

**Meeting Agenda for Coomera Springs State School P&C Association
Held in the Staffroom on Wednesday 12th February 2014 at 6pm.**

Present: Martine Gill (Principal) , Taylor Haley (Acting Deputy Principal), Sheryle Corft (Acting Deputy Principal), Keli Pitchford (President), Elissa Wentworth, Vanessa Ashworth, Rebecca Glover, Pamela Wilkins, Natalie Cullen, Jean Newall (BSM), Helen Davids, Maxine, Adam Gill, Peta Donoghue, Lisa Corcoran, Catherine Holbrook.

Apologies: Mark Boothman, Theresa Grima, Andi Leach.

Meeting opened at: 6.08pm

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 – Grant application has to be submitted by 28th of Feb. Helen will fill out forms will get quotes from Jean and then send to Mark Boothman, to help with letter of endorsement. Will also look at Smart school grant. Keli and Helen to organise a meeting this week to finalise documentation.
- Rebecca Glover went to Masters and Bunnings before end of school year last year but neither company were able to donate a fly zapper for the tuckshop. It was discussed and agreed that Vanessa would use petty cash to get a fly zapper as it has now become a necessity.

Moved: Elissa Wentworth
Seconded: Rebecca Glover
All in Favour: Motion Carried

- Natalie Cullen is continuing to look into adjustable waist for the skort however the company is not currently making them. They have put our request in and will let Natalie know when they are starting production.

Moved: Pamela Wilkins
Seconded: Helen Davids
All in Favour: Motion Carried

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

Moved: Pamela Wilkins
Seconded: Rebecca Glover
All in Favour: Motion Carried

- 3. Correspondence:** **Inward** — see attached mail register.
 Outgoing – see attached mail register.

It was moved that the Correspondence be received and recommendations adopted:

Moved: Pamela Wilkins
Seconded: Helen David
All in Favour: Motion Carried

4. Business arising from the correspondence: None

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

Treasurers Report:

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Account	Amount
Quality Food Services	\$ 5596.26
Tuckshop Wages	\$ 4365.84
K A Pitchford	\$ 623.00
Entainment Publications	\$ 220.00
So Sushi	\$ 157.08
Streets	\$ 152.45
Coolio Dist.	\$ 1362.79
Homestyle Bake	\$ 191.57
Bellview Corp P/L	\$ 140.80
Parmalat Australia P/L	\$ 368.68
CSSS	\$5385.00
Total	\$18,563.48

It was moved that the Treasurer’s report be received and recommendations adopted:

Moved: Keli Pitchford
Seconded: Pamela Wilkins
All in Favour: Motion carroed

Tuckshop Report:

Term Started Well, orders have been pretty good for first few weeks back.

- Class passes must be shown when coming to tuckshop. Usually the same 10 students. Mr Hayley will send email to all classes reminding them that passes are to be worn.
- Changed menu slightly meal deals are back on and are going very well so far.
- Flexi school parents need to remember to upgrade new class grade. Felix school will remind you to do this when first logging on.
- Behaviour committee meeting suggested to paint arrows at Tuckshop to help with flow during lunch breaks.
- Need a sign in tuckshop area reminding students not to swing on the bars.
- The music in the tuck shop area needs to be turned down.

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

Moved: Vanessa Ashworth
Seconded: Rebecca Glover
All in Favour: Motion Carried

Uniform Shop Report

- Finally got stock been a bit of a stress getting stock, supplier seems to be having trouble with agreed delivery times.
- Looking into hats as having a few issues with current new supplier and quality of hats. Strings falling off and depth of hat making hats not sit/fit as well as previous suppliers.
- The first couple of weeks have been very busy.
- Thanks to everyone for all their help in week before school was great to have so many volunteers.
- Need to turn down bell in the morning as very loud
- Need to put a reminder in the newsletter that the uniform shop is cashless.
- Need to start process of looking at new suppliers due to quality and turn around times.
- Need volunteers on a Monday for uniform shop or it will close (put in uniform report) 8.15-9am

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

Moved: Natalie Cullen
Seconded: Helen Davids
All in favour: Motion Carried

- **Fundraising Report:**

As there is currently no Fundraising committee, Keli and Elissa are taking on the first term items. Maxine Cowely will help with fundraising up till AGM.

Fundraising Events for Term One:

Car boot sale 2/3/14 7am – 11am \$10 for a car spot pay before the day to reserve space , sausage sizzle, jumping castle etc will also be at car boot sale to encourage everyone to come and be involved,

Information morning tea to let parents know what is involved in helping the P and C and what help they can give if they would like to help.

Disco - joint disco \$10 per child sausage unlimited drink, glow products, 5-7 Thursday 27th of March , theme will be Hawaiiin. Tickets may only be purchased prior to the event via Flexischools or at the tuckshop.

It has been decided that there will be three themes decided on this year and will stay the same for a few years to help with collecting of decorations. All suggestions welcome. Must be appropriate and relatively easy to get dressed up for.

We will hold our fundraising Fun run in conjunction with the Cross Country on Tuesday 1st April. It was agreed we will use Adidas Fun Runs as our supplier for the event as they are a well-known sporting brand and supply good prizes, as per previous experience. Running groups will start two mornings a week to encourage kids in preparation for the Cross Country, on Monday and Thursdays starting 17th February at 7.45am.

