**SHORNCLIFFE STATE SCHOOL P&C GENERAL MEETING**

**Date: 20 Aug 2014**

1. Meeting opened at 7pm by Debby Drago.

**Attendance:** Debby Drago, Kelly Bretherton, Matt Smith, June McCrorie, Kodi Thompson, Julie Englefield, Emma Jager, Paul Bredereck, Ash Bunce, Susan Botting, Charm Micklewright, Martin Brady, Sarah Petchell (Chaplain)

**Apologies:** Shelli Hulcombe, Luci Davey, Mav Regan, Cameron Boal

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<tr>
<th>Item</th>
<th>Discussion</th>
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<td>2. Confirmation of minutes</td>
<td>The minutes of the meeting held 16 July 2014 were tabled and confirmed as correct.</td>
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| 3. Tuckshop Report | - There has been a good response for volunteers to date.  
- Hot dogs were sold early this month and over $1400 was made – a record amount.  
- The Ekka resulted in decreased takings last week.  
- The coffee machine will be returned at the end of Term 3. Costs have been covered however the number of coffees sold was very few and therefore not viable in the summer months. |
| 4. Chaplain's Report | - The committee welcomed Sarah Petchell to the school community.  
- Sarah introduced herself and advised she has been working with students and student council to build a relationship.  
  - In Term 4 the students are interested in attempting a Guinness World Attempt at something. More information will be forthcoming.  
  - The Chappy is at the School every Wed and Thursday. This is currently funded by Government however there is potential for schools to fund additional days if needed.  
  - The toy room has been opened in the mornings and a selection of toys available.  
  - Pancake day is on 3 Sep for the whole school. |
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### 5. Correspondence

**Corr. Received (emails):**
- Quote from Hansen for Landfill
- Fundraising emails – My Little Book of School Memories; Photo/Portrait fundraiser suggested by parent
- Change of school hours – 2 emails in support; 1 email against the change
- Parent suggesting Road Safety training be considered for students.
- General - P&C Qld Area Networking and Info Night; Everyone’s Environment Grant.

**Corr. Out:**
- Response to above parent emails
- Steering Committee email to interested parents to join for the sporting field upgrade
- Letters of thanks to Sandgate Business’ who donated to the Trivia Night (x28)

### 6. Treasurer’s report

Report tabled and attached.
- Figures presented. Money will be transferred out of working accounts into a high interest account.
- Tuckshop – fridge spoils led to increased costs; on par for the month.
- OSHC - income higher due to vacation care. Year to date OSHC is performing better than last year.

The Treasurer acknowledged how well the Manager is doing to keep debtors down and manage staff ratios/costs.
- Uniform shop – working with the Convenor to work out the order for the Prep open day. The aim is to report Cost of Goods Sold (Cogs) every 3 months to better monitor stock and how the Uniform is tracking compared to the previous year.
- Fundraising – made up of tea-towel pre orders and proceeds from the Trivia Night.
- Expenses – the fees for the Eftpos machine are quite high however there are benefits to using the facility.

Moved: Kodi  
Seconded: Matt  
Carried
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7. OHSC report
Report tabled and attached.
• July saw the largest usage of the service in its history. The vacation care program and great events are drawing more families into the centre.
• A serious incident was reported. A child broke both her wrists whilst running backwards. The centre was audited and its procedures on the day passed.
• In order to reduce the amount of Petty Cash on hand, a credit line has been established with Woolworths. This was confirmed in writing.
• There is still one outstanding debt that is quite significant. A letter will now be sent to the family regarding payment.
• Trivia Night – OSCH did a great job in providing care to approx. 23 children.
• The Executive endorsed the following financial delegations:
  ➢ Petty Cash to be held is $300 – the Manager can approve expenditure up to this amount
  ➢ Member of the Executive can approve up to $500
  ➢ P&C to approve expenditure > $500

