



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

<b>Date:</b>	12 <sup>th</sup> October 2011
<b>Attendance:</b>	As per Attendance Sheet
<b>Apologies:</b>	As per Apologies Sheet
<b>Meeting Chair:</b>	Terry McCarthy
<b>Minutes by:</b>	Fiona Maraca

Meeting Opened at 7.40pm

## **1. Ratification of Previous Minutes**

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

**Moved:** Terry McCarthy

**Seconded:** Fiona Maraca

**Carried:** Yes

Special item – Executive committee moved a decision to allocate funds to allow the setup of the Special Education Program:

Proposal for one off funding from the P&C for a maximum of \$1,000 (excluding GST) to assist Lee Baird with the setting up of the Special Ed program at MPSS. This proposal has been put to Simon Boyce for his agreement that it be forwarded to the P&C for one off assistance with funding.

We were to consider this proposal at the September meeting because staff and volunteers would like to commence work on this project over the school holidays before this scheduled P&C meeting.

We can, as the P&C Executive, under Section 13.3 of our constitution agree to this proposal and have that agreement tabled and ratified at October's meeting so that the work can start over the holidays and hopefully be ready to assist Lee Baird with the program when school resumes in Term 4.

Terry McCarthy proposed the following to for a vote by the executive -

- That the P&C Executive agrees by majority vote to support the one off funding for the Special Education Program to a maximum of \$1,000, excluding GST, and that any amount of that funding not expended by February 2012 shall cease to be available to the Special Education Unit until further motions, in regard to the unspent amount, are passed at a subsequent P&C meeting and
- That the P&C Executive agrees by majority vote to assist the Special Education Program with support to access local, State and Federal Government grants to support the ongoing costs associated with the program.

Items where moved by a majority of the Executive

Ratified both motions with the Members

## **2. Treasurer's Report**

- Uniform Shop profit of \$6000 due to next years orders, but overall traveling well

- Tuck shop showed a loss as the months payments where conjoined and we had school holidays
- A/C payment made today, an outstanding amount of just over \$63,000 to be paid in the future. To date we will not be needing a loan.
- OSHC profit nearly \$12000 for the month. Overall for the year we are showing a loss of \$115,000 as the transfer of \$167,000 was made to the general account for the a/c funds.

**Moved:** Tracey Bobbermien

**Seconded:** Danielle Moy

**Carried:** Yes

### **3. OSHC Report**

- Afternoon sessions app 10 vacancies per day.
- Numbers have dropped a little as grade 6's & 7's walk home for transition to high school
- Upcoming QCAN training sessions coming up. 2 Members to be attending
- Active After School Care Programme starting 10<sup>th</sup> October and lasts 7 weeks
- September vacation care program was successful with positive feed back
- Can they please look into some sort of temporary cover to shield the gap between the demountable and the ground in front of the OSHC building. The gap is a risk for both children and staff alike and becomes a hazard when balls go under the building. Ideally we would like some sort of removable barricade that can be erected when necessary (particularly on rainy days when we use the top undercover area). There is glass and foreign objects under the building.
- Would like the cement sealed as it is very dirty
- Puddles at the front entry of the building gets bogged every time it rains.
- Staff Xmas party to be held 2 December
- Natalia got a full time job as a teacher's aide however will still work for us during the holidays and in the case of emergency
- Staff appraisals were conducted during Spring Vacation Care and as such are completed for the year.
- Tracey has asked us to conduct a fee review in Feb 2012 to assess our fees in comparison to other OSHC centres.

