

# UNDURBA STATE SCHOOL P&C ASSOCIATION GENERAL MEETING – 6.15pm, 10 October 2016

## Minutes

**Attendance**

Debbie Houston	Bianca Neaves	Lynne Hardaker
Brenda Marment	Gaynor Williams	Michelle Plank
David Best	Kylie Smith	Georgia Walter
Sharon Thorpe	Amy Gill	Tracy Inglis
Nancy Ryder	Brooke Burling-Carter	
Mel Burgess		

**Apologies**

Carly Cooper	Marian Brooks	Simone Oxford
Glen Spessor		

### **Previous Minutes**

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

### **Correspondence**

Business Arising from Correspondence - Nil  
Noted financial donations from Shane King

### **Principal's Report**

#### **October 2016**

Enrolments: Day 8 (5 Feb 2016): **1048** 10 October: **1065**

#### Financial / Facility Resources

- Finance reports attached

#### Parent and Community Partnerships

- QParents web and mobile application launched this week.
- Prep Enrolment interviews underway this week

#### Other

- Ongoing consultation regarding Independent Public Schools application
- VSR for upcoming events: Year 3 and Year 1 swimming.

**Moved Kylie Smith  
Seconded David Best**

### **Treasurer's Report**

#### **Treasurers Report for September 16**

*Financials have been tabled*

#### All Business

**Income**

Reported

**\$90,899.83**

**Expenses**

Cost of Sales	(\$4,344.33)
Wages	(\$100,899.37)
Other Expenses	(\$10,693.67)

**Total Expenses** (\$115,937.37)

**Profit/(Loss)** **(\$25,037.54)**

Payroll appears high as September was a 5 week pay-week with 4 weeks of income as the 1<sup>st</sup> of September fell on a Thursday. We were receiving advanced payments from CCB (Child Care Benefits) last year. We are no longer receiving advanced payments, we received \$10 000 less in benefits this September.

Fundurba Vacation Care Numbers were down, we had between 66-91 most days our numbers were in the 70`s our biggest day was 91.

We have taken \$19 336.09 less this year than September 2015. Last September was a 4 week income / pay- week.

Fundurba made a loss for September \$25 052.15

Tuckshop made a profit for September \$634.70

Uniform was a loss of \$626.39

Current year to date (January to Sept 30)

Fundurba	\$8 953.27 profit
Tuckshop	\$1 332.21 loss
Uniform Shop	\$2 014.73 profit

Funds to be held in account

Fundurba move	\$36,000.00
Funds required for staff entitlements	\$50,000.00
Accounts Payables	\$12 926.78
<b>Total funds to be held in account</b>	<u><u><b>\$98 926.78</b></u></u>

Bank Balance as at 14 August 2016

P&C Account	\$25 588.09
Fundurba Account	\$227 185.02
Cash at Bank	<u><u><b>\$252 773.11</b></u></u>

## Treasurers Report (Tabled)

## Profit and Loss for September 2016

All Business

**Income** **Reported**  
**\$90,899.83**

**Expenses**

Cost of Sales	(\$4,344.33)
Wages	(\$100,899.37)
Other Expenses	(\$10,693.67)

**Total Expenses** (\$115,937.37)

**Profit/(Loss)** **(\$25,037.54)**

### Fundurba

**Income** **\$81,847.74**

**Expenses**

Wages (\$96,376.73)

Other Expenses (\$10,523.16)

**Total Expenses** (\$106,899.89)

**Profit/(Loss)** **(\$25,052.15)**

### Tuckshop

**Income** **\$8,437.60**

**Expenses**

Cost of Sales (\$3,966.93)

Other Expenses (\$115.49)

Wages (\$3,720.48)

**Total Expenses** (\$7,802.90)

**Profit/(Loss)** **\$634.70**

Stock on hand \$3,309.57

### Uniform Shop

**Income** **\$608.19**

**Expenses**

Cost of Sales (\$377.40)

Other Expenses (\$55.02)

Wages (\$802.16)

**Total Expenses** (\$1,234.58)

**Profit/(Loss)** **(\$626.39)**

Stock on hand \$18,575.80

### Fundraising

Subway

**Income** **\$6.30**

**Expenses**

Cost of Sales \$0.00

Other Expenses \$0.00

Wages \$0.00

**Total Expenses** \$0.00

**Profit/(Loss) \$6.30**

Funds to be held in account

Fundurba move	\$36,000.00
Funds required for staff entitlements	\$50,000.00
Accounts Payables	\$12,926.78
<b>Total funds to be held in account</b>	<b>\$98,926.78</b>

Bank Balance as at 09 October 2016

P&C Account	\$25,588.09
Fundurba Account	\$227,185.02
Cash at Bank	<b>\$252,773.11</b>

**Moved Lynne Hardaker  
Seconded Brenda Marmont**

**FUNdurba Report**

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

Date: 10/10/2016

Prepared by: Mel Burgess

1. Outstanding's are at \$\_0\_\_ which again is fantastic so well done to Nancy and Rae.
2. We made it through Vacation Care and the moving of the Fundurba office. It was a fantastic program with so much great feedback from the children and staff. It was the worst time for us to be moving but we did just get in and get it done. We have cleared out the 4A/B Room next to the stage in the hall so all our extra resources are now being stored in the old office. We are having troubles with our internet because we are still on mobile internet (Which costs a fortune). Our NBN was supposed to be connected by now but there is up 3 month delay now we were told today. We are looking at having to purchase a wireless router which hopefully will help us until the NBN is connected. We are also struggling with the walkie talkies because of the distance we have everyone and the new office has a lot of concrete.
3. We have been successful in hiring another 2 new staff which is great. We now have 30 staff.
4. We purchased our Fundurba Flags which look fantastic. We have had them out the front to help the parents out to find us.

