ALBANY CREEK STATE SCHOOL
P & C ASSOCIATION

MINUTES

Minutes of the monthly meeting held in the Library Annexe of the School at 696 Albany Creek Road, Albany Creek on Tuesday 20 February 2018 commencing at 7.00pm.

1. WELCOME AND APOLOGIES

Attendance: 19
Apologies: (As per Attendance Sheet)

2. MINUTES OF PREVIOUS MEETING

Motion: I move that the minutes of the Tuesday 21 November 2017 Meeting are true and correct.

Moved: Angie Presecan Seconded: Rob Eaglesham Carried: All

3. BUSINESS ARISING FROM PREVIOUS MINUTES

<table>
<thead>
<tr>
<th>Item for Action</th>
<th>Person Responsible</th>
<th>Status</th>
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<tbody>
<tr>
<td>Commence process for SSS funding for Prep Playground</td>
<td>P&amp;C Executive and school Leadership team</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Buddy Benches</td>
<td>P&amp;C Executive and Leadership Team</td>
<td>Final Stages</td>
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<tr>
<td>Armistice Grant</td>
<td>Leadership Team</td>
<td>Ongoing</td>
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<tr>
<td>New items to be purchased for the tuckshop</td>
<td>Sam Ford and Karen Wilson</td>
<td>Completed</td>
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<tr>
<td>Drop off zone signs</td>
<td>Sam Ford</td>
<td>Completed</td>
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<tr>
<td>Drop off zone</td>
<td>Sam Ford and Leadership team</td>
<td>Ongoing</td>
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<tr>
<td>Tuckshop POS</td>
<td>Sam Ford</td>
<td>Ongoing</td>
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Buddy benches
- have arrived and are being installed
- The benches have been donated by The Lions Club, Apex Club, and the 2017 Student Council
- The plaques are yet to be installed, but will be shortly
- The benches are made out of recycled bottles

Armistice Grant
- $5000 has been approved as part of the grant for the school to use for the project

School Drop-off Signs
- Cost for Drop off signs was $2,288
**School Drop-off Zone**
- We are still working with the council on replacing the signs and lines on the ground around the drop-off zone
- They will be cutting down the hedges to be replaced by smaller shrubs so they are less dangerous
- The traffic lights have been fixed – will stop both north and west bound traffic so students won’t have to stop in the middle

**POS System**
- Flexischools do have a system, but it doesn’t work well
- Will continue to investigate

**4. CORRESPONDENCE**

**Motion:** -That Inward Correspondence is accepted and Outward Correspondence is endorsed.

**Moved:** Angie Presecan  **Seconded** Megan Westbury  **Carried:** All

**5. PRESIDENT’S REPORT**

Merry Christmas, Happy New Year and here we are again!

As we have said all along, we are a small group but we are an effective one. We are just minutes into our first meeting of the year and we can already proudly say we have returned almost $11,000 to our school with the purchase of Buddy Benches, drop off zone signage and also our 50% share for iPads for Prep. I can confidently say by the end of tonight’s meeting, I reckon that amount will double. We definitely have our eye on the prize this year and our number 1 goal is the replacement of the Playground in Prep. We should know if our SSS grant has been approved by June/July this year and we already have our $60,000 sitting in our account waiting.

This is officially the final meeting of this Executive Committee. Angie’s role as Secretary will not be renewed at the AGM next month as her son is no longer at student at our school. I take this moment to formally thank Angie for her commitment to our school and our students not only here at P&C but from her time in the Prep P&C also. We wish Angie all the very best, our door is always open and all our love and support for the impending arrival of baby number 3.

Next month’s meeting is our AGM and I would like to say this. Every position on the P&C Executive is open for nominations. President, Vice President, Treasurer and Secretary. The beauty of this committee is we have the ability to make it our own. If your children play a sport, are you involved in their sport? This is no different; this is just their education team. Ask yourself what strengths you have that you could bring to the table and how that could benefit our children and our school. Talk to your friends and
family.....I guarantee they will all think you are crazy, but at the end of the day this is a volunteer position so don’t think you need to give it 100 hours a week, you can give whatever time you have and that will be great! If being on the Executive isn’t for you, or maybe not right now, be involved. We have a HUGE year with Winter Carnival. Just don’t write us off from the get go because we are just the school P&C. The little old school P&C has come a long way. We matter and more importantly, we make a difference to our children’s education.

We have a lot to get through tonight so let’s get started!

**Motion:** I move that the President’s Report be accepted

**Moved:** Angie Presecan  **Seconded:** Megan Westbury  **Carried:** All

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**6. TREASURER’S REPORT**

Report prepared by Treasurer, Carly Mattea. (Copy Attached)

- Up to the end December 2017 - Profit of $50,976
- Current Bank balance - $194,212 ($60,000 of this is committed to SSS program for the prep playground)
- In January – Uniform sales were $19,158 - $5000 less than same time last year

**Motion:** I move that the Treasurers Report be accepted

**Moved:** Carly Mattea  **Seconded:** Angie Presecan  **Carried:** All

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**7. PRINCIPAL’S REPORT**

Report tabled by Principal, (copy attached).

