

UNDURBA STATE SCHOOL P&C ASSOCIATION GENERAL MEETING – 6.15pm, 20 June 2016

Minutes

Start 6.13pm

Attendance	Debbie Houston	Ben Mawhinney	Brenda Marment
	Carly Cooper	Nancy Ryder	Tracy Inglis
	Lynne Hardaker	Kylie Smith	Joy Stansfield
	Bianca Neaves	Marian Brooks	Troy Rampke

Apologies	Mel Burgess	Craig Hills	Lily Tanner
	Denise Simms	Glenn Spessor	Brook Carter
	Michelle Plank	Simone Oxford	Gayle Williamson
	Karen Botha		

Business Arising from Previous Minutes to be completed and looked at this General Meeting. **Order handballs for the tuckshop to sell.** This is in progress, order is for 500 hand balls, purchase price including GST is \$1.87. Sell Price \$2.50 Expected profit \$315.00 Expect order in within 3 weeks, plan to advertise on Facebook.

Correspondence Tabled

Business Arising from Correspondence - Nil

Principal's Report – June 2016

Enrolments: Day 8 (5 Feb 2016): **1048**: 16 May **1061**

Curriculum

- Assessment, moderation and reporting process is complete for semester 1.
- Reports will be emailed to parents for the first time at Undurba this week.

Positive Behaviour for Learning (PBL)

- Nicola Jeffrey will be seconded for regional role 1 day per week through semester 2. Replacement TBC
- Upgraded Acknowledgement system and reviewed and expanded School-wide Routines to be launched at beginning term 3.
- Liaison continues with Fundurba to ensure consistency of expectations in school and OSHC contexts.

Human Resources

- Gayle Williamson has been successful in her application for Principal, Blackbutt State School. Recruitment for this permanent vacancy will occur in semester 2. In the meantime someone will be appointed in an acting capacity.
- David Best will be on leave week 11 and term 3 week 1 (replaced by Michelle Plank)

- Bec Foat on leave (knee surgery) 4 weeks until end week 2 term 3 replaced by Janet Almond
- Jan Field on leave first 2 weeks of term 3 replaced by Joyce Eastall
- Lea Canavan on extended leave through term 3 replacement TBC

Financial / Facility Resources

- Finance reports attached

Parent and Community Partnerships

- Parades now include a presentation from a class (on a roster basis) have been increasingly attended by parents
- Athletics carnivals running this week
- Kylie Smith and Kylie Bland have attended professional development today in QParents functionality. This application gives parents real-time online access to parts of OneSchool system e.g. parents can update contact details, pay invoices and view academic and behaviour incident data. Functions will gradually be activated across term 3 and 4.

Other

- VSR for upcoming events: Year 2 Geography 11-18 August; Prep Geography 23-24 July; Kindergarten Buddy Visits 26 July – 7 Oct

Moved Kylie Smith
 Seconded Nancy Ryder

Treasurer's Report Tabled

Treasurers Report

Financials have been tabled

Profit and Loss for May 2016

All Business

Income

Reported

\$124,474.83

Expenses

Cost of Sales

(\$15,684.70)

Wages

(\$78,435.33)

Other Expenses

(\$9,411.52)

Total Expenses

(\$103,531.55)

Profit/(Loss)

\$20,943.28

We have taken \$11 415 more this year than we did May 2015.

Our expenses this year are \$11 450 less than last year, the majority of that is payroll.

Payroll last May was \$88 691.

Last year we made \$858.12 lost for May.

Tuckshop has made a \$458.82 profit this month.

We have an issue with the inventory in the MYOB system at the moment. It is showing cost of sales for the uniform shop at \$5591.78. and the stock on hand at \$ 20 449 there is actually \$23 559 in stock. The \$3000 difference is showing in cost of sales. The problem is being investigated and corrections will show in the report for the next General Meeting.

