General Meeting Minutes

Time: 09:05 am – 11:40 am, Wednesday 10th October 2012
Location: SEU, Brightwater State School
Called by: P&C Executive

Attendees:
Rick Nyari
Melody Trevor
Annette Newland-Nell
Robyn Taplin
Jennifer L’Estrange
Rachel Ible
Krystal Goudge

Apologies:
Tanya Burton
Bree Nield
Mick Attard
Kristen Stylianou
Chyrel Slapp

VOTES
1. Minutes for GM held on 5th July September 2012 were ratified. Motion moved by K. Goudge & seconded by M. Trevor.
2. J. L’Estrange to attend the Macrosphere grant workshop 26th October. Motion moved by K. Goudge, seconded by R. Ible, all in favour.
3. K. Goudge moved that support be given to starting a group discussion to have a Chaplain at the school, A. Newland-Nell seconded the motion.
4. Motion moved by K. Goudge and seconded by A. Newland-Nell to have an open day on a Wednesday for parents to see café and sample menu items.
5. Motion moved by J. L’Estrange and seconded by K. Goudge to purchase a new oven and items on the café wishlist as funds become available All present voted in favour.

POINTS FOR ATTENTION
• The State Minister for Education sent us a letter stating that a School Hall will be included in the Stage 2 development, starting mid-2013 with completion hoped by the start of school 2014
• The P&C Planning meeting will be held on the 24th October. At this meeting the P&C calendar will be drafted with regards to fundraising and event commitments. P&C members are asked to bring their fundraising ideas to the November GM.
• K. Goudge to send a letter to uniform supplier stating concerns, asking how they hope to rectify the problems in the future and to find out what recompense, if any, those parents with legitimate cause for complaint have. Parents are invited to email specific examples of concern to the P&C to be included in the letter
• R. Taplin recommended that the focus for applying for grants should be on obtaining a multipurpose sports court and underground irrigation for the Oval
• School council elections will take place next month. Election of the teacher representatives will take place on the 12th of November and the parent representative election will take place on the 15th of November
K. Stylianou tendered her resignation as committee chair. The P&C would like to extend a huge thank you to her for all her hard work and dedication and extends best wishes for the future to her

It was decided that it is a necessity to purchase a new oven. The items on the wishlist as funds become available and the P&C bank balance is sufficiently above a minimum balance of $5000. Motion moved by J. L’Estrange and seconded by K. Goudge. All present voted in favour.

SUMMARY OF DISCUSSION
The President opened the meeting at 9:05. It was established that a quorum was present so motions could be moved. Minutes from the previous General Meeting (5th September 2012) were ratified.