**Moved:** Tracey Bobbermien

**Seconded:** Anne Gooding

**Carried:** Yes

### **4. Admin Report**

- Accounts app \$200,000, that includes \$55,000 for the flooring in the hall through the Gambling Community Benefit Grant and the BC Grant, plus wages for the remainder of the year need to come from this.
- Energex are looking at capacity upgrade required for the A/C
- Julie Atwood visiting next week to look at the defects left behind after the work has been completed for the BER. She will be looking at items such as the condition of the area around the hall and library with all the rubble remaining, drainage issues around the buildings and several other items that remain a concern
- Assistant Regional Director (ARD) visit involved numerous issues including the Curriculum Audit and NAPLAN results. Some confusion from members over where the year 1's are sitting compared to the prep's, many of the year 1 parents are concerned about how the student are expected to catch up and meet the new high standards that are being set, and how should they be graded. There has been a request for more information as a group.
- New timetable has been implemented with lot's of positive feedback from teachers
- With current enrolments it looks like we will be having 3 Prep classes for 2012. Next year Prep will finish at 3pm.
- P-3 Christmas concert. Not sure who will run it, as currently there is no Chaplain. Previous years fundraising has gone to the chaplains. (no suitable chaplains have been found to date)
- The role of Chaplain will be changing as the government process has changed to allow for a secular person to be approved for the role.
- Ratification for excursions – Approved
- Sports and music photos on the 10<sup>th</sup> November. Need 3 parent helpers. 8.50am-1.40pm
- Parent Car issues in OHSC. Joyce would like the P&C to ensure that the OSHC staff understand that no parents should be in the car park after 8.00am until 3pm.

**Moved:** Simon Boyce

**Seconded:** Jo Mackintosh

**Carried:** Yes

#### **5. Prep Report**

- No meeting has been held so no report tabled
- 2012 Prep committee, there will still be a handover as previous years and the new parents will be able to decide if they would like to become a formal committee.

#### **6. Tuckshop Report**

- Proposal made due to the change in timing for the school timetable. It has resulted in a lot of parents and students requesting a change in menu to allow for more choice in morning tea. A new menu will be put out next week allowing for lunch items to be sold in the first break also. This will mean more help is required and potentially more paid hours as the lunch time has been put back.
- Proposal made to have the children drop of their orders directly to the window instead of in the class box, and then handed back out to the students individually.
- Proposal to open over the counter sales at both breaks.
  - Query over the cost of the above proposals with the tuckshop already running at a loose. Some further costing's may need to be looked at and trial to see how it works.

**Moved:** Terry McCarthy

**Seconded:** Danielle Moy

**Carried:** Yes

#### **7. P&C Shop Report**

- We have completed all of our ordering with our suppliers for our uniforms. We will be able to have all orders completed and sent out to the children by the 2nd last week of school.
- This week a letter has been sent out to the Year 6 families explaining about the Year 7 shirts. The letter explains the process and advises dates that the families have to place their orders by. The children also have to come to the P&C Shop to be sized as most of the children have to go up at least 2 sizes. The supplier needs to know the number of shirts prior to the beginning of the year, with us approving the printing by day 8 of 2012. The cost of the shirts are \$43-
- School banking is still going great guns. Our commission for Term 3 was \$ 239.70 . Ingrid Fennessy will be coming along to our Prep Orientation mornings to give a 5 minute talk on school banking.
- The new swim caps are selling well along with some of the goggles.

**Moved:** Jodie Edwards

**Seconded:** Anne Gooding

**Carried:** Yes

#### **8. Road Safety Report**

- Query made if we are we able to have parking spaces marked along McFarlane street and surrounding Streets. Terry will raise with Matthew Bourke
- No official report tabled

#### **9. Fundraising Committee Report**

- Request made if we can have some results from Woollies and Coles people are quite keen to find out
- Fathers Day stall raised \$1150

## 10. Facilities Report

- A/C stage 2 now complete and payments made
- Switch board upgrade happening in the next few weeks
- Stage 3 and 4 will be completed over the next holidays.
- All A/C units should be up and running for next year.
- Most units cannot be used until the electrical upgrade is done.
- Simons Wish List that we requested is to have interactive white boards in all class rooms. Simon proposes – That the P&C fund the provision and installation of Interactive Data Projectors to assist teachers to utilise digital resources in implementing the national curriculum. 17 classrooms remain to be supplied with Interactive Boards. This would total approximately \$44200 Ex GST. Initial quotes \$2000/projector+\$600installation for the boards = \$44200 Ex GST

The school will also need to purchase 1200x1800 whiteboards (\$250 each x17) = \$4250, software (?) and may need also to purchase speakers \$4000.

