Robina State School - Parents & Citizens

Minutes - General Meeting – 09/05/2018

 **Time: 6:43pm Location: Staff Room**

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| **Attendance**: Louise Duncan, Carmel Baker, Nicole Elkins, Katheryn Evans, Sascha Voevodin, Katrina Voevodin, Elisha Salkeld, Kate Robinson, Louise Garnett, Siri Szlezak, Felicity Leer, Lauren Moore, Jodhi Roberts**Apologies**: Felicity Leer, James Noel, Fiona Grounsell, Tracey Mayn, Rebecca Corkery |

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| **Opening:** Meeting opened at 6:43pm.Please note: A live web stream was set up and ran throughout the meeting. *\* There was slight interruption and blurriness in this broadcast however no significant information or voting occurred in this very short loss in transmission. This footage has been reviewed by the secretary and reconciled against written notes. \**Written minutes taken on behalf of secretary by previous committee secretary Louise Duncan and minutes created via notes and video reviewed to ensure accuracy.  |

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| Review / Ratification of previous minutes: 26/04/18**Ratification of minutes proposed**, 1st Louise Garnett 2nd Kathryn Evans **All accepted****Review of actions noted from previous Minutes:** None |

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| **Subject/Details** | **Action Officer/s** | **Outcome** | **Priority** |
| Junior & Senior Toilets 3 x quotes to be finalised | Kath/ Allison/ Sascha | **Complete** | - |
| Uniform shop computer follow-up as won’t turn on | Sascha V | **In Progress** | 1 |
| Business review of Uniform shop complete, follow up outcomes | Elisha S | **Complete** | - |
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| Follow up sound engineer visit re: CPAC | Sascha V | **Remove** | - |
| Completion Certificate for CPAC kitchen requires signatures | Sascha V | **Remove** | - |
| Review of CPAC hire procedures/agreements and management | Elisha S / Sascha V |  | 3 |
| Large Perspex box for poster outside tuckshop to be tailored | Sascha V |  | 3 |
| Discussion over the need for 2 weeks holiday during Christmas break | Elisha S/Julie B |  | 3 |
| Check warranty agreement for new prep playground / soft fall uneven | Alison J | **Complete** |  |
| Follow up possibility of jointly funding for CPAC and BAS implications | Sascha V | Ongoing | 3 |
| Obtain quote for A/C quotes for Library and Hall | Sascha / Allison / Kath | Ongoing | 3 |
| Multi-cool: Follow up regarding current service agreement for P&C A/C | Kate R |  | 3 |
| Review Breakfast Program, Times & Marketing | Elisha S  |  |  |
| Obtain quotes for replacement food processor and coffee machine | Elisha S | **Complete** |  |
| CPAC Suggestions /Actions reviewed and prioritised / Installation | Sascha V / Allison J |  |  |

* Aizer Group & Vericote approved to provide refurbishment of junior and senior toilets in liaison with the school regarding suitable commencement. **CB/KE/AJ**
* Future plans for Grade 6 toilet upgrade.
* Uniform Shop Computer: Marian PC can be installed in Uniform Shop as suitable replacement **SV/ES/TH**
* Uniform shop review complete. **ES**
* Events calendar, ongoing item can be removed from list. **FL**
* Sound Engineer report, removed from list. **FL**
* CPAC Kitchen signatures removed from list. **FL**
* CPAC Projector -Minutes required about decision made and all relevant votes etc – **FL**)
* CPAC hire procedures/agreements/management, current condition report and required improvements. **ES & SV**
* Perspex box – small adjustment to be made to the bottom of box. **SV**
* Further discussion required regarding OSHC holiday requirements over Christmas. **ES & JB**
* Soft fall company is in receivership, therefore no warranty available, looking into options was not BAS approved. **JR**
* AC in Library & BASimplications of CPAC Cooling, requiring engineers report for roof. **SV**
* Quotes for Aircon for library and Hall in progress. **AJ & KE & SV**
* Multi-cool – Kate to notify then remove. **KR**
* Birthday Boxes are going well. Breakfast advertising required as no sales, check with Nikki regarding changes and adherence to school rules with attendance prior to school. **ES**
* Food processor and coffee machine see Operations manager **ES**
* CPAC broken window repaired and will need tinted.**SV**
* Nicole has asked that sound be sorted for Fan Fare. **SV**

