



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

Date:	8 th June 2011
Attendance:	As per Attendance Sheet
Apologies:	As per Apologies Sheet
Meeting Chair:	Terry McCarthy
Minutes by:	Fiona Maraca

Meeting opened @7.40pm

1. Ratification of Previous Minutes

- The Minutes from the May 2011 P&C Meeting were reviewed and ratified with the correction the OSHC report that 2 trained staff from OSHC are doing the Active After School Care Programme.

Moved: Fiona Maraca

Seconded: Helen McIntyre

Carried: Yes

2. Treasurer's Report

- Simone Sparkes is not present for a full report and one not supplied
- All accounts are tracking along some money entering from disco

Moved: Tracey Bobbermien

Seconded: Lisa Craven

Carried: Yes

3. OSHC Report

- No official report
- General maintenance for attention: some pailings are loose on the back fence and some cubicles in the toilet do not have holders and the toilet paper ends up everywhere. Jan Lampe will look into this
- Looking at getting the carpets cleaned soon
- Draft copy of the report from QCAN has been received. Reports/paperwork may need to be updated
- May not need to get the hall accredited just yet. A risk assessment will need to be done but we are waiting until January

Moved: Tracey Bobbermien

Seconded: Jo Macintosh

Carried: Yes

4. Admin Report

- Mike Nolan has asked that the terms donation be based on the admin report and the minutes of the meeting in term 1?
- Pixifotos commission cheque has not been banked form 2009. Admin curious if it can be banked in our account as it cannot be put through the school account as per the guidelines. Tracey is not

sure if we can then give it back as per the new guidelines. Mike will talk to the finance people to work out what to do

- 9th September will be the open of the new hall. There are protocols as to the special guests that need to followed. The whole student body will not be able to fit.
- Thanks to Ben and Terry for the working Bee
- Issues from the previous meeting beginning to be addressed. Several meetings have been held with Terry and Lisa, EQ procedures were discussed on complaints and reporting of allegations, Complaint process promulgated in the school newsletter, raised issues about promoting the school in the community through PR and also Staff members willing to work on specific tasks
- Excursions – tabled.
- Education QLD has the inaugural P&C Day. It has been advertised in the newsletter. A morning tea invite will be sent to all current members
- Terry would like to put something together for the children to perform at the morning tea. He will work in with Brenda Fennell
- Mike asked the excursions to be approved

The excursions where ratified

Moved: Mike Nolan

Seconded: Ann Gooding

Carried: Yes

5. Prep Report

- Social affair this term. Morning tea held already, and dinner booked also
- Looking at doing a shrub or tree-planting day. Still in the planning stages. Plants are to be donated by parents and cared for by the children
- The stakes for the preschool sign are still in the ground and should be removed for safety

Moved: Tessa Du Croz

Seconded: Jo Mackintosh

Carried: Yes

6. Tuckshop Report

- Thanks for the flowers
- Slushie machine has been sorted
- More volunteers are needed
- Looking to purchase a new fridge
- Fridays getting busier
- Winter menu going well

Moved: Helen McIntyre

Seconded: Natala Crawley

Carried: Yes

7. P&C Shop Report

- Prizes have been given to us from the CBA for the school Banking Programme to give to some students
- There are still some Entertainment books. The sign on Sumners Road has helped
- There are still some winter uniforms available for purchase

Moved: Tracey Bobbermien

Seconded: Natala Crawley

Carried: Yes

8. Road Safety Report

- No official report
- Joanne King has sent through an email that QPS/Suncorp is offering a grant to improve road safety, also for improving other safety concerns
- Tania bought up the lighting around the driveway around the hall as a concern especially during the school disco pick up and drop off

Moved:

Seconded:

Carried:

9. Fundraising Committee Report

- Dinner Dance – app \$500 raised. Small turn out. Maybe a Xmas in July with Janette to DJ
- Over 300 students at the disco. Biggest turn out for a while. Raised app \$3000. Janette Teal did a fantastic job DJing
- Fun-run-thon. Forms out to raise money. Due back next Friday. Maybe look at opening the PC shop all week as it is a little involved when the children are bringing their forms back in
- Circus coming to town. Looking at what stalls we can operate and sponsorship. Ticket order forms going home next week. A meeting will need to be held with admin to sort out facilities
- Caltex are donating a portion of their fuel sales for 2 weeks from the 9th June
- Collect a cap (milk bottle) will run again. 10c will be donated for every cap collected
- Grants email up for renewal. \$55 pa. Would anyone else like to receive the email?

