

# UNDURBA STATE SCHOOL P&C ASSOCIATION GENERAL MEETING – 6.15pm, 15 August 2016

## Minutes

<b>Attendance</b>	Mel Burgess	Tracy Inglis	Marian Brooks
	Joy Stansfield	Lynne Hardaker	Debbie Houston
	Brenda Marment	Denise Sims	Kylie Smith
	Simone Oxford	Bianca Neaves	

<b>Apologies</b>	Craig Hills	Nancy Ryder	Carly Cooper
	David Best	Brooke Carter	Lily Tanner

### **Previous Minutes**

Business Arising from Previous Minutes to be completed and looked at this General Meeting. **Nil**

### **Correspondence**

Business Arising from Correspondence **Nil**

### **Denise Sims**

Any issues that Denise can help solve?

- Kylie advised ongoing issues with parking out front of the school. Kylie has put how to use the drop and go in the newsletter again this week. Sometimes council sends officers to police drop off zone. (Denise) -This happens on a cyclical basis. Small number of parents that don't do the right thing. Denise will try for 8 week cycle
- Thank you for the U turn sign at the corner of Ogg and Dohles Road
- Ogg Road and Goodfellows work not in budget till year after next
- Brays Road – still nothing happening, it is scheduled in the budget. Telstra services are very costly
- Donation-Denise has offered \$500 donation for the year each year over 3 years. Kylie has suggested a perpetual trophy. Denise asked if a gift certificate goes along with it? Gift certificates were between \$30-\$50 Some trophies, some gift certificates. Denise said it is up to the P&C to decide where it goes to. Murrumba are using it for the Harmony Day. Denise has given an asurety of commitment. Kylie will look at where its needed so it is spread across the school. Form will be emailed.
- Denise thanked the P&C for their commitment for the region

### **Principal's Report – August 2016**

Enrolments: Day 8 (5 Feb 2016): **1048** 12 August: **1068**

## Curriculum

- Sue Murphy (Regional HOD English) has been working with Master Teacher and teachers to develop teacher practice in teaching of reading and review school resources
- NAPLAN results released: despite Queensland recording gradual improvement, Undurba results this year show little improvement and some regression except for year 5 Grammar and Punctuation.

## Positive Behaviour for Learning (PBL)

- School-wide routines explicit teaching continuing

## Human Resources

- Gaynor Williams successful in EOI for acting DP for rest of the year and has commenced 15 August. Regional HR have placed the vacancy on hold pending management of regional staffing issues and possible relocation.
- Karen Botha (Chaplain) has resigned to join her family in Moura. Recruitment for a new chaplain is underway.

## Financial / Facility Resources

- Finance reports attached

## Parent and Community Partnerships

- Book Week (week beginning 22 August) celebrations in planning stages: reading events, buddy reading; dress up parade (26 August); disco 26 August (book character theme).
- Parent teacher meetings 31 August (in school hall) and some other times also offered. Bookings to be done online.

## Other

- Request endorsement of refund policy (attached)
- Request to facilitate graduation bears and balls
- Ongoing consultation regarding Independent Public Schools application
- VSR for upcoming events: Metropolitan Rugby League Cup: 12 August; Northside Netball: 17 Aug; Optiminds: 28 August; Term 3 Gala Day: 2 September; Year 5 Planetarium and Sciencentre: 6 October.

## Kylie Smith

- 125 Prep enrolments for next year already will go up a class
- For endorsement - Revised Refund policy, the amount (after reconciliation) has been slightly increased amounts of greater than \$6.00 will be credited back to parents accounts
- Introduction of Gaynor Williams to the meeting
- **All endorsed the Revised Refund Policy**
- Question - the total school numbers haven't really dropped? Have dropped about 50. This is pretty much the number that went to Griffin. Griffin has taken out of catchment, sibling will also be able to attend Griffin. Kylie working closely with Vicky. Expect next year to go up to 1100, year after may see siblings go to Griffin. Question – is this going to be a problem do we have a shortage of resources? Answer -Only area that would have a shortage would be IT. It is not due to number of students but infrastructure. We have funding for \$30 000 and

we provide \$30 000 we are in a que. Commitment that it will be done by June next year. Not buying laptops unless for replacement, new devices will be mobile devices. Comment -Classes are normal size classes no shortage of resources

- Staffing is in proportion to classes. Gained as we have grown third deputy and extra PE. If we keep growing would need more class room space. Music and drama trial in regional office buildings. 1100 is do-able
- Question - Are we likely to keep the second PE teacher. Answer - School based decision. School funding we get amount of funding 12 FTE to pay for non-contact, lote, music, PE it is flexible we choose what to with that. If we make the second one (PE teacher) permanent it can't be changed. HR are reluctant to make permeant. Teachers have PE/ Health in curriculum – Friday afternoon sport and teach health theory in the classroom.
- Refund Policy Question – Will amounts under \$6.00 just be written off? Answer -sometimes we are over and sometimes under, all under and over is placed in an account so it balances out. Anything left over goes to the P&C and they decide what it goes towards

