

UNDURBA STATE SCHOOL P&C ASSOCIATION GENERAL MEETING – 6.15pm, 20 July 2015

Minutes

Attendance	Brenda Marment	John Clegg	Ben Mawhinney	Craig Hills
	Maree Marjoram	Lily Tanner	Kellie Mather	David Best
	Glen Spresser	Bianca Neaves	Vicki Baker	Narissa Curlis
	Debbie Houston	Mel Burgess	Carly Cooper	Shane King
	Brooke Burling-Carter		Nancy Ryder	

Apologies	Brett Deans	Cassandra Lowe	Tennille Watson
	Renee Lone	Mandy Morgan	Simone Oxford
	Lynne Hardaker		

Previous Minutes

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

Correspondence

Business Arising from Correspondence -nil

Principles Report

Undurba State School P&C General Meeting Monday July 20, 2015

Principal's Report

- ❖ **School Mantra:** Teach explicitly, Own your data, Develop positive relationships, Implement effective classroom routines.
- ❖ **School Improvement Agenda:**
 - Improve student outcomes across the school in reading and in the upper two bands for Year 5 writing
 - Build staff capacity in the teaching of reading
 - Maintain and enhance the supportive school environment
- ❖ **Student Attendance**

Semester One: Overall – 93.2%.

Semester Two – to date: 92.7% Prep – 93.3%, Year 1 – 91.2%, Year 2 – 93.6%, Year 3 – 91.1%, Year 4 – 92.8%, Year 5 – 93.1%, Year 6 – 93.7%
- ❖ **Enrolment:** 1140 students.
- ❖ **Stranger Danger** – info in the newsletter
- ❖ **Woolworths earn and learn**
- ❖ **Fete meeting** with the Principal of Kurwongbah
- ❖ **District office** – meeting with Fundurba on Friday – will be able to start to use the other end of the old district office main building – offices can start to be established.
- ❖ **School Opinion Surveys** – codes out to families last week. Students and staff will be surveyed in the next two weeks. Sample of year 5 and 6 students, all staff and all families can complete the survey on line. If a family needs to access school computers – just contact the school and we can facilitate this.
- ❖ **Prep meetings** – Orientation meetings for parents – Wednesday July 22, 2015 in the school hall – 6.00pm. Orientation meetings for parents – Thursday July 23, 2015 in the school hall – 9.15am. Prep classroom visits for children and parents – booking online from October 19 to November 6.
- ❖ Newly appointed Principal of Griffin – Mrs Vicki Baker
- ❖ Maintenance and school financial position – presented.

* Cup - Cake Day - Aerobics - 21.7.15

* Pine Rivers Show - school display
Choir/Band 31.7.15

Earn and Learn from Woolworths - Box is located near the uniform shop.

Shane King

- Will be at the fete
- Budget good for Kallangur not so good for Murrumba. Funds for 13 new teachers

Questions – Rounding benefit are they assigned via a rounding benefit will 41.7 be rounded up to 42. Shane thinks that the Rounding Benefit was removed over the last 3 years

- Pine Rivers Special school getting new building and flashing lights and Narangba getting flashing lights
- John – We need to talk to Shane re traffic
- Shane planning to organise a meeting with pc presidents in one room to discuss in a group

Deputy Principal Report

- Pine Rivers Show – I will be asking in General business for \$150.00 to help with supplies for the show
- Book list 2016 Bedrock Books Brendale. There was another group that undercut Bedrock. The Northlakes group are not the official supplier and does not give the school a commission
- Allan Gillespie owner of Bedrock to talk to Curly e platinum sponsorship
- The View Club band performance at tavern for Smith Family went well
- Read-a-thong is commencing
- Year 6 camp planning in Camp is in week 3 next year. Plan to sell chocolates earlier. The sale of the chocolates comes off each child's individual bill
- Mr Best is getting a quote for a new PA system

Treasurers Report

Profit and Loss for June 2015

<u>All Business</u>	Reported
Income	\$114,370.33
Expenses	
Cost of Sales	(\$10,467.30)
Wages	(\$66,955.00)
Other Expenses	(\$12,138.30)
Total Expenses	<u>(\$89,560.60)</u>
Profit/(Loss)	\$24,809.73

Fundurba

Accounts Payables	<u>\$1,511.80</u>
Total funds to be held in account	<u><u>\$143,511.80</u></u>

Bank Balance as at 20 July 2015

P&C Account	\$17,382.13
Fundurba Account	<u>\$354,559.95</u>
Cash at Bank	<u><u>\$371,942.08</u></u>

Adopt a Cop Report

- Pol Air 2 will not be able to come to the school. Westpac Rescue may be available
- Scams – Paypal dispute email doing the rounds. Need to check copyright details
- Incident reported – people in a white ford falcon armed with a knife or firearm asking for kids scooters. There is a need to keep this off social media. Police will give an urgent media update if one is needed. The school might go into lockdown if one is issued.
- Ben will not be around the school as much for the next 7-8m week as he is working in the superintendants office till mid September