**Motion:** - I move that the Principal’s report be accepted.

**Moved:** Angie Presecan  **Seconded:** Megan Phillips  **Carried:** All

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**8. P and C Queensland**

- There have been some changes made to the constitution
- These need to be in place by the end of term 1
9. SUB COMMITTEE REPORTS

9.1 Prep P&C
- No longer named the Prep P&C, but now a fundraising committee, which is working well
- 19 people attended
- The Easter raffle is the first event

Instrumental Music Program
- The House shirts to go on sale soon
- We would like to only run this on Flexischools
- Will need to investigate this further

Hall Canteen
- No upcoming events

Tuckshop
- Meal deal will be in the second last week of the term / week 9
- We have a revised tuckshop menu out – We are now making many things, such as muffins etc.
- The mixmaster, hotplate and frying pans that were needed have been purchased
- Need to investigate a second air-conditioning unit for the tuckshop, as it was unbearable in the recent heat - Sam and Sarah to investigate – possible air-curtain?
- Reopening the tuckshop on a Wednesday
  Review for volunteer numbers for Wednesdays need to be reviewed to consider whether we can reopen on a Wednesday.
  Financially, being closed on a Wednesday didn’t make much difference
  If we are to reopen, it would be more out of convenience than financial need
  Wages would increase, and in order to make it viable, we would need to earn at least $600 on the day
  We will consider reopening in term 2, and if it is not embraced, then we will close it again
- Flexischools makes it easier to run a day in the tuckshop, vs Brown paper bags
  Motion - Request an iPad for the tuckshop to assist parents with setting up flexischools, and showing them how to use it
  Moved: Sam Ford      Seconded: Angie Presecan  Carried: All
UNIFORM SHOP

- Over the Christmas Break – GetSmart was sold to Suave Clothing
- Opening uniform shop in the lead up to back to school was successful
- 30 orders through flexischools over the holidays
- We need to put out a reminder 24-hour turnaround time, as people are ordering in the morning, and expecting the uniforms to be ready the same morning.
- Reviewed options for 2018 Year 6 Shirts – 6 styles review
- Names still listed on the back

Motion: - I move that the sub-committee reports be accepted

Moved: Angie Presecan  Seconded: Megan Westbury  Carried: All

2. CHAPLAINCY

General overview:
● Providing Social, emotional and spiritual support to the students, parents and staff in the school community. Continuing to build upon the relationship made and enhancing the links between school and the Albany Creek community.

Core functions:
1. Social and Emotional Support (Pastoral Care)
   ● Chappy Referrals, 3 families have requested one on one chappy meeting for students.
   ● Year 1, social and emotional skills - :Feelings
   ● Junior assembly with Cindy K
   ● Play is the way with Cindy K
   ● Wednesday visits to the prep classes

2. Spiritual Support in the school community
   ● Availability for questioning
   ● Talking with Christian teachers about faith matters
   ● Touching base with children who attend church, when approached

3. Mentoring
   ● Chappy Chums, working with leadership to start mentoring program.
   ● Peers Activities Leadership (PAL) – the year 6 students have started again running activities for 1,2 and 3’s

4. Community Development (including donor nurture, community and church connections etc.)
   ● Dickson Award

5. Educational Support
• Class visits when requested

6. Extra-Curricular Activities
• Sports Camp – Easter Holidays

7. S U Qld. team Contribution
• Work plan and CDP

8. Triple P
• Would like to run this program again
• Will look at doing this later in the year – perhaps during the school day to capture parents who are unable to attend a night session? (To be discussed further down the line)
• Federal Budget for Chaplaincy Funding
  o Do the P&C support the ongoing Chaplain program?
  o Unanimous Yes – funding to applied for

3. FUNDRAISING

- Winter Carnival
  o Organisation is well underway
  o Will start to have meeting specifically for the Winter Carnival, starting next month

- Calendar for 2018
  ▪ Movie night - Rocky road, ice-creams, drinks, baked good and lollies will all be sold by the P&C
  Need to make another food (Hotdogs and popcorn to be sold by the movie organisers)
  Decision to be made between Pizza and burgers – burgers decided
  ▪ Mother’s day stall - currently over budget
  Will do another giveaway this year (Raffle)

4. SCHOOL COUNCIL

Discussion points for the next meeting;
  o I for S initiative
  o School implementation plan for 2018
  o Budget
5. GENERAL BUSINESS

- P&C Laptop needs to be upgraded

**Motion:** - Request purchase of new laptop for the secretary
- **Moved:** Angie Presecan  **Seconded:** Carly Mattea  **Carried:** All

- Resource scheme will be taken over through Q Parents and no longer run through Flexischools

- Edsco being reviewed by the Leadership team after the issues with the books at the start of the year

- Looking at Shade sails over grade 5/grade 1 (D Block)
  - Cost for this is $11,154 for 4 shade sails

  **Moved:** Samantha Ford  **Seconded** Angie Presecan  **Carried:** All

- Aircon services – quotes being investigated

- Armistice grant – proposed that the P&C match the grant and give $5000
  Request to put this on hold – may be the option to fund this through the school

- New set of iPads required for Grade 1 proposed for consideration

**Motion:** - Purchase iPads for grade 1
- **Moved:** Samantha Ford  **Seconded:** Rob Eaglesham  **Carried:** All
  
  o to be further discussed by the Leadership team
  
  o $525 per iPad – need to discuss the number

- AGM is next month

- Please fill out membership forms

6. Action Items

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<tr>
<td>Tuckshop aircon to be investigated</td>
<td>Sam Ford and Sarah Saunders</td>
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<tr>
<td>Purchase iPad and Laptop</td>
<td>Sam Ford with Megan Phillips</td>
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NEXT MEETING

The next meeting is to be held on 17 April 2018 in the Library Annexe of Albany Creek State School, 696 Albany Creek Road, Albany Creek at 7.00pm.

Meeting Closed at 8:58pm

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Signed (President)  Date
Minutes prepared by Angie Presecan