

**Meeting Minutes for Coomera Springs State School P&C Association  
Held in the Staffroom on Wednesday 13th August 2014.**

**Present:** Martine Gill ( Principal) ,Taylor Hayley (Deputy Principal), Sheryle Croft (Deputy Principal) Mark Boothman MP, Jogoda Butler, Megan (Camp Australia Regional Co coordinator), Maxine Brittian, Natalie Cullen (President), Vanessa Ashworth, Shupiwe Jere, Todd Firth (Chaplin), Catherine Holbrook.

**Apologies:** Elissa Wentworth ( Vice President), Pamela Wilkins, Jean Newell (BSM), Theresa Grima

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

- Confirmation of the Minutes of the previous meeting:

Moved: Natalie Cullen on behalf of  
Pamela Wilkins

Seconded: Taylor Hayley

All in Favour: Motion Carried

- **Business arising from minutes:**

- New Hair Ties – Tia Richards has made new school hair accessories, it was decided that a meeting would be organised between uniform shop convener, p and c president and Tia to discuss new accessories and then bring back to the P and C meeting for approval. Further discussion is needed with uniform shop convener, Tia and P and C President before final decision is made.
- Up date on \$5,000 grant document for the school to receive this grant we need lots of help from school families, the school with the most votes will win the CUA grant.

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

Moved: Natalie Cullen on behalf of  
Pamela Wilkins

Seconded: Martine Gill

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: Natalie Cullen on behalf of  
Pamela Wilkins

Seconded: Vanessa Ashworth

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:**

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

### Treasurers Report

Receipts	Jun-14	YTD
Donations	0.00	1000.00
Bank Interest	20.34	40.42
Tuckshop Income	12528.65	49142.84
Uniform Shop Income	2794.50	46533.00
Fundraising Events	5952.45	18998.90
School Banking Comm	0.00	1172.40
Advertising	0.00	700.00
Misc	0.00	2520.48
Flexischools Charges	-259.30	-940.40
<b>Totals</b>	<b>21036.64</b>	<b>119167.64</b>

Payments	Jun-14	YTD
School Programs	0.00	20147.60
Bank Charges	166.50	1380.02
Auditor Fees	0.00	1650.00
Tuckshop Direct	5328.55	32377.67
Tuckshop Wages	3080.27	14238.75
Uniform Shop	4620.99	47626.14
Fundraising Events	2049.68	9052.32
Tax (inc backpaid)	0.00	2126.00
Super (inc backpaid)	0.00	2159.68
Subs	29.00	174.00
Misc	200.00	795.24
Insurance	0.00	2003.54
<b>Totals</b>	<b>15474.99</b>	<b>133730.96</b>

Westpac	9778.64
CBA	11258.00
- Funds Transfer	
<b>Totals</b>	<b>21036.64</b>

Westpac	15021.99
CBA	453.00
- Funds Transfer	
<b>Totals</b>	<b>15474.99</b>

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

<u>Summary Misc Payments</u>		
Details	June	YTD
Bfwd		595.24
Training - V Ashworth	200.00	200.00
<b>Totals</b>	200.00	795.24

Bank Balances @ month end

Westpac  
CommBank

18296.97

45951.18

64248.15

Receipts	Jul-14	YTD		Payments	Jul-14	YTD
Donations	0.00	1000.00		School Programs	0.00	20147.60
Bank Interest	0.00	40.42		Bank Charges	157.95	1537.97
				Auditor Fees	0.00	1650.00
Tuckshop Income	5856.90	54999.74		Tuckshop Direct	4723.92	37101.59
				Tuckshop Wages	1561.08	15799.83
Uniform Shop Income	3691.50	50224.50		Uniform Shop	7212.15	54838.29
Fundraising Events	375.00	19436.30		Fundraising Events	381.71	9434.03
School Banking Comm	539.71	1712.11				
Advertising	0.00	700.00				
				Tax (inc backpaid)	192.00	2318.00
				Super (inc backpaid)	659.15	2818.83
				Subs	249.00	174.00
Misc	0.00	2520.48		Misc	0.00	795.24
Flexischools Charges	-79.70	-1020.10		Insurance	0.00	2003.54
<b>Totals</b>	<b>10383.41</b>	<b>129613.45</b>		<b>Totals</b>	<b>15136.96</b>	<b>148618.92</b>
Westpac	23246.85			Westpac	14986.76	
CBA	7136.56			CBA	20150.20	
- Funds Transfer	20000.00			- Funds Transfer	20000.00	
<b>Totals</b>	<b>10383.41</b>			<b>Totals</b>	<b>15136.96</b>	
<b>Summary School Programs</b>			<b>Summary Misc Payments</b>			
<b>Details</b>	<b>July</b>	<b>YTD</b>		<b>Details</b>	<b>July</b>	<b>YTD</b>
Bfwd	0.00	20147.60		Bfwd		795.24
<b>Totals</b>	<b>0.00</b>	<b>20147.60</b>		<b>Totals</b>	<b>0.00</b>	<b>795.24</b>
<b>Bank Balances @ month end</b>						
Westpac	26557.06					
CommBank	32937.54					
	59494.60					

To ensure tuckshop operations continue to run smoothly between P&C Meetings it is often necessary to pay invoices prior to sign-off by the committee.

