## SHORNCLIFFE STATE SCHOOL P&C GENERAL MEETING

**Date: 11th November 2015**

1. Meeting opened at 7.00pm by Debby Drago.

**Attendance:** Debby Drago, Julie Englefield, Suzanne Geary, Greg Elliott, Paul Bredereck, Cameron Boal, Annemarie Hayes, Matt Smith, Charm Micklewright, Ash Bunce, Trent Croad, Clint Roberts.

**Apologies:** Sarah Petchell, Stuart Jarvis

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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 14th October 2015 were tabled and confirmed as correct. Moved: A Bunce  Seconded: S Geary carried</td>
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| 3. Executive Committee Decisions | • Executive have agreed to go ahead with the Oval Upgrade of Shorncliffe State School, more details is in the Oval Upgrade Committee Report as below.  
• Further decisions are detailed in the OSHC Report as below. Moved: J Englefield  Seconded: M Smith carried |
| 4. Tuckshop Report | • Anne-Marie wishes to thank the committee for the purchase of her new cooker and mixer, also like to thank those who helped to move the Uniform Shop over to its new location, thanks Debby for taking off the doors to make a pantry for the Tuckshop.  
• Has been short of volunteers this term, hopefully will improve in the new year, already has 5 new volunteers who have filled out forms.  
• Anne-Marie requested that Committee think about having the Tuckshop open for Wed mornings from 8am until morning tea time as she is already there prepping for Thursday, this could be trialled in the first term. On Wednesday would just be serving drinks, baked goods, packs of chips, fruit and ice blocks over the counter. This would also be used as an opportunity to put in lunch orders early for Thursday as would make the following day less hectic.  
• Anne-Marie put in an updated menu for 2016 for the P&C approval, this would include some price increases for items including chicken chippies and frozen milk on a stick. This could also possibly include the addition of a slice/cake of the week. Kids love the homebake! Also will be offering home made pizza! Moved: G Elliott  Seconded: C Micklewright carried |
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| 5. OSHC Report | Staff - there has been an IR underpayment issue that was brought to the schools attention by a staff member. The Executive has been working hard to find a solution that would work for both parties and settlement amounts have been proposed to all relevant staff. This issue has been amended going forward to ensure that the issue has been rectified.

J Englefield wanted stated that there was no blame being apportioned to any person, it was the system that failed and we are now in a great position to change the system so it doesn't happen again.

Appraisals have been sent to staff and are to be completed in November.

Operational Hours - an increase in operational hours from 7am - 830am to 645am - 830am was approved again to start from the first day of term 1 which is line with IR law being minimum shift work of 2 hours. Additionally as of last week staff remain until 9am to occupy the 2 hr shift.

Fees - an increase of $2 to before, after school and vacation care was approved which will be affective from the 1st day of the 2016 school term. As there has not been an increase in fees for 2.5 years, this is a blended CPI of less than 5%.

Annual Bonuses - Discussion around the bonus was split. Since the P and C have paid for a staff Christmas party, certain parties did not think it necessary to also include a bonus. In light of the IR underpayment it was felt it would be demoralising for staff not to receive a bonus. Finally it was approved that vouchers were to be given to P&C staff as a reward for their work in 2015. The executive was authorised to approve the amount and outlet. D.Drago wanted to note that bonuses is not a standard and should there be bonuses next year it will be merit based and not in addition to a Christmas function.

Compliance - It was agreed that an audit of the payroll, HR and IR aspects of OSHC should be undertaken before year end with a follow on process of annual spot audit and also a 2 yearly comprehensive audit to be put into our procedures. CMS and QCAN will be contacted to discuss options, availability and pricing |

Moved: D Drago
Seconded: G Elliot
carried
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| 6. Chaplain's Report | There was no report from Sarah for this month, but there was a note that she had been very busy with the kids.  
|                       | The visit from Curtis McGrath for Remembrance Day was very successful and immensely enjoyed by the kids with heaps of interaction. Sarah is writing a report on it that will hopefully be printed in the newspaper.  
|                       | Sarah is writing her end of year report to include all the activities that have happened throughout 2015. |

| 7. Correspondence In/Out | The following correspondence was received:  
|                          | 1 letter was received by a neighbour in response to correspondence sent regarding the Oval Upgrade querying some of the details, D Drago has sent a response. |

| 8. Treasurer's report | **Report tabled**  
|                       | **Tuckshop:** Once again great sales for this month. There were some much needed purchases made for the Tuckshop which included a new oven for $280 and a second hand Kitchen Aide for $350. Transfer of $5000 was made into the Savings Account  
|                       | **OSHC:** Performance is the same as this time last year, $2000 was transferred into the savings account  
|                       | **Uniform Shop:** Large restock of uniforms for next year totalling $5868. Transfer for $2000 to savings account  
|                       | **Fundraising:** No income banked, $600 additional spring fling costs, $785 donated to Eleanor Nash camp, $600 donated to Grade 6 graduation event. Transfer of $5000 to savings. |

