GENERAL MEETING MINUTES

DATE/TIME: MONDAY, 2 FEBRUARY 2014 AT 6.30PM

CURRENT FINANCIAL MEMBERS

Lisa Kennedy    Nichole Batson    Vanessa Phelan    Emma Woods
Amanda Poulton  Cindy Murray     Gina Wilson-Burns  Trent Burns
Sam Singleton   Rae Carter       Linda Stevens     Cathy Corkett
Jamie Bodycott  Paula Hinds     Linda Hare        Roz Phillips
Natalie Hall-Coote Lisa Courtney  Mel Hyam          Simone Claassen
Chantelle Gardner

1. Attendance and apologies
   Susan Hilliar, Lisa Kennedy, Linda Stevens, Cathy Corkett, Cindy Murray, Gina Wilson-Burns, Chantelle Gardner, Trent Burns, Vicky Turner, Jenny Mison, Lesley Coster, Mark Lynch, Emma Wood, Skye O'Sullivan and Lisa Courtney

   Apologies: Jamie Bodycott, Amanda Poulton, Nichole Batson

2. Minutes of the Previous Meeting
   The minutes were accepted as a true and correct record of the meeting.
   Moved: Cindy Murray  Seconded: Lisa Kennedy  PASSED

3. Business Arising from Previous Minutes
   Gifts for retiring teachers were organised, flowers/cards/gifts. The meeting was advised Sue Cole the outgoing COOSH coordinator was also provided with flowers and a card. The meeting agreed this expenditure of $45 was appropriate.

4. Principal's Report
   Susan welcomed everyone back advising it had been a fantastic start, very settled.

CLASS STRUCTURE & STAFFING
   The current class structure and additional information was circulated and explanations given around the different options. A summary of this information will be circulated in this week’s newsletter

   298 is the current student number. Defence transfers do seem to have impacted significantly.

   A couple of the major ramifications as a result of the current numbers include:
   • loss of 2 days per week office staff from the end of Term 1 unless numbers increase and are sustained at, or over, 301.
   • loss of 2 days per fortnight library teaching (13 students short of current library loadings)

   Four temporary teachers are on staff filling either maternity leave, secondment or unfilled positions. Any returns from maternity leave will likely fill RFF positions and as such it is anticipated the current class teachers will remain on class for the duration of the year.

GENERAL INFORMATION FROM THE PRINCIPAL & ASSISTANT PRINCIPALS
   • In answer to a question raised it was again confirmed that parent volunteers are always welcome for assisting in the office or library.
   • New air conditioners went into the office and classrooms adjoining the Cola area over the summer holidays.
• Tree removal was undertaken over the break.
• Bus Zone appears to be going ahead in Rouse Avenue.
• No stopping zone to be established on eastern side of Nooramunga between Kalinga and Goorama.
• Flashing lights are now installed for the 40km zone.
• Parent information evenings coming up as follows, newsletters will advise. Handouts will be available for those unable to attend.
  Monday 9 Feb  Stage 3  5.30pm
  Tuesday 10 Feb  Kindergarten  5-6  Stage 1  6-7
  Wednesday 11 Feb  Stage 2  5pm
• Financial planner coming home next week with anticipated events and planned costs to assist all families in planning for the year ahead.
• Huge congratulations to all the students, all looking great and very settled.
• Parent interviews in Term 1 this year, Reports Term 2, SLC Term 3 and reports term 4.
• Swimming Carnival this Friday. P&C to let Bill know if the BBQ needs to be delivered to the pool by Tuesday.
• Office staff: Alison has been seconded by DET to assist with their new financial system roll out.
• Canteen monitors are likely to continue if Icy Tuesdays go ahead.

NOTE: A change in the circulated agenda allow for the COOSH report (Item 12) to be presented at this stage of the meeting. The minuted outcomes are outlined under that item of these minutes.

5. President’s Report
Nil (items were covered off elsewhere in the meeting)

6. Vice Presidents’ Report
Nil

7. Treasurer’s Report
Balances currently sit at $13,785 for the P&C account and $6,468 for the Canteen bank account.
P&C & COOSH Financials with the Auditor in preparation for the AGM.

