

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

Present: Natalie Cullen (President), Martine Gill (Principal), Jean Newall (BSM), Taylor Haley (Deputy Principal), Sheryle Croft (Deputy Principal), Elissa Wentworth (Vice President), Rebecca Glover, Vanessa Ashworth, Pamela Wilkins, Mark Boothman, Andi Leach, Keli Pitchford, Catherine Holbrook, Maxine Cowey, Lisa Corcoran, Theresa Grima

Apologies: Helen Davids

Meeting opened at: 6.36pm

1. Confirmation of the Minutes of the previous meeting:

Moved: Pamela Wilkins
Seconded: Keli Pitchford
All in Favour: Confirmed

2. Business arising from minutes:

- Junior Playground Flooring – Helen was not able to complete the application form before the closing date for applications and therefore will now work on having the grant application ready for 28th of May, Martine has offered her help with this application. Keli Pitchford will work with Helen on the SSS grant as this grant will match dollar for dollar on grant received from gambling grant application. Mark Boothman also suggested to look into grants available from Australia Post and Energex. Keli will look into these companies and will also liaise with Mark's office regarding grant applications
- Vanessa to buy fly zapper - Vanessa has not had time to buy a fly zapper. Mark Boothman has offered to donate a fly zapper and will drop off on Thursday. Thank you Mark Boothman.
- Natalie Cullen is continuing to look into adjustable waist for the skirt. However our current uniform supplier is not currently making them. They have put our request in and will let Natalie know when they are starting production. Natalie will keep us informed with this in the uniform shop update.
- Music to be turned down in the Tuckshop and Uniform shop - Taylor looked into this request. However, this would mean turning down the whole block which includes the outside area. Due to OHS the music cannot be turned down at this time.

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

Moved: Pamela Wilkins
Seconded: Theresa Grima
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

3. Business arising from the correspondence: None

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

Treasurers Report:

CBA Balance \$42,803.26, Westpac Balance \$ 35,102.29

Invoices Paid February – March 2014:

Account	Amount
Quality Food Services	\$ 5157.25
Tuckshop Wages	\$ 2873.69
Streets	\$ 548.55
L W Reid P/L	\$ 4747.89
Goldpath Pty Ltd (Mr Charles)	\$27109.59
Coolio Dist.	\$ 1269.19
Homestyle Bake	\$ 212.26
Parmalat Australia P/L	\$ 380.00
Tia Routledge	\$ 350.00
Superannuation	\$ 1718.29
Wizid Pty Ltd (Disco)	\$ 80.30
Pacific Office Supplies	\$ 8.30
P & C's Qld (Insurance)	\$ 2003.54
Total	\$46,458.85

It was moved that the Treasurer's report be received:

Moved: Catherine Holbrook
Seconded: Rebecca Glover
All in Favour: Motion carried

Tuckshop Report

- It has been a pretty busy start to the year with takings up on this time last year. Vanessa has had to change the flavoured water as the manufacturer has stopped making the Aroona spring fruits. We are now stocking Focus Water which is the colourless flavoured, non-carbonated water, which used to be called "Playwater".
- Vanessa requested that the school email parents to advise that this was not a tuckshop decision, but due to the product no longer being made, as Aroona Springs drinks were a very popular seller.
- Some families are on second or third bills for "forgotten lunches", with one person on their second lunch with no payment for first yet. Vanessa has spoken to Taylor who said he was happy to email these parents but is there another option? By the end of the year we lose a bit of money through non- payment of bills. Taylor will look further at this.
- Thanks to our grade 6/7 helpers who a few have been a bit of a challenge so far this year!

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

Moved: Vanessa Ashworth
Seconded: Catherine Holbrook
All in Favour: Motion Carried

Uniform Shop Report

We have been let down by our new supplier. He promised a lot and has not been able to deliver on these promises, in terms of stock supply, quality and delivery times. We are looking into other suppliers and have even discussed moving back to the old supplier however we are not confident this will be a solution to our ongoing issues. It was suggested that we talk to other schools to see who they use. Keli will work with Natalie if a decision is made to go ahead with the old supplier. An emergent order will be placed as a trial with the old supplier, Ace Designs.

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

Moved: Natalie Cullen
Seconded: Keli Pitchford
All in favour: Motion Carried

Fundraising Report

- **Car boot sale:** everything is organised for 23rd march, starts 6.30- 10.30am. Set up time is 5.30am. \$10 per private stall, which is non-refundable. Reminders will be put in newsletter and on facebook page. It was suggested to put it on the Coomera community facebook pages. Andi will organise this. Natalie works for The Local Newsletters and has been able to organise free advertisement for the car boot sale. Keli to send to Mark Boothman who will also send to interested parties. A roster has been set up with a great response to help out on the day set up 5-8am, 8-11am pack up. GC compound has offered to donate scooters to the value of \$450.00 to be auctioned/raffled on the day. Maxine will sell tickets. Thank you Maxine for securing this prize.
- As discussed previously T-shirts for volunteers will be looked into. Natalie to look into screen printing "CSSS P and C volunteer" on the T-shirts. The t-shirts will have to be sun smart.
- **Term One Disco:** tickets are already selling well. Vanessa is taking care of the food and drinks ordering. Elissa has wrist bands to be used for entry and has arranged for Maxine to deliver in class groups on the day of disco. Natalie is looking into glow products and is ready to place an order. Elissa has received a great response from volunteers and is developing a roster for the night.
- **Adidas Fun Run:** Preparations are taking shape, with Elissa co-ordinating this fundraiser. All the sponsorship forms from Adidas have arrived and are being held in Taylor's office for teachers to collect and hand out to their classes early next week. Elissa will talk at assembly to inform all the students that the fun run will be held on Tuesday 1st April. Elissa requested volunteers to assist with prize order collation and subsequent prize distribution.

