

**Meeting Minutes for Coomera Springs State School P&C Association  
Held in the Staffroom on Wednesday 14<sup>th</sup> May 2014 at 6pm.**

**Present:** Natalie Cullen (President), Martine Gill (Principal), Jean Newall (BSM), Sheryle Croft (Deputy Principal), Elissa Wentworth (Vice President), Vanessa Ashworth, Pamela Wilkins, Mark Boothman MP, Maxine Cowey, Jagoda Butler, Theresa Grima, Todd Firth, Helen Davids

**Apologies:** Lisa Cocoran, Andi Leach, Taylor Haley (Deputy Principal), Keli Pitchford

**Meeting opened at: 6.03pm**

**1. Confirmation of the Minutes of the previous meeting:**

Moved: Pamela Wilkins  
Seconded: Elissa Wentworth  
All in Favour: Confirmed

**2. Business arising from minutes:**

- Junior Playground Flooring – Helen to submit grant application with help from Mark Boothman’s office. Needs two more items of information. Mark was at the meeting so read over application and will send a letter to go with application and then it will be ready to send. Thanks Helen for all your hard work. If the grant is approved, we will then apply for SSS grant which matches what we have raised.
- Vanessa to buy fly zapper – The fly zapper that Mark Boothman donated was not suitable for tuckshop as it was an outdoor one. An indoor one has been ordered. Mark Boothman was happy for us to keep fly zapper as a raffle prize, thank you once again to Mark Boothman.
- Model Constitution –Teachers to have their vote on the constitution for the school council this week. P and C to vote before leaving meeting tonight. P and C constitution to be amended once school council constitution voted in.
- Flexi Schools versus Munch Monitor and other online tuck shop options – Munch Monitor was more expensive than FlexiSchools, more research will be undertaken before deciding to change. This will be looked at further next year.
- Fete – Natalie had a meeting on Monday to see how much support there was for the fete, with over 20 parents willing to volunteer it has been agreed that the fete will go ahead, the date set out for the fete is Saturday 8<sup>th</sup> of November 2014, 11-4pm. The next meeting will be held on Monday 19<sup>th</sup> at 7pm to organise grouping etc. Need to work with school to find out what they can do/ how to involve them. Mark Boothman suggested if sponsorship was needed, to write a letter to his office requesting funds this must be done ASAP as sponsorship money is running out fast. Maxine to check with GC compound to see if room available for meeting.
- Shirts for Volunteers – Natalie has looked in to prices and will order. Executive Committee to meet to work out sizes etc.
- Tuckshop grant – Natalie will apply for the Smart choices grant. QAS will come and review tuckshop and work with Vanessa to try and increase our healthier food options.
- Currently the role of Uniform Shop Convenor is vacant. Jagoda Butler nominated as the Uniform Shop Convenor.

It was moved that the nomination of Jagoda Butler to the position of Uniform Shop Convenor be accepted and endorsed:

Moved: Elissa Wentworth  
 Seconded: Helen Davids  
 All in Favour: Nomination Approved

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

Moved: Martine Gill  
 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: Teresa Grima  
 All in Favour: Motion Carried

**3. Business arising from the correspondence: None**

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

**Treasurers Report:**

Thanks Cath and Natalie for working hard on all the accounts getting them back on track and in order. HUGE THANKS, we are finally up to date.