Correspondence was presented for the period

<table>
<thead>
<tr>
<th>Date received</th>
<th>Description</th>
<th>Action</th>
<th>Outgoing?</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-Sep-12</td>
<td>Promo: Victoria schoolwear (Email)</td>
<td>Disposal</td>
<td>No</td>
</tr>
<tr>
<td>5-Sep-12</td>
<td>A. Wilkinson QCPCA (Email)</td>
<td>Exec</td>
<td>Yes-Email</td>
</tr>
<tr>
<td>5-Sep-12</td>
<td>C. Reilly Brightwater CA (Email)</td>
<td>Secretary</td>
<td>Yes-Email</td>
</tr>
<tr>
<td>5-Sep-12</td>
<td>Flexi Schools Quote (Email)</td>
<td>Exec</td>
<td>Yes-Email</td>
</tr>
<tr>
<td>7-Sep-12</td>
<td>M. Dougherty Brightwater CA (Email)</td>
<td>Exec</td>
<td>No</td>
</tr>
<tr>
<td>7-Sep-12</td>
<td>QMAT Marquee quote (Email)</td>
<td>Exec</td>
<td>No</td>
</tr>
<tr>
<td>10-Sep-12</td>
<td>Promo: Victoria schoolwear (Email)</td>
<td>Disposal</td>
<td>No</td>
</tr>
<tr>
<td>10-Sep-12</td>
<td>Kerry Norman Kalangur P&amp;C (Email)</td>
<td>Exec</td>
<td>Yes-Email</td>
</tr>
<tr>
<td>12-Sep-12</td>
<td>Minister of Education budget (Email)</td>
<td>Exec</td>
<td>No</td>
</tr>
<tr>
<td>13-Sep-12</td>
<td>Sheree Lyons / PA to Hon Steve Dickson MP (Email)</td>
<td>Exec</td>
<td>Yes-Email</td>
</tr>
<tr>
<td>14-Sep-12</td>
<td>M. Hinds Commonwealth Bank (Email)</td>
<td>Treasury</td>
<td>Yes-Email</td>
</tr>
<tr>
<td>18-Sep-12</td>
<td>Marsh - Neighborhood / AFL event (Email)</td>
<td>FRSC</td>
<td>Yes-Email</td>
</tr>
<tr>
<td>18-Sep-12</td>
<td>J. Svenska Commonwealth Bank (Email)</td>
<td>Treasury</td>
<td>Yes-Email</td>
</tr>
<tr>
<td>18-Sep-12</td>
<td>Ocean Orthodontics (Email)</td>
<td>Exec</td>
<td>Yes-Email</td>
</tr>
<tr>
<td>19-Sep-12</td>
<td>Minister of Education budget (Email)</td>
<td>Exec</td>
<td>No</td>
</tr>
<tr>
<td>19-Sep-12</td>
<td>Promo: Funderisers</td>
<td>Disposal</td>
<td>No</td>
</tr>
<tr>
<td>19-Sep-12</td>
<td>Promo: Australian Fundraising</td>
<td>Disposal</td>
<td>No</td>
</tr>
<tr>
<td>21-Sep-12</td>
<td>NRA - newsletter (Email)</td>
<td>Exec</td>
<td>No</td>
</tr>
<tr>
<td>24-Sep-12</td>
<td>DETA Budget (Email)</td>
<td>Exec</td>
<td>No</td>
</tr>
<tr>
<td>27-Sep-12</td>
<td>Ocean Orthodontics (Email)</td>
<td>Exec</td>
<td>Yes-Email</td>
</tr>
<tr>
<td>1-Oct-12</td>
<td>Invoice: Coles (Email)</td>
<td>Treasury</td>
<td>No</td>
</tr>
<tr>
<td>2-Oct-12</td>
<td>Invoice: Bidvest (Email)</td>
<td>Treasury</td>
<td>No</td>
</tr>
<tr>
<td>3-Oct-12</td>
<td>Minister of Education budget (Email)</td>
<td>Exec</td>
<td>No</td>
</tr>
<tr>
<td>3-Oct-12</td>
<td>Promo: partytimeamusements.com.au</td>
<td>Disposal</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>D. Martin Globalfw.com.au Invoice: Bidvest</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3-Oct-12</td>
<td>(Email)</td>
<td>Treasury</td>
<td>No</td>
</tr>
<tr>
<td>5-Oct-12</td>
<td>Stockland remittance (Email)</td>
<td>Treasury</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Stockland - Neighborhood / AFL event</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5-Oct-12</td>
<td>(Email)</td>
<td>Secretary</td>
<td>Yes-Email</td>
</tr>
<tr>
<td>5-Oct-12</td>
<td>Marsh - Neighborhood / AFL event (Email)</td>
<td>Secretary</td>
<td>Yes-Email</td>
</tr>
<tr>
<td>6-Oct-12</td>
<td>A. Wilkinson QCPCA (Email)</td>
<td>Secretary</td>
<td>Yes-Email</td>
</tr>
<tr>
<td>8-Oct-12</td>
<td>CCYPCG - Notification of positive advice ST</td>
<td>Secretary</td>
<td>No</td>
</tr>
</tbody>
</table>
8-Oct-12  Minister of Education - Performance Hall  Exec  No
   BWSS - Invoice $165 ST Food Safety
8-Oct-12  Supervisor  Treasury  No
8-Oct-12  Commonwealth Bank Statement  Treasury  No
8-Oct-12  ATO - Activity statement  Treasury  No
8-Oct-12  QCPCA: Election of board of directors  Exec  No
8-Oct-12  QAST Talking Tuckshops  Café  No

Notes from correspondence:
• QCPCA has changed its name to P&Cs Queensland
• The P&C is continuing to develop a relationship with the Brightwater Community Association and correspondence included amendments to the minutes of their General Meeting
• The P&C exec is gathering information about the Flexischools system with the aim to implement an ordering / payment system in the café. K. Goudge to contact Talara School to find out more about their system
• The P&C bank account has been changed to a CommBiz account as this is the more appropriate type of account
• Ocean Orthodontists has been allocated the 28th of November as a tentative date for their Tooth Fairy visit
• The State Minister for Education sent us a letter stating that a School Hall will be included in the Stage 2 development, starting mid-2013 with completion hoped by the start of school 2014

Business from the Executive:
1. Thank you’s for the month – no nominations were received. A. Newland-Nell is arranging for the cards to be printed
2. The P&C Planning meeting will be held on the 24th October. At this meeting the P&C calendar will be drafted with regards to fundraising and event commitments. P&C members are asked to bring their fundraising ideas to the November GM. It was noted that the BWCA wants to collaborate with the P&C for community events

