

UNDURBA STATE SCHOOL P&C ASSOCIATION
GENERAL MEETING – 6.15pm, 15 June 2015
Minutes

Attendance

John Clegg	David Best	Michelle Inst	Debbie Houston
Craig Hills	Brett Deans	Brenda Marment	Simone Oxford
Lynne Hardaker	Mel Burgess	Nancy Ryder	Bianca Neaves
Cassandra Lowe	Lily Tanner	Ben Mawhinney	Carly Cooper
Maree Marjoram	Brooke Burling-Carter		Shane King

Apologies

Mandy Morgan	Samm Porter	Tennille Watson	Marian Brookes
Narissa Curlis			

Previous Minutes

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

Correspondence

Business Arising from Correspondence

- Prices for shorts from uniform supplier. \$13.80 + tax for Microfibre and \$13.20 + tax for Dry Weave
- Artwork for proposed change for navy blue panel of polo shirt

Shane King

He was very happy to donate some money towards the purchases of leotards for the aerobics and cheerleading teams at parade last week. He is happy to help wherever he can and is only too happy to listen to our concerns about issues in the area.

Principal's Report

- Enrolments: 1135
- School opinion survey will be conducted from 29 June – 31 July. This survey is undertaken every year by the Department of Education. It helps to find out what our school is doing well and how we can improve. Details will be sent home with the eldest child at the school. The survey is to be completed online and results are anonymous.
- Prep playground quotes are back. Will go to the Executive Committee next week.
- Music Performance Night – This Thursday night, 6.30pm start. Kids performing need to arrive at 6pm. Duration of concert, roughly 1 hour, 15 minutes.

- Sports Day – All parents and community members welcome to attend and support the children.
- Monday 22nd June – 8, 9 and 10 year old students, commencing at 8.50am and finishing at 3.00pm.
- Tuesday 23rd June – 11 and 12 year old students, commencing at 8.50am and finishing at 3.00pm.
- Wednesday 24th June – Prep, Year 1 and Year 2 students, commencing at 9.00am and finishing at 1.00pm.
- Would like to thank the P+C, for the money that was donated to the aerobic teams, so they could wear their new jackets .

Moved John
Second Simone

Deputy Principal's Report (Mr Best)

- School Photos – We will continue to use the same company that we used this year. Have signed a deal to use this company for three years. The package will change for next year. There will be no booklet style, however the photo quality paper will improve for the class and individual photos. Parents will still be able to choose the extras that they want. The photo timing will be the first week after the Fete (so mid-March 2016). The company will also include a free school banner.
- RAAF Cadets – link with school – memorial site – discussions with David Dwyer – hopefully will have by Remembrance Day
- Parents and students will be able to access the canteen before the Music Performance on Thursday night.
- The school is discouraging the use of scooters to and from school. Students must wear helmets, and abide by the same rules as bike riders. Scooters must also be parked in the bike racks.
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Deputy Principal's Report (Michelle Ints)

- Joy Stansfield is back next month.
- Student Council Fundraiser for Term 3 is the Read – A –Thon. Sponsorship Forms will come out on Week 3. Children can start getting sponsors from August 3rd, and all money should be returned by Aug 28th. All done on line or cash donations. The average raised per child is about \$100. The profits will go towards reading resources.

Moved David
Second Brett

Treasurers Report

All Business

Profit and Loss for May 2015

Income		\$113,111.93
Expenses		
	Cost of Sales	\$12,053.88
	Wages	\$88,691.73
	Other Expenses	<u>\$13,592.40</u>
Total Expenses		<u>\$114,338.01</u>
Profit/Loss		\$1,226.08

Fundurba

Income		\$87,272.00
Expenses		
	Wages	\$79,682.51
	Other Expenses	<u>\$12,036.16</u>
Total Expenses		<u>\$91,718.67</u>
Profit/Loss		\$4,446.67

