General Meeting Minutes

Time: 09:00 am – 11:00 am, Wednesday 2nd May 2012
Location: Resource Centre, Brightwater State School
Called by: P&C Executive

Attendees:
Chyrel Slapp
Kristen Stylianou
Melody Trevor
Karen Ziebarth
Robyn Taplin
Jennifer L’Estrange
Bree Nield

Apologies:
Krystal Goudge
Annette Newland-Nell
Vikki Taylor
Michelle Paddenburg
Janice Benjamin
David Benjamin
Melissa Barr

AMENDMENTS: noted in meeting 6th June 2012
• The total cost of the P&C notice board is $627.37 including GST and shipping charges.
• 2 people will attend the grant writing conference 6th June instead of 3.
• The executive has decided not to have a healthy food stall at the next Stockland event 21st July.

VOTES
Minutes from General Meeting, 28th March were ratified and signed by the P&C President.
Nominated by: J. L’Estrange
Seconded by: K. Goudge
Unanimously agreed.

Members agreed to purchase a P&C notice board for installation on café wall. Cost will be ~$500.00
Nominated by K. Goudge
Seconded by A. Newland-Nell
Unanimously agreed.

POINTS FOR ATTENTION
• J. L’Estrange to follow up with V. Taylor on role to manage volunteering for the P&C.
• J. L’Estrange to follow up with R. Taplin for request to Aspire to install a P&C notice board.
• J. L’Estrange to follow up with K. Goudge for order of notice board, once approved by Aspire.
• R. Taplin to follow up with K. Stylianou for installation of basketball nets
• R. Taplin to follow up with K. Goudge for trailer to pickup portable sunshades.
• R. Nyari to follow up with the R. Taplin on the purchase of 3 trestle tables for fundraising events.
SUMMARY OF DISCUSSION

The President opened the meeting at 9:00. Minutes from the last meeting were ratified and signed.

Correspondence was presented for the period 29th March to 1st May 2012

<table>
<thead>
<tr>
<th>Date rec’d</th>
<th>Description</th>
<th>Action</th>
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<tbody>
<tr>
<td>17-Apr-12</td>
<td>Campell’s Invoice</td>
<td>Exec</td>
</tr>
<tr>
<td>17-Apr-12</td>
<td>Peter’s Nestle Catalogue and order sheet</td>
<td>Café</td>
</tr>
<tr>
<td>18-Apr-12</td>
<td>Smart Fundraisers - Invoice</td>
<td>Exec</td>
</tr>
<tr>
<td>24-Apr-12</td>
<td>Crazy Camel Fundraising</td>
<td>Fundraising</td>
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<tr>
<td>29-Apr-12</td>
<td>QCPCA Parent Talk</td>
<td>Exec</td>
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<tr>
<td>25-Apr-12</td>
<td>Kathy Gertschmann re fundraising (email)</td>
<td>Exec</td>
</tr>
<tr>
<td>26-Apr-12</td>
<td>Faith Hobson re Grant writing (email)</td>
<td>Exec</td>
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Changes in P&C Exec Team:
K. Ziebarth communicated two changes in the P&C executive committee:
Mark Kennedy has resigned his position as Vice President, effective 30th April.
Chyrel Slapp has resigned her position as Secretary, effective 30th April.
Both Mark and Chyrel will continue to work with P&C in a volunteer capacity, however changes in personal and professional commitments prevent them from working on the Executive team.
We would like to thank them for their important contribution during the initial set up and running of the P&C.

Business from Previous Meeting:

1. Nominations
   None at this time. The positions of Vice President and Secretary are now vacant and we will be looking for nominations at the next general meeting. Anyone interested in learning more about the roles can contact K. Ziebarth or J. L’Estrange.

2. Fundraising Goals and planned Survey
   K. Ziebarth read out the current fundraising goals that have been drafted up by the Exec team. As part of the planning process, Brightwater families will be asked for their opinion on fundraising goals in a short survey.

3. Grants Update
   K. Ziebarth and J. L’Estrange met with Jackie Goldston and Faith Hobson on grant writing for the P&C. Calls for the Sunsmart grant have just been issued and we will apply for 4 portable sunshades as part of this grant scheme. If awarded, the grant will cover 50% of the cost of the shades.

4. P&C Notice Board
   Members reviewed the specs for two possible notice boards for P&C communications. Two alternatives were presented, a whiteboard and perspex option for ~$300 and a corkboard option with weatherproof cover for ~$500. Given that the board will be installed outside and only partially protected from the elements by the
undercover area, the group voted to purchase the ‘weatherproof’ board for $500. J. L’Estrange to follow up with R. Taplin regarding Aspire approval for installation and K. Goudge for purchase order.

