



MIDDLE PARK STATE SCHOOL PARENTS AND CITIZENS' ASSOCIATION MINUTES OF MEETING

Date:	10/8/11
Attendance:	As per Attendance Sheet
Apologies:	As per Apologies Sheet
Meeting Chair:	Terry McCarthy
Minutes by:	Fiona Maraca

Opened at 7.35pm

Officially welcome Tarnya Smith Candidate for Mt Ommaney and Matthew Bourke

1. Ratification of Previous Minutes

- The Minutes from the July 2011 P&C Meeting were reviewed and ratified.

Moved: Fiona Maraca

Seconded: Kelli Schuh

Carried: Yes

2. Treasurer's Report

- Official resignation tended nominations will be asked for in general business. QLD education and the auditor are fine for the role to be replaced as such
- Uniform Shop – a lot of income for the month has come from P&C fund which were collected at the uniform shop changing the profit for the month of \$384, but with a profit of Year-to-date of \$5093
- Tuckshop – It was a short month for the tuckshop with only 2 weeks of trading due to the school holidays. Expenses for the tuckshop are paid at the beginning of the following month so a year-to-date profit figure is \$1291
- General – there was a large deposit of \$134,999 which was one of the investment account funds which is required for the air conditioning payments
- The circus income will be boosted by another \$8090 which was collected at the uniform shop during the month and will show in the August figures
- Investments – all funds have been transferred to the general account
- OSHC – is travelling well with year-to-date profit of \$25701

Moved: Tracey Bobbermien

Seconded: Danielle Moy

Carried: Yes

3. OSHC Report

- Outside area. We are still getting pricing on the sealing product which Terry McCarthy and the grounds man will look at doing on EKKA day. It will be dry and fine for care the following day
- Attendance - Before School 55-60 children After School around 110 children each day
- Staffing - On 27th July, Marlie & Jessica attended QCAN information session. 23rd August there is an in-service Safety with Food Handling which will be attended by all staff. Susanna Mollica has resigned
- Activity - Jess & Rachel have done the Active After School Program this term. They are doing gymnastics Rugby League. 2 more staff are now in training to be qualified.

- Vacation Care - Next Thursday is a Pupil Free Day and at this point we have 32 children booked. We are having a small EKKA for the children with a small jumping castle and show bags and side Show alley organised.

Moved: Tracey Bobbermein

Seconded: Jodie Edwards

Carried: Yes

4. Admin Report

- We have the new One school system operating. Things like role marking will take place in the class without a roll needing to be bought down to the office
- The finance section has taken an effort with it's role out and is quite complex, but Jan is hoping to have the issues ironed out next month
- The One School system can also give class/lesson plans that can be customised for each teachers discretion and the students
- Accounts Tabled
- Calender of events tabled. One new item added, the 9th September will be the hall opening
- The Radio attendance and helicopter day was fantastic. Sausage sizzle raised over \$700 for the Chaplains
- Tessa raised a question that the P&C approved a before school event for the radio but it extended into school time prior to the day and the day of, without our consent. Thus making it a compulsory school event instead of an option.
 - Joyce explained, as we did not receive the running of events ie the time the Ch 7 helicopter came it was not really possible to notify the P&C
 - We need to realise that the admin team will make choices with the best interest of students and that P&C will not always be able to be informed of everything
- Athletics carnival will start at 9. The format will change a little as to how the students are rotated around. Snow cones will be available and tuckshop will be open for limited items. A request for home backing to be donated to sell.
- Enrolments, about 50 for Prep to date. We are aiming for about 80 students. Mr Boyce is aware of how hard Jamboree have marketed in the past for them to get the numbers that have currently been reported
- Electricity charges have changed. As of next year we will be treated as a new school due to all the new developments. So from there we will have all the bills paid. We will have a catch up period though for rest of the year
- Facilities – Now that the large infrastructure jobs have been completed we need to look at facilities for them. Over the coming years we need to look at what is important, interactive white boards in all classrooms (one school would operate better), some schools are moving to ipads, which would mean looking to have wireless throughout the school. Focus on the core business of the school and it's teaching and make the learning environment more engaging.
 - P&C has requested a wish list from Mr Boyce to assist us in how to target our fundraising efforts
- The call has gone again for a grant writer. Danielle Moy asked if we are able to target parents professions. We have had something in the newsletter. This year Terry, Jan and Mike have been applying for grants and it is hard work.
- School hall opening – Morning tea for official guests and possibly parents. The Captains can take Bernie Rippol around. Can the P&C Cater for the morning tea from Tuckshop. Volunteers will be needed for Helen. We will see what promotion we can get also such as newspaper and the news
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Moved: Simon Boyce

Seconded: Ann Gooding

Carried: Yes

5. Prep Report

The following items arose from the last Prep Parents Group meeting which was held on 20th July. The full minutes from that meeting are available on the P&C website.