Tuckshop

Income		\$14,300.98
Expenses		
	Cost of Sales	\$5,496.98
	Other Expenses	\$88.54
	Wages	<u>\$7,718.66</u>
Total Expenses		<u>\$13,304.18</u>
Profit/Loss		\$996.80
	Stock on hand	\$2,801.00

Uniform Shop

Income		\$4,229.90
Expenses		
	Cost of Sales	\$3,013.83
	Other Expenses	\$54.50
	Wages	<u>\$1,290.56</u>
Total Expenses		<u>\$4,358.89</u>
Profit/Loss		\$128.99

Stock on hand \$32,352.69

Fundraising

Income	Mother's Day stall	\$7,309.05
Expenses		
	Cost of Sales	\$3,524.89
	Other Expenses	\$0.00
	Wages	<u>\$0.00</u>
Total Expenses		<u>\$3,524.89</u>
Profit/Loss		\$3,784.16
<u>May Donations to School</u>		\$1,425.60

Funds to be held in account

Fundurba move	\$92,000.00
Funds required for staff entitlements	\$50,000.00
Accounts payables	<u>\$29,902.17</u>
Total funds to be held in account	<u><u>\$171,902.17</u></u>

Bank Balance as at 15th June 2015

P&C Account	\$15,393.49
Fundurba Account	<u>\$366,160.11</u>
Cash at Bank	<u><u>\$381,553.60</u></u>

Moved David
Second Maree

Adopt a Cop Report (Ben Mawhinney)

- There is a new demon game going around "Charlie Charlie". Similar to Ouija Board, has upset a few students, mostly from the high school though.
- Trying to get POL AIR (the Police Helicopter) to make a landing on the oval. Also trying for media coverage.
- There was an incident/ apparent child abduction recently at Castle Hill. There seems to be some holes in the story. Please teach your kids about stranger danger.
- **Suggestion** - Parents would like a talk about Internet safety, the kids get one in Year 5, but a lot of parents feel ill-informed/ unaware.

Moved Ben
Second Nancy

Chaplaincy Report (read out by Mr Clegg)

- In the past few weeks we have celebrated Chappy Week by having some lunchtime discos. They have been an enjoyable and successful lunchtime activity for the kids.
- Lunchtime activities are still going well. On average twenty to thirty students are coming to each lunchtime activity.
- This term there has been fourteen formal Chappy Chats, these students are seen weekly or fortnightly. Next term Samm will be starting another Seasons program (otherwise known as Families in Transition) to support students from Grade 1+2 who are struggling with changes in their family.
- We are putting together a team for Jetty 2 Jetty to represent Undurba State School. It will take place on July 19th. Please contact Samm at samanthap@chappy.org.au if you would like to be part of this great family event.

Moved John
Second Brett

FUNdurba Report

Senior Co-ordinator Report P & C Meeting

Date: 15/06/2015

Prepared by: Mel Burgess

1. Outstanding's are at \$20.00
2. We are still looking for 2 new Group Leaders. Annie has stepped up for our year 3-4 group leader temporarily until we find a group leader so Raelene has moved into the office to train as Nancy's back up. We also need a group leader for our Prep group to replace Susan who will be stepping up into our Educational Leader position. We are finding it extremely difficult to find the right qualified person. It's very hard to find people to do the split shifts.
3. Again Nancy has been working very hard on our waiting list. We currently have Mon, Thurs and Fri available for Before and After School Care and 6 on the waiting for Before School Care and 16 for After School Care. Our waiting list for 2016 and we currently have 23 for Before School Care and 33 for After School Care and this is growing each week. We are expecting a big influx of enrolments for next year when Prep information sessions happen and Prep meetings.

4. Our wonderful Arts and Craft's room has had it's makeover and what a difference a coat of paint has made. Myself, Debbie, Nancy, Tracy, Zoe, Susan, Bec and Melinda came in on Sunday 31st May and worked all day to get it done. We have had so many children comment about how wonderful it looks. Thanks to everyone who gave up their time to come in and get it done.
5. We had our visit from Michelle from QCAN on Friday to film the 10-15 minute documentary on our service and how we run our "Transitions into Shared spaces." She shot a series of videos and took photos capturing as many aspects she could of our service. Afterwards she raved on what a wonderful service we have and how the service is a great representation of what outside hours school care should look like. She was also impressed by the variety of experiences we offer the children. The idea behind these documentaries is to not only offer training to staff working in the industry but to give P & C's and schools to have a better understanding of the industry and what we offer the children.
6. Vacation Care bookings close this Friday. Our numbers are sitting at 72-90 for week 1 and 65-93 for week 2.

