## SHORNCLIFFE STATE SCHOOL P&C GENERAL MEETING

**Date:** 02 Apr 2014

1. Meeting opened at 7.00pm by Debby Drago.

**Attendance:** Suzanne Geary, Kelly Bretherton, Julie Englefield, Debby Drago, Mav Regan, Jenna Harper, Cameron Boal, Kodi Thompson, Annemarie Hayes, Matt Smith, June McCrorie, Shelli Hulcombe, Ash Bunce.

**Apologies:** Luci Davey, Kay Cleeland

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<th>Item</th>
<th>Discussion</th>
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<td>2. Confirmation of minutes</td>
<td>The minutes of the meeting held 12 Mar 2014 were tabled and confirmed as correct.</td>
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  * Moved: Kelly  
  * Seconded: Mav  
  * Carried

| 3. Tuckshop Report |  
|-------------------|--------------------------------------------------|
|                   | • Report tabled.  
|                   | • Profit for the month was $827.57  
|                   | • The student council is considering purchasing a slushi machine for the tuckshop. Slushies are fruit juice based and have no colouring or preservatives (amber item).  
|                   | • Annemarie has visited Brighton State School to discuss the Flexi School system and how it was implemented. At this school tuckshop is on 3 days per week and approximately 40% of parents use the online system.  
|                   | • At first glance, costs are:  
|                   | $775 + GST for set up plus weekly fee of 3% of revenue plus $0.25 per student per break.  
|                   | • Some parents have used the system before and recommended it.  
|                   | • The benefit of reducing volunteers versus the take up will need to be considered.  
|                   | • Matt was asked whether the system could be also used for OSCH, given we only have tuckshop one day per week. Matt will look into this.  

* Newsletter |

Action: this item will be mentioned in the next newsletter asking for parent feedback. Matt will look into the option of using Flexi Schools for OSCH.

| 4. Correspondence In/Out |  
|--------------------------|--------------------------------------------------|
|                           | • The following emails were received:  
|                           | From the coffee man about attending the school disco.  
|                           | From a parent with positive feedback on the newsletters  
|                           | From a parent about the oval upgrade.  
|                           | From a parent expressing their concern about changing the start/finish times of school.  
|                           | • Responses have been sent to all the above. |

* Noted
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<th>5. Business Arising</th>
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| a) Traffic Congestion | St Pats and our school now finish at 3pm creating congestion in the area which is unsafe for all students.  
• Debby has met with Victoria Newton, who was not aware that St Pat’s have changed their start time due to the train timetable.  
• At this meeting, Victoria committed to having her staff visit the area and view the problem.  
• Changing school times by 15 minutes may be the only solution. The school day for example could be 8.45am - 2.45pm.  
• The P&C recognise any changes will necessitate following a clear and communicated process.  

    Action: This will continue to be discussed in the newsletter and feedback welcomed from the school community. The executive will follow up with Victoria Newton. A meeting will be arranged with Debby, Cameron, and St Pat’s to brainstorm ideas and communicate the problem. |
| Moved: Debby  
Seconded: Matt  
Carried | * Newsletter |

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<th>6. Executive Committee Decisions</th>
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| Grant Writer - there has been robust debate expressed in previous meetings and at the last meeting the Exec was tasked with making a decision. The Exec has since met and agreed to proceed with the application from a parent at the school, subject to relevant terms and conditions. Julie Englefield will email draft terms and conditions as a starting point.  
• If a volunteer comes forward, this decision will be reviewed.  
• This decision is for the current term of the executive and will need to be discussed/endorsed at the next AGM should the role of a paid Grant Writer continue. |
| 7. Treasurer’s report | Not available. The Accountant is currently away and only wages will be processed.  
| | A motion was put forward to establish a building fund.  
| | Debby explained the purpose of the fund and explained this fund will allow the community to make tax deductible donations.  
| | Unfortunately sporting fields or pools do not meet the requirements.  
| | The OSCH building may not be eligible for work after preliminary reading of the Fund, however this will be investigated fully and may depend on ownership of the building.  
| | Action: The P&C supports the establishment of a Building Fund, as per the Constitution, for the maintenance, acquisition, or construction of a new or existing building. The Treasurer/President will investigate the requirements and visit any schools in the community that have gone down this path.  
| | Moved: Debby  
| | Seconded: Julie  
| | Carried  
| * Newsletter |

| 8. OHSC report | Report tabled. BSC averaged 37 children, ASC averaged 47.  
| | Thank you to Cameron and the working bee - the flooding issue is fixed.  
| | Numbers attending over March appear lower due to illness and extra-curricular events such as camps. Numbers for vacation care are near 60 and the prep room will be used to cater for the increase.  
| | Oven / kitchen storage units have been installed.  
| | Moved: Matt  
| | Seconded: Shelli  
| | Carried |

| 9. President’s report | Report covered in agenda items. |

| | School calendar - late every year the School plans the calendar for the following year.  
| | Cameron asked the P&C to endorse the calendar for 2014.  
| | Action: To endorse and approve the activities on the school calendar for 2014.  
| | Asbestos awareness training has been discussed at the Exec and the presentation has been emailed to all exec members. This training is given to staff members every year. The asbestos at Shorncliffe SS may be in the eaves of the older buildings but is well contained and away from the children. The procedure for these areas is do not drill or fix.  
| | Action: To note that asbestos awareness training has been discussed at the P&C Exec and the presentation emailed to all exec members.  
| | Moved: Cameron  
| | Seconded: Shelli  
| | Carried  
| | Moved: Cameron  
| | Seconded: Matt  
| | Carried |

| 12. Fundraising/Community report | • **Disco** - arrangements are in place, it will be run by Footsteps and is for all children and siblings. Easter raffles will be sold on the night.