**Moved Kylie  
Second Brenda**

**Treasurer’s Report**

*Financials have been tabled*

**Treasurers Report for July 16**

*Financials have been tabled*

All Business

	Reported
<b>Income</b>	<b>\$101,966.15</b>
<b>Expenses</b>	
Cost of Sales	(\$8,432.83)
Wages	(\$79,428.68)
Other Expenses	<u>(\$7,765.33)</u>
<b>Total Expenses</b>	<b><u>(\$95,626.84)</u></b>
 <b>Profit/(Loss)</b>	 <b>\$6,339.31</b>

We have taken \$2, 856.00 less this year than July 2015 but have had a more profitable July. Last year we ran at a \$6, 092.00 loss this year we made \$6, 339.00profit.

Current year to date (January to July 31)

Fundurba	\$13, 224.19 in profit
Tuckshop	\$5, 150.92 loss
Uniform Shop	\$3, 542.47 profit

Tuckshop has improved at the end of April it was showing a loss of \$7, 075.01

Funds to be held in account

Fundurba move	\$92,000.00
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Funds required for staff entitlements	\$50,000.00
Accounts Payables	\$7,036.00
<b>Total funds to be held in account</b>	<b><u>\$149,036.00</u></b>

Bank Balance as at 14 August 2016

P&C Account	\$21,118.39
Fundurba Account	\$279,376.23
Cash at Bank	<b><u>\$300,494.62</u></b>

Treasurers Report - tabled  
Profit and Loss for July 2016

All Business

<b>Income</b>	<b>Reported</b>
	<b>\$101,966.15</b>
<b>Expenses</b>	
Cost of Sales	(\$8,432.83)
Wages	(\$79,428.68)
Other Expenses	(\$7,765.33)
<b>Total Expenses</b>	<b><u>(\$95,626.84)</u></b>
<b>Profit/(Loss)</b>	<b>\$6,339.31</b>

Fundurba

<b>Income</b>	<b>\$88,198.66</b>
<b>Expenses</b>	
Wages	(\$75,726.67)
Other Expenses	(\$6,734.20)
<b>Total Expenses</b>	<b><u>(\$82,460.87)</u></b>
<b>Profit/(Loss)</b>	<b>\$5,737.79</b>

Tuckshop

<b>Income</b>	<b>\$8,488.65</b>
<b>Expenses</b>	
Cost of Sales	(\$5,545.94)
Other Expenses	(\$343.42)
Wages	(\$3,272.70)
<b>Total Expenses</b>	<b><u>(\$9,162.06)</u></b>

<b>Profit/(Loss)</b>	<b>(\$673.41)</b>
Stock on hand	\$1,741.15

### Uniform Shop

<b>Income</b>	<b>\$3,326.15</b>
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#### **Expenses**

Cost of Sales	(\$2,439.19)
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Other Expenses	(\$51.37)
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Wages	(\$429.31)
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<b>Total Expenses</b>	<b>(\$2,919.87)</b>
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<b>Profit/(Loss)</b>	<b>\$406.28</b>
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Stock on hand	\$21,609.00
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### Fundraising

<b>Income</b>	<b>\$1,962.50</b>
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#### **Expenses**

Cost of Sales	(\$447.70)
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Other Expenses	(\$31.80)
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Wages	\$0.00
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<b>Total Expenses</b>	<b>(\$479.50)</b>
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<b>Profit/(Loss)</b>	<b>\$1,483.00</b>
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### Funds to be held in account

Fundurba move	\$92,000.00
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Funds required for staff entitlements	\$50,000.00
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Accounts Payables	\$7,036.00
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<b>Total funds to be held in account</b>	<b>\$149,036.00</b>
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### Bank Balance as at 14 August 2016

P&C Account	\$21,118.39
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Fundurba Account	\$279,376.23
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Cash at Bank	<b>\$300,494.62</b>
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**Moved Lynne  
Second Brenda**

## Chaplaincy Report

### School Chaplaincy Report August 2016

It is with sadness that I have said goodbye to the Undurba Community. I have enjoyed every minute at this school, and can say with all honesty that Undurba is by far the best school to work for. I can only hope that I have served Undurba State School to the satisfaction of the Staff, P&C, students and parents/carers. Thank you for the opportunity and support. I wish you well with all future endeavours. I trust that the next Chappy will have the best interests of the Undurba Community at heart, and I know he or she will feel right at home – just like I did.

Term 3 started with the Monday Brekkie. Though we have had an average of 11 hungry kids each morning looked forward to cereal and Chappy Conversation.

SubMonday has improved with 84 96 and 24 this week. I would appreciate if P&C can advertise this on the FB page. WE are promoting it each week at Parade.