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

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

Principals Report

1. **Enrolment Update:**
 - (i) Current: refer to attached enrolment sheet.
 - (ii) As of 12th March – 813 active enrolments
2. **Finance Update:** Bank Rec tabled by Jean

3. Staffing Update:

- We welcome Mr Leigh Fletcher to Coomera Springs. Leigh is an additional employment through the Great Results Guarantee Plan
- Martine Gill will be going on Long Service Leave from 14th March and returning on the 27th March. Mr Taylor Haley will be Acting Principal during this time and Mrs Gabby Raffin will be Acting Deputy Principal. Mr Patrick Penny will be backfilling Gabby in Music

4. Facility Update:

- We will be expanding the bike racks as the school has grown in numbers and we closed the bottom bike rack last year due to safety of equipment.
- Approval has been given for new speakers to be installed in our new demountables as the bells and fire safety and evacuation cannot be heard from these rooms
- E Sign should be getting fixed 13th March

5. Camp/ Excursion/ Incursion Approval Requests:

- Year 6/7 Camp will be occurring in Term 2 after NAPLAN. This has been costed at approximately \$270

6. Coomera Springs Strategic Planning: All plans have been forwarded to Keli as the President and have been submitted to Central Office for final approval. Attached to this report is a copy of our Great Results Guarantee Plan.

7. General Information:

- Year 4 students will conclude their SHINE program next week with the off campus excursion to Metricon Stadium
- Gala Sports Day was postponed again due to the weather. We will be rescheduling this event for later in the year, so there will still be 4 days held
- School photos are going to be held on March 20th and 21st with MSP being the photographer this year
- Cross Country will be held on Tuesday 1st April
- The P-2 Easter Bonnet Parade will be held on Thursday 3rd April
- ANZAC Day Service will be held on Thursday 24th April
- Parent Teacher Interviews will be held during weeks 2 and 3 of Term 2

8. LIFT & Great Results Guarantee:

The LIFT program is being run by Dr Ian Burgess and Ms Sheryle Croft. We are currently running LIFT NAPLAN with all of our Year 3 classes to assist our students in developing the necessary skills for reading in NAPLAN.

LIFT is a program that focuses on the instructional strategies required in teaching reading effectively and it is a pivotal aspect of our Great Results Guarantee. We have employed 2 additional teacher aides for 2 hours each day so that we can release all of our permanent TAs who then attend the LIFT room for training. Currently we have all Year 3 teachers attending with their class 2 times each week. These teachers are working in a coaching model where they observe a lesson and then teach a lesson and receive extensive feedback. We also have a year 5 class receiving whole class LIFT.

We have employed a full time teacher to provide time for 2 of our teachers, Ms Danyel Lancaster and Mrs Nicky Holmes to receive extensive training in LIFT and these teachers will become facilitators of the program.

Next term we will have all of our Year 2 and 4 classes starting in the LIFT room, and these teachers will receive training as per the Year 3 model.

9. School Council

At our next P&C Meeting we will be tabling the model constitution that we would like to adopt for our School Council. As part of the process, I must provide 30 days' notice that this will be occurring. Staff will vote in that same week on the constitution too. I will forward the constitution through to the President who will email this out prior to the meeting where you will need to vote on it. The reason behind this is to enable you to provide feedback prior to this vote.

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

Moved: Martine Gill
Seconded: Keli Pitchford
All in favour: Motion Carried

5. General Business:

- Cr Donna Gates has donated \$1000 toward our fundraising events. Thanks to Julie Palmer for her efforts in obtaining this donation for up and coming school fundraising events. Some of the money will be used to buy food for the car boot sale
- As the Flexischools fees incurred are quite high and the source of many complaints from parents, Vancessa has been looking in to other options. Munch Monitor may be a cheaper option, Vanessa will organise a meeting with Munch Monitor and the Executive Committee to discuss this.
- Lisa Corcoran would like to put a fete together this year as it is our foundation students last year. It was agreed that this would be a great idea however there are many factors to consider before agreeing to go ahead with an event of this type. Natalie will contact Lisa to organise a meeting to discuss the idea further and bring to the next meeting.

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

Moved: Pamela Wilkins
Seconded: Keli Pitchford
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 and Taylor.

Applications for memberships and recording of new members: Nil due to preceding AGM.

Meeting closed at: 8.05pm
Next Meeting: Wednesday 14th May 6pm

These Minutes are endorsed as a true and accurate record.

Signature: _____

Date: _____

Name: _____

Position: _____