• **Mother’s Day Stall** - gifts have arrived and Mav is on track with preparation, presents are being collected at classrooms, help will be needed to wrap after the holidays and a risk assessment will be done.

• **Mother’s Day High Tea** - profiteroles, cheesecake, sandwiches and brownies will be on offer for mums. It will be outside the tuckshop on 7 May at 8.30 am to allow working mothers to attend. Cost is $10 for a choice of 3 items from the menu and tea/coffee.

• **Movie Night** - will be held on 21 June and Shelli has volunteered to run this even. Victoria Newton has offered to pay for the venue (PCYC).

• **Einbunpin** - Luci has volunteered to run this event and the stall will be a ‘Vintage and Vogue’ stall.

• **Christmas Carols/Twilight Market** - rather than have carols and a country fair it was discussed to combine the two in a Christmas Carol/Twilight market night. This idea was forwarded by a parent.

• **Deagon Race Day** - initial suggestions are to hold a food stall that sells hot dogs, chips, meat pies and drinks. Other ideas include selling horse shoes, and mobile drink stall. A coordinator is needed - please advise Debby if you are interested.

• **Trivia Night** - Michael, Martin and Sharon have volunteered to run this night in term 3. This event will be held under the library at a cost of $20 per person and tables made up of 6. OSCH may be available for babysitting however this will be investigated.

• **Tea Towel Fundraiser** - Rowe has volunteered to manage this fundraising event. If more than 300 are ordered the cost will be $5 each. Each child gets to draw his/her face which is included on the tea towel. Proposed in term 2/3.

• **Community Cookbook** - Julie spoke about developing a community cookbook with a focus on family and eating outdoors with pictures to accommodate family outings. This may be a 1-2 year project and can include Christmas Day, Australia Day and other important dates.
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<td><strong>UN day</strong></td>
<td>United Nations is on 28/10 and Julie suggested children celebrate by each class nominating a country and have a stall that showcases that country. As the calendar is already full for this year, this event was proposed for 2015.</td>
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<td><strong>Date Night</strong></td>
<td>The purpose of effective fundraising is to create an event that you would normally do, or should be doing, and make money from it. Julie proposed holding a ‘date night’ which would involve asking local restaurants to donate a % of income from Shorncliffe families back to the school. It could occur on a set night, such as the last Tuesday of every month. This event will be adding value for local businesses as well as the school community. Julie asked initially if the school community could advise of any links with restaurants.</td>
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<td><strong>Parent Helper</strong></td>
<td>In order to help make the above a success, Julie proposed having a Parent helper for every class in the school. This will be a low-key role and as simple as getting emails of all parents and forwarding information to them. This will result in more effective communication and provides an avenue for the P&amp;C initially to communicate directly with families. Although this has been unsuccessful in previous years, the meeting felt this was an excellent idea and supported the concept. Debby and Julie will review the 12999 Parent Volunteer Handbook and develop a process to go forward.</td>
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**Action:** The meeting endorses all the above upcoming events.

Moved: Debby  
Seconded: Matt  
Carried

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### 13. General Business:

| a) Foldback Speaker | There have been problems with the sound under the library however Graham has this in hand. Mav has spoken to Graham recently and he asked whether there would be staff at school over the holidays for him to correct the problem. |
| b) ICT Reference Group | No update available. |
| c) Student Risk Strategy Development plan | At the last general meeting the P&C Committee agreed to develop this strategy.  
- Development of this plan will involve administering blue cards, communicating and publishing risk flowcharts, having a volunteer sign on, and conducting risk assessments for P&C events.  
- The trail procedure will be used at the disco. Matt and Debby will develop further. |
### d) Sports Oval
- This project is a huge undertaking and the P&C Committee aim to have it completed by the Centenary in 2019 (target 2018).
- The project may include turfing, levelling the grounds, fencing and retaining walls, as a start.
- June has located a letter from 1950 discussing the oval project so all at the meeting acknowledged it has been problematic for some time.
- One of the parents who attended the meeting indicated they represented 10 other families who were specifically interested in this topic. A family member is an Engineer and is willing to assist.
- A steering committee was suggested to run with this project however it was felt that initial research needed to be done.
- The committee was reminded that last year it was agreed the Sign topic would be included within the scope of this project.

**Action:**
- Cameron will meet with representatives from the Department of Education Queensland to get advice on what is/not allowed and the process required. Debby will meet with the Engineer for initial discussions.

**Action:**
- The committee agreed the P&C will investigate the possible upgrade of the oval and focus fundraising efforts in 2014 towards progressing this project.

### e) Other new business

#### (i) Uniform shop
- The Uniform shop has 2 styles of winter jumpers and is asking for one to be discontinued. The terry jumper sells for $27, which is relatively expensive, and is not selling. The Exec recommend this be discontinued and will be on the agenda for the next meeting.

#### (ii) Water bottles
- There are a number of water bottles in stock and these will be placed on sale at a minimal price.

### 14. Ratify new members
- New Membership forms were received from:
  - Suzanne Geary
  - Jenna Harper
- Membership was accepted.

**Moved:** Debby 
**Seconded:** Kodi 
**Carried**

### Agenda
- **15. Closed at 9pm.**
  - Next Meeting – 14 May 2014 at 6.30 for 7pm start.
Minutes endorsed as true and correct:

President’s Signature: ______________________________

President Name: ______________________________

Dated: ______________________________