

DRAFT

Robina State School - Parents & Citizens

Minutes - General Meeting – 17/5/2017

Time: 6.30pm Location: Staff Room

Attendance: Katrina Voevodin, Sascha Voevodin, Louise Duncan, Louise Garnett, Richard Dannehl, Beth Everill, Kathryn Evans, Christine Ewings, Kasia Worland, Tracey Monk, Gavin Koltermann, Kate Robinson, Colin Frew, James Noel, Lauren Moore,

Apologies, Anna Jupp, Lisa Nielsen, Stephanie Laverie, Kate Anson, Fiona Grounsell

Opening: Meeting opened at 6.30pm.

Please note: A live web stream was set up and ran throughout the duration of the meeting.

Prior to starting the meeting all attendees were taken to see the work being done by the garden club in the school vege garden, located near the year 6 blocks. Great Work, it looks awesome!!

Meeting commenced at 6:38 upon arrival back from garden tour.

Welcome to new member, Lauren M, membership form completed and accepted.

Review / Ratification of previous minutes: 19.4.2017

Amendments: Nil

Ratification of minutes proposed, **1st Louise G 2nd Kasia W All accepted**

Review of actions noted from previous Minutes:

Meeting Date	Subject/Details	Action Officer/s	Outcome
March 2015	Cobwebs to be removed from CPAC Hall -scissor lift hire	Sascha V	HOLD (waiting on lighting upgrade)
April 2017	Investigation drinking fountain for down at the oval	Sascha V	Survey
April 2017	Senior toilets still outstanding in the plan for renovation	Sascha