Moved Mel
Second Maree

Tuckshop Report

Sports days are approaching fast – June 22, 23 and 24. (Monday to Wednesday). Lily Tanner has offered to operate a coffee machine down on the field Monday and Tuesday Mornings.

We would like permission to operate this stand between 9am and 11am and offer coffee and cake.

On the Wednesday, 24th we will be running a sausage sizzle from the tuckshop. We will sell the sausage sizzle for \$2.00. We will need volunteers. A call for volunteers has been advertised in last week's newsletter and on the P&C Facebook page. To date we do not have any volunteers other than Adelle's husband Deon Barnes who has offered to cook the sausages. We will also have sandwiches, vanilla slices and donuts available for parents and spectators.

Normal tuckshop procedures will run for grades 4 – 6 on Wednesday 24th.

Krazy Lemon drink supplier is offering to run a stall at the Wednesday sports day down on the field. They will man the stall and sell their drinks at a cost of \$2.00 each and will give us 20% of their days takings. I have supplied some lemon drinks for you to sample. If we chose to purchase their drinks for the tuckshop they will cost us \$1.40 per drink and sell price is \$2.00.

We would like permission to have the Krazy Lemon Supplier sell from the field on the day.

Uniform Shop

Sales have slowed which is normal for this time of year. We have full stock of winter uniforms.

We expect the music uniform polos to arrive Tuesday 16 June. If polos have not been collected before the performance Thursday, Debbie will take the polos to the hall and parents can make final payments and collect Thursday evening.

Moved Brett
Second Craig

Fete Committee Report

Our planning committee have held its first meeting, and the focus points of the night were our sponsorship campaigns, advertising strategies, and volunteer recruitment. We now have the whole group approaching potential sponsors, giving us ideas for more sponsors than we had originally, and we have even had some parents approach us to donate. Its very encouraging, and more than a little motivating! As this is end of financial year, I have heard that following up may not happen in the next month, but we will maintain the relationships and come back in July with more on board.

In terms of our advertising campaign, our “name the fete” competition is underway. Colouring sheets that were specially designed with the fete name are starting to come back, and the competition is open till the end of the week. We have three judges, who will make a decision on our winner, and they will win a prize donated by IGA Castle Hill, which is an ipod shuffle and \$20 itunes voucher.

We also have started talking to the kids on parade about the fete. We think this is a great way to get the message out very quickly. The response when both Mr Best and Chappy Sam talked last week was amazing.

Once the comp is over, we will use our new fete name to create the advertising design that will be used throughout the rest of the marketing, including our new fete website, which isn't live yet, as we are still waiting on imagery and logos to properly advertise our sponsors who have donated so far.

Our volunteer recruitment has levelled off. We haven't lost anyone, we have those original names working sponsorships for us currently, but we haven't added any names either. We will find new ways to reach out to parents, but the suggestions of church members and local community groups are going to be researched as well.

Our exciting news is that we have selected a rides company to provide the amusement rides. Carnival Land Amusements have put together a sensational package, catering to the different ages of families and community we have, so over the next month we will formalise this and create a layout of the show that will include rides, catering sites, staging areas and market space.

Over the next month, we will be maintaining and growing sponsorship interest, drawing a winner and naming the fete, getting our website live and engaging, and pushing another recruitment drive of volunteers. Going forward, the committee and I are meeting with providers to talk infrastructure and mapping (pass the coffee please), as well as researching catering, entertainment and market stall options. We have had many offers, as well as many ideas, and over the next few weeks we will focus on what we think should be included.

