



MIDDLE PARK STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION
MINUTES OF MEETING

Date:	April 13 th 2011
Attendance:	As per Attendance Sheet
Apologies:	As per Apologies Sheet
Meeting Chair:	Terry McCarthy
Minutes by:	Roxann Blake

Meeting opened at 7:40pm.

1. Ratification of Previous Minutes

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

Moved: Jodie Edwards **Seconded:** Helen McIntyre **Carried:** Yes

2. Treasurer's Report

- Treasurer absent
- Money in – P&C levy payments
- Tuckshop, Uniform Shop and OSHC traded well

Moved: Tracey Bobbermien **Seconded:** Michelle Morris **Carried:** Yes

3. OSHC Report

- Work Access Permit applied for and accepted. The blinds have been installed and the TV has been mounted on the wall and both look fantastic.
- Some ongoing issues
- Susannah (joint assistant co-ordinator) resigned
- Outside audit proposed – A Daycare/OSHC organisation will charge \$275 for an assessment to check if things are being done right and instruct us on what should be happening.
 - Proposal passed

Moved: Tracey Bobbermien **Seconded:** Simone Cheadle **Carried:** Yes

4. Admin Report

- P&C funds for teacher +

- Instrumental music repairs required
 - Request passed
- Photo day went well
- Chaplains – 1 resigned to study therefore we are 1 day a week down. Jamboree Heights Chaplain will come over 2 days per week for a term, the following term is pending.
- Excursions
- Naplan testing will go ahead as normal
- A working bee is planned for May 7th to stabilise and make workable the area surrounding the resource centre for term 2.

Moved: Mike Nolan

Seconded: Helen McIntyre

Carried: Yes

5. Prep Report

- Prep disco was a success. About \$1000 profit raised. Many thanks to the volunteers who helped organise and run the disco. The prep parents group will ask teachers for suggestions (recommendations) of what to donate money to.
 - Prep has a budget – They generally set a budget for the year and stick to the budget endeavouring to achieve long term gains. It fits in with the P&C budget so there are no clashes. This year's prep budget has already been allocated.
 - Discussion on how the budget and fundraising process works
- Prep levy (voluntary financial contribution) modified – request information will be distributed to all prep parents along with the new mandatory form from EQ by Jan Lampe at the start of next term.
 - Funds must be used only to purchase items listed on levy form.
- Last years plates – Suggest that money be refunded as there has been no correspondence with the company since January. Money was collected by the school, but as yet no money has been paid to company (Tiny Tots?). Possibility of contacting the Office of Fair Trading?
- Next meeting May 4th.

Moved: Tessa Du Croz

Seconded: Kirsty Ward

Carried: Yes

6. Tuckshop Report

- Getting rid of the Streets freezer, Quality Food will give us a new freezer.
- New fridge to arrive April 27th.
- Food has been going missing – Note out to teachers requesting that 2 students collect their class tuckshop orders early to distribute in class.
- Flexi Schools Online Ordering System proposed –
 - Will cost us \$675 to set up, will include an additional 20c per order cost to parents and they will take 3% of the tuckshop takings.
 - Require a printer to do it, labels are printed and put on the bags. – increased efficiency?
 - Can also be used in the uniform shop, for fundraising, building funds etc. and no charge is taken for that.

- Is working well at another school, but they had to do solely online orders, as it was too difficult to do both online and cash orders. This was undesirable for many parents.
- Further investigation needed.
- Small profit in March.
- Fridays are getting busier and will continue.
- New menu coming soon.

Moved: Helen McIntyre **Seconded:** Lisa Craven **Carried:** Yes

7. P&C Shop Report

- Waiting on some winter stock to arrive. Many orders were taken after the cut off date. They will be here no later than the first week back.
- Year 7 shirts require a minimum order of 10. All have gone out, but we are deciding if we will give them 1 more opportunity to purchase another.

Moved: Jodie Edwards **Seconded:** Kirsty Ward **Carried:** Yes

8. Road Safety Report

- Will ring the traffic branch for a drive by as some are staying too long in the short term parking areas.
- Crossing guard – 1 of the parents abused her for reminding them that it's not safe to stop at the crossing to let students out.
- Can we get some extra signs? E.g. Drop, Kiss, & Go Zone, Parking in this area will endanger children's lives. Unsure of how to go about this.
- Should include a reminder in the upcoming newsletter regarding parking limits, safety etc.
- Terry would like to try to get the Mt Ommaney Police Station involved with the school again. E.g. Adopt a Cop.