Moved: Lisa Craven

Seconded: Jo Mackintosh

Carried: Yes

10. Facilities Report

- Great Job on Sunday with the working bee, more that 30 Parents came. Hire a hubby did a really great job
- AIR CONDITIONING PROJECT

Previously we have had approval from the P&C to

- proceed with the air conditioning project
- to pursue a loan from Qld Treasury for a portion of the project so the air conditioning project can be completed as a single project rather than continue fundraising and complete the project in stages spread out over several years
- to introduce an air conditioning levy to assist with loan repayments and ongoing costs once the project is underway
- Proceed with the Tender process
- We are now seeking P&C approval to move to the next stage of this process now that all tenders have been received and evaluated. 30 requested the documentation and 10 sent in a response. Terry McCarthy, Lisa Craven and Simone Cheadle meet and went through the tenders. They had several items of criteria -one company to do the whole scope of work, the brand (5year warranty), price and experience with other schools. Their recommendation was then taken to Mike Nolan for approval also.
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Motion 1:

That the P&C approve the scope of work for the air conditioning project as per attached document. In summary, consisting of the required electrical upgrade, the supply and installation of split system air conditioners to all identified classrooms and the administration building, and a ducted system for the OSHC building.

Moved: Simone Cheadle

Seconded: Jo Mackintosh

Carried: Yes

Motion 2:

That the P&C accept the recommendation of the selection panel (made up of Terry McCarthy, Simone Cheadle, Lisa Craven & Mike Nolan) and approve that Trevor Johnson Trade Services Pty Ltd, trading as Fixzit Ipswich be selected as the successful applicant for the MPSS air conditioning project.

Moved: Simone Cheadle

Seconded: Ann Gooding

Carried: Yes

Motion 3:

That the P&C give approval for the MPSS P&C to enter into a contract with Trevor Johnson Trade Services Pty Ltd, trading as Fixzit Ipswich and the P&C for the scope and amount of the attached quotation.

Moved: Simone Cheadle

Seconded: Ann Gooding

Carried: Yes

Motion 4:

That the P&C give approval for an application to be submitted to the Qld Treasury for a loan up to the amount of \$100,000.

Moved: Simone Cheadle

Seconded: Helen Mackintosh

Carried: Yes

- Time frame – next process we need to submit the items to air Queensland for approval. Putting it in 3 stages means they are in under \$100k. This means they could start around June / July holidays.
- Terry Congratulated Simone Cheadle and Lisa Craven on the work put into the process and the work still to be done
- Did we want to hire out the hall? Guidelines will need to be set and licensing agreement set, this can be painful on casual basis.
- Mike is not keen for the general community to use it for social occasions Commercial i.e. karate or dance classes, would be appropriate. We do need to look at the type of things that are held there and also the times that it is being used so it does not inconvenience the community. Insurance also needs to be looked at. The hirer needs to have their own public liability. A booking schedule would need to be set up with a proviso that all school events take precedence.
- Next meeting a levy will be discussed and a letter will be sent out to let people know what stage we are up to. Tessa made a point that we put some back ground/history of the steps that we took to get here for new families that do not know.

Moved: Simone Cheadle

Seconded: Ben Dirschka

Carried: Yes

11. Correspondence In

- Certificate of participation for the reopening of the Riverhills childcare Centre

12 General Business

- Tracey – letters running out for the notice board. Can we put in to purchase some more letters?
Moved
- Contact form Mel Lancaster from the local RSL branch re funding of \$5800 has come through. It will be used to construct a concrete path around the ANZAC tree. Work to be completed by Hire a Hubby
 - Motion to approve accepted
- Constitution – new model presented and has been sent on to all members of the P&C for reading. A meeting called for the last week of term at 3 at the morning tea to vote on the constitution -10 minutes
- Vote of thanks to Ben and hire a hubby

13 Membership

- Danielle Hoy applied for membership.

Moved: Simone Cheadle

Seconded: Helen Mackintosh

Carried: Yes

Meeting closed at 9.10pm

Next P&C Meeting to be held at 7:30pm, Wednesday 13th July 2011