The plans are well underway for our Movie night. Thank you to our local church for being willing to host the event for us.

We are having a planning meeting for this on Tuesday at 3.00.  
If there are any other people keen to be involved they are very welcome.

We have moved our Pancake breakfast to Friday 19<sup>th</sup> due to Book week and the disco on 26<sup>th</sup>  
Pine Rivers lions club have said they will be along to help with the cooking.

- Not many students for Monday breakfast, not sure if it is where it is being held. Massive donations of cereal and long life milk. Some children disappointed by not being able to have a chappy chat.
- Trying not to send envelopes home for subway, available from teachers and office
- Movie night named Sunset Cinema. Starry night movies has given recommendations and said it is a great site. Car park will be closed other than disabled.
- Carly doing an amazing job
- Tickets will be presold. Movie will be Toy Story. Ticket packages available
- Pine rivers lions negotiation for trailer and fridge, they will prepare hamburger chicken burgers will also have pizza man, coffee and pop corn, trying and keep as cheap as they can.
- Insurance is with scriptor union
- Questions – risk assessment hot coffee, and children running around in the dark. Answer -No selling during the movie.
- When is the movie night? 15 October
- Question-Food vans – will they be able to compete with places like Hungry Jacks stunner meal \$5.00 some will drive thru rather than buy at movie, disco was effected by mc donalds. Can food van compete with burger drink and chip icecream for \$ 5 from Hungry Jacks
- No smoking or alcohol, no raffle tickets on sale either
- Question - Is there any glo products left? Answer- Only bubble guns left not really suitable

- Soft drinks -Marian to talk to Debbie

**Moved Marian  
Second Lynne**

**FUNdurba Report  
Senior Co-ordinator Report P & C Meeting**

Date: 15/08/2016

Prepared by: Mel Burgess

1. Outstanding's are at \$\_91 which is pretty good.
2. We still have a number of Vacancies at Fundurba for Before and After School Care and we are still advertising.
3. Vacation Care will go out to parents next week.
4. We will be hiring some more casual staff as we have a few staff on Prac next term, a staff member who is going on maternity leave and we have lost a couple of staff over the past few months so we will be needing some more staff.

I move that my report be accepted.

**Moved Mel  
Second Simone**

**Tuckshop**

Tuckshop Report for July 2016

Our Term 3 menu is going well and the Prep Classes are now ordering for first break.

Although we are not open on Mondays we have lost minimal sales. The school community has accepted the change and we have had next to no complaints.

We have been offering a Teachers Meal this term. We are serving nachos on Tuesdays and a Pulled Pork and Coleslaw Roll on Wednesday. We are putting together a menu for teachers offering a different meal each day.

The students are still loving the nachos on Thursday we are selling around 20 each Thursday lunch. We are selling between 50 – 60 Pizzas for the Friday lunch special.

Our online numbers are gradually increasing. We have been on line for one year now and have 55% of the students registered.

Breakfast sales have increased last week we averaged \$100.00 per breakfast

We are still ringing classes daily to bring the their tuckshop box up before 9.30 am.

Shane king was to visit us on the 13 July to assess our tuckshop needs as he has some funding available. He had to cancel the visit and we are waiting for his office to reschedule

We want to thank Chappy Karen for her help in the tuckshop on Fridays she will be missed by us both we had a lot of laughs and wish her the best on her venture back to Moura.

- Comments – have we decided on the cut-off date for over the counter orders. Answer - Discussed at last exec meeting. Trying to find an incentive to order online rather than just say cut-off date is. Prefer a natural progression to online ordering. Would like to move it all over for start of year 2017. Looking at giving something to a family for new sign up. Online much easier particularly with collation of orders.

## **Uniform Shop Report**

### **Uniform Shop Report for July 16**

The uniforms shop sales are still slow, this is normal for this time of year. Sales will begin to increase again for Term 4.

There is no out of stocks. Orders have been placed for hats. There is a possibility that we may run out of yellow hats before the delivery arrives.

The uniform shop will change over to Id Clothing on 4 October which is the start of term 4. Id Clothing will have an advertisement calling for applications for the onsite sales person will be in the newsletter over the coming weeks

**Moved Bianca  
Second Brenda**

## **General Business**

- Request for a formal blouse/shirt for both boys and girls particularly for formal events. We seem to be the only school that attends public events in a polo. The polo shirt doesn't look as nice when out with other schools.
  - A blazer may be suitable to wear over the polo.
  - A range of sizes would be required.
  - P&C may be able supply for next year. P&C spoke with id clothing during negotiations about sponsoring blazers.
  - Changing the uniform is a massive deal.
  - Music shirts look really good when altogether.
  - Leadership position to purchase create an expectation that if you're a leader you purchase the formal shirt or blazer.

Registration of New Members

Next Meeting           **12 September 2016**

Meeting Closed       7.05pm