General Meeting Minutes

Time: 09:00 am – 11:30 am, Wednesday 5th September 2012
Location: SEU, Brightwater StatSchool
Called by: P&C Executive

Attendees:
Kristen Stylianou
Melody Trevor
Sarah Tello
Robyn Taplin
Cheryn Downing
Jennifer L’Estrange

Apologies:
Vikki Taylor
Rick Nyari
Mick Attard
Michelle Paddenburg
Tania Burton
Robyn Mansfield

VOTES
1. Minutes for GM held on 4th July 2012 and 1st August 2012 ratified. Motion moved by K. Goudge & seconded by A. Newland-Nell.
2. All commissions earned from CBA for student banking to be forwarded to the school to be used for resources, in line with the strategic plan. Motion moved by S. Tello & seconded by M. Trevor.
3. All funds from the Fathers Day Stall to be provided to school to be spent on school resources in line with the strategic plan.
4. Pizza, sausage rolls and bake mini item to be added to the cafe menu. Vote showed all in favour.
5. Toothfairy visit by Ocean Orthodontists approved. Motion moved by S. Tello & seconded by R. Ible.

POINTS FOR ATTENTION
• Ideas for the Foundation Wall project need to be submitted by the 19th of September as this needs to move forward quickly to be finalised before the end of the year.
• Role description for volunteer class representatives needs to be finalised.
• Banking discrepancy: $10 and $1 discrepancy, is being investigated.
• Cafe wishlist and a covering letter to be sent home to parents asking for donations for second stage growth of cafe.
• The sale of ice blocks is to be restricted to 1st break.
• 2nd break to be extended by 15 minutes from Term 4.

SUMMARY OF DISCUSSION
The President opened the meeting at 9:00. Minutes from the previous two meetings (4th July 2012 and 1st August 2012 ) were ratified.
Correspondence was presented for the period

Correspondence In
1-Aug-12 Invoice: Coles (Email)
2-Aug-12 Sheree Lyons / PA to Hon Steve Dickson MP (Email)

Treasury Exec
Business from the Executive:

- R. Taplin advised that minutes of meetings should not be published before being ratified.
- The official school opening was a great success.
- The Foundation Wall proposal is being put together so that local artists can be approached for their ideas. It is preferable to use an existing wall in the school as this will greatly simplify the approval process. Parents are being asked to email the Exec with ideas for the wall. These ideas to be submitted by the 19th of September 2012. Some ideas include hand prints or stars. K. Stylianou suggested approaching Elizabeth Mucha, who provides after school art classes, for ideas.
- Brightwater Community Association - members of the Exec team met with the BCA, which is in consultation with council regarding development of the vacant piece of land adjacent to the school. They were advised that BWSS hopes to build a hall on school grounds, rather than have to use one off-

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Brightwater Community Association - members of the Exec team met with the BCA, which is in consultation with council regarding development of the vacant piece of land adjacent to the school. They were advised that BWSS hopes to build a hall on school grounds, rather than have to use one off-
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site. BCA is not sure what the land should be used for, e.g. hall, pool, communal vegetable garden, but is asking council for help in obtaining community input for ideas.

- The P&C exec submitted nominations for the new QCPCA board.

**Business from Previous Meeting:**

- Parent Class Representatives - These have all been identified. The first two initiatives they are being asked to help with are the weekly rotating roster for helping the cafe and finding volunteers to help with student school banking (Wednesday is school banking day). The role description for volunteer class representatives needs to be finalised.
- School banking - A request was made to transfer all the commission made from student school banking to the school to be used towards school resources, in keeping with the school’s strategic plan. Motion moved by S. Tello, seconded by M. Trevor.
- Grant update - The sunshades were to be ordered today but further consultation with the school is required with regards to size and number of shades. K. Goudge to follow this up.
- Teaching excellence awards - The P&C submitted nominations for Robyn Taplin, Rani Bryant & Shelly Butcher.