Moved: Michelle Morris **Seconded:** Jodie Edwards **Carried:** Yes

9. Fundraising Committee Report

- Term 2
 - Parent dinner planned in the new hall (bring own food and furniture) on May 14th.
 - School disco in the new hall early June.
 - Fun Run 17 June 9 (??) – possible runathon (similar to spellathon)
- Term 3
 - Sunscreen drive
 - Looking at getting the circus to come to school. Ray and Ashton's Family Circus. (??) Need to look at dates – Suggested early July. Will cost \$7000 to come for 3 days. Payne Road The Gap has done it successfully, making a profit selling tickets at \$12 per head. If we sell all seating we can make a \$14000 net profit. Can get 20% of

the takings if they do everything (e.g. carnies) or we could do food and drinks ourselves. School is okay with the idea, but we need to look at oval use (e.g. Sport) for dates.

- Term 4
 - Trivia night?
 - Another disco?
 - Smencil (smelly pencils) drive?
- 3rd place in the 20 + 20 + Tree competition winning \$3000
- 18 entertainment books have been sold. They gave us 30 so far, we need to call if we want some more. 60 sold last year.

Moved: Lisa Craven

Seconded: Kelli Schuh

Carried: Yes

10. Facilities Report

- Working bee coming up. The new buildings are complete, but what we see is what we have. It is up to us to now make them functional.
- Ben works for Hire a Hubby and has two children at the school. He will provide advice on what is achievable. Drainage is an issue. He can see what is required and can coordinate people to get it done.
- Air conditioning – Tender document to go out for 5 weeks. It will close on Friday May 20th. There is already one offer. Tenders will be looked through and negotiated. Waiting on audit for electricity for the school and apply to Energex for upgrade.
- Plans to hire out hall? Yes, but no furniture, fridges etc. yet. Looking at \$100000 to fit it out.

Moved: Mike Nolan

Seconded: Michelle Morris

Carried: Yes

11. Correspondence In

- Centenary Suburbs RSL Sub Branch – Anzac Day 2011

12 General Business

- Discussion regarding the Constitution for the P&C to operate by.
 - Suggestions for quorum numbers called for. Numbers regarding parents and staff voting? Restrictions on certain members e.g. EQ staff?
 - Recommend 10 for AGM and 7 and 7 for general and special meetings.
 - Held over until next meeting.
- Memberships are done at the end of a meeting, therefore new members cannot vote until the next meeting.
 - Can they be done at the beginning so that they can come along and get involved immediately? Concerns with stacking meetings – don't want them to come to only 1 meeting to vote on only 1 thing in particular.
 - Could put a note in the newsletter and on the website explaining what's happening with the P&C and try to generate more support.

- Website costs. Two signatures are needed for bank account. Can the P&C get a low limit credit card for this purpose?
 - Someone can pay by credit card and be reimbursed.
- Smart school subsidy scheme. An application process offered by QLD government. Co-contribution Grant – the school comes up with money for half of the project and the grant will match the money (50/50 for what we put in) – paid by 2012 but applications are due in by April 29th signed by school principal. The sport and recreation program 2012 funds up to \$20000.
 - Could use the scheme to fund basic requirements for the hall. A list (attached) of items to look at is \$140000. Will complete stage 1 application, but it won't cover all of the things needed for the hall. We will aim for the top end, but the project will shrink (to cut out the least necessary items) if it has to.
- Resource centre – computer lab proposal.
 - Laptop lab, flexible space – laptops with interactive projectors or share with another class to use ½ elsewhere in the library. Will have wireless access. Laptops already ordered. Proposal attached. P&C funds \$14921.95, school funds as yet unknown.
 - Budget was GST inc. \$15000, therefore \$1414 over budget – could the school fund the excess?
 - Is the committed money for the Chaplain etc. equitable use of funds? Mike to this discuss with them.
 - Leave in Terry's hands to reduce scope as necessary.
- Qld correction meeting went ahead. 2 representatives for Qld Corrective Services present. Individual profiles depend on curfews etc. They are free people, not inmates. Staffed from 7am – 9pm. They wear monitoring bracelets indicating if they are at the facility. The facility can only manage up to 27 residents. Generally they stay for 3 months. They will provide us with briefing notes and answers to Q's. They were forthcoming with the situation and processes. There are no plans to expand. Due to the nature of the facility they release information to families involved/nearby as appropriate. MPSS families to be kept in the loop with answers to questions.
- The OSHC computer is over 5 yrs old. The quote to replace all is \$4390. OSHC pays for this.
 - Request passed
- The bag rack will stay near toilet, it is very heavy and hard to move. The bag rack was to be moved outside classroom?
- School banking. 29th April, 1st assembly Term 2, 5 min presentation.
 - Suggested that they include a disclaimer stating that this service is offered by Commonwealth Bank but that the school doesn't endorse the Commonwealth Bank.
- Terry presented past President Jo with a gift for her efforts as president.

13 Membership

- Kirsty Ward, Jan Lampe, Ben Dirschka
- All new memberships approved.

Meeting closed at 10:30pm.

Next P&C Meeting to be held at 7:30pm, Wednesday May 11th.