General Meeting Minutes

Time: 09:03 am – 12:00pm, Wednesday 7th October 2012
Location: SEU, Brightwater StatSchool
Called by: P&C Executive

Attendees:
David Benjamin  Elizabeth Mitchell
Melody Trevor  Lindsey Asher
Annette Newland-Nell  Melissa Barr
Robyn Taplin  Denise Marshall
Jennifer L’Estrange  Krystal Goudge
Chyrel Slapp

Apologies:
Robyn Mansfield
Rachel Ible
Mick Attard

VOTES
1. Minutes for GM held on 10th October 2012 were ratified, noting a correction of M. Taylor to M. Trevor. Motion moved by J. L’Estrange & seconded by K. Goudge
2. Creation of a closed Facebook group for the P&C. Members have to be invited to join and all content will be approved before being posted. Motion moved by J. L’Estrange, all in favour
3. P&C calendar to be made public on iCloud and the website. Motion moved by K. Goudge, all in favour
4. Foundation Wall tiles to cost $50 with a discount to $45 if paid for before the 23rd November. Final cut off to be included is the 7th of December. Went to vote: 7 for, 3 against. Motion passed

POINTS FOR ATTENTION
• A very special thank you to the Billy Cart Cup team. A wonderful event was pulled off at very short notice
• The dissolution of the FRSC and possible restructure of the café subcommittee is to held over to the AGM in March 2013
• R. Taplin requested that at least 3 week’s notice be given for café fundraising events
• School council election dates have changed. Will now be held on 29th November
• A letter will be sent out to parents detailing what is expected from volunteering in the café as there are some jobs that can be done without taking younger children into the café. It would also state who potential volunteers should contact (preferably Tania) and the possible closure if no help is forthcoming.
• It was suggested that the Banking Lady attend the prep orientation day
• A closed Facebook group for the P&C has been created. Members have to be invited to join and all content will be approved before being posted
• The P&C calendar to be made public on iCloud and the website
• Foundation Wall tiles to cost $50 with a discount to $45 if paid for before the 23rd November. Final cut off to be included is the 7th of December.
SUMMARY OF DISCUSSION
The President opened the meeting at 9:03. A spelling mistake in the minutes from the previous GM was noted. M. Taylor is incorrect, it should be M. Trevor (in Fundraising Subcommittee discussion). Minutes from the previous General Meeting (10th October 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>10-Oct-12</td>
<td>Remittance: Stockland (email)</td>
<td>K. Stylianou -&gt; exec</td>
<td>No</td>
</tr>
<tr>
<td>11-Oct-12</td>
<td>Ocean Orthodontics (Email)</td>
<td>Exec</td>
<td>No</td>
</tr>
<tr>
<td>12-Oct-12</td>
<td>Promo: Cadbury</td>
<td>Disposal</td>
<td>No</td>
</tr>
<tr>
<td>15-Oct-12</td>
<td>Hotondo: logo</td>
<td>Exec</td>
<td>No</td>
</tr>
<tr>
<td>16-Oct-12</td>
<td>Promo: Parmalat &quot;what's your flavour&quot;</td>
<td>Disposal</td>
<td>No</td>
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<tr>
<td>16-Oct-12</td>
<td>Lynne Gross: Café donation $100 BWSS -receipt $165 ST Food Safety</td>
<td>Exec</td>
<td>TBD-Thank</td>
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<tr>
<td>16-Oct-12</td>
<td>Supervisor</td>
<td>Treasury</td>
<td>No</td>
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<tr>
<td>16-Oct-12</td>
<td>BWSS -receipt $1700 donation to school</td>
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<td>17-Oct-12</td>
<td>Promo: Campells wholesale</td>
<td>Disposal</td>
<td>No</td>
</tr>
<tr>
<td>17-Oct-12</td>
<td>Remittance: Hotondo (email)</td>
<td>&gt;Exec</td>
<td>Yes</td>
</tr>
<tr>
<td>17-Oct-12</td>
<td>Invoice: Harvest American (email)</td>
<td>Treasury</td>
<td>No</td>
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<tr>
<td>18-Oct-12</td>
<td>Eve Simmons Facepainting</td>
<td>Exec</td>
<td>TBD</td>
</tr>
<tr>
<td>19-Oct-12</td>
<td>Sunsmart: Grant acquittal request</td>
<td>Exec</td>
<td>Yes-Email</td>
</tr>
<tr>
<td>19-Oct-12</td>
<td>Marsh - Billycart cup (Email)</td>
<td>Exec</td>
<td>No</td>
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<tr>
<td>19-Oct-12</td>
<td>Pratt: sponsorship</td>
<td>&gt;Exec</td>
<td>TBD</td>
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<td>23-Oct-12</td>
<td>Invoice: Breezyscakes.com</td>
<td>Treasury</td>
<td>No</td>
</tr>
<tr>
<td>29-Oct-12</td>
<td>Invoice: lee &amp; jo (coffee)</td>
<td>Treasury</td>
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<tr>
<td>30-Oct-12</td>
<td>QAST Talking Tuckshops</td>
<td>Café</td>
<td>No</td>
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<td>30-Oct-12</td>
<td>Promo: Harvest American</td>
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<td>31-Oct-12</td>
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<td>31-Oct-12</td>
<td>Promo: Campells wholesale</td>
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<td>No</td>
</tr>
<tr>
<td>2-Nov-12</td>
<td>Invoice: Coles (Email)</td>
<td>Treasury</td>
<td>No</td>
</tr>
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</table>