This would save on printing, the new curriculum is digital based and has resources the teachers could use. It would be hoped that they would be ready for next year.

Moved – Simon Boyce      Seconded -Joyce Kuth      Approved and Carried

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**Moved:** Terry McCarthy

**Seconded:** Jo Mackintosh

**Carried:** Yes

## 11. Correspondence In

- Fran Bell – Jamboree Ward – would like to attend one of our meetings.
- Thank you from Elaine LeFlay for the flowers and gloves

## 12 General Business

- Music Evening- proposal for new attendance fees for the music night. From \$6 to \$10 for adults, pensioners \$5, Children 17 and under free. Discussion followed to increase fees for the students lessons rather than the tickets for the musical evening.
- Agreed for a \$15 family ticket with the above (2 adults)
- Moved – Terry McCarthy      Seconded - Natala Crawley      Carried

- Voluntary contributions:

- Proposal one: The levies known as the Prep Art Levy, Instrumental Music Levy and Instrument Hire no longer be collected by the Middle Park P&C after 1 January 2012.  
Moved – Simon Boyce      Seconded – Terry McCarthy      Carried

- That the Middle Park P&C support the school in its request to standardise Voluntary Contributions in the amount(s) of \$25 per student and \$50 per family to cover the costs of the levies formerly known as the Prep Art Levy and other voluntary resource contributions that varied (\$10-100) by grade.

Moved – Simon Boyce      Seconded – Terry McCarthy      Carried

Query - Can we highlight what the contribution goes towards. i.e photocopy and LOTE etc. This is separate from the P&C request.

- That the Instrumental Music Levy (\$20/yr) and Instrument Hire (\$150/yr) be paid direct to the school from 1 January 2012.

Moved – Simon Boyce      Seconded – Terry McCarthy      Carried

- Natala Crawley – Optiminds Snow cone day raised \$445. They would still like to obtain more funding. Optiminds class is a representative team. A request to assist in covering registration cost and extras. Previously the P&C have paid a percentage of the registration and a percentage of the other compulsory cost. There was a cap on it. A letter needs to come from each parent saying they are the parents saying their child has been selected and they are requesting funds. (do other

representatives of the school know about it) Can the school let students selected know the availability.

Move each member be paid the amount as agreed to the 2007 figures and cap.

Moved – Natala Crawley                      Seconded – Danielle Moy                      Carried

- Kirsty Ward – the sporting equipment in the classes needs to be updated so the students do not feel the need to bring their personal belongings. What is the coles and woollies funding going towards? and what about the seniors running the shed in a sign out system?
- Year 7 and 5 having issues on the who plays soccer on the field – student council to look at division
- Lisa Ford – bag rack has been moved as per request. Thank you.
- Sports ribbons – Query over why they did not get place ribbons in the junior carnival. An order was placed for the ribbons in Margarets absence. Joyce will look into it.
- Query over the children not having Drama and Art ,instead they are doing extra music. – Timetable changes resulted in a change of contact hours. Kath Falso who ran the art and drama classes has more direct, contact teaching time instead.
- No notice in the newsletter this week regarding the P&C meeting. Terry was away. He apologises.
- Prep parents committee for next year – current preps recommend that it is entirely up to the new cohort. Terry will look at discussing it at the info mornings in November.
- Tracey Bobbermien– Outside school hours care has an amendment – a new policy to allow for more stricter methods of payment of fees and overdue fees.  
Moved Tracey Bobbermien                      Seconded - Tania Nelson                      Carried
- Tracey Bobbermien– OSHC would like to use the school pool in the holidays? – Tracey will check on Lees holidays and refer back to OSHC
- Kath Porter has advised the upcoming Class event on the 20<sup>th</sup> Oct. would like us to run a snow cone event. P&C approved. Volunteers will be needed.
- No maintenance budget and ongoing costs yet for the A/C has been arranged
- Look into the new regulations regarding the building fund and tax

### **13 Membership**

- Skye Morrison

**Moved:** Terry McCarthy

**Seconded:** Jo King

**Carried:** Yes

Meeting closed at 10pm

Next P&C Meeting to be held at 7:30pm, Wednesday 9<sup>th</sup> November.