FUNdurba Report

Senior Co-ordinator Report P & C Meeting

Date: 20/07/2015

Prepared by: Mel Burgess

1. Outstanding's are at \$0
2. We have found a Group Leader who is suitable for our Preps group but she is at uni so we have decided to let her job share with Susan. So she will be doing 3 days and Susan will do 2 days. This will give Susan the flexibility to be on the floor and doing her Educational Leader position. After talking with Susan she said it will work really well. We have also hired 4 other staff which is fantastic. We have to just get them all trained.
3. Again Nancy has been working very hard on our waiting list. We currently have no vacancies for Before and After School Care. Our waiting list for 2016 and we currently have 25 for Before School Care and 35 for After School Care. We are expecting a big influx of enrolments for next year when Prep information sessions happen and Prep meetings this week.
4. Vacation Care was really successful and we are busy working on the September Vacation Care.
5. From this term we have introduced a "Free" Breakfast for all children who attend Before School Care. This will still fit into our food budget. We have had a great response from both the parents and children with numbers getting more and more every day. We were finding that there was a huge number of children not having breakfast before coming to us and asking to get something out of their lunchboxes before they are going off to class. We decided that this will not only help the parents out but it will also benefit the children. With us doing this we have had to change the wording of two of our policies. We have added Breakfast into our 5.2 Food and Nutrition Policy and we have changed the wording in our 5.5 Cleaning and Sanitising

Policy so we can wipe dishes with tea towel as we won't have the space in the Life skills room to leave the dishes to air dry.

Tuckshop Report

Sports Day

Over the course of the three days tuckshop sales were \$3638.20

Lily and Chris volunteered their time to set up and sell coffee and cake from a stall down on the oval. It was a great success and they sold \$800.00 over the three days. This amount is inclusive in the above amount. Thank you Lily and Chris for volunteering your time.

Adelle Barnes has left us and has taken a position as convener at the high school. Lily is now working in the tuckshop four days a week to replace Adelle. Zoe has moved out of the uniform shop and is working the hours that Lily had been working last term.

Prep classes are now ordering tuckshop, the first few days there was approx 5 orders a day but on Friday there was about 25. These sales will steadily increase over the next few weeks.

On-line ordering menus and prices were submitted over the holidays and should be up and running shortly.

We have started selling a mixed cup of cheese, carrots and celery at breakfast time for 50 cents and they are proving very popular.

A big thank you to Raelene Briggs and Brooke Carter who continue to be loyal volunteers who never let us down.

Uniform Shop

June was a quiet month with the regular uniform sales. The new music polo arrived and has been distributed. Polar Fleece Jacket sales increased with the colder weather. We have had to order more size 6 and 8 jackets and size 4 track pants. These lines are out of stock at the moment. An order for coloured polos has also been placed.

Debbie is working in the uniform shop. The on line ordering system will be starting shortly and the decision to have Debbie in the uniform shop was made so that a procedure could be established and tested before handing it over to another person.

Fete Committee Report

A rides tender was formally accepted, paperwork pending. We are using Carnival Land Amusements, who have created a fantastic package to suit all age groups and community members.

We now have a Facebook page dedicated to the fete news and updates. We will use it to thank sponsors, promote the rides and activities of the event, communicate with the school community by asking for donations, volunteers etc, and keeping everyone updated with the latest planning. It will also be good for people to ask us questions and we can respond in real time.

We have held the fete naming competition, with the winning entry naming it "Undurbazaar". We will present the student on her parade next week with a certificate, and her entry will hang in the office for a time for others to see.

Now that we have a name, the graphic designer has been able to create a few designs and symbols for us to use. The decision has been made on one, so we are now moving ahead into getting this design in different sizes and formats for us to use in advertising and ticket printing.

I have been in touch with the man creating maps of the school. He came out late last week and I now have a site venue map to start arranging placement of stalls, stage, activities, rides and other attractions. This could not have come at a better time as we are now planning and organising market stalls and catering for the show.

Sponsorship has been an ongoing campaign. I am currently following up with everyone I have approached, and since the last meeting more of the committee have started approaching businesses as well. We will be able to follow up with these places shortly.

And this month we will be taking over the IGA BBQ for an extra fundraising push for the fete planning. Much as the aerobics team had, we have a small roster of volunteers to run the bbq. We have also notified the soccer club that will be playing on the nearby field, and hopefully there will be enough cross over between Undurba parents and soccer parents that they will come across and buy a sausage for our benefit!

As always we will be pushing for more volunteers, but there is so much activity going on it is a matter of follow through and follow up.

Fundraising Committee Report

July P&C GM Report Fundraising Committee:

Picture Products has been met positively and will be something we will look at doing on alternative years to help keep it fresh. Finalised templates were posted off at the end of last week with an expected arrival time for finished products in the week leading up to Fathers Day, so six-seven weeks time. We have 10 templates outstanding, with five ready to be express posted tomorrow, 1 child having left the school and the remaining four with notes having gone home via teachers pigeon holes today asking for these templates to be returned ASAP.