**Moved Mel Burgess  
Seconded Michelle Plank**

**Tuckshop  
September for October Meeting**

We have started to advertise the Online Tuckshop Voucher Competition. To enter the student has to place an online order between 11<sup>th</sup> and 21<sup>st</sup> October. Our Online Canteen will draw 2 winners. Each winner will win one of two \$10.00 Tuckshop Vouchers

We have also been advertising a \$5.00 Slammer Meal Deal – available on line only - items include 1pk Slams Small Meat Pies, 1 Focus Play Water, 1pk Choc Chip Cookies, 1 pk Zombie Monster Claws.

Current online numbers

420 Users

633 Registered

60.90% of students registered

We have made some minor menu changes - Small Hot Dogs available Friday only and Little Rascal's Winter Munch Box no longer available.

**Moved Bianca Neaves  
Seconded Mel Burgess**

### **Uniform Shop Report September for October Meeting**

idClothing are now managing the Uniform Shop. We are happy to advise there are some price reductions.

Blue Polos are now \$29.50 was selling at \$32.00

Sports Polos are now \$24.50 was selling at \$27.00

Polar Fleece Jacket now \$28.00 was selling at \$30.00

Track Pants now \$ 28.00 was selling at \$28.00

Online ordering, trading hours and uniform styles will remain the same.

**Moved Bianca Neaves  
Seconded Mel Burgess**

### **School Chaplaincy Report**

**October 2016**

**Sunset Cinema is our focus.**

**This is next Saturday 15<sup>th</sup> October 5.00-8.00 at the Baptist Church Green  
Toy Story The Original**

There have been some amazing people working hard on this project. Carly has been wonderful keeping the ball rolling and getting all the ideas to work. We have a lot of community support with Pine River Lions doing the BBQ sponsorship from North's Leagues Club Councillor Denise Simm Pizza Works Lilly Brook and of course the fantastic support from the North Pine Baptist church who are kindly hosting the event and provide manpower as well.

This has been a big gamble but I feel confident that it will be a wonderful family night an event we can build on in the future.

If you haven't got your ticket yet get them tomorrow. Limited ticket sales. Don't miss out.



Sub Mondays are back happening this term. We are sending envelopes with every child again this week as it takes a bit to get back into the way of Monday's after the holidays. We average 15-20 per week. Subway are happy to continue at present with the small numbers.

Monday breakfast is very slow and some weeks we have no students. When we have a Chaplain we will look at having it in another place. Thank you to the Baptist community who have provided all the cercal for the breakfast. We will have enough now for the rest of the year. Thank you to the wonderful people for their support. Our last Pancake breakfast to Friday 18<sup>th</sup> November Pine River's lions club have said they will be along to help with the cooking.

We held interviews today for the new Chaplain but unfortunately we were unable to select a new Chaplain. We will undertake the process before the end of the year. What is happening for the rest of the term?

Last meeting will be Wednesday 19<sup>th</sup> October 3.15 SEP building. We will review the Cinema night plan for the pancake breakfast and share thoughts for 2017. We will be developing a plan for 2017 and how we can recruit more community people to help with events



There will be a full report for the November meeting

**Moved Kylie Smith  
Seconded Michelle Plank**

## **General Business**

### **Book List for 2017**

Coming out this week to parents- continuing with Bedrock Books as our supplier.

School proposed that a Resource Scheme could be considered for future years.

Advantages include:

- Able to buy in bulk allowing economies of scale in purchasing costs
- Resources belong to the class and can be shared
- Payment plans could be possible for parents
- All students would have equitable access to resources
- Prevents need for additional purchasing of products that run out towards end of year

P&C members present supportive of this proposal for 2018.

### **Christmas Concerts**

Teachers asking who would provide Santa. P&C happy to provide.

P&C to provide a Sausage Sizzle out the front of the hall before the concert and drinks. This will occur over 2 nights (30<sup>th</sup> Nov, 1<sup>st</sup> Dec) in the carpark outside of the school hall. Support from members present with this proposal.

## **Year 6 Graduation- 7<sup>th</sup> Dec**

Concern raised from parents regarding limiting parental attendance to 2 per child with particular focus on families with limited family support, split families, working parents and families with younger siblings who would require care.

School advised that this proposal was put forward due to OHS/WHS restrictions with maximum hall capacity numbers restricting attendance, and concern from previous years where some families had difficulty accessing the hall equitably. School advised that this decision came from long deliberations.

Ideas put forward for consideration:

- Relocate to a venue that will support anticipated attendance
- Consider Murrumba Sports Hall
- Consider video-linking proceedings into an adjoining room to increase parental attendance
- Survey to parents to determine projected attendance numbers

Kylie open to seeking solutions and ideas. David will reassess risk assessment and determine if any flexibility on attendance is possible.

## **Book Club**

Lily is finishing the book club duties next year and is handing over the baton to Nerissa Curliss and her sister-in-law. Thank you Lily for all your donated time and energy to supporting our students with their passion for reading!

Acknowledgement was also provided to Lily on her idea for the handballs which are in stock and selling well.

**Registration of New Members** Amy Gill

**Next Meeting** 21 November 2016 (Last one for the year)

**Meeting Closed** 7.10pm