Notes from correspondence:
- Ocean Orthodontics Tooth Fairy visit has been confirmed for 28th November
- The P&C received a donation of $100 from the Gross family towards the café resources
- The sunshades have been finalised and the school now has them
- Pratt may be interested in sponsorship and this is to be kept in mind for future projects
- We celebrated World Teachers Day by arranging cupcakes from Breezy's Cakes and sponsoring coffee van for the teachers. It was a great success and the teachers felt much appreciated. A Thank You card was received from Prep N

Business from the Executive:
1. Thank you’s for the month – Cards have been ordered. Thank you’s have been nominated for Lynne Goss, Kristen Stylianou and Faith Hobson (for writing the sunshade grant). Thank you cards are being printed
2. A very special thank you to the Billy Cart Cup team. A wonderful event was pulled off at very short notice
3. The dissolution of the FRSC and possible restructure of the café subcommittee is to held over to the AGM in March 2013

Business Arising from Previous Meetings:
1. Macrosphere grant workshop 26th October - J. L’Estrange attended this workshop in order to better coordinate the grant writing team. She reported that it was very valuable
2. School uniform issues: K. Goudge spoke to Danielle in the uniform shop. Danielle was upset that parents hadn’t approached her as the uniform is not the P&C’s responsibility. D. Marshall stated that parents have indeed complained to the uniform shop. The P&C have not received any emails with specific complaints from parents. To proceed with a letter to Ys with Danielle to be copied in
3. Family planning sessions – booked for 2nd & 9th of November. The parent workshop has taken place already
4. New purchases for café – R. Taplin to take specifics of new oven and find out any requirements with regards to installation of a range hood. M. Trevor to check eBay to see if the oven can be purchased cheaper online. R. Taplin requested that at least 3 week’s notice be given for café fundraising events. There was a request for improved communication between the café, the office and the rest of the school so that the school leaders are able to be better involved (they are very keen to help). No purchases were made last month due to insufficient funds

Principal’s Report: (copy attached)
• School council election dates have changed. Will now be held on 29th November
• Cheryn Downing is the Returning Officer and she will send out information regarding the school council on the 9th of November as well as a call for nominations. There will be one meeting per term, probably in the evening
• Parent requests for classes next year need to be made in writing. Forms are available at the office. Requests for children to stay together or be separated will be considered but not teacher requests
• BWSS Responsible Behaviour Plan was reviewed and endorsed by the P&C
• Principal’s report acceptance nominated by K. Goudge, seconded by A. Newland-Nell

Café Subcommittee Report: (copy attached)
• Volunteers continue to be desperately required. Tania suggested setting up a play area in the store room so that mothers with young children can still help. This has too many health & safety concerns at the moment. To consider closing café for a week if parent involvement continues to be poor
• A letter will be sent out to parents detailing what is expected from volunteering in the café as there are some jobs that can be done without taking younger children into the café. It would also state who potential volunteers should contact (preferably Tania) and the possible closure if no help is forthcoming
• The roster is to be displayed on the noticeboard as it is felt there is poor communication between the café and the rest of the school
M. Attard spent a day in the café reviewing costings
Café report acceptance nominated by A. Newland-Nell, seconded by J. L’Estrange

Fundraising Subcommittee Report:
- No report as there is currently no chair of the FRSC
- Billycart Cup – Net profit from the event was $2010.07. Excess stock to be sold at Christmas event and disco
- Coles Sports for Schools vouchers – school is still waiting to hear from them
- Woolworths sticker collection – Mr Taylor has placed the school’s order for resources

Treasurer’s Report: (copy attached)
- K.Goudge presented the Treasurer’s report for the period. Opening balance $7789.22, closing balance as of 31/10/2012 is $9089.40 with $1650.76 in unpresented cheques, leaving an available balance of $7438.64. There is a total of $1265.65 in outstanding accounts
- K. Goudge to confirm that “p3” is the correct name for the Billycart cup payment made on 29/10/2012
- It was suggested that the Banking Lady attend the prep orientation day
- Treasurer’s report acceptance nominated by K. Goudge, seconded by A. Newland-Nell

New Business
1. Planning for 2103
   a. Mission / Values / Goals – carried over
   b. Budget & fundraising targets - discussed but not accepted
   c. Calendar of events & projects – discussed and accepted. M. Trevor to head teams for Christmas event on 1st December and school disco on 6th December. Christmas event will entail a sausage sizzle, pancakes, lollies and possibly fairy floss and the LED stock. The school disco will require a ticketing system, food (pizza, popcorn), drinks and LED stock. It was suggested that we apply to Bunnings to do a sausage sizzle at the Maroochydore store. M. Trevor suggested arranging a treasure hunt / rally event
   d. Meeting day changes – discussion to change meeting day from Wednesday to Monday was carried over
2. Communications: Facebook trial
   a. Permission has been granted to have a closed Facebook group for the P&C. Members have to be invited to join and all content will be approved before being posted. Motion moved by J. L’Estrange, all in favour
   b. The P&C calendar will be made public on iCloud and the website. Motion moved by K. Goudge, all in favour
3. A request for a yellow recycling bin will be made to Leighton’s
   R. Taplin left the meeting at 11:25
4. Next P&C meeting to be Christmas lunch at Buderim Tavern
5. Foundation Wall: Tiles to cost $50 with a discount to $45 if paid for before the 23rd November. Final cut off to be included is the 7th of December. Went to vote: 7 for, 3 against. Motion passed

Membership: No new members
Meeting Closed at 11:40

Next meeting: Wednesday, 5th December, lunch at Buderim Tavern

Presented in the GM on the 5th of December 2012 and accepted as true and correct.

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K. Goudge, P&C President