

## MINUTES OF A GENERAL MEETING – APRIL 2019

**Date:** April 3rd 2019 **Time:** 6:30pm

**Location:** CPAC Meeting Room

<b>Attendance</b>	Louise Garnett, James Noel, Cassandra Gersbach, Renae Booker, Kate Brabant, Carmel Baker, Alison Jefferis, Kathryn Evans, Nicole Elkins, Katrina Voevodin, Elisha Salkeld, Jodhi Roberts, Keira Brookes	
	<b>Apologies:</b> Bel Meginley, Kate Robinson, Sascha Voevodin, Danielle Yates	
<b>Open &amp; Welcome</b>	Meeting opened at 6:38pm. President Katrina V welcomed all members and guests.	
<b>Special Guests</b>	-	
<b>Ratification of Previous Minutes</b>	The minutes of the previous minutes were accepted: <b>1<sup>st</sup> Kath E, 2<sup>nd</sup> Renae B, All in favour.</b>	
<i>Action items from previous minutes:</i>		
<b>Subject/Details</b>	<b>Action officer/s</b>	<b>Outcome</b>
Visit Merrimac SHS & Mudgeeraba Creek SS to view fans	Katrina V	On Hold
Projects for 2019	Jodhi R	In progress
Artwork for Dog & Parrot playground decals	Katrina V.	On Hold
Online volunteer induction process launched	Katrina V.	On Hold
Creation of financial support program for students achieving regional, state or national representation	Fiona G.	On Hold
Purchase Griffith Uni home readers <ul style="list-style-type: none"><li><i>Cass G volunteered to help cover &amp; stamp them</i></li></ul>	Louise G	DONE (only half purchased)
Compare CMS vs Employsure vs Private Consultant <ul style="list-style-type: none"><li><i>Costs and benefits for all were presented &amp; discussed. Committee felt there was better value and quality in engaging the private consultant over paying either organisation.</i></li></ul> <b>Motion to use Fresh HR Insights (private consultant) for HR needs and not renew CMS membership, to be reviewed at the first meeting after 2020 AGM. 1st James N, 2nd Louise G, All in favour.</b>	Katrina V	DONE
Present options for RPN / Parent Engagement tool <ul style="list-style-type: none"><li><i>Katrina V presented research into online systems, which were narrowed down to 2: SkoolBag and School Stream. Based on costs and features, she recommended Skoolbag as</i></li></ul>	Katrina V.	DONE

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<p><i>the best option for our needs. The matter was discussed at length amongst committee.</i></p> <p><b>Motion to purchase a 1 year licence for SkoolBag for up to \$2500 per year as a trial, to be reviewed at the first meeting following AGM in 2020. 1st James N, 2nd Renae B, All in favour.</b></p>		
<p><b>Correspondence</b></p>	<p>Inwards</p> <ul style="list-style-type: none"> <li>• (Email) RACV Royal Pines Resort - ENTERTAIN your school mums while raising funds! The High Tea Party is COMING to the GOLD COAST MAY 18</li> <li>• (Email) Natasha Moses - email regarding exclusion of children from OSHC for vacation care</li> <li>• (Email) ECEC - Compliance notice regarding Natasha Anderson complaint</li> <li>• (Letter) Health Pantry Fundraising</li> <li>• (Letter) Australian Fundraising promotional material</li> <li>• (Letter) Earn and Learn Program</li> </ul> <p>Outwards</p> <ul style="list-style-type: none"> <li>• N/A</li> </ul> <p>Actions arising from correspondence:</p> <ul style="list-style-type: none"> <li>• Executive dealing with Natasha Moses complaint, and ECEC Compliance notice (24 April deadline)</li> </ul>	
<p><b>Executive Update</b></p>	<p>Executive decisions since last meeting</p> <ul style="list-style-type: none"> <li>• Appointment of Lisa Turner as OSHC Lead Coordinator - 35 hrs/wk</li> <li>• Move Educational Leader and Assistant Coordinator roles to Permanent Part-Time - 35 hrs/wk each</li> <li>• Purchase of 10 hours from Fresh HR Insights - \$2,475 (inc GST)</li> <li>• Purchase of self-inking stamp for inside cover of readers - \$42.45 inc GST</li> </ul> <p>Any other completed items or updates since last meeting:</p> <ul style="list-style-type: none"> <li>• Lanyards purchased</li> <li>• Mod 2 furniture purchased, delivered &amp; assembled</li> <li>• Colour run completed</li> <li>• Chess tournament canteen completed</li> <li>• Griffith Uni readers purchased and arrived</li> </ul>	
<p><b>Fundraising</b></p>	<p>Update on recent fundraising:</p> <ul style="list-style-type: none"> <li>• Chess tournament canteen - \$1080 (less expenses) raised for Chappy Paul. Final donation amount to be finalised.</li> <li>• School Run4Fun Colour Explosion - Total fundraising revenue of \$10,096.15 as of Friday 29 March (before expenses). Final event figures and report to be delivered next meeting.</li> </ul> <p>Upcoming fundraising events:</p> <ul style="list-style-type: none"> <li>• 8 May - Mothers day stall (Re-gift-athon drive now finished)</li> <li>• 11 or 18 May - Election BBQ</li> </ul>	