<u>Funds to be held in account</u>	
Fundurba move	\$92,000.00
Funds required for staff entitlements	\$50,000.00
Accounts Payables	\$27,182.00
Total funds to be held in account	\$169,182.00

<u>Bank Balance as at 19 June 2016</u>	
P&C Account	\$19,632.12
Fundurba Account	\$292,285.10
Cash at Bank	\$311,917.22
Treasurers Report	
Profit and Loss for May 2016	

<u>All Business</u>	Reported
Income	\$124,474.83
Expenses	
Cost of Sales	(\$15,684.70)
Wages	(\$78,435.33)
Other Expenses	(\$9,411.52)
Total Expenses	(\$103,531.55)
Profit/(Loss)	\$20,943.28

<u>Fundurba</u>	
Income	\$101,816.88
Expenses	
Wages	(\$71,885.42)
Other Expenses	(\$8,883.52)
Total Expenses	(\$80,768.94)
Profit/(Loss)	\$21,047.94

<u>Tuckshop</u>	
Income	\$11,510.44
Expenses	
Cost of Sales	(\$5,559.71)
Other Expenses	
Wages	(\$5,491.91)
Total Expenses	(\$11,051.62)
Profit/(Loss)	\$458.82
Stock on hand	\$1,360.47

Uniform Shop

Income	\$4,120.42
Expenses	
Cost of Sales	(\$5,591.78)
Other Expenses	
Wages	(\$890.00)
Total Expenses	(\$6,481.78)
Profit/(Loss)	(\$2,361.36)
Stock on hand	\$23,559.00

Fundraising

Income	\$7,027.09
Expenses	
Cost of Sales	(\$4,533.21)
Other Expenses	\$0.00
Wages	(\$168.00)
Total Expenses	(\$4,701.21)
Profit/(Loss)	\$2,325.88

Fete

Income	
Expenses	
Cost of Sales	
Other Expenses	(\$528.00)
Wages	\$0.00
Total Expenses	(\$528.00)
Profit/(Loss)	(\$528.00)

Funds to be held in account

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Moved Lynne Hardaker
Seconded Marion Brooks

Adopt a Cop Report

Ben sought to address some recent parental concerns regarding police response to faulty traffic signaling at Ogg Rd/Dohles Rocks Road Intersection.

He confirmed police presence but due to higher priority emergencies in the area, there were insufficient police to direct traffic. He confirmed that a separate Main Roads department are responsible for fixing the fault and restoring operations. Police strongly urge community members not to direct traffic themselves as in the event of an accident, they may be held liable for any damages.

In light of the recent mass shooting in the USA, if any students have questions or are concerned about safety, please direct them to our Adopt A Cop Ben who can assist.

Moved Ben Mawhinney
Seconded Brenda Marment

Chaplaincy Report

Karen Botha - School Chaplaincy Report **Undurba State School P&C 20 June 2016**

Week 11 term 2. Wow. We've passed the halfway mark. As I speak to students, parents and teachers, we all agree that it has been a busy term filled with excitement, learning, and lots of emotions. It is clear that everybody is looking forward to a well-deserved holiday.

I was very fortunate to have been able to join the Netball teams at Lawton during Gala day. It was hot, busy and exhausting, but so much fun. I was assigned to one of the Year 5 teams, and am pleased to say that they won all their games. That wasn't the highlight of the day though. To see these girls looking out for each other, taking turns playing and portraying good manners and sportsmanship at all times, was what pleased me most. I appreciate being included in days like these. Accompanying students on school excursions, is the best way to get to know them.

I've volunteered in a few tuckshops, but have to say the Undurba Tuckshop is by far the most fun. Thank you girls for always making me feel welcome.

With Tuckshop being closed on a Monday as of next term, the Chaplaincy Committee have been given permission to do Subway Lunches – we'll call it Sub Mondays. Subway does all the work, but we do need a few people to assist with sorting and handing over the baskets during Lunchtimes from 11 - 12. Please contact Marian, should you be available to assist – whether it's just for one day, or every Monday.

We are also planning on doing a Monday Morning breakfast with cereal to those students who usually get their breakfast from Tuckshop on a Monday. More details to follow.

I am looking forward to the Athletics Carnivals on Tuesday and Wednesday. The privilege of being a Chappy, is that I can be like a chameleon, and change my team color all the time. I usually support the underdogs – but may the best team win. I'll be handing out ribbons to the Prep to Year 2's at the finish line on Wednesday, and on Tuesday I'll be supporting the 12 year old girls. In both instances, I'll be having a ball.

I am very excited about starting my first program next term. I am running a Friends Rock program with a few Year 4 students. This is a fun activity based program that teaches about teamwork, resilience, potential, trust, friendships etc. Sharing is Caring is something new, where we get the school families to donate canned foods, cereals, pastas, sauces, etc. I will then make up hampers on a monthly basis and donate them to families who is going through a tough time financially. I would really appreciate the P&C's support in this, even if just through advertising on your Facebook pages. We have plenty of families in need, and this is such an easy way to make their lives a little more bearable.