**Café Subcommittee Report: (copy attached)**

- Tania has submitted a wish list of equipment required to expand the café menu. The P&C will send out a letter to all families asking for these items as donations to the 2nd stage of the cafe. Parents who are happy to donate should contact Tania for further details. Quotes for an oven to be obtained as this is the main item that would need to be purchased by the P&C.
- The following additions to the menu were approved: pizza $3, sausage rolls $3, Bake Mini item $0.50.
- Tania asked for comment regarding providing a fruit break through the café. Unclear what the decision was regarding this.
- There was discussion regarding the provision of ice blocks at second break. R. Taplin requested that these should be restricted to 1st break only.
- An updated menu was requested, and this will be placed on the website.
- A big thank you to all the volunteers. This gave way to a discussion on how to thank our volunteers. A formal position is to be introduced. At each GM there will be an agenda item to create a list of people to thank will be generated. Thank you cards to be printed.
- Café report acceptance nominated by A. Newland-Nell, seconded by J. L’Estrange.

**Treasurer’s Report: (copy attached)**

- K. Goudge presented the Treasurer’s report for the period. Opening balance $11506.61, closing balance $13687.08 with $2775.05 in unpresented cheques, leaving an available balance of $10912.06.
- Banking discrepancies of $10 (17/08/2012) and $1 (24/08/2012) are being investigated.
- $45 was damaged in the pie warmer and not banked (03/08/2012). The bank will let us know if they will honour the full amount. A review of how cafe change is returned to children will be done.
- Treasurer’s report acceptance nominated by J. L’Estrange, seconded by A. Newland-Nell.

**Fundraising Subcommittee Report: (copy attached)**

- Volunteer identification - volunteers are reportedly not keen on t-shirts. K. Stylianou to obtain quotes for caps and aprons. There are already volunteer badges available.


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• Family breakfast had a smaller turnout than the first one. A good response was obtained from the homework bag flyer. This needs to go out 2 weeks prior to future events. A discussion regarding the purchase of rewashable plates and cutlery concluded that it is better to buy disposable items. This is because funds are preferably to be used towards school resources and also to avoid having to find another volunteer to do the washing up.

• Fathers Day Stall was very successful. All funds to be provided to school to be spent on school resources in line with the strategic plan.

• C. Downing notified the P&C that if we specify what donated funds are to be used for the school has to pay GST. It is preferable therefore to donate the money towards school resources in line with the strategic plan, which is available on the school website.

• Teatowels - going ahead with this, as Christmas presents not as a Foundation year project. All relevant info to be provided at next GM.

• Upcoming events - Stockland Billycart Cup (28/10/10212): there are going to be number of food vendors at this event so considering having a stall supplying other novelties such as LED lights. FRSC to investigate options and provide info as soon as possible. Stockland Christmas Event (01/12/2012): awaiting further information from Stockland and on how BWSS is planning on participating.

Principal’s Report: (copy attached)

• Discussion regarding the uniform suppliers - The arrangement with uniform suppliers is a tender process and 12 months’ notice is required to change suppliers. Rodney Levien from YS Uniforms to be invited to a GM to discuss parent’s concerns.

• 2nd Break time - Will be extended by 15 minutes from Term 4. It must be noted that this change has significant ramifications to workload on teachers and the ability to conform to employment regulations.

• Department of Transport and Main Roads has contacted the school. Road Safety Officer Marinus van Gemeren is to be invited to a GM to discuss possible services and presentations that can be made at the school.

• Religious Instruction is being considered for 2013, although not from the very beginning of the year. More information will be brought to the next GM, and a speaker possibly to be invited to discuss the course. P&C to subsidise RI.

New Business:

• Toothfairy visit by Ocean Orthodontists approved. Motion moved by S. Tello & seconded by R. Ible.

• Prep orientation, 21st November - P&C will host a Meet & Greet tea & coffee for the new parents.

• P&C exec to touch base with the BCA regarding support for Fly-in Fly-out families.

• Family planning - for Years 5, 6 & 7. P&C to subsidise the parent information evening.

Membership: No new members

Next meeting: Wednesday, 10th October, 09:00 in the SEU

Presented in the GM on the 10th of October 2012 and accepted as true and correct.

K. Gouvege, P&C President