**The Following items have been completed since last meeting**

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| **Subject/Details** | **Action Officer/s** | **Outcome** | **Priority** |
| Junior & Senior Toilets 3 x quotes to be finalised | KE/AJ/SV | **Complete** |  |
| Uniform Shop Report Completed and Reviewed  | ES / SV / KV | **Complete** |  |
| Warranty checked for Soft Fall, receivership | AJ | **Complete** |  |
| Quotes for Food Processor & Coffee Machine | ES | **Complete** |  |
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| **Correspondence Felicity Leer, Rebecca Corkery & All****Inwards/outwards** * Email received from Safe-tech account for front gate has been paid
* Email received regarding AGM concerns – Response issued via president and closed.
* Email received from Mark regarding Walkways, info provided to office.
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| **P&C Executive Update – Actions by the Executive** |
| **HDMI cable in CPAC** replaced whilst we had a Scissorlift available doing the projector installation, the account is $1834.30. Purchase to be minuted now and invoice to be forwarded to James N for payment.25 May is P&C Day.**Year 1 Playground Upgrade Presentation – Volunteer Project Manager - Jodhi Roberts**Jodhi collated and provided a great presentation of 2 playground options.Information is to be made available in staff room and OSHC for input and to the wider school community for feedback prior to committee vote at next meeting on the 13th June 2018. Much research and investigation went into this project with 3 companies quoting based on the same set of parameters and included OSHC guidelines.* $120,000 including demolision and rebuild
* Gardens would require additional quote from landscaper
* 2 of the 3 companies have submitted their concepts for consideration, they are **Will Play** and **Austec Play.**
* **Will Play** – Has Steps, 38 Kids, Was $8000 higher at $138,000, very transparent quote.
* **Austec Play** – No Steps, 20 Kids, $130,000 however quote will require some adjustment.
* 3rd company has no submitted quote, but will follow up.

Jodhi is seeking feedback from OSHC and School Community. 2 weeks to provide feedback which will then give Jodhi 3 weeks to come back with final results for decision at next meeting.**Quotes finalised for Junior and Senior toilet refurbishment.*** **Aizer Group - $51,964 incl GST** \* Company provided great photos of previous bathroom work completed at other local schools. Full breakdown of services and products provided, quote overall appeared to prove greater value for money and higher level of experience.
* **DATUM – $40,530.99 incl GST** \* no further information provided since last meeting.
* **Symmetry – quote $53,407.20 incl GST \* withdrawn**, as not getting BAS approval

**Motion to accept Aizer Group Quote as above 1st Louise Duncan 2nd Kathryn Evans, All accepted. -** The school will liaise with Aizer Group & Vericote to arrange a suitable time to commence work.Logging system for CPAC being set up. * Weds 8th August Carmel is interested in booking the hall.
* Concerns raised over the work involved around cpac hire arrangements.
* Tracey Monk has offered to do entry / exit reports.
* Discussion over increasing Operations Manager hours to cover the CPAC.
* Richard to hand over phone to Elisha.

CPAC - Calvary Church have advised No A/C = No More Hire next summer, Parent Project manager has offered to chase this up but will need engineer report for roof. |
| **P&C Reports** |
| **OPERATIONS MANAGER Elisha Salkeld**Report Not Tabled / Not in attendance as P & C Qld Meeting in Brisbane.TUCKSHOP* Food Processor is $59 purchased through Petty Cash and Voucher.
* Send email menu to LD to include in RPN Newsletter
* Square Eftpos option for tuckshop ES has information for Executive
* Coffee Machine for tucksop
* Test & Tag question follow up with BSM
* Tuckshop Action Plan – POS
* Grievance Policy in effect as approved by executive team
* Xero looking at payroll, James will need to look into this.
* Reporting system questions what are our wants / needs?
* 240 Mousse sold today!

**Motion to accept Coffee Machine with Pods from Louise Duncan 1st Katrina 2nd Kate , All in favour.** UNIFORM SHOP* No Report

OSHC* Report to Elisha
* Further discussion and review required between Julie and Elisha with regards to Christmas Shutdown / Roster.
* Elisha will get a handover check from Dominica.

