

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

Present: Martine Gill (Principal), Donna Gosling (Deputy Principal), Keli Pitchford (President), Elissa Wentworth, Louise Bond, Vanessa Ashworth, Rebecca Glover, Mark Nelson, Karen Ribbon, Nicola Joyce, Helen Davids, Pamela Wilkins, Theresa Grima, Sue McKeough, Taylor Haley

Apologies: Jean Newall, Melissa Angus, Mark Boothman, Tia Routledge, Ande Leach, Toula Noutsatos, Linda Hibberd

Meeting opened at: 6:36pm

Amendment – Keli Pitchford would like apologise that at the AGM Meeting Dated the 13th of March she forgot to personally thank the pervious Fundraising convenors. Keli would like to say a big thank you to Leanne Dickson, Louise Bond and Melissa Angus for their role in helping the P &C raise money last year.

It was moved that the **amended Minutes of the Meeting dated 13th March 2013** were accepted as correct and accurate:

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

Business arising from minutes:

- BBQ –The P&C would like to give a huge thanks to Mark Boothman for donating the BBQ. It has already been put to good use at our fundraising events.
- School banner - A big thank you to Mark Nelson for organising the school banner, it looked great at our first public event.

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

Moved: Elissa Wentworth
Seconded: Jodie Watson
All in Favour: Motion Carried

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

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

Moved: Rebecca Glover
Seconded: Louise Bond
All in Favour: Motion Carried

Business arising from the correspondence:

Nil

Treasurer's Report:

- **Balances in bank accounts:** Westpac \$ 6,204.72 and Commonwealth Bank \$44,496.71

Accounts Paid from 13th of March 2013 to 8th of May 2013:

INVOICE	AMOUNT
Wages	\$4,781.33
Quality Food supplies	\$8,977.60
Uniform shop hair designs	\$90.00
Ace Designs (Uniforms)	\$2,269.60
L W Reid (Uniforms)	\$8,739.75
Cookie Dough	\$9,120.00
March disco supplies	\$1,064.57
School Banner	\$1,202.00
Parmalat Australia	\$607.08
Sushi Su	\$117.81
Coplicks Food Services	\$175.29
Streets	\$719.95
Paul Teefy	\$935.00
Anzac day wreath	\$120.00
Superannuation	\$702.39
Mothers Day stock	\$473.35
TOTAL	\$40,092.72

- Everything is going great; all accounts are paid up to date and on time.

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

Moved: Louise Bond
Seconded: Nikky Joyce
All in Favour: Motion Carried

Tuckshop Report:

- Vanessa has requested an updated allergy sheet – Donna is going to follow this up.
- The tuck shop will be changing back to Quelch fruit sticks for they are better value for money.
- Tuckshop will no longer stock Tiny Teddies or salt and vinegar JJ's as they are not a big seller.
- Vanessa is in the process of obtaining price list from supplies to try and keep cost at minimum.
- Due to many outstanding forgotten lunch accounts the tuckshop will be changing their policy back to sandwich menu only for students who have forgotten lunches.
- Vanessa would like to thank all the volunteers and the Grade 7 helpers for all their help.

It was moved that the "sandwich only" policy in relation to forgotten lunches be reinstated immediately:

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: Jodie Watson
All in Favour: Motion Carried

Uniform Report:

- Karen has handed us her resignation, Karen is moving to be with her husband. We would like to thank Karen for all her work in the role as uniform shop convenor and best of luck in the future.
- The uniform shop will be going cashless effective from the 1st of June 2013. Payments can be made via Flexi Schools or Eftpos facilities.
- Volunteers are needed for all days in the uniform shop.
- Nominations for the Uniform Convenor role were called.

Helen David was nominated to the role of Uniform Convenor:

Moved: Karen Ribbon
Seconded: Theresa Grima
All in Favour: Nomination Approved

Helen accepted the nomination. Thank you Helen.

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:

- Cookie Dough – this was a great success, we raised \$3030.00.
- Entertainment books – We need to add a link to the entertainment books so people can have a better understanding of what they are. So far we have only sold three.
- Mothers' Day stall has commenced, the first day was great, with lots of positive feedback from the parents.
- Chocolate drive started on the 23rd, we have had a lot of boxes returned thank you for the students who have participated. We had our first prize draw of the \$50 Caltex Voucher. At next week's assembly we will be giving away the Ipad, a \$50 Myer gift card and the family holiday to Seaworld.
- Disco Term 2 is on Thursday the 13th June 2013 - The tickets are for sale on Flexi school as of now and by Eftpos at the tuckshop. Elissa is overseeing the disco and the planning is going smoothly.
- The movie night is going to be on the Friday the 6th of December featuring a Christmas movie.
- The Silent auction and the Movie night have been separated so that each are on their own night.
- Nominations for the vacant position of Fundraising Co-ordinator were called.

Sue McKeough was nominated as the Fundraising Co-ordinator:

Moved: Elissa Wentworth
Seconded: Theresa Grima
All in favour: Nomination Approved

Sue accepted the nomination, thank you Sue.

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

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

Advertising Report:

- Since the last meeting we have not sold any more advertising.
- The Executive Committee will discuss how to increase our sales, including possibly changing our prices.

It was moved that the Advertising Report be accepted and endorsed:

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

Principals Report:

1. Enrolment Update:

(i) Current: refer to attached enrolment sheet. Current enrolments - 735

2. Finance Update: Bank Rec tabled and discussed.

3. Staffing Update: Going on LSL – Bianca Smith (27/5 – 5/6), Taylor Haley (11/6 – 21/6). Going on maternity leave – Caitlin Brandt (3/6)

4. Facility Update: Nil to report

5. Camp/ Excursion/ Incursion Approval Requests:

- Year 5 Excursion to Planetarium

6. Other:

- Extra Curricular programs – have now commenced in the school with thanks to our dedicated staff.
- Newsletter format has now changed.
- Feedback Friday Forum - is an opportunity for parents to give feedback and input on specific school matters, the first of which will be held this Friday 10th May in the iZone.
- NAPLAN Community Breakfast – the School will be hosting a free breakfast for years 3, 5 and 7 students as a celebration of completion of preparations for NAPLAN testing.
- Flashing school zone signage – has yet to be installed. Martine is following up on the installation of these.
- School Wide Positive Behaviour System (SWPBS) Update

It was moved to approve all excursion requests:

Moved: Martine Gill
Seconded: Jodie Watson
All in favour: Motion Carried

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

Moved: Martine Gill
Seconded: Nikki Joyce
All in favour: Motion Carried

General Business:

- Keli to include in the newsletter the procedure of adding a discussion topic to the agenda at the P&C meetings
- Rebecca to send a thank you letter to Mark Boothman for the BBQ donation.
- Rebecca to send a thank you letter to Mr King for his involvement in the ANZAC Day ceremony.

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

Moved: Elissa Wentworth
Seconded: Louise Bond

All in favour: Motion Carried

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: Theresa Grima, Mark Nelson, Nicola Joyce, Sue McKeough.

Moved: Keli Pitchford
Seconded: Vanessa Ashworth
All in favour: Motion Carried

Meeting closed at: 8:14 pm
Next Meeting: Wednesday 12th June 2013 at 6:30pm

These Minutes are endorsed as a true and accurate record.

Signature: _____

Date: _____

Name: _____

Position: _____