I am off to Mapleton on Monday for the Winter Mapleton Adventure Camp. This as an SU Camp for Year 5 and 6 students. I love being a leader on these camps, and though they are extremely exhausting, it is awesome to meet students from other schools, and being a positive influence in their lives. To date I don't have any students from Undurba going, but should you know of any students, or even if you want to make a donation to make it possible for a student to go, please let me know. <http://sucamps.org.au/camps/wintermapletonadventurecamp2016/>

I have been offered a Chaplaincy position at Strathpine West. I'll have my last day at Moreton Downs SS on Thursday and as of term 3, I will be working at Strathpine West SS on Tuesdays and Wednesdays, and at Undurba SS on Mondays, Thursdays and Fridays.

Thank you again for your awesome support, and all the great work that you do for the school. And also a huge thank you to Joy Stansfield, my Line Manager, and Marian Brooks, my LCC Chairperson, for their continued support, love and guidance. Have an awesome holiday, and a safe return.

Moved Marion Brooks
Seconded Brenda Marment

FUNdurba Report

Report as per embedded document below. Updated Fundurba policies were tabled for endorsement.

Senior Co-ordinator Report P & C Meeting

Date: 20/06/2016

Prepared by: Mel Burgess

1. Outstanding's are at \$ 71-50
2. We still have a number of Vacancies at Fundurba for Before and After School Care. We have done a fair bit of advertising but numbers are sitting steady. We have had a few enrollments for next year already and we know that they will start coming in once the school starts Prep enrollments for next year.
3. Our Vacation Care numbers are a little lower then they usually are but most of the people who are not using it they are using family members or they are taking holidays. We have a fantastic program and are really looking forward to it.
4. Mel has been updating our service policies and procedures with a number of new policies and a changes to wording to put in place. These have to be passed through a P and C meeting before we can implement them.

I move that my report be accepted.



2.14 Bookings and
Cancellations Policy Jt



10.4 Fee's Policy
June 2016.docx



Behaviour
Management Policy Jt

Moved Tracy Inglis
Seconded Nancy Ryder

Tuckshop Report

We have been very conscious of our buying and have reduced the amount of stock we have been holding by around \$1000

We have swapped the Shepards Pie for Nachos on Thursdays and Pizza on Friday this has been a huge success. We will continue both lines into the next term.

The Preps start to order as from the start of term 3, we are encouraging Prep Parents to use the online system.

There is approximately 600 orders for subway for Wednesday. We have also ordered 60kg of sausages for the sausage sizzle. Any leftover will be used for the election day sausage sizzle. We have 3 volunteers to help on Wednesday.

Janelle and Lily will be doing a Food Safety Supervisor Course over the holidays.

Moved Bianca Neaves
Seconded Marion Brooks

Uniform Shop Report

The uniform shop has full stock of coloured polos and is ready for the sports day sales.

Winter jackets are selling our as quickly as we get them in. There is another delivery due this week.

The uniform shop sales are on par with this time last year.

Moved Bianca Neaves
Seconded Marion Brooks

Fundraising Report

In the first week of May we ran the P&Cs Mothers Day stall. Over three days we had all classes scheduled in to visit and purchase.

We ordered a small amount of new product, and sold this in conjunction with stock purchased last year. Happy to report that the choices made for this year's product was well received and very popular.

Over three days we were lucky enough to have a team of 8 volunteers who manned the stall. Some of these parents had helped out previously, so their experience and confidence was very much appreciated.

One new addition this year was the use of prepaid vouchers, bought via ouronlinecanteen.com.au. This was well received, and would work well in the future, however the majority of students loved counting out money and shopping for their items.

All in all, Mothers Day stall was a happy experience and another effective way for parents to engage with and support the P&C, as well as a successful fundraiser.

Moved Bianca Neaves
Seconded Lynne Hardaker

General Business

- Chaplaincy Program proposing to sell Subway Lunches each Monday
 - To commence Term 3.
 - Orders to be in by 3pm Friday prior.
 - All present supportive of this proposal- approved.
- Fundurba Policy and Procedure Changes
 - Updated wording and procedures
 - All present supportive of these changes- approved.

Registration of New Members

Troy Ramke- welcome!

Next Meeting **18 July 2016**

Meeting Closed 6.52pm