

UNDURBA STATE SCHOOL P&C ASSOCIATION GENERAL MEETING – 6.15pm, 21 March 2016

Minutes

Attendance Carly Cooper Kylie Smith Debbie Houston Craig Hills
 Bianca Neaves Lily Tanner Lynne Hardaker David Best
 Joy Stansfield Mel Burgess Nancy Ryder Brett Deans
 Simone Oxford Brooke Burling-Carter

Apologies Brenda Marmont Denise Simms Alison Marx Ben

Previous Minutes

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

Correspondence

Business Arising from Correspondence -Nil

Principal's Report Principal's Report – March 2016

Enrolments: Day 8 (5 Feb 2015): **1048:** 21 March **1050**

Curriculum

- Curriculum priorities: reading, numeracy
- Investing for Success plan has been developed, refined and endorsed by staff via LCC
- AIP is being implemented and action plans defining and guiding our work in areas of reading, numeracy and collaboration
- Tara (Master Teacher), Karen (Head of Curriculum) and Cath (Numeracy Coach) are working consistently in classrooms in the areas of reading and numeracy
- Karen is reviewing and assessing our resource base to ensure teachers have adequate, appropriate and accessible resources for quality teaching.
- NAPLAN will occur in term 2: 10-14 May
- I4S and AIP tabled for P and C endorsement

Positive Behaviour for Learning (PBL)

- PBL team are continuing school wide work of embedding routines, processes, explicit teaching, acknowledgement systems and response/support processes
- Integrity of Universals were assessed through SET survey in term 1: score received: 91.2%
- Team received training in Universals Monday 14 March and began developing an action plan to address issues identified in SET
- Bullying No Way Day (Thursday 17 March) successfully highlighted our school values and care and concern for each other and our mission to ensure our school is a safe and friendly place.

Human Resources

- Slight increase of SEP staff from early March. A new inclusion support teacher / coach Lesley Sewell will be working 3 days a fortnight from term 2.

Financial / Facility Resources

- Finance reports attached

Parent and Community Partnerships

- Student Leader Induction was held 26 February
- Fortnightly Community Cuppas continuing (2pm Tuesday before parade) with small but consistent attendance
- Fete was a fabulous success and our thanks goes to Carly and her crew
- Chaplaincy Pancake Breakfast was held on 11 March. Karen Botha (Chappy K) is working to build relationships with staff and students
- School photos were held in week 7 and 8
- Easter Hat parade and Cross Country coming up (24 March)

Other

- VSR for upcoming events:

Kylie Smith

Tabled Annual Implementation Plan School Improvement Priorities 2016 Investing for Success

**Moved Kylie
Second Carly**

Treasurer's Report

Profit and Loss for February 2016

<u>All Business</u>	Reported
Income	\$133,209.28
Expenses	
Cost of Sales	(\$6,464.42)
Wages	(\$79,508.61)
Other Expenses	(\$15,086.60)
Total Expenses	<u>(\$101,059.63)</u>
Profit/(Loss)	\$32,149.65
<u>Fundurba</u>	
Income	\$91,016.26
Expenses	
Wages	(\$71,716.00)
Other Expenses	(\$14,741.64)
Total Expenses	<u>(\$86,457.64)</u>
Profit/(Loss)	\$4,558.62
<u>Tuckshop</u>	
Income	\$11,481.82
Expenses	
Cost of Sales	(\$2,964.53)
Other Expenses	(\$186.99)

Wages	(\$6,676.07)
Total Expenses	(\$9,827.59)

Profit/(Loss)	\$1,654.23
Stock on hand	\$1,933.08

Uniform Shop

Income	\$4,989.55
Expenses	
Cost of Sales	(\$3,499.89)
Other Expenses	(\$157.97)
Wages	(\$1,116.54)
Total Expenses	(\$4,774.40)

Profit/(Loss)	\$215.15
Stock on hand	\$26,214.58

Fundraising

Income	\$0.00
Expenses	
Cost of Sales	\$0.00
Other Expenses	\$0.00
Wages	\$0.00
Total Expenses	\$0.00

Profit/(Loss)	\$0.00
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Fete

Income	\$25,721.65
Expenses	
Cost of Sales	(\$23,499.00)
Other Expenses	\$0.00
Wages	\$0.00
Total Expenses	(\$23,499.00)

Profit/(Loss)	\$2,222.65
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Funds to be held in account

Fundurba move	\$92,000.00
Funds required for staff entitlements	\$50,000.00
Accounts Payables	\$14,278.00
Total funds to be held in account	\$156,278.00

Bank Balance as at 21 March 2016

P&C Account	\$28,689.83
Fundurba Account	<u>\$290,172.45</u>
Cash at Bank	<u>\$318,862.28</u>

P&C to buy back the gift certificates from the fete

**Moved Simone
Second Mel**

FUNdurba Report

Senior Co-ordinator Report P & C Meeting

Date: 21/03/2016

Prepared by: Mel Burgess

1. Outstanding's are at \$414.00 this is only 2 accounts. They will clear this by the end of the week.
2. Our Vacation Care numbers range from 65-104. Not consistent. People only picking days they require. A lot going away and don't need care.
3. We still have a number of Vacancies at Fundurba for Before and After School Care.
4. We have a couple of policy changes. Fee Policy this is to coincide with the fee increase which came into effect 1st day of school 27th January. We have added a new policy Childhood Immunization which is in line with the new government requirements. Also our Extreme Weather Policy has been updated.
5. We have hired another 3 casual staff. We have UNI prac next term so we will need staff to help cover the shifts. This brings us up to 32 staff.