5. **Event Approvals**
J. L’Estrange explained that a new Event approval form would be issued shortly to cover all P&C events and based on the event planning form currently used by Fundraising. The aim is to simplify the forms needed to plan and organise an event, improve communications and speed up approvals.

6. **Risk Management Policy**
J. L’Estrange presented the draft risk management policy, which aims to cover student risk and protection measures for P&C events, members and volunteers. The policy itself is adopted from QCPCA. There will be further communication on this in the weeks ahead and volunteers will be asked to attend an information session with the school to cover some important points on student safety.

**Café Subcommittee Report:**

Annette Newland-Nell presented the CSC report for the period. Café opens Thursday 3rd May and all students have received menus via classrooms. CSC would like to extend a special thanks to Bruce Duffy for his help during this critical time.

The café is also preparing a job description for the recruitment of a paid convenor to start in Term 3. Advertising will run at the end of this term.

Annette highlighted 1 point:

- the Café team is in need of additional volunteers to work on café open days. Roles include food prep, cash handling, food delivery to classrooms, among others. Even occasional support is appreciated.

**Fundraising Subcommittee Report:**
K. Stylianou presented the FRSC report for the period.

Kristen highlighted 2 points:

- the need for additional volunteers for events going forward. J. L’Estrange will follow up.
- the need to use the school for fundraising events. R. Taplin confirmed that the school can be used for events, however the request needs to be highlighted in the Event Management Authority Form. J. L’Estrange to update the form.

FRSC would like to run a 2nd session for the Tupperware event due to poor turnout last weekend. The group expressed their disappointment that there were no email RSVP’s in advance of the event and that the only attendees were active P&C members. The group discussed the pro’s and con’s of running it again and agreed that the event could be run a second time, provided that the Tupperware organiser didn’t feel that her time was being wasted.
The following Fundraising events were presented for endorsement:

<table>
<thead>
<tr>
<th>Timing</th>
<th>Description</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>November</td>
<td>Classroom Tea-Towel Art: timing is ok. Please complete an events form and submit to Exec</td>
<td>OK</td>
</tr>
<tr>
<td>TBD</td>
<td>Childrens’ Artwork Calendars: the group preferred to postpone this event in favor of the tea towel event</td>
<td>NO</td>
</tr>
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The following, already approved, Fundraising events were presented to confirm dates and check details:

<table>
<thead>
<tr>
<th>Timing</th>
<th>Description / Comment</th>
<th>Status</th>
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<tbody>
<tr>
<td>9-11 May</td>
<td>Mother’s Day Stall: Date has changed. The organizers are short for volunteers to help on the days.</td>
<td>OK</td>
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<tr>
<td>1 June</td>
<td>Family Breakfast: Date has changed. BWSS Disco: on hold pending resolution of venue and safety concerns. This may mean a change of date (July). R. Taplin to provide feedback.</td>
<td>OK</td>
</tr>
<tr>
<td>21 June</td>
<td>Stockland Lake Completion - Healthy Food Stall: discussion focused on how to best coordinate with Café on this event. FRSC to contact Café when they have more details on the event.</td>
<td>PENDING</td>
</tr>
<tr>
<td>July</td>
<td></td>
<td>PENDING</td>
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Principal’s Report:
R. Taplin presented the principal’s update, including the March report from Helping Hands. The report is included in attachment to these minutes, however key points presented were:

Requests for endorsement:
- Received: staff professional development - 3 members of BWSS staff will attend the ICT National Masterclass Conference 15-16 June.
- Received: Y3 excursion to the Brisbane Planetarium.

Assistance required:
- RT asked for help from someone to dig 2 holes for installation of netball posts and sand pits. Kristin Stylianou said she had a contact that could help.
- RT asked for help transporting borrowed sunshades for cross country event next week. Krystal Goudge offered to help with a trailer.

RT introduced two new P&C members, Janice and David Benjamin. Janice will also be coordinating school banking.

RT presented an initial idea for a foundation wall where families would be asked to donate $100 and have a named tile on a wall marking the school’s first year of opening. The idea was not yet put to vote, but was very well received.

Treasurer’s Report
K. Goudge presented the Treasurer’s report for the period. Opening Balance $3924.86, closing balance, $1215.17. The invoice for $5000 loan for café was also presented to R. Taplin at this time.

New Business:
R. Nyari requested the purchase of 3 trestle tables for use at fundraising events. R. Taplin said that the school could sponsor this. R. Nyari to follow up.

The group discussed a need to better coordinate volunteers for P&C activities. V. Taylor indicated an interest in the role. J. L’Estrange to follow up with her.

Membership: 2 applications received: Janice and David Benjamin. Welcome!

Next meeting: Wednesday, 6th June, 09:00 in the Resource Centre

Ratified and Signed

[Signature]

P&C President:
A. Newland-Nell
6 June 2012