Moved: Matt
Seconded: Julie
Carried

8. President’s report
Report tabled and attached.
• Einbunpin – a huge thank you to Luci for her time and effort in organising the day. Just under $1000 was raised and Luci asked if this could be used to purchase a marquee.
• Trivia Night – thank you to Ash, Martin and Michael for their fantastic organisation of a very successful night. However parents suggested it be held in warmer weather next year. Thanks also to: Julie for getting donations from local businesses; Victoria Newton and Wavell Heights High School for donation of tables. Approximately $1800 was made on the night.
• School Café – the coffee machine will be returned at the end of term and it is recommended it be used in Term 2/3 only due to a small number of coffees being sold.
• Sports Field Update – The application has been submitted for Smart Schools grant. Claire and Matt have been instrumental in putting this together. If successful, the next stage will be arduous and results will be known after September, when the panel meets. Questions were asked about how the local member has been involved. Although Kerry Millard has been briefed on the project, the President agreed to forward updated correspondence outlining progress.
• Roof Extension Year 1 – the School has been successful in obtaining a grant to extend the year 1 roof. Quotes have been received.
• Uniform Shop – the Uniform shop will now be held on a Friday due to a change in the convenor’s schedule. The shop will also move to between the year 3 and 4 classrooms at the end of the term. A call was made for any Carpenters who could help with shelving – Andrew (Julie) and Paul volunteered to assist.
• Grant Writer’s Position – the Grant Writer has resigned due to her workload but will see through the Field Project. Certain grants are still available and the P&C will be looking for volunteers.

Moved: Debby
Seconded: Ash
Carried
### 9. Principal’s report

June informed the meeting in Cameron’s absence:

- Bramble Bay Athletics Day and Bramble Bay Music Festival have recently been held.
- Book week will be held this week – there has been a wonderful engagement of children. Some parents felt that the communication was confusing and as a result some children were not going to dress up.
- June acknowledged the efforts of the 3 captains who have done a great job running activities.
- Japanese students will be arriving shortly for a 2-week period.
- The swimming program will be run in Term 4 for the Prep-2 (dates are 27/10 to 1/12)
- Book fair – scholastic book fair will be held again. When $1000 is spent 30% is given to the school to be spent on books. The Library has improved stocks because of this program.
- Change to contributions – in previous years a booklist levy and voluntary contribution was asked for. After the Audit process, the school needs to change the process and make it more formal. In particular:
  - A letter needs to be sent to parents asking if they would like to opt in/opt out of the ‘Student Resource Scheme’
  - Once the parent has done this, an invoice will be sent to them for payment.
  - If the parent chooses to opt out, he/she must provide all resources for the classroom.

Motion Requested: The P&C support the operation of the Student Resource Scheme. The motion was not passed. As per normal procedures, it was agreed this should be placed on the agenda of the next meeting and endorsed then.
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<th>10. Fundraising / Community report</th>
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<td>a. Father’s Day Stall – a reminder will be sent to CPR’s as very few gifts have been received.</td>
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<td>b. Tea Towels – tea towels have been paid for and should arrive by the end of term. Approx $1500 has been made and huge thanks were given to Rowe.</td>
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<td>c. Twilight Markets – Sunday 7 December. Shelli has agreed to perform on the night and it has been suggested that each grade hold a stall. For example Year 1 will be selling Fruit mince tarts with custard. A raffle will be also be run on the night. Julie volunteered to coordinate this event. Paul volunteered to coordinate the bar if needed.</td>
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<td>d. School Fete – ideas were canvassed about holding a school fete in 2015. Some felt a large event would be difficult to organise and manage for the amount of money that could be raised. Discussion followed about how to include the Maypole into smaller events so the tradition was not lost. Suggestions included holding a street party; moving the location off school grounds; holding a ‘spring fling’ at the end of Term 3 which could include the Maypole and disco.</td>
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<td>e. Snow Queen Production – the production will be held on the school grounds on 26/27 September. A sausage sizzle will be organised. Ash volunteered to help set the night up but he will be watching his children perform during the evening.</td>
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<td>f. Photo/Portrait fundraiser – a parent suggested this could be a fundraiser opportunity. Apparently it has been done previously and was very successful. For consideration.</td>
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<td>11. General Business:</td>
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Parents who catch the train are concerned they will not be able to collect their children at 2.45pm. Response: an area could be set aside where students can wait until 3pm for their parents to collect them. This would be similar to the morning routine which works well at the moment. June also confirmed that teachers would not leave any student alone after school. For smaller students, eg Prep, an area outside of the school office could be set up for late pick ups. Once this recommendation had been accepted in principle by members present, the two parents stated they are happy to accept the change. The P&C will include this recommendation in the report to Cameron Boal.

There has been no information about the change of school routine. For example, when will meal breaks occur, can children be dropped off at 7.45 rather than 8am; when do the bells ring etc. Response: these were valid points and will be included in the next newsletter.

The students need to be educated about road safety. Response: there are grants available for road safety and bike education safety. This will be considered.

12. **Ratify new members**

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<th>The following new member was ratified:</th>
<th>Susan Botting</th>
<th>Moved: Debby</th>
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<td>Seconded: Kodi</td>
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15. **Closed at 8.55pm.** The next Meeting will be on 10 September 2014 at 6.30 for 7pm start.

Minutes endorsed as true and correct:

President’s Signature: __________________________

President Name: __________________________

Dated: __________________________