Q - CCB Ceiling- will there be more out of pocket expense to families. A- 50% of families go over depends on their income. They get \$7500 per child.

Comment- there could be a period of hardship for families.

Comment – people reach this all year round

**Moved Mel
Second Simone**

Tuckshop Report

Janelle has been away for the past 3 weeks and I have been Boss lady. It has been Challenging at times but we have managed to get through with no fatalities....

We have been trialling some new treats and healthier options for the kids, banana muffins, scrolls, and cheese and ham muffins.

We are well on our way to changing over to our exciting new menu next term even though changes aren't compulsory till 2017 it will give us time to tweak menu.

Bacon and eggs are no longer available for Thursdays, but I would like to try different things every now and then to spice things up. (e.g., omelette, frittata, savoury)

Debbie and Myself went to QAST tuckshop convention Saturday which gave me lots of ideas about how we can adjust things in our tuckshop and our menu to make things easier, more appealing to kids as well as some easy recipes that are healthier options.

- I would like clear up the procedure for children coming late with or without money for lunch?
- And if teachers could remind kids about tuckshop being put in before 9.15am.

- We still have to ring for boxes.

Would like to request donation or purchase of upright freezer, maybe approaching local member for possible funding?

I would personally like to thank the Fundurba girls, Maddy, and Mandy for their efforts over the last 3 weeks they have been an amazing help always friendly more than willing to get in and get the job done, without their commitment my job would have been a nightmare....
As well as Debbie for her Encouragement and help.

Lily Tanner

Lily asked for clarification on what the procedure is when children have no lunch. A- send child to the office. If they have money make them a basic sandwich. Comment- 11 am is not a good time for teaching staff to order lunch. A – one rule for everyone, tell them Kylie said cant do it.

Can we put a notice in window to say order by 9am.a

Request for an upright freezer- get quotes. A - Contact Brendale Auction Centre.

Get 3 Quotes

New Menu Tabled

**Moved Lily
Second Brooke**

Uniform Report

Sales have slowed which is normal for March.

Winter jackets and trackpants will be ordered over the holidays

Music shirts have arrived

We have a few Legend shirts left and will advertise these in the newsletter and on the P&C Facebook

**Moved Brett
Second Lily**

Fete Committee Report

Undurbazaar Report 16/03/2016

On Saturday 5th March, we held Undurbazaar. Despite unfavourable weather conditions, attendance was high and all elements of the show were able to be

included, however some of these elements (e.g. classic car display, photo booth, astronomy club) were not able to stay onsite for the duration.

Feedback from the parents and students in the days since the event have been both positive and congratulatory. The goal for the show – incorporating the wider community and unifying the school community – was reached and the movement for more parent involvement in school events has begun.

We are left with product and stock (showbags, glow products, soft drinks, chocolates) that will be sold on further to increase profit throughout the year. Volunteerism of the parent community has been given a fantastic advertisement, and hopefully the momentum can be carried through to create a culture of helping and communication for school functions.

Given the size of the school, an event such as Undurbazaar is a sustainable event to be held every two years, with a fantastic framework and guide to assist in future planning.

Everything planned happened

Set Goals were achieved

Feed Back has been positive

School students would like to hold a fete again

Bianca Neaves won the laptop raffle prize

There is one prize left for collection

**Moved Carly
Second Simone**

General Business

David Dwyer

Rock and Crane have been donated and will be arriving Thursday

Boral donation should be recognised (class is writing a thank you letter)

Rock is 4 tone

3 Plaques to go on

P&C thanked David for his help

David Dwyer said to ask if P&C need anything, he still has contacts. David thanked everyone for their support and said it has been a pleasure to come along to the meetings.

Uniform shop outsourcing will go to Tender – Vote Taken

Reviewed proposals – all proposals need to contain rebate and employment details

Set up a committee with P&C Exec and School Representatives to make the decision

Q- Pricing should be a part of the process as well as quality

Vote Carried

Tuckshop Online Orders - all orders to come through the online system commencing Term 3. No over the counter bags will help with money handling and prep time

Comment – some people will not pay on line book club has been online for 2 years and they still receive money in bags. Some people feel it is safer.

Comment – not everyone has access to a computer. A – we have one at the counter they can use

Over the counter sales will still happen for second break.
The tuckshop would rather try to have everyone on line rather than remove opening days. We can organize sign on days for parents. We will do online preorder for food for Disco. On line cuts down the amount of cash banking, online is a safer way to bank the money.

Vote – No *Majority prefer to leave the way it is and publicise the reasoning behind, collate responses*

David Best Gonski – Treats all schools equally pays for teacher aid and support resources. Government elected at last federal election did not commit to funding. The Greens and Labour committed. There is a need to make the current government aware that they need to commit.

Presentation to Brett Deans for 7 year of Exec Committee Service.

Registration of New Members

Next Meeting **18 April 2016**

Meeting Closed **6.58pm**