1. As part of the natural process of uniting and integrating Prep into the whole school, the Prep Parents Group, a subcommittee of the P&C, want this subcommittee to be amalgamated and unified with the main P&C. The Prep Parents Group currently has 2 separate primary functions: social and fundraising. The following points were raised:
 - a. There should be no separate fundraising events/activities organised solely by and for Prep parents through a P&C subcommittee. Instead, Prep parents should be invited to participate in and help with whole-school fundraising events/activities organised through the P&C.
 - b. Social contact lists and get-togethers between Prep parents (with or without their children) can be organised by a volunteer parent in each class. This does not require a P&C subcommittee, and is hoped to continue in future years at the school.
 - c. There should be a Welcome Evening for Prep parents in Week 3 of the new school year, held jointly by the school (Prep teachers), volunteer parents from the previous Prep year, and the P&C. The date, time and location of this Welcome Evening should be fixed before the start of term and invitations handed out as a flyer to Prep parents on Day 1.
Purpose:
 - i. Social (get parents to meet each other)
 - ii. Encourage P&C participation
 - iii. Ask for a social volunteer for each class to compile a social contact list & help plan 1 or 2 social get-togethers
 - iv. Ask for volunteers to organise a Prep disco at the end of Term 1
 - v. Inform (new parents ask questions)

2. The following recommendations were made to be put to the school administration team
 - a. The Enrolment Pack should be updated and expanded with more information e.g. the typical school calendar of events, information on the Prep curriculum, music, sport, other activities, with photos, and a leaflet inviting parents to a welcome morning tea straight after drop-off on Day 1
 - b. The school could hold event(s) that will raise the public profile of the school in a positive way, e.g. an under 8's day or a teddy bears' picnic to which children from local kindergartens could be invited
 - c. Photos of school events could be submitted to the CLASS newsletter
 - d. The school fun run could benefit from a proper "finish line" and side lines for spectators to cheer from
 - e. The welcome morning tea on Day 1 for new parents needs to be better publicised: announced by all Prep teachers on the day and in a leaflet distributed with the enrolment packs

3. No-one wanted to organise any more Prep-only fundraising events/activities this year

4. Social Events – last term's dinner for parents and children at the Centenary Tavern was very popular. Another is planned for Term 3. A Christmas dinner for parents only without children was proposed for the end of Term 4.

5. Prep area tree/shrub planting. This will be dependent on the removal of the old preschool sign frame & preparation of the ground. Most likely this may happen early in Term 4 if enough volunteers come forward.
 - Further discussion to be had as no decisions were made tonight. Possibly look at renaming it to something like a Prep Parent Forum. Most agree that they do not want to disband it as it plays an important roll.

Moved: Tessa Du Croz

Seconded: Kirsty Wardy

Carried: Yes

6. Tuckshop Report

- Helen welcomes the Preps. They are also invited to volunteer. No hot chocolates for preps as it is too hard for the preps to collect it from the tuckshop as per policy

Moved: Helen McIntyre

Seconded: Jo Mackintosh

Carried: Yes

7. P&C Shop Report

- We are currently reviewing prices for our uniforms to commence End of Year Ordering. We will have the order form with an attached letter sent out to all families by the end of next week. The cut off date will be the 12 September for orders to be received prior to the end of the year. All orders will have to be paid in full as per previous years. It has been suggested that our Prep Children no longer have a different shirt. The prep teachers have agreed that just wearing a different colored hat would be sufficient. (possibly red or yellow) We need to bring to attention that currently the prep shirts are \$20- as opposed to \$33- sports polo (will be increased just waiting for final figures this week). A separate coloured hat to identify the students quickly on the oval. So as a P&C body if we are going to change the Prep uniform we need to vote on it tonight.
 - Move that the existing prep shirt is changed to the current polo shirt with a transition year for the current prep shirt to still be used. Uniform packs will be changed and the shirt withdrawn from sale. No formal uniform to be used for preps
 - **Moved** Joyce Kuth **Seconded:** Ben Dirschka **Carried:** Yes
 - Hat – Gold legioners hat
 - Moved:** Joyce Kuth **Seconded:** Kirsty Ward **Carried:** Yes
- Looking at changing suppliers for the swim caps as the quality is not great and not happy with the supplier. Shop committee propose that the one style is supplied – silicon, which is soft and easy to use, either a plain colour or with logo. Logo will be more expensive. Delivery time is also a few days.
 - Change of supplier agreed
 - Silicon fine
 - Plain not logo
 - **Moved:** Jodie Edwards **Seconded:** Danielle Moy **Carried:** Yes
- Goggles are also supplied by the same company. 2 different sizes that will fit the school. Agreed to trial sales.
- Currently school banking is going great guns with a visit from Ingrid on assembly 2 weeks ago. For our first term of banking we received \$618-78 in commission for new accounts and weekly banking. In the next couple of weeks we will have more children getting awards for doing 10 deposits, which is really encouraging. We will be promoting this program continually until the end of the year with the hope of getting more children on board next year. 114 Students Banking