The following monthly limits will apply to tuckshop supplier payments where retrospective agreement can be sought.

<b>Supplier</b>	<b>Amount</b>
Quality Food Services	\$4,000.00
Coolio	\$1,000.00
Parmalat	\$500.00
Homestyle Bake	\$300.00
Dymel Dist (Streets)	\$200.00
<b>Total</b>	<b>\$6,000.00</b>

Moved: Cath Holbrook  
Seconded: Maxine Brittian  
All in Favour: Motion carried

**Tuckshop Report**

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

- Vanessa attended Food handlers course
- Vanessa in tuckshop 5 days a week
- Proposed breakfast club between 8 -8.30
- 206 orders on Friday just on flexi schools
- Request for a new pie warmer
- Looking for further volunteers on Fridays
- Class passes are still a concern
- Phone calls from parents for food can be late and Vanessa cannot guarantee that orders can be filled if parents leave a message on message bank.

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

**Uniform Shop Report**

- New provider
- Ace was a trial order – not using this provider again
- Quotes for a point of sale system being currently received

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

Moved: Jogoda Butler  
 Seconded: Maxine Brittian  
 All in favour: Motion Carried

## **Fundraising Report**

### **Sports Days**

- During the sports days for both Junior and Senior Students we opened the back tuckshop and provided a sausage sizzle – great success.
- We also invited a coffee van along and they donate 50c for every cup of coffee they sold. Donated a total of \$30.
- A couple of hiccups with flexischools and the time for delivery – set for 2<sup>nd</sup>, not 1<sup>st</sup> break.
- A bit of confusion about pre ordering and if food was going to be available to purchase on the day.
- Should be able to provide a better service next year.
- Thank you to our parent volunteers and tuckshop staff for assistance on the day.

### **Disco**

- 80's theme disco – all food and drinks inside again due to the weather.
- Hot dogs a great success – food moved very quickly. Will do again at next disco
- Thank you to all of our parent volunteers and staff who assisted on the night.
- Overall it ran very smoothly, considering we had to be inside

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

#### Prizes

Raise over \$20 and go into the draw to win 1 of 2 Boomerangs Play Centre double passes!

Raise over \$50 and go into the draw to win a Family Pass to the movies!

Raise over \$100 and go into the draw to win a GAME OVER Laser tag and Clip and Climb Combo!

Raise over \$200 and go into the draw to win a Family Pass to MOVIEWORLD!

Raise over \$300 and go into the draw to win an iPad mini!

- Bookmark to be given as gift to all participants (ordered enough for all students), Ordered from Teachers Bazaar
- Money collection – volunteers requested in tuckshop for the last day 5<sup>th</sup> September
- Started to receive some money already
- Thanks to Vanessa as always receiving the cash for these fundraising events
- Possibly use Extra Boomerangs passes as runner up prizes for iPad.

### **Father's Day Stall**

- 2<sup>nd</sup>,3<sup>rd</sup>,4<sup>th</sup> September
- Ordered from Smart fundraisers, Unique Elegance, School Gifts, Father's Day Stall.

### **Family Portraits**

- Possible second session – Sunday 24<sup>th</sup> August – 9am-12pm. Agreed to send out request to parents to see if we can get enough people

- 6<sup>th</sup> of September for viewing and collection of portraits

#### **Fete Report**

- Rides, sno cones, fairy floss, churros and food Van provided by **Partytime Amusements**
- Animal Nursery and Pony Rides provided by **Chevalier Lodge Farm**
- Ice Cream Truck provided by **Classic Ice Creams** (Mr Whippy style truck)
- Slushees provided by **Sensational Slushees**
- Showbags will be provided by Kids **Showbags**
- Candle Making and Spin art provided by **Crazy Candles**
- Balloon Twisting provided by **Funny Face Entertainment**
- Plaster making and decorating provided by **Jazzy's Arts and Crafts**
- Sand Art provided by **Precious Parcels**
- Tornado Potato and Corn on the Cob provided by **Geof Stern**
- Photo Booth to be provided by **FSG (Carissa) and Click Photo Booth Hire**
- **P&C and \*hopefully\* Lions Club to provide BBQ**
- **Fudge Stall provided by Treasurama**