**MOTION: To accept reports as true and correct 1st Kath E 2nd Richard D** |
| **CPAC Elisha Salkeld*** No Report
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| **Community Liaison Officers Report Louise Duncan** * Not a great deal to report since our last meeting. RPN subscriptions unchanged at 78
* Parent contact: has increased by 13 to 243 subscriptions so the message is getting out there, YAY
* Library Challenge: This week is 1B followed by week 5 Prep C, Week 6 no class due to book week, week 7 2D, Week 8 3E. Parents can go to library any day Tue-Fri of their classes week with afternoon tea provided on Thursday (thanks Janine).
* Coles Sports for Schools promo: Vouchers have slowed just a few last ones rolling in, Will keep you all up-to-date once equipment ordered and arrived
* Entertainment Books still available for $60.
* Mother’s Day Stall currently running til Friday 11th. Still have some great gifts available, but better be quick as stock is running out fast. We also have a great hamper to be won. Winner will be drawn on Friday. Would like to thank our supporters who have all graciously donated to the hamper. Mod Fitness, Dog & Parrot Tavern, Substance Boutique, Chem Pro Chemist at Easy T Centre and Kikki K. Tickets are 50c each or 3 for $1. Stall open morning 8:00-9:00 and afternoons 2:45 – 3:30pm. We still need some helpers even if only for 15 minutes.
* Book week is coming up in week 6. Theme is Paws for Books with a fancy dress on the Wednesday. The library will require some helpers throughout the week, a Sign Up Genius will be distributed shortly.
* Jump rope for heart will also be on the Wednesday of week 6. Sponsorship forms have gone home.
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| **Treasurer's Report Kate Robinson**Report tabled* $200 Float to be provided by book fair through Janine
* Prizes for Book fair $270 confirmation required regarding school contributing half or P & C to cover total amount

**Motion to transfer $30,000 from OSHC to Investment Account. 1st James 2nd Katrina, All in Favour****Motion to transfer $ $20,000 from Investment to General Account. 1st Kath 2nd Katrina, All in Favour****Motion to transfer $ $10,000 from General to School Account. 1st James 2nd Katrina, All in Favour****Motion for an Extra 4 hours of paid work to be added to Elisha’s role until August 8th to be reviewed at August Meeting and to also include a review of initial 12 hours. 1st Sascha 2nd Louise G, All in Favour**Kasia want to hold a gymnastics fundraiser for a student. Can P & C cover the cost of the hall hire and insurance please?**Motion to Approve to cover hall and insurance costs, Clarification of date tbc. 1st Siri 2nd James All in Favour.** |
| **P & C Queensland**   **Fiona Grounsel**Nil |
| **Acceptance of P&C Reports as True and Correct****MOTION: That P & C Reports be accepted as true and correct. 1st Katrina 2nd Louise G** |
| **School Reports** |
| **Principals Report Carmel Baker**Report TabledLast week our Music Department held an Open Week encouraging parents to join their children in their rehearsal lessons for our Bands, Strings Ensembles and Choirs. Parents were able to see how their child is progressing in their musical pursuits as part of our Open Week. Parents were invited to take an active role in the rehearsals, sitting next to their child in the rehearsal and at times being asked to participate themselves. It was great to be able to share just a little of what it takes to be part of a musical ensemble and also informally allow them to see their child’s progress to date.  It was lovey to see more than 300 parents take up this opportunity to join their children in making music at Robina. Our Music Program is the envy of most primary schools on the Gold Coast and we are very fortunate to have exceptional music specialists at the helm of our program. Special thanks to our amazing music staff, Nicole, Helen and Fiona and also thanks to the staff who helped Nicole, Helen and Fiona throughout the week, Suzanne Murray, Kathryn Churchill, Linda Harrison, Tracey Casaar, Penny Jorgensen, Jo Slack and Kath Evans. Next week our Year 3 and 5 students will participate in the National Assessment Program of Literacy and Numeracy (NAPLAN). NAPLAN assesses literacy and numeracy skills that students are already learning through the school curriculum. Teachers will ensure that students are familiar with the test formats and will provide appropriate support and guidance. NAPLAN tests are constructed to give students an opportunity to demonstrate skills they have learned over time through the school curriculum, and NAPLAN test days are treated as just another routine event on the school calendar. Parents can help their children by ensuring they have early nights, hearty breakfasts and arrive at school on time. If students are sick and absent from school during the test days, Tuesday, Wednesday and Thursday, they will sit make up tests on Friday.Our Student Leaders are attending the Grip Leadership Day this Friday. It is a wonderful opportunity for them to participate in leadership development sessions with their student leader peer group from other schools. Our students always return with new skills and increased confidence in carrying out their roles throughout the remainder of the year.Our Year One students have enjoyed their visits to the Farm in past couple of weeks. They were excited to tell a variety of stories about their adventures. It is a fabulous opportunity for the students to see and experience first hand the animals that they may have only seen pictures of in books. Our Year Five students will set of on their annual Camp in Week 7. Final arrangements are underway to ensure the students have a wonderful time at their camp at Tyalgum in Northern New South Wales. It is a chance for the students to experience life away from the comforts of home and build their capabilities in different settings with different groups of students.Our Year 4, 5 and 6 students have commenced their Interschool Sport Season. There are teams involved in Rugby League, Soccer, Oz Tag, Netball, Table Tennis and Arakan. We have quite a number of students who remain at school to undertake Health studies and Physical Education activities here at school. All of our students are participating in physical pursuits and engaging in healthy lifestyle choices.The Student Council have been very active in organising a series of alternate game choices at lunchtime. The Year 6 Student Councillors have been ably assisted by several Associate Student Council members from Year 5 in setting up the competition roster. These students will referee the games with teacher supervision. They have been responsible for surveying the student body, conducting the draw, rostering the referees and timetabling. The competition starts next week. Coding and Robotics have commenced at lunchtime for our Prep to Year 4 students with Year 5 and 6 mentors.Our preparations for Book Fair celebrations are well underway with much excitement about which characters will be seen wandering the school grounds during Week 6. Thank you to all the P and C volunteers (mostly mums!) who have been very busy this week selling Mother’s Day gifts. It is great to see such a lovely range of gifts available for our students to purchase for their special mums! Happy Mother’s Day to all our mums this Sunday!  |
| **Student Council Report Carmel Baker**No Report tabled |
| **Acceptance of School Reports as True and Correct: 1st Kath E 2nd Louise G, All in favour** |
| **General Business** |
| **Year 1 Playground Upgrade Presentation – Volunteer Project Manager - Jodhi Roberts**Much research and investigation went into this project with 3 companies quoting based on the same set of parameters and included OSHC guidelines.* $120,000 including demolision and rebuild
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| **New Business** |
| **1 x New membership received and accepted.** |

