General Meeting Minutes

Time: 09:00 am – 11:40 am, Wednesday 6th June 2012
Location: SEU, Brightwater State School
Called by: P&C Executive

Attendees:
Chyrel Slapp
Kristen Stylianou
Sarah Tello
Mick Attard
Robyn Taplin
Jennifer L’Estrange
Melissa Barr

Apologies:
Krystal Goudge
Annette Newland-Nell
Vikki Taylor
Denise Marshall
Janice Benjamin
David Benjamin
Michelle Paddenburg
Bree Nield
Sally Turnbull
Melody Trevor

VOTES

1. Minutes from General Meeting, 2nd May were ratified with the following amendments:
   - 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.

To be signed electronically by the President and posted.

2. Members agreed to the following changes in the P&C executive team:
   Mick will need to be added as a bank signatory for the P&C account.

3. Student representation policy was presented for acceptance.

4. Members agreed to advertise the café convenor position on Seek.com: $236.50.

5. Members agreed to take on the project for the Foundation Wall

6. Members agreed to purchase a playground chess set for ~$600 for the school.

POINTS FOR ATTENTION

- J. L’Estrange to review K. Stylianou’s version of the EM form to finalise and publish.
- V. Taylor to follow up with K. Goudge on volunteer information for newsletter 22nd June.
- K. Goudge to follow up with R. Taplin on the foundation wall project.
- M. Barr to follow up on T-shirts for volunteers
- K. Goudge to follow up on name badges for P&C exec and volunteers

SUMMARY OF DISCUSSION

The President opened the meeting at 9:00. Minutes from the last meeting were ratified.
Correspondence was presented for the period 2nd May to 5th June

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<tr>
<th>Date rec’d</th>
<th>Description</th>
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<tbody>
<tr>
<td>2-May-12</td>
<td>Parmalat notice of credit account</td>
<td>Treasury</td>
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<tr>
<td>3-May-12</td>
<td>Coles notice of credit account</td>
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<tr>
<td>4-May-12</td>
<td>Promo: Australian Fundraising</td>
<td>Fundraising</td>
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<td>DETA: Showcase 2012 Awards for Excellence in</td>
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<td>9-May-12</td>
<td>Schools - Invitation to Attend</td>
<td>Exec</td>
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<td>9-May-12</td>
<td>QCPCA Free Skilling Day - Invitation</td>
<td>Exec</td>
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<td>10-May-12</td>
<td>Macrosphere: Grant writing workshop, 6th June</td>
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<td>Anne Marie Lyell QCPCA support</td>
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<td>18-May-12</td>
<td>QCPCA: Invitation to AGM 28-29 july</td>
<td>P&amp;C</td>
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<tr>
<td>4-Jun-12</td>
<td>Invoice: Coles (resend)</td>
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Changes in P&C Exec Team:
The executive requested nominations for the open positon on the executive team. Annette Newland Nell explained that she would have some difficulty maintaining the president’s role because of her 3 day per week work schedule. Krystal Goudge presented the alternative of bringing on her father, Mick Attard, who recently joined the P&C, as the new Treasurer and she would be able to take on the Presidency. Mick was involved in the P&C at Krystal’s school when she was younger and has solid bookkeeping experience. The group accepted this new structure in a vote. (see above)

Achievements to Date:
The group took a moment to review the P&C achievements to date.
1. Café is open and operating at a profit. This includes equipment purchases and is a fantastic achievement for having been open only for a single term
2. Fundraising has hosted 6 events to date and has raised over $2000 for the P&C.
3. The Sunsmart grant has been submitted for 4 portable sunshades. Plus, 2 people are attending the Grant writing workshop today on behalf of BWSS P&C.

4. All key policies and procedures are now in place, including the Student Rep policy, Student Risk Policy, our Constitution, and guidelines for Café and Fundraising.

5. The P&C now has a few pages on the BWSS web site and more information will come.

Business from Previous Meeting:

1. Student Representation Policy (copy attached)
The student representation policy was presented to the group. Two points were clarified:
   • The maximum per family was per year, however a student/ family could apply each year for support; there was no lifetime maximum.
   • The policy applied only to events where the student was representing the school.

2. Volunteer coordination
V. Taylor has taken responsibility for volunteer coordination for the P&C and briefly talked about what she will be doing to grow our volunteer base. She explained a little about the Blue Card application procedures and how she is trying to find out what we can to support non-parent volunteers in obtaining their Blue Card. She will prepare something for the end of term newsletter.

3. Recruitment of a Paid Convenor
J. L’Estrange updated the group on the progress with the recruitment of a paid convenor for the café. A job description has been posted on the BWSS web site, and the group discussed 3 options for external advertising.
   • Seek.com: $236.50, can be issued anytime, can contain entire job description and is valid for 30 days. Candidates apply electronically.
   • Sunshine coast daily: ~$600 to run in the Saturday edition. One issue, candidates would be directed to the school web site for detailed job description and application procedures
   • Caloundra weekly & Kawana weekly: $121.55 to run in the Wednesday/Thursday edition. Deadline is Monday 5pm, so if selected, this would run 13th June and application deadline would have to be extended.