Business Arising from Previous Meetings:
1. Macrosphere grant workshop 26th October - J. L’Estrange offered to attend this workshop in order to better coordinate the grant writing team. Motion moved by K. Goudge, seconded by R. Ible, all in favour. There is a spare spot if someone else wants to attend
2. Toothfairy visit in November – tentatively booked for the 28th of November. J. L’Estrange to confirm with Ocean Orthodontists that this date suits
3. School uniform issues - K. Goudge to send a letter to supplier (Rodney Levien from YS Uniforms) stating concerns, asking how they hope to rectify the problems in the future and to find out what recompense, if any, those parents with legitimate cause for complaint have. Parents are invited to email specific examples of concern to the P&C to be included in the letter
4. Family planning sessions – booked for 2nd & 9th of November, with an evening parent workshop to be scheduled in between those two dates. As previously voted, the P&C will sponsor the parent session
5. 2nd Break has been extended to 30 minutes
6. The P&C will host a morning tea at 9:30 for parents attending the Prep Orientation days on 21st and 28th November. Any parents are welcome and encouraged to pop in to meet our prep parents
Amendments following on from previous meeting but not discussed:
1. Banking adjustments were made to account for the banking discrepancies of $10 and $1 noted at previous the previous GM. Changes to the counting of the daily takings have been made to address this issue.
2. “Fly In Fly Out” families are advised to contact the BWCA for community support if so required, in the first instance.

Principal’s Report: (copy attached)
• It is World Teacher’s Day on the 26th of October. P&C to arrange for something special for the teachers, e.g. sponsor a coffee van so all the teachers can have a coffee before school.
• School council elections will take place next month. Election of the teacher representatives will take place on the 12th of November and the parent representative election will take place on the 15th of November.
• The school will hold a Christmas disco on the 6th of December.
• P&C support was requested regarding starting a discussion about having a Chaplain at the school. K. Goudge moved that support be given, A. Newland-Nell seconded the motion.
• Iceblocks to be sold at 2nd break.
• Principal’s report acceptance nominated by K. Goudge, seconded by A. Newland-Nell.

Café Subcommittee Report: (copy attached)
• Quotes for the big wishlist items (food processor, electric frying pan & oven) have been obtained from Joyce Mayne.
• The aim is to have the café open for 3 days starting next year.
• Suggested having an open day on a Wednesday for parents to see café and sample menu items. Motion moved by K. Goudge and seconded by A. Newland-Nell.
• Café report acceptance nominated by A. Newland-Nell, seconded by J. L’Estrange.

Fundraising Subcommittee Report: (copy attached)
• Neighbourhood Get-Together / AFL charity event made $168 plus $500 from Stockland. Existing stock was used and there were no left over perishables on the day.
• Billycart Cup – Stockland has yet to give the go-ahead for the Raffle (this has since been given). M. Taylor and M. Barr have been approaching local businesses for raffle prizes. Our involvement on the day has changed to selling LED items and crazy wigs. These items to be ordered asap to ensure delivery before the date.
• BWSS to tie in with Stockland Christmas Event on the 1st of December.
• K. Goudge to contact the tea towel company for info to forward to students and parents.
• R. Nyari had to leave the meeting at 10:10.
• K. Stylianou tendered her resignation as committee chair. The P&C would like to take this opportunity to thank Kristen for all her hard work, time and dedication to her role as chair and extends best wishes for the future.
• Fundraising report acceptance nominated by K. Goudge, seconded by A. Newland-Nell.

Treasurer’s Report: (copy attached)
• K. Goudge presented the Treasurer’s report for the period. Opening balance $13687.08, closing
balance as of $7789.22 with $3088.30 in unpresented cheques, leaving an available balance of $4700.02. There is a total of $1250 outstanding receivables

- The $45 in damaged notes was replaced by the bank
- The Treasurer’s Report runs from the 1st of the month to the end of the month, as opposed to from General Meeting to General Meeting
- Treasurer’s report acceptance nominated by A. Newland-Nell, seconded by K. Goudge

New Business

1. New purchases for café (Joyce Mayne Quote) – an additional quote was obtained from Good Guys. It was decided that it is a necessity to purchase a new oven. A motion was moved to purchase the items on the wishlist as funds become available and the P&C bank balance is sufficiently above a minimum balance of $5000. Motion moved by J. L’Estrange and seconded by K. Goudge. All present voted in favour. Bruce Duffy will be consulted as to whether a splashback for the new oven will be required under WH&S regulations. The café will hold a few Friday “Specials” e.g. selling icecream to help raise funds to cover the wishlist items
2. Changes under IPS for 2013 – to be carried over to next GM
3. Other purchases? (tables, barriers, etc) – it was decided that the P&C does not have funds to put towards items that will be used infrequently. Tables for Family breakfast and queue barriers were deemed to be nonessential items and will not be considered for purchase at this time

Membership: No new members

Meeting Closed at 11:40

Next meeting: Wednesday, 7th November, 09:00 in the SEU

Presented in the GM on the 7th of November 2012 and accepted as true and correct.

_______________________

K. Goudge, P&C President