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|  **Close of Meeting**  |
| **Next Meeting:** Wed 9th May  **6:30pm** Staff room**Close of Meeting**  closed at 8:49pm |
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| ……..................................... ……………………. Signed: P & C President Date | ……......................................... …………………………. Signed: P & C Secretary Date |
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**ACTION PLAN**

**New and Ongoing Actions –** will remain on list until actioned

**On Hold Actions -** for future review, will remain on list

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| **Subject/Details** | **Action Officer/s** | **Outcome** | **Priority** |
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| Junior & Senior Toilets 3 x quotes to be finalised & Committee Vote | Kath/ Allison/ Sascha | **Complete** |  |
| Uniform shop computer replacement with Marion Computer | Sascha V |  |  |
| Business review of Uniform shop complete, follow up outcomes | Elisha S | **Complete** |  |
| Updates to events calendar | Katrina V | **Removed** |  |
| Follow up sound engineer visit re: CPAC | Sascha V | **Removed** |  |
| Completion Certificate for CPAC kitchen requires signatures | Sascha V | **Removed** |  |
| Review of CPAC hire procedures/agreements and management | Elisha S / Sascha V |  |  |
| Large Perspex box for poster outside tuckshop to be tailored | Sascha V |  |  |
| Discussion over the need for 2 weeks holiday during Christmas break | Elisha S/Julie B |  |  |
| Check warranty agreement for new prep playground / soft fall uneven | Alison J | **Complete** |  |
| Follow up possibility of jointly funding for CPAC and BAS implications | Sascha V | **Ongoing** |  |
| Obtain quote for A/C quotes for Library and Hall | Sascha / Allison / Kath |  |  |
| Multi-cool: Follow up re: current service agreement for P&C A/C | Kate R |  |  |
| Review Breakfast Program & Birthday Box Results | Elisha S  |  |  |
| Obtain quotes for replacement food processor and coffee machine | Elisha S/Janine M | **Complete** |  |
| CPAC Suggestions /Actions reviewed and prioritised / Installation | Sascha V / Allison J |  |  |
| Minutes for meeting and final decision on projector purchase | Felicity L |  |  |
| Playground Options presented by Project Manager | Jodie Roberts | **Complete** |  |
| CPAC Safe Quote & Vote | Sascha V |  |  |

**Completed Actions -** no longer active - will be removed from Action List next month