#### **Other Activities/Stalls run by the P&C**

- Face Painting/Crazy Hair
- Teddy Bear/Prize Wheel
- Cent Auction
- Knock em down Cans
- Whack a Frog
- 2<sup>nd</sup> Hand Book Stall
- Water Balloon Burst (Teachers required!)
- Build a Biscuit
- Chocolate Toss
- Cake Stall
- Fruit Stall
- Entertainment provided from local dance schools, skipping performance groups

<b>Sponsorship:</b>	Mark Boothman MP	\$500	
	Pacific Office Supplies	\$150	
	City of Gold Coast – Division 1 – Donna Gates	\$800	
	McDonalds Upper Coomera	\$500	
	Sensational Slushies		\$800

**Sponsorship total: \$2750.**

**Outside vendors** are being charged \$75 for a 3x3m site – unpowered.

**Community Stalls Confirmed** – No charge

Fire Service

SES

Gold Coast Suns

GCCC

Fostercare Qld

Crime Stoppers

**Fete Meetings this term: Always Monday at 7pm in the Executive office in the School hall.**

**August 4th**

**August 18th**

**September 1st**

**September 15th**

**September 29th – This one will need to be held elsewhere due to School Holidays.**

**Pre Selling ride bands:** \$25 – Start selling 10 weeks out (22<sup>nd</sup> August) on flexischools. Also selling to the General Public. We would like to send a form home with every student for people that don't use flexischools on this day as well. We need to discuss payment options etc. at next fete meeting.

It was decided to only sell pre-paid ride bands through flexischools to ensure there is no confusion.

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

Moved: Natalie Cullen

Seconded: Taylor Hayley

All in favour: Motion Carried

## **Principals Report**

### **P+C Meeting 13 August, 2014**

#### **Principals Report**

**1. Enrolment Update:**

- (i) Current: refer to attached enrolment sheet.
- (ii) As of 13<sup>th</sup> Aug – 810 active enrolments

**2. Finance Update:** Bank Rec not tabled due to Jean's absence. This will be emailed through upon her return

**3. Staffing Update:**

- Linda Miranda has moved to SEP staffing and we welcome Mrs Jacqueline Rooks
- Ms Emma McFarlane who is replacing Stacey McCallum (who had a baby girl)

**4. Facility Update:**

- Central Office and Regional Office facilities have come out for a site visit as we continue our application for another permanent building. Coomera Retreat has been cleared for more housing as has the end of Coomera Springs Blvd

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

- Year 1 swimming program
- Year 3 sleepover (Oct 17<sup>th</sup>)
- 3 / 4B, 4WG, 4D, 4 / 5N, 5H, 5B, 5M to attend BOUNCE Indoor Trampoline Park 27/28 Nov – approx. cost is \$31 per student

**6. School Council:**

- Staff are currently voting for the staff representative
- Parent representative process occurring at this meeting

**7. General Information:**

- Gold Coast Eisteddfod performance: Choir placed with a Highly Commended
- Debating Update

- Dance Eisteddfod Update
- Tinkerbelles Program
- Science Spectacular
- Footsteps to Fame
- 3P Love Learning Conference
- 1:1 program update
- GC Show Holiday

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

Moved: Martine Gill  
 Seconded: Taylor Hayley  
 All in favour: Motion Carried

• **General Business:**

- Disco theme for this term 'Character Themed Disco -11<sup>th</sup> of September'
- Natalie and Katherine attended a finance training session in June. Merchant fees are not to be passed on. This was stopped on the 16<sup>th</sup> of June.
- Supplier payments of up to \$6,000 to be accepted when payments fall over holidays/missing P&C meetings.
- Slushie Machine was presented by Vanessa as a possibility for the tuckshop. P&C agreed to look at this further and investigate possibilities.

**School Council Parent Nominations;**

- 2 parent nominations have been received. Martine will send out a return voting process.
- Natalie and Pamela will be the scrutineers for a paper vote.

**Chaplain's report:**

- Chaplain's Report tabled
- Skate program 6- 8 boys involve in the program
- Money factor is our issue – decks donated by GC compound
- Request to donate money to the program from the P&C Todd requested \$500 to fund the program .Executive meeting will consider and get in touch with Todd regarding this.

**Update from Mark Boothman**

- Police Blitz in the area –rapid reaction squad
- Exit 54 Minister has signed it off –waiting for federal funding. Construction to start ASAP.

**Camp Australia update**

Megan presented as the Regional Coordinator  
 Helena Thomas is now the school coordinator (Richard has resigned)

Moved: Natalie Cullen



Seconded: Taylor Hayley  
All in favour confirmed

**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:** No

**Meeting closed at:** 7.30pm

**Next Meeting:** 10<sup>th</sup> September      **Wednesday at 6pm**

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

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

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

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

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