Fathers Day Stall stock order will be ready to be placed this Wednesday after the Fundraising Committee meets tomorrow night and finalises the items list. At this stage, we are looking at four main suppliers. The Committee would like to again Thank Mr Clegg for the use of his office to store items in the lead up to the stall. We will advise teachers closer to the time when we are ready to organise class times. There was an idea put forward of asking if the kindergarten next door would like to participate in our stalls, is this something the Fundraising Committee can move forward with?

We are looking forward to our first disco as Fundraising Committee in approximately seven weeks time and have met with the tuckshop in advance of our next meeting tomorrow night in preparation of nutting out our food options for that evening. At this stage, we are looking at pre-order options for wraps, one of which will be gluten free, with the additional option of an added ice-cream in the package. There will also be various drink and snack options on the night, including the addition of a couple of trial items, one being larger flavoured waters aimed at adults now that softdrink has been removed from sale as well as three different flavours of pre-packaged slices, again one of which is a gluten free option. Being pre-packaged, these slices will also help remove the need for extra food handling and preparation on the day of the disco and prevent further cross contamination. They can also be stored for up to six months for use at future events.


That's Mine labels. Narissa caught up with David this morning to work out a rough timeline for the expectation of the distribution of Book Pack order forms. David is now in the process of putting together a covering letter based on this discussion to go out with the order forms in conjunction with book pack order forms. This letter will make it clear that the order process is separate and will again clarify that this is an initiative of the P&C. 50 brochures with this same letter will also need to be ready by the end of this week for Tennille in preparation of the commencement of prep interviews early next week. At this stage, the idea would be to have a collection folder prepared for each classroom and for teachers to collect and collate order forms up and until the final due date, which will likely be sometime mid to late November. Once this has passed, we will go around and collect these folders and collate the bulk order before sending off for processing, anticipating return of stock for distribution within the final fortnight of term four. After this fundraiser is complete, we will then make

parents aware that any future orders can be placed via the That's Mine website, and don't forget to select our school from the drop down box in the checkout process.

We are currently working with Brenda and the ladies in the office to sort out an area or space we can utilise as a Committee for the ongoing use of sharing posters, flyers and information on current and future events, stalls and promotions. The outer wall beside the pin board has been offered, however we have run into the complication of how to store flyers. We have looked into a stand-alone unit for inside the office or outside in the same area as the pin board, but again, inside may cause traffic issues and outside would need to be pulled out and put away on a daily basis. At present, the idea of a plastic holder is being looked into to be attached to the wall, holding a number of different sized flyers. As soon as we have a space, samples from That's Mine are ready to be displayed

School Banking Report

7/15/2015 Commonwealth Bank - School Banking



Commission report

COMMISSION REPORT – This is not a tax invoice or demand for payment

School Name: UNDURBA STATE
School ID: SCH41877
Clearing Account Number: 401310010498
Report Production Date: 15/07/2015

Quarter	Deposit No.	Raw Deposit	No. Over \$200	Comm Deposit Value*	Deposit Comm #	Activated Accounts	Activated Account Comm #	Total Commission ^#
Q1 2015	1280	\$6992.90	0	\$6992.90	\$349.64	99	\$495.00	\$844.64
Q2 2015	1624	\$8737.60	0	\$8737.60	\$436.88	21	\$105.00	\$541.88
Total	2904	\$15,730.50	0	\$15,730.50	\$786.52	120	\$600.00	\$1,386.52

*A maximum commission payment of \$10 per deposit applies (i.e. over the value of \$200). Therefore, for example, a deposit of \$300 is recorded as \$200 for commission reporting purposes.
^Minimum payment of \$25 per quarter if at least 1 deposit is received
Commission Calculation Excludes Any Applicable GST
The report does not constitute a tax invoice or a demand for payment, you should refer to the quarterly paper based statement to confirm final payment details

Another coordinator is required for next year as Maree will be leaving. We need 2. Without coordinators we will have to cancel student banking. We can move the banking days to suit the coordinators

General Business

- Can David have up to \$150 to purchase bits and pieces for the Pine Rivers Show Vote – Yes
- **Shane King** – attended Creative Generation, it was a great show. Petrie and Narangba performed and Undurba took students as spectators. It is a great way for kids to ideas for next year.
 - Get in to the Game Grants - sent out to sports groups and teams
 - Money has been given (\$150000)for a feasibility study. P&C needs to put in ideas, what do we need and what do we want
 - Shane will provide marquees and a donation for the fete
- **Narissa – Cooking Classes and a School Garden**

- Garden - a lot of schools have a garden, who don't we have one? Answer - they are successful if 1 or 2 teachers take it on. Parents can help but the Groundsmen cant . The school can find funds if needed.
- David suggested that children and parents may be able to find out if teachers are interested
- Can we invite the community in to the school – for example retirement homes? John to follow up
- Cooking Classes – Risk Assessment needs to be done. It all starts with the teacher

Registration of New Members

Next Meeting - 17 August 2015

Meeting Closed 7.20pm