Moved Carly
Second Craig

Fundraising Committee Report

June P&C GM Report Fundraising Committee:

Picture Products order forms have been sent home to parents via teachers pigeon holes and the youngest in each family in week 7. Advertising for this same event launched with Facebook, Website and Newsletter in Week 7 and was met positively. Week 9's newsletter and Facebook update, tomorrow, will be a reminder to parents that orders from these flyers are due back before the end of this week, Fri, 19th June with templates going home early in Week 10.

As orders are received, labels are being made up including students name, classroom and type/number of templates along with the reminder to keep the templates as flat as possible and when templates are due for return. It will also advise parents that completed items will be due for delivery within a week of Father's Day.

As of Friday, we have sold 7 templates, total cost \$183, with four more days still left to place orders.

In response to the templates need for some protection from damage, Lisa from Picture Products has advised that in the past they used to have to insert the templates into a scanner. There is no longer the need for this process, now they take an image of the finished template and use the image. This allows parents and children the ability to collage things like photos etc. onto the template. Templates still need to not be folded and kept as flat as possible though minor creasing etc. is no longer the issue it was in the past and other schools have not had an issue. However, the Fundraising Committee has supplied clear clip lock bags big enough to fit the largest of templates inside to provide some extra protection.

That's Mine is the next fundraiser on the Committee's calendar. At this point, the committee is organising flyers to be stamped with information clearly displaying it as a P&C Fundraising initiative. Hopefully, we will be able to kick off the automatic portion of this in the first half of Term 3. We would still like to be able to organise a Drive for this surrounding the schools Book Pack, is that still an option? Even if our letter/flyer didn't go home attached to the backpack, but in the same week?

Father's Day Stall is on the horizon. We are currently in wait mode for catalogues before finalising our order. Once completed, we hope to have order approval expedited through Exec Committee so as not to miss out on anything.

We are looking ahead for the Easter Raffle next year and will be meeting with Carly from the Fete Committee to discuss this at our next meeting as this event has crossover involvement from both committees.

We also wanted to ask the P&C and School administration if there was an avenue for us to communicate general information with the teachers/staff? As in, we are aware that

there is a daily teachers update sent out with relevant information, are we okay to add to this when required or is there someone we could pass information onto when it's relevant? We feel it's important that they be kept in the loop so they're not caught out.

The types of things we're meaning:

For 5c jar challenge, to give them a prize budget and time to plan out what their class might like to do.

To let them know of things that are upcoming like flyers are on the way and how (via pigeon hole etc.) and whether for the whole class or just the youngest in each family.

Just advising on where things need to be handed in, such as whether we will collect from classrooms, to the office, add them to the tuckshop box or online (disco pre-orders).

To let them know if we will be coming around to see them for any reason – such as nominating class slots for stalls.

Moved Cassandra
Second Brett

School Banking Report – no Report

General Business

Belinda Norrie (Mum and Kallangur Business Association Secretary)Shane King gave information

Dakabin Train station requires an urgent upgrade which needs to include increased and updated car parking, access to the station for all residents, including people with disabilities and parents with prams, disabled car parks and bus services. Please support these members of the community who need your help.

Please sign the e-petition at: www.parliament.qld.gov.au, or you can sign the petition at Shane King MP's office on Goodfellows Road, or at JH Grant Real Estate.

Lilly Tanner – Fundraising Idea

Lilly would like to have a Strawberry Fundraiser. The idea would be you pre-purchase a punnet/s of strawberries, and then on a pre-set date, they would be ready for collection. The strawberries would be roughly brought at \$3.00 per punnet, and then sold for about \$5.00 per punnet. The fundraiser would be held sometime in September, and the strawberries are being purchased from a local supplier.

Narissa Curlis – Cooking classes and a School Gardener

To be raised at July P+C Meeting as Narissa was absent at the meeting.

Parent comment: The School Logo at the front of the school is outdated – John said he was working on getting it corrected and updated.

Registration of New Members

Next Meeting – 6.15pm on 20th July 2015

Meeting Closed 7.20pm