Moved:  
Seconded:
### President's Report
- Debby would like to thank Mr Boal for campaigning to the DET to financially contribute $40K to our Oval Upgrade which otherwise we would not have had the complete funds for the project.
- Would also like to thank Ash Bunce, Clint Roberts and Greg Smith for their input, advice, determination and effort which has been greatly appreciated. Thank you for managing the P&C’s largest project to date. The work will be ready to commence for the Christmas Holidays.
- The School has kindly agreed to once again hold the Christmas Carols and the P&C will finance the Disco/DJ. We are looking for any parents who can help with either BBQ/BAR or an ice-cream and Jelly Stall.
- We still need volunteers for the swimming carnival, as it is on a Thursday, Anne-Marie will need to stay with the Tuckshop to cater for the Junior School.
- I would like to make reference to and recognise there has been an underpayment to OSHC staff which has also been covered in the month’s OSHC report. I would like to assure P and C members this oversight will be rectified ASAP and there will be further action taken to give the committee members the confidence that the OSHC staff is managed correctly and efficiently according to regulations.

### Principal's Report
- 13/10 – Talk About it, Life Ed Parent Session, Student sessions 26, 27 & 29 Oct – the day was very successful, 12 parents attended.
- There is a casual coffee morning coming up for Prep Parents for 2016.
- Student Free day on the 24/01/16, first day of school will be Wed 27/01/16.
- 12/11 - Music Showcase night at Sandgate High School
- Other things that are happening this term include gymnastics, surf lifesaving carnival, swimming carnival, Writer’s Collective Festival, Awards and Graduation and P&C BBQ.
- Jo Roberts now has a permanent position within the school.
- Robyn is now in the Teachers Coach position and we are sharing her with another school.
- Multi-Tiered classes are being sorted out for the senior levels of the school, ongoing work in progress.
- We are looking for more links for the school to be involved in community services.
| 11. Oval Upgrade Subcommittee | All quotes have been received and are being reviewed by the Oval Upgrade Subcommittee. Based upon the theme of the quotes, there was an identified shortfall of approximately $40,000 primarily due to the inclusion of the upgrade of the grade 2 playground but thanks to the work of our Principal, Mr Boal, we have been granted that money by the DET so that the project can go ahead on the Christmas holidays as planned.

The oval subcommittee leaders (A Bunce and C Roberts) will need to organise to meet with Mr Myers (the Groundsman) and Anne Farrow in regards to access to power/switches/mains/water etc.

The P&C unanimously agreed to:-

- Transfer $181,000 from the savings accounts to the school
- Authorise the Executive to ratify the recommendation of the sub Committee for awarding of the contract for the Oval Upgrade
- Delegate authority of Variations up to a total value of $10,000 to an Executive member and the Deputy Principal June McCrorie. Variations in excess of $10,000 above the project value require the approval of the Principle and Executive
- Allow the Oval Subcommittee to make minor changes to scope dependent upon construction process as long as there is no material change to the project specification and value. For major changes or scope creep, the delegated authority process (2 as above) must be followed. | Moved: D Drago
Seconded: G Elliott
Carried |
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<td>• <strong>Swimming Carnival – 3/12/15</strong></td>
<td>We still need volunteers for the day, if you are available please let us know.</td>
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<td>• <strong>Christmas Carols/Disco – Sunday 6/12/15</strong></td>
<td>Possible time line for the evening, will be Christmas Carols on the oval from 4.30 – 5.30, the Disco will be from 6.00 – 8.00 under the library. There will once again be a Parent Choir; there should be notices out for volunteers soon. There will be a BBQ and a Bar, possibly in the same position as at the Spring Fling. There will be a raffle with some very generous donations including and IPAD Air (from Matt Smith), XBOX 360 (from Paul Brederick), Gingerbread house (Tanya Klecin) as well as a Christmas Hamper. Someone suggested that we may like to organise Song sheets to singalong with for the Christmas Carols.</td>
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<td>• <strong>Pizza Party</strong></td>
<td>The P&amp;C have agreed to fund the pizzas for the last day of school.</td>
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| 13. Ratify new members | New member Anne Farrow ratified. |

14. Closed at 8.15pm.

Minutes endorsed as true and correct:

President’s Signature: [Signature]

President Name: [Name]

Dated: 10/2/16