The group selected the seek.com option and put it to a vote.
M. Barr put forward that she understood that Melody Trevor was interested in the role but was currently travelling. J. L’Estrange noted this and confirmed that she would return in time to submit her application by the 13th of June.

Interviews will most likely take place in the last week of the term and ideally the selected candidate would start in the beginning of Term 3.
J. L’Estrange also clarified that the P&C would be the employer.

4. Foundation Wall
The members discussed the foundation wall project again and agreed that it was a great idea to mark the first year of the school and raise funds. K. Goudge will follow up to form a project team to work with R. Taplin on this.
Café Subcommittee Report:
S. Tello presented the CSC report for the period.
- The café is catering well for both students and staff with consistent weekly turnover of ~$700.
- Operations are running smoothly, however volunteer numbers continue to dwindle. The café can run with 3 people on hand, however 4-5 runs much more smoothly, particularly on Friday, the busiest of the two days.
- New food items to start tomorrow: chicken strips and chicken strip wrap sandwiches. Paddle pops will also be offered starting this week until end of term. Sarah clarified that chocolate paddle pops were not being offered because they contained the 202 preservative.
- Going forward, she requested that special events like the family breakfast not be run the same day as café service. Handover and cleanup is awkward due to time constraints and volunteer numbers are severely reduced because the same people tend to help for both events.

- Anyone entering the café MUST have covered shoes
- NO children are allowed in the café.

J. L’Estrange asked the group if we were interested in joining the NRA ($350 per year) in order to obtain advice on industrial relations, employment contracts, etc. There was a question on whether QAST was a good alternative, and J. L’Estrange said that QCPCA has recommended NRA. The topic was not brought to a vote and the topic was tabled for the moment. To be raised again at a later time.

Fundraising Subcommittee Report: (copy attached)
K. Stylianou presented the fundraising subcommittee report (attached) Key points were as follows:
- K. Stylianou to send J. L’Estrange her version of the EM form for finalisation and publication.
- K. Stylianou presented a proforma invoice for the first aid kit. She will hand in the final invoice to K. Goudge when received.
- D. Marshall and C. Slapp presented the idea of purchasing a playground chess set for the children with the proceeds of the mother’s day stall. This fundraising event will be treated a little differently from others because it is money that was raised directly from students and the members felt it was important to recognise this through a direct purchase of something for the school. D. Marshall and C. Slapp will also take the lead for the father’s day stall planning.
- K. Stylianou presented a wrap up on the family breakfast. Over $600 was raised on the day. Overall, the menu worked very well with bacon and eggs as the most popular dish followed closely by the pancakes. They actually ran out of food. She highlighted the fact that there were only 20 RSVPs and that over 150 meals were served on the day. Catering for such divergent numbers was very difficult and requested that the P&C raise awareness of this among the general community. A separate meeting will be held before end of term with K. Stylianou, the Executive team and R. Taplin to debrief on the event and decide how to best take the event forward.
- J. L’Estrange clarified that the Risk Management policy was presented last meeting and approved.

Principal’s Report: (copy attached)
R. Taplin presented the principal’s update, including the report from Helping Hands. The report is included in attachment to these minutes, however key points presented were:
1. There are 60 prep students already enrolled for the 2013 school year.
2. There are 2 certified ready reader volunteers who will be starting in terms 3
3. Stockland has confirmed their contribution of $10’000 for the LED school sign. They will pay the supplier directly; they also secured a more competitive bid of $15’000 for the sign. After some discussion, there was a vote to pay $2’500 from P&C funds toward the purchase of the new sign. It was also agreed that this would be a partial repayment of the school start-up funding.

The principal’s report was submitted for acceptance. Accepted: K. Goudge, Seconded: J. L’Estrange. Unanimously accepted.

Treasurer’s Report

New Business:
1. Communication from M. Trevor on Goals Survey
   Via a letter read out by V. Taylor, M. Trevor raised some concerns regarding the goals survey. There was a group discussion that highlighted the following points:
   a. The P&C is a voice for the school and consulting with all families is key to our success as a representative body. It is important to ask for feedback and the opinion of those people who, for whatever reason, are not able to join.
   b. Final decisions are made through a voting process in a P&C meeting and P&C members hold the voting rights for those decisions which are presented.

The goals survey will go out as planned and results will be communicated in the next general meeting.

2. T-Shirts for Volunteers
   M. Barr raised the point of having t-shirts to readily identify volunteers at fundraising events. Name badges were also discussed. M. Barr will come with a proposal for the next general meeting. K. Goudge will investigate name badge options.

3. Purely Social
   J. L’Estrange introduced a new community event, Purely Social, which will offer parents a chance to get to know each other better through a dinner out at a local venue. The event will run on the 2nd Tuesday of each term. M. Barr offered to help with the selection and reservation of the first venue. Thanks!

Membership: Michael Attard, received 5th June 2012. Welcome!

Next meeting: Wednesday, 1st August, 09:00 in the SEU

Presented in the GM on the 1st of August 2012 and accepted as true and correct.

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K. Goudge, P&C President