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	<ul style="list-style-type: none"> <li>2019 Fundraising Events calendar to be finalised and distributed for next meeting</li> </ul>
<b>Projects</b>	<p>Update on projects:</p> <ul style="list-style-type: none"> <li>Project priorities for 2019               <ol style="list-style-type: none"> <li>1) External security CCTV cameras - <i>need to prioritise this as we've received \$14K in Divisional Donations that must be acquitted by June.</i></li> <li>2) Senior playground</li> <li>3) CPAC &amp; Library cooling - <i>library most urgent.</i></li> <li>4) Year 6 toilet upgrade &amp; beautification of classroom area - <i>will discuss with school admin in Term 2</i></li> <li>5) Water bubblers on oval - <i>discuss with Cr Vorster re possible extra funding.</i></li> <li>6) More seating around school - <i>Jodhi to discuss with school admin re placement &amp; ideas.</i></li> <li>7) Improved bag racks</li> <li>8) Tuckshop extension</li> </ol> </li> <li>Garden Club: Jodhi has spoken with Tracey re future plan and needs. Jodhi to prepare Garden Club improvement proposal and present to committee at future meeting detailing ideas and costings. Tracey has organised working bee over holidays to clean up the area. <i>Action: Need to get the wheelbarrow from the cage to the Garden Club by end of week.</i></li> </ul> <p><b>Motion to buy ½ cube loose soil to be delivered to Garden Club over holidays for a cost up to \$30. 1st Kath E, 2nd Louise G, All in favour.</b></p> <p><b>Motion to buy a tarp for Garden Club for up to \$20. 1st Kath E, 2nd Louise G, All in favour.</b></p>
<b>Reports</b>	<p>Operations Report - Elisha Salkeld presented the Operations Report (Attachment A).</p> <ul style="list-style-type: none"> <li>Calvary Church has ended their hire, look for new hirer to replace income if possible.</li> <li>New agreements to be done for hirers per new legislation.</li> <li>CPAC microwave died, suggested we leave the tuckshop one in CPAC and purchase a new one for tuckshop.</li> </ul> <p><b>Motion to purchase new Commercial Grade microwave for Tuckshop, in consultation with tuckshop team, up to \$1200 value. 1st James N, 2nd Renae B, All in favour</b></p> <ul style="list-style-type: none"> <li>Discussion around lack of volunteers and pressure on staff. Discussed employing a casual for 2 x 3 hours on Mon &amp; Wed. Also discussed tuckshop still making a loss and may need to close some days. <i>Action: Tuckshop strategy meeting early Term 2 for plan to solve this.</i></li> <li>OSHC walkie talkies causing issues, ones purchased last year experiencing interference, risk to staff and children. Have purchased and tested two higher powered ones, they seem to work fine.</li> </ul> <p><b>Motion to purchase 7 more sets of the better Oricom handsets @ \$84 per pair. 1st Jodhi R, 2nd Louise G, All in favour.</b></p> <ul style="list-style-type: none"> <li>OSHC office needs shelving and new chairs.</li> </ul> <p><b>Motion to purchase IKEA shelves and 2 x office chairs from</b></p>

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	<p><b>officework at a total of \$898. 1st James N, 2nd Louise G, All in favour.</b></p> <p>Treasurer's Report – unable to be presented due to early monthly meeting. Will be presented at next meeting.</p> <p>Principals Report – tabled and delivered by Carmel B. (Attachment B)</p>
<b>General Business</b>	<ul style="list-style-type: none"> <li>Tuckshop Volunteer Rewards system suggested by Katrina V. Discussed and supported by committee for implementation in Term 2.</li> <li>Nicole E advised Fanfare is happening May 27, parent volunteers will be needed and some catering.</li> <li>Nicole E requested a motion be made for the same P&amp;C donations to the school as previous years.  <b>Motion for donation to the school of \$5,000 each for Music, STEAM, Sport and Chaplain as well as \$30,000 cash donation to the school. 1st Renae B, 2nd Jodhi R, All in favour.</b>  <i>It was noted by Alison that these donations are required by Term 3 please.</i> </li> <li>Nicole E requested we include the Acknowledgement of Country at the beginning of our meetings.</li> </ul>
<i>Action items from THIS meeting:</i>	
<b>Subject/Details</b>	<b>Action officer/s</b>
Cover & stamp Griffith Uni readers	Cass G
Get wheelbarrow from cage to Garden Club	Sascha V
Tuckshop strategy meeting early Term 2 to solve losses and staffing issues	Katrina V / Elisha S
Blue cards and permission slips needed for any hall hirers working with kids, per new legislation (advised by Carmel/Alison).	Elisha S
Tuckshop volunteer rewards system to be implemented	Katrina V
Acknowledgement of country to be included at start of every P&C meeting	Katrina V
<b>New member applications</b>	<p>3 new applications received:  <b>Motion to accept new applications. 1st Renae B, 2nd Jodhi R, All in favour.</b></p>
<b>Conclusion</b>	Meeting closed at 9:14pm, <b>Next meeting:</b> Wed 8 <sup>th</sup> May, 6:30pm Meeting Room

Signed – P&C President

Date

Signed – P&C Secretary

Date

*Minutes prepared by Katrina Voevodin & Cass Gersbach*