8. Secretary’s Report
Nil  Correspondence will be circulated if any in the trays.

9. Canteen Report
No Canteen co-ordinator at this stage. If none found we need to have a special general meeting to close the canteen formally. It was agreed to send letter out to the school community advising of the current situation. It will be a shame not to see it run as it ran at a net profit of approximately $5,000 for the 2014 year with it only opening 1 day per week and offering Icy Tuesdays. Roz Phillips is available to run Icy Tuesdays beginning week 3. The canteen is a great fundraising opportunity now we have identified the optimum operating hours for the school.

At this stage the Special General Meeting could be run on 9 March with the AGM and the March General Meeting.

10. Fundraising Report
• Flyer for sausage sizzle going home tomorrow. Volunteers welcome.
• Welcome back breakfast scheduled for 20 February on the Friday morning before school. Volunteers welcome, keep an eye out for flyers.
• Outdoor Movie nights to be confirmed.
• Easter hat parade and Easter Raffle scheduled for the Thursday before Easter.
• FunRun / Cross Country to be confirmed.
• Mothers & Fathers days stalls will likely run, no decision yet as to who will take responsibility e.g. Classes as a learning opportunity, Year 6 Fundraising Team or P&C
11. Uniform Shop Report
Big thanks to Nichole Batson, Amanda Poulton and Cindy Murray for opening the shop on the day prior to school starting up. It was great for both the old and new families who used the service.

12. COOSH Report

- Lisa Kennedy passed on an enormous thanks to Emma Wood for her ongoing work on COOSH activities over the school holidays.

- **STAFFING:**
  Michelle McBain is settling into the Coordinator role. Of the three permanent part-time childcare worker roles one is currently being filled by a casual. Emma sought and received approval from the meeting to proceed with advertising this role (permanent part time 15hrs/wk) in line with the P&C recruitment policy. The Recruitment Team would be Emma Wood and Michelle McBain.

- **GENERAL ITEMS:**
  Nov & Dec reports were circulated via email prior to the meeting and the Bank Balance as at the end of Jan was just over $41K Term deposit due to end in February. Meeting agreed to roll it over for another six months.

  - Quote of $5890 for repairs and maintenance to the COOSH building roof was discussed and approved.

  - Request was sought to change the current cheque system and staff being reimbursed for any small purchases to a Debit Card System with a $1,000 limit where topping up only occurs with submission of receipts and authorisation by relevant signatories. Emma Wood, Linda Stevens and Michelle McBain to be signatories to the card.

  - The phone account has been upgraded and COOSH is now on a decent plan which gives an iPhone and data plan and allows for much greater efficiency. Emma Wood is the authorised person for the COOSH telephone/data accounts.

  - Current COOSH numbers are good with 18 most mornings and averaging 19 in the afternoons.

  - The ongoing licence agreement review is nearing completion for return to DET. The meeting agreed this process to continue with COOSH and the P&C Executive at this time.

**AGREED MOTIONS:**

*MOTION: COOSH proceed with advertising the vacant position in line with the P&C Recruitment Policy.*
Moved: Gina Wilson-Burns Seconded: Lisa Kennedy Passed

*MOTION: COOSH proceed with repairs and maintenance as quoted for $5,890.*
Moved: Gina Wilson-Burns Seconded: Cindy Murray Passed

*MOTION: COOSH establish a Debit Card account for the petty cash management of the operation.*
Moved: Cathy Corkett Seconded: Cindy Murray Passed


- Seven helpers have confirmed their availability for a variety of roles so far.

- The Cambe Cow Calendar and Art Competition will go ahead once again. Teachers confirmed they will aim to do more structured art lessons for their classes around the cow calendar. Book prizes for winning entries.

13. General Business

Nil

Lesley Coster, Mark Lynch and Skye O’Sullivan were accepted as new financial members of the P&C.

**NEXT MEETING 9 March 2015**

The meeting closed at 7.55pm