalf of Vanessa Ashworth
Seconded:	Jean Newell
All in Favour:	Motion Carried

### **Uniform Shop Report**

- We have sourced a new supplier for hats "Branded Australia". Observing the quality of the samples we are happy to try them, we will check with Highland Reserve and other schools who currently use them as suppliers, to ensure they have had a positive experience with them as a supplier. If all goes well with the hats we will organise for Branded to give a quote for uniforms. It was agreed if Highland Reserve are happy with Branded as their supplier than Jagoda can place order for hats. If ordered within the next week we should take delivery of hats by mid November. Branded to be approved hat supplier.
- A stocktake is to be carried out shortly.
- As always we need more volunteers.

It was moved that the uniform report be received and recommendations adopted:

Moved:	Jagoda Butler
Seconded:	Catherine Holbrook
All in favour:	Motion Carried

### **Fundraising Report**

#### **Family Portraits**

- Fully booked on Saturday 23/8 (22 bookings) & 11 Sessions booked on Sunday 24/8 @ \$20 per session = \$660
- A few minor issues, including: backdrop wasn't white as we were told, it was not advertised that 2 generations needed to be in the family portrait (e.g. parent and child), so some people weren't happy about this as they were told they wouldn't get their free portrait at the viewing by the photographer.
- Thank you to Jean for opening up 6/9 for the viewing/collection day.

#### **Read-a-thon**

- Prizes – highest amount raised \$113.50
- Raised approx. \$2500 – cost of prizes \$460
- Approx 70 students who participated
- It was agreed we would not use the iPad as a prize due to the highest amount only being \$113.50

## **Father's Day Stall**

- Total takings - \$3141.25 – Total Profit just under \$1500.00
- Not much stock left
- Didn't open on the Friday due to lack of volunteers and limited stock
- Big thanks to all volunteers, especially Keli Pitchford and Vanessa Ashworth for helping on the Father's Day stall

It was moved that the Fundraising report be accepted and endorsed:

Moved: Natalie Cullen  
Seconded: Elissa Wentworth  
All in favour: Motion Carried

## **Principals report**

### **Principals Report**

- 1. Enrolment Update:**
  - (i) Current: refer to attached enrolment sheet.
  - (ii) As of 10<sup>th</sup> Sept – 812 active enrolments
- 2. Finance Update:** Bank Rec tabled by Jean
- 3. Staffing Update:**
  - Mrs Sheryle Croft is currently Acting Principal at Beenleigh SS and Gabby Raffin is backfilling. Jasmin Walsh is on LSL.
- 4. Facility Update:**
  - Nil to report
- 5. Camp/ Excursion/ Incursion Approval Requests:**
  - Prep to Paradise Country: 24/10/14 at @\$20 per student
- 6. School Council:** Both parent reps and staff reps have now been voted in and our first meeting will be held in Term 4 to coincide with 2015 strategic planning
- 7. General Information:**
  - 2 x Deputy Principal roles have been advertised (application process has now closed). Interviews will occur in Term 4 and announcements made in late November
  - HOSES position has also been approved for 2015
  - Student Council is running Crazy Hair Day on Friday 19<sup>th</sup> September
  - Gold Gotcha Celebration will occur on Monday 15<sup>th</sup> September (Science Show)
  - Science Spectacular Day will be held on Wednesday 17<sup>th</sup> September
  - Footsteps to Fame GF on 17<sup>th</sup> and 18<sup>th</sup> Sept

It was moved that the Principal's Report be accepted and endorsed:

Moved: Martine Gill  
Seconded: Elissa Wentworth  
All in favour: Motion Carried

**Student Protection Check:**

Folders from Admin Office, Tuckshop and Uniform Shop were brought to meeting and checked by Martine Gill.

**Applications for memberships and recording of new members:** No

**Meeting closed at:** 7.10 pm

**Next Meeting:** 12<sup>th</sup> November      Wednesday at 6pm

**These Minutes are endorsed as a true and accurate record.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_