Moved: Jodie Edwards

Seconded: Jo Mackintosh

Carried: Yes

8. Road Safety Report

- Tania left early no report

Moved: N/A

9. Fundraising Committee Report

- The Circus raised in excess of \$16,000. We are waiting on money from Matthew Bourke

10. Facilities Report

- Air Conditioning update
 - The P&C President, Terry McCarthy, and the School Principal, Mike Nolan, met with Warwick Johnson from Mr Fixzit Ipswich, Trading as Trevor Johnson Trade Services, at the school on Friday 29 July 2011. The Minor Works Tender document for the Airconditioning Project was submitted by Mr Johnson to the P&C and all parties signed

the agreements for the 4 stages of the project to go ahead, with Stage 1 to commence the week of 15-19 August 2011.

- All classrooms should be airconditioned by the commencement of school in January 2012
- There have been tentative talks between John Holland Group, Kell Rigby, the replacement School Principal (Simon Boyce), the P&C President and Warwick Johnson (Mr Fixzit) in relation to a once only replacement/upgrade of the school's main switchboard which will comply with Education Queensland's requirement for the switchboard to be replaced after the BER projects and the P&C's upgrade requirements for the Airconditioning Project.
- At this early stage the costs to the P&C should not exceed that already budgeted for previously in the Airconditioning Project and if successful it will mean that the required number of days to complete the replacement/upgrade will be reduced from 6 days to no more than 3.
- We are awaiting formal approval from EQ for this combined work to go ahead in Stage 2 which is set down for the September/October school holidays."
- Tessa posed questions regarding the on going maintenance costs for the A/C units and who is responsible, the P&C or the school?
 - Ducted is to be part of the central maintenance system. A break down of that, the school community is responsible for (curriculum budget). Split systems are run to fail rather than maintenance on Qbuild advice, cleaning would still need to happen. We have not had enough advice at this stage as advice has been contradictory. ie will the manufacturers warranty stand if they are not maintained, will the cost to maintain them for a 10 to 12 year life span be worth the replacement cost after 5? If it does break down what parts are replaced prior to full replacement Etc
 - At this point no budget is in place
- Policy for use for the A/C units?
 - This is already in place. Remote will be one central one, temperature settings are fixed and they can only be turned on and off.
- Will they be used for heating?
 - Heating has not yet been decided, the de-mountables may be need to be looked at on a separate basis.
- Carbon Offset?
 - We would need to see if it is able to be done on a commercial area. Can we do something else like looking at Solar or in a way that involves the students further and learn through it. It needs to be looked into further

Moved: Terry McCarthy

Seconded: Ann Gooding

Carried: Yes

11. Correspondence In

- Letter of Resignation from Simone Sparkes for the position of Treasurer
- Ashley Forrester – Sports for Schools at Coles representative advising they have a promo this Saturday to win more vouchers. Tessa will facebook it and website it.
- Matthew Bourke letter advising of a new steering committee. Danielle Moy will look into it

12 General Business

- Call for nominations for treasure

Election of Treasurer:

Nominated: Michael Craven

By: Tracey Bobbermien

Seconded: Danielle Moy

Elected: Yes

- (round of applause)

Election of Assistant Treasurer:

Nominated: Danielle Moy

By: Terry McCarthy

Seconded: Joyce Kuth

Elected: Yes

The Executive Committee as of tonight is:

- President Terrence McCarthy
- Vice President 1 Tania Nelson
- Vice President 2 Tessa Du Croz
- Treasurer Michael Craven
- Assistant Treasurer Danielle Moy
- Secretary Fiona Maraca
- Assistant Secretary Roxann Blake

- Fathers day stall will be held for year 5's on the Monday as they will be on camp
- Elaine Le Flay and Noela Pietrala have been putting in a huge effort in the gardens in their own time – thanks for the gardens. Motion to purchase flowers as a thankyou. Motion Passed
- Athletes foot - get credits for shoes purchased. \$5 per shoe and they can give vouchers or cash. Thinking of Vouchers as that can be used for raffles \$140
- Relook at emailing newsletters.

13 Membership

- Rebecca Ham applied for membership
 - approved

Meeting closed at 9.35pm

Next P&C Meeting to be held at 7:30pm, Wednesday 14th of September.