Receipts	Mar-14
Donations	0.00
Bank Interest	20.08
Tuckshop Income	10360.15
Uniform Shop Income	4381.00
Fundraising Events	3408.90
MYOB adjust re payroll	0.01
Miscellaneous	0.00
Flexischools Charges	-156.97
<b>Totals</b>	<b>18013.17</b>

Payments	Mar-14
School Programs	0.00
Bank Charges	205.05
Tuckshop Direct	7771.24
Uniform Shop	764.81
Fundraising Events	2138.25
MYOB adjust re payroll	0.01
Miscellaneous	8.30
Back paid Super	1718.29
<b>Totals</b>	<b>17411.62</b>

Westpac	5676.52
CBA	12336.65
- Funds Transfer	
<b>Totals</b>	<b>18013.17</b>

Westpac	16762.07
CBA	649.55
Funds Transfer	
<b>Totals</b>	<b>17411.62</b>

Receipts	Apr-14
Donations	1000.00
Bank Interest	0.00
Tuckshop Income	6108.50
Uniform Shop Income	3114.50
Fundraising Events	6313.10
Misc	0.00
<b>Totals</b>	<b>17256.60</b>

Payments	Apr-14
School Programs	0.00
Bank Charges	338.46
Tuckshop Direct	2660.36
Uniform Shop	10547.84
Fundraising Events	2731.29
Misc	120.00
<b>Totals</b>	<b>19420.10</b>

<b>Westpac</b>	<b>26358.76</b>
<b>CBA</b>	<b>10897.84</b>
<b>- Funds Transfer</b>	<b>20000.00</b>
<b>Totals</b>	<b>17256.60</b>

<b>Westpac</b>	<b>19151.39</b>
<b>CBA</b>	<b>20268.71</b>
<b>- Funds Transfer</b>	<b>20000.00</b>
<b>Totals</b>	<b>19420.10</b>

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

Moved: Elissa Wentworth  
 Seconded: Maxine Cowey  
 All in Favour: Motion carried

### **Tuckshop Report**

Vanessa advised all is going well in the tuckshop and requested an allergy sheet, which Martine will organise.

Some of the classes are quite late collecting their lunches. The tuckshop is selling warm milo again at \$1.20 each and only available before school as it is too hard with eating times having it available to order. Might try during first break playtime.

Vanessa thanked Natalie for a new sandwich toaster. A rep came in with a new product, sorbet in a fruit skin, very expensive though at over \$3 each. Some students aren't happy about the loss of the Aroona Springs drink, Vanessa is obtaining a price of a drink similar, Quelch as the Focus water is very unpopular. Thank you to the Grade 6 & 7 students for their help.

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

Moved: Vanessa Ashworth  
 Seconded: Theresa Grima  
 All in Favour: Motion Carried

### **Uniform Shop Report**

An order has been placed with Ace Designs as a trial. Delivery of stock is estimated by Ace as end of May for formal shirts, blouses and dresses. Delivery of hats, mid June. Ordering with Ace was like starting all over again with a new supplier, which was surprising. Natalie has met with three new suppliers and is awaiting quotes and delivery times. Helen suggested trying Official Clothing as they was the other supplier in contention before going with Mr Charles as new supplier. Natalie/Jagoda will follow up. Natalie will work with Jagoda and Catherine on bringing in a system for stock control as the manual process used now is very time consuming and unreliable.

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

Moved: Teresa Grima

Seconded: Helen Davids  
All in favour: Motion Carried

## **Fundraising Report**

Disco : Went well even with the pouring rain. We have stocked up on glow products and decorations, And made a profit of \$2677.03, cartons of soft drink and \$500.00 stock left over. Loved the new DJ have rebooked for next disco.

Fun run: only about 90 kids participated but good profit of \$2378.44 considering low participation.

Car Boot Sale: this event was a lot of work, it was held in back carpark. 33 stall holders, set up well and looked good however not a lot of foot traffic. Next time we will do a lot more advertising. At the carboot sale we had a bbq breakfast, cold drinks, lucky dips and raffle donated by GC compound. Thank you to GC compound for these items, we sold almost 140 tickets. A loss of \$186.43 was incurred however we have sold our leftover stock at the disco. Not sure if we will do it again this year. Executive Committee feel it needs to be held more regularly and more promotion. Riverside markets may be a group to look into helping with this. Take off car boot sale for this year due to fete. Put it on for next year and use upper carpark to make it more visible. Mark Boothman asked to send flyers to him and he will add to his newsletter that is sent out monthly.

The Mother's day stall was very successful. The feedback re stock was fantastic and was almost sold out, \$1289 profit. Thanks to all the Volunteers, each day ran very smoothly.

It was moved that we approve to amend the previously tabled fundraising calendar to remove the car boot sale and add the fete:

Moved: Elissa Wentworth  
Seconded: Theresa Grima  
All in favour: Motion Carried

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

Moved: Martine Gill  
Seconded: Vanessa Ashworth  
All in favour: Motion Carried

## **Principals Report**

### **1. Enrolment Update:**

- (i) Current: refer to attached enrolment sheet.
- (ii) As of 14<sup>th</sup> May – 810 active enrolments

### **2. Finance Update:** Bank Rec tabled by Jean

### **3. Staffing Update:**

- We welcome back Mrs Sally Campbell who is working part time on Year 2 with Mrs Louise Ogden
- Mr Luke Wharton is currently on leave
- Mrs Gabby Raffin is on leave until 23<sup>rd</sup> May

### **4. Facility Update:**

- Bike racks have been expended

### **5. Camp/ Excursion/ Incursion Approval Requests:**

- Nil to report

6. **School Council:** Staff are currently voting on the draft constitution

7. **General Information:**

- NAPLAN community breakfast was a success
- Students in Years 3, 5 & 7 are currently sitting NAPLAN
- Year 6 & 7 students will be attending camp next week
- Gala Sports Day will be held on 3<sup>rd</sup> June
- Our school begins Tier 2 training in SWPBS next week
- Feedback Friday Forum on 16<sup>th</sup> May: 1:1 program expansion

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

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

5. **General Business:**

- Chaplain Todd addressed the meeting to brief us on his activities within the school:
  - Todd gave an overview of first year of Chaplaincy program. LCC four to five schools in this group.
  - Has established himself as a public figure at assembly always has a "Chappy Award", generally for encouraging students. For staff, a "Love What You Do" award has been a big success.
  - Todd provides a lot of social and emotional support to students and staff and feel very comfortable and accepted by staff and students.
  - Works here 2 days a week also works at Helensvale High School.
  - Dressed up as Kilara Koala for sports carnival and ran in the 100 meter relay. Helped with PE gala days, school camp and school musical.
  - Working closely with guidance counsellor and support staff. Thanks Martine for support last year, this year working towards building on the foundations.
  - Would like to work closer with families on working within family relationships to grow as a family and helping create happy families and happy children.
  - Ran a program "Custom Escape" for boys who need a positive male role model/mentor. This was very successful, working on making broken skateboards back to brand new. The students were not allowed to attend program if behaviour wasn't acceptable. Tom from GC compound provided the skateboards, on board with helping this program will have pros talk to them about how to reach their goals. Applied for a grant to set this program up completely. Will start this program this year again
  - Enjoying working in this school and looking forward to another full year.
- Disco theme / food – It was decided that this term's theme would be 80's Disco and instead of sausages we would try hot dogs to see if this would reduce the amount of cooking stress on the night.
- Art Union Tickets – Natalie to look into this fundraiser. \$2 a ticket we make \$1 per ticket, phone Lynn Lloyd to ensure this would be ok to do at school. Follow up at next meeting.
- Family Portraits – Natalie to set date for Term 3 6<sup>th</sup> September to be confirmed. Last Saturday in August would be better.

It was moved that the General Business be received and recommendations adopted:

Moved: Pamela Wilkins  
Seconded: Teresa Grima  
All in Favour: Motion Carried

**6. Student Protection Check:**

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

**Applications for memberships and recording of new members:** Jagoda Butler, Todd Firth.

**Meeting closed at:** 8.01

**Next Meeting:** Wednesday 11<sup>th</sup> June at 6pm

These Minutes are endorsed as a true and accurate record.

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

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

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

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