Albany Creek State School
Prep P&C Committee 2012

-COMMITTEE MEETING MINUTES-

The Prep P&C Committee met in Prep 1 Classroom, Albany Creek State School at 7:00pm on Thursday 11th October 2012.

Present: Jane Boardman (President/Secretary), Faye O’Brien, Lisa O’Connor, Michelle Royle, Carly Mattea, Sandie Mitchell, Ngaire Stirling, Nicole Gausden, Robyn Dunphy

Apologies: Joelle Ielati, Karen Wilson, Sharon Davis, Jo Hart

1. Welcome and Apologies
   The meeting opened and Jane (President/Chair) welcomed everyone asked if someone else could Chair the meeting to allow the minutes to be taken down straight onto the laptop. Ngaire agreed to Chair. Apologies noted.

2. President’s Report
   Entertainment Books:
   Two left to sell, will leave them for a couple of more weeks and then return.

3. Previous Minutes
   Prep Disco:
   Great feedback from everyone, DJ Azamataz was a big hit and the children also enjoyed pass the parcel. Great turnout from everyone, including staff. There was a slight issue with the X-Box dance machine and this can be resolved by positioning lights and equipment in a different manner next time. Also regarding children with special needs it was requested that next time play items are put on the floor at the beginning of the night so that they can focus on that first. The DJ requested a small break for a drink of water so next time if this could also be factored in, this could be resolved by playing a few songs in a row.

   Tea Towels:
   Faye has all the information ready to go out to Parents and will bring in a sample to show parents. Main P&C is happy for us to do it as a fundraiser but we need 2 volunteers on a Tuesday and 2 on a Thursday to count the money and issue receipts. Karen Wilson and Carly Mattea will do it on Thursday and Carly and one other will do it on Tuesday. Lisa O’Connor will try to organise another volunteer from her class. It was requested that the information regarding the Science Centre excursion go out first and a couple of days later the information on the tea towels.

   School Council Update:
   SSS Project still ongoing and Paul Kingston is still very hopeful.

   The School Council has requested that all P and C Sub-Committees prepare a one page strategic plan that outlines main fundraisers and their approximate timing along with the approximate amounts of funds that are tagged for particular future projects. This will ensure earmarked funds are not put into the main fund and do get kept for specific projects. Parents will also then be able to see what specific projects funds are going towards. Michelle, Carly, Ngaire, Jane and Lisa will work on this on Wednesday 24th October at 1.45pm.
**Trivia Night:**
280 booked. Still some spots left. Lots of prizes will be set up on the stage. LJ Hooker Financial Services are donating a canteen service and the goods to run it.

**Future Projects/Planning:**
Bunnings – Ngaire spoke to them and they have offered us a school holiday spot which has the potential to raise a lot of funds. Ngaire will draft the appropriate letters requesting school holidays and a weekend spot. The P&C need to approve it and the letters need to go on P&C letterhead.

**Ongoing Costs:**
N/A

**Ongoing Business:**
N/A

4. **Treasurer’s Report**
   Disco expenses will be forwarded by Ngaire once they are received.

5. **Any Other Business**
   Night Markets being held in November. Jo Hart asked for it to be suggested that we have a Prep Stall selling off leftover lucky dips from the Winter Carnival. This was agreed. Sandie Mitchell, Faye O’Brien and Lisa O’Connor will put together a rota and ask for volunteers to help run the stall.

   It was decided to organise a flyer to go out with a date for the 2013 Prep Year first meeting, give to Michelle by week 8/26th November. Jane will bring up at the main P&C meeting to confirm this is ok. Roughly 110 copies needed. Ngaire will speak to Kane a Dad in her Prep Class to see if he could do the flyer as he is a Graphic Designer. It is felt that the date should be earlier than last year (so probably in week 2). Was also agreed to do some A3 poster size flyers and some copies to go in the class pockets.

6. **Final Prep 2012 Meeting**
   Wednesday 14th November, 7pm in Prep 1 Classroom. Everyone to bring a (small) plate of nibbles.

There being no further business, the meeting concluded.

*Prepared by Jane Boardman (President/Secretary)*