



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

Date:	February 9 th 2011
Attendance:	As per Attendance Sheet
Apologies:	As per Apologies Sheet
Meeting Chair:	Jo Reichardt
Minutes by:	Fiona Maraca

1. Ratification of Previous Minutes

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

Moved: Jo Reichardt **Seconded:** Kirsty Ward **Carried:** Yes

2. Treasurer's Report

- December and January reports tabled
- December 2010
 - operating loss was \$18,000 which was paid to the school
 - Account looking very cashed up as we are holding the air conditioning funds
 - \$4900 interest on investments
 - OSHC \$64,500 profit for the year
 - P&C shop showed loss due to purchases for the new year
- January 2011
 - Not much to report due to low activity
 - P&C Shop turned a profit with the sale of new uniforms

Moved: Alan Pickering **Seconded:** Lisa Craven **Carried:** Yes

3. OSHC Report

- Numbers are up. Approximately 95 students in the afternoon with 6-7 staff and 55 in the mornings with 4-5 staff
- President Jo Reichardt had a meeting with staff where they discussed safety, confidentiality and team work. The staff are doing a fantastic job
- The staff have requested if they may have equipment and toys. We will wait for a list from staff
- A survey has been done of other daycares. Thinking of increasing fees.
- 2 children in the centre and their families where flood effected. They have been given 4 weeks fee break
- No co-ordinator has been appointed to date. This needs to be addressed

Moved: Jo Reichardt **Seconded:** Lisa Craven **Carried:** Yes

4. Admin Report

- Proposed Budget tabled and requested endorsement
 - Recommended that \$4000 of the P&C allocation go to the library
 - \$4000 to the water trough
 - Remainder to go towards teacher resources, music etc.
- Library levy was not on the book list and needs to be sent out separately
 - Request to authorise budget passed
- Short term Operational Plan 2011 tabled
 - Request to executive to approve plan approved with the provision that further questions may be asked in the next meeting
- Voluntary contributions
 - A proposal needs to be presented for all levies' to allow them to be approved. This will be prepared for the next meeting by Mike Nolan.
- Calender of events tabled
- We need to ensure communication between the school and P&C to enable us to stay within the Smart Choices Healthy Food Guidelines
- Homemaker City is running a promotion that Lisa Craven has volunteered to co-ordinate. Unsure yet what the prize is
- Coles promotion – Sports goods have been received
- Student numbers – 632 Dropped 42 Students. Questions rose about the students leaving and if we discover why they have left. Prep numbers at 78 the aim was for 90. We need to push for positive publicity for the school and get back to using the board and communication. Advertise the P&C meetings in the newsletter the week prior as well as the week of.

Moved: Mike Nolan

Seconded: Kirsty Ward

Carried: Yes

5. Prep Report

- 2010 Melamine plates have still not arrived. Kirsty Ward has been contacting the company continually
- Handover meeting will be booked for approximately 2 weeks

Moved: Kirsty Ward

Seconded: Jo King

Carried: Yes

6. Tuckshop Report

- Helen has help!!!
- Freezer died last Monday. Lost \$452.10 of stock and \$140 for the repair
 - Repairer has stated that it is too hot for the freezer in the tuckshop and that it requires regular cleaning. We need to check in to insurance to see if the food loose can be covered
- Helen proposed opening 3 days instead of 2. Will check figures with Tracey but we should trial it for one term.
- Look into bringing tuckshop to prep sooner providing the teachers are okay and Helen receives more help from the prep parents

Moved: Helen McIntyre

Seconded: Jo King

Carried: Yes

7. P&C Shop Report

- No Report

Moved:

Seconded:

Carried: Yes

8. Road Safety Report

- No Report
- Concerned parent mentioned that parents are parking on corners

Moved:

Seconded:

Carried: Yes

9. Fundraising Committee Report

- U Name It labels have received approximately 10 orders
- Father's Day stock and books are still in the tuckshop. They will be moved to the OSHC storage
- No official report

Moved:

Seconded:

Carried: Yes

10. Facilities Report

- No official report as no meeting has been held yet
- Operators brief will be held next week for the new buildings which are in the final stages
- Furniture and fittings have taken a hit as the \$75,000 contingencies has gone
- Look to have an open day and get the newspapers and advertising in

Moved: Mike Nolan

Seconded: Kirsty Ward

Carried: Yes

11. Correspondence In

- QCPA Postponement notice

12 General Business

- Gutters are on the Q-Build maintenance report and due to be done this week
- Maintenance works via a Q-build list and Mikes budget of \$25,000

13 Membership

- No new memberships taken as all will be handed in next meeting at the AGM

Meeting closed at 9.18pm

Next P&C Meeting to be held at 7:30pm, Wednesday 9th March starting with the AGM