

**Minutes from the P&C General Meeting for  
Coomera Springs State School P&C Association  
Held in the Staffroom on Wednesday 8<sup>th</sup> May 2013 at 6:30pm.**

**Present:** Martine Gill (Principal), Donna Gosling (Deputy Principal), Jean Newall BSM, Keli Pitchford (President), Elissa Wentworth, Louise Bond, Vanessa Ashworth, Helen Davids, Theresa Grima, Sue McKeough

**Apologies:** Rebecca Glover

**Meeting opened at:** 6:36pm

It was moved that the **Minutes of the Meeting dated 8<sup>th</sup> May 2013** were accepted as correct and accurate:

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

**Business arising from minutes:**

- Letters to Mark Boothman MP and Mr King have been written and sent.
- Allergy Sheet for the tuckshop has been updated.
- Louise contacted QCPCA representative Lyn Lloyd regarding investing P&C funds. The advice received was that it is our decision what we do with our funds, it is the decision of the Executive Committee as to whether we decide to invest P&C monies. The Executive Committee's decision is to not further invest our funds as we need to have the money readily accessible at all times.

It was moved that the Business arising from the minutes be accepted and endorsed:

Moved: Elissa Wentworth  
Seconded: Vanessa Ashworth  
All in Favour: Motion Carried

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

It was moved for the Inwards Correspondence to be received and the Outwards Correspondence be endorsed:

Moved: Elissa Wentworth  
Seconded: Louise Bond  
All in Favour: Motion Carried

**Business arising from the correspondence:**

Nil

**Treasurer's Report:**

- **Balances in bank accounts:** Westpac \$11,361.41 and Commonwealth Bank \$54,269.71

**Accounts Paid from 8<sup>th</sup> of May 2013 to 12<sup>th</sup> of June 2013:**

<b>INVOICE</b>	<b>AMOUNT</b>
Wages	\$3,323.40
Parmalat Australia	\$ 343.52
Streets	\$ 384.12
Mothers Day stock	\$1,163.75
<b>TOTAL</b>	<b>\$5,214.79</b>

It was moved that the Treasurer's report and accounts payable be accepted and endorsed:

Moved: Louise Bond  
Seconded: Sue McKeough  
All in Favour: Motion Carried

**Tuckshop Report:**

- It was suggested we trial changing the procedure for ordering iceblocks, whereby iceblocks may be ordered through Flexischools for first break only. Ice blocks are not available for ordering for second break. They may be purchased over the counter for any break. This is to prevent children running out of time to eat their iceblocks, particularly on Fridays where they then have to wait until Monday to collect them.
- Vanessa would like to have a small cash float for use at Aldi, as she can purchase many items there for less than Woolworths. However Aldi will not allow us to set up a customer account.
- Tuckshop staff are experiencing some difficulties with the swapped lunch breaks. We will continue to work through these issues to help alleviate any issues that come up.
- There have been a lot of students lately needing to take advantage of the tuckshop "lost or forgotten lunch" policy. We have only been giving these students sandwiches as per policy.

It was moved that we trial the change in procedure for ordering iceblocks:

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

It was moved that a \$100 float be established for use at Aldi:

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

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

Moved: Vanessa Ashworth  
Seconded: Helen Davids  
All in Favour: Motion Carried

**Uniform Report:**

- We have plenty of stock at the moment, we have also completed a stocktake recently
- The wireless EFTPOS machine has arrived and has been set up
- Helen has quotes from two new suppliers, it has come down to Mr Charles and Official Clothing. There is not a large difference in their pricing.
- Helen to find out what each supplier's credit terms are to help us make a decision.
- Keli to write to Ace Designs, issuing 30 days notice of cessation of supply.

It was moved that the Executive Committee be granted authority to choose the new uniform supplier independent of the monthly meeting:

Moved: Helen Davids  
Seconded: Theresa Grima  
All in Favour: Motion Carried

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

Moved: Helen David  
Seconded: Louise Bond  
All in favour: Motion Carried

### **Fundraising Report:**

- Thank you to the teachers and staff for their support with the Mothers Day stall. It ran very well and we made a profit of approximately \$1900. We were left with only \$350 worth of stock.
- As at cut off for disco tickets, 324 tickets have been sold.
- Sue & Elissa to deliver wrist bands for disco entry to each class tomorrow.
- Sue has arranged with McNabs Butchers at Coomera Grand to match the price of sausages supplied previously by Woolworths.
- We are currently considering stock purchase for the Fathers Day stall.
- Sue has begun preparations for the Readathon in Term 3.

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

Moved: Sue McKeough  
Seconded: Louise Bond  
All in favour: Motion Carried

### **Advertising Report:**

- No Report was tabled in the Tia's absence.

### **Principals Report**

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

(i) Current: refer to attached enrolment sheet. Current enrolments - 738

**2. Finance Update:** Bank Rec tabled and discussed.

**3. Staffing Update:** Taylor Haley on leave for the remainder of Term 2. Martine Gill LSL 18/7 – 16/7

**4. Facility Update:** Currently working with Regional Office on our Prep - 2 Playground softfall and the PA/Fire System

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

- Year 4 to St Helena Island

#### **6. Other:**

- Extra Curricular program
- Athletics Carnival
- Tech Brekkie

It was moved to approve all excursion requests:

Moved: Martine Gill  
Seconded: Helen Davids  
All in favour: Motion Carried

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

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

**General Business:**

- Nil

**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:** Nil

**Meeting closed at:** 7:57 pm

**Next Meeting:** Wednesday 14<sup>th</sup> August 2013 at 6:30pm

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

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

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

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

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