Anyone wanting to help with any of these activities please let Keli or Elissa know.

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

Moved: Elissa Wentworth

Seconded: Maxine Cowley
All in favour: Motion Carried

Principals Report

1. **Enrolment Update:**
 - (i) Current: refer to attached enrolment sheet.
 - (ii) Start 2014: we predicted 813 students and have 810 as of Day 8 figures. We opened with 33 classes and have been able to maintain all. We will continue to monitor growth throughout the year, however, we are confident with our numbers remaining stable.
2. **Finance Update:** Bank Reconciliation tabled by Jean
3. **Staffing Update:** Welcome to our new teachers Heidi Schaeffer (Prep), Jaide Daniels (Yr 2), Lisa Rodham (Yr 2), Caitlin Rath (Year 3 / 4), Craig Newton (Year 4 / 5), Eddie Burton (Yr 5), Sue Eckford (Yr 6). Rhonda Burton is on leave and we have Lillian as a replacement LOTE teacher Donna Gosling has accepted the Acting Principal position at Nerang SS and we welcome Sheryle Croft to our school as Deputy Principal. Taylor Haley is now Acting Deputy Principal.
4. **Facility Update:**

New Class spaces: New 4 classroom space which is being occupied by our Year 2 classes
5. **Camp/ Excursion/ Incursion Approval Requests:**
 - Year 4 to attend the SHINE program on 12th March at Metricon Stadium
 - Year 3 & 5 incursion – Star Lab 13th and 14th March
6. **Coomera Springs Strategic Planning:** All schools are required to have an Annual Implementation Plan based around Audit outcomes and an Explicit Improvement Agenda. I am currently completing this document and will share with the P&C Executive before sending through to Central Office for endorsement.
7. **P&C request:** P&C contribution of \$20000 will be used for the following:
 - Bank of 24 iPads to support our reading agenda in Prep and Year 1
 - benevolent fund
8. **Great Results Guarantee:**

Coomera Springs SS will receive approximately \$219 000 through the GRG in 2014. We are currently developing our school plan. As an Independent Public School, our plan will be sent directly to the Director General of Education for endorsement. Once endorsed, this plan will be made available on the school website. Our plan is going to focus on reading P-7.
9. **Extra Curricular:**

This program will be up and running in the coming weeks and will run on a semester timetable. This year we are introducing dance as one of our activities.
10. **P&C Change as an IPS:**

The audited documents and adopted constitution no longer needs to be sent to Regional Office. As an IPS, these documents are sent to the Principal.

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

Moved: Martine Gill
Seconded: Natalie Cullen
All in favour: Motion Carried

6. General Business:

- Treasury Position: Our current Treasurer had to stand down immediately due to personal reasons. Until a new treasurer is elected Keli and Elissa will take on this role. Anyone interested in position, please let Keli know. Audit is currently underway, Natalie is helping with this, thank you Natalie. The audit will be sent to Paul Teefey (our auditor) and can take up to two weeks. We need this back before AGM.
- President Position: Keli will be standing down from the position at the AGM next month. Anyone interested in this position please let Keli know and she will be able to give a position description.
- Independent schools – Martine tabled a fact sheet regarding IPS. Copy available upon request.
- Student resource scheme - Peta Donahue would like the scheme to be more transparent. Feels that all parents should know where the money is going and what the breakdown of the fees are. Was agreed to attach a copy of the break down with the minutes to this meeting. All parents are able to request this information from the office at any time and if they wish to have further discussion will be able to make an appointment with Martine. It was also discussed that before the scheme was implemented the \$20,000 donated each year by the P and C was for all of these on line education resources, now the P and C are able to have the money go towards I pads, Laptops etc.

Coomera Springs State School – Student Resource Scheme

Prep – Year 2

Requirements List	Cost
Online subscriptions and software licensing:	\$59.50
- Athletics \$8	
- Reading Eggs \$8	
- Literacy Planet \$15	
- World Book Online \$5	
- Raz Kids \$5	
- ACER online \$3.50	
- Clickview: \$7	
- Apps and games \$8	
Consumables	\$60
Reproducibles:	\$20
Reproduced class workbooks and worksheets	

and teacher-prepared materials which compliment and/or substitute for textbooks	
Student materials for classroom project work	\$10
Student and subject resources where the core curriculum is extended through provision of practical learning experiences and materials, in excess of provided by school grants, e.g. art and craft supplies, cooking materials, manual art materials	\$6
Textbooks prescribed for subjects: <ul style="list-style-type: none"> - Oxford Atlas Project 1 - MacMillan Australian Primary Dictionary Junior 	\$2
Administration of the Student Resource Scheme	\$6
Total Cost:	\$163.50
P&C Approved School Student Resource Scheme Cost:	\$125 per student

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

Moved: Pamela Wilkins
 Seconded: Natalie Cullen
 All in Favour: Motion Carried

7. Student Protection Check:

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

Applications for memberships and recording of new members: Sheryle Croft, Adam Gill, Peta Donoghue, Lisa Corcoran, Catherine Holbrook.

Meeting closed at: 8pm
Next Meeting: Wednesday 12th March at 6pm for AGM and regular meeting to follow.

These Minutes are endorsed as a true and accurate record.

Signature: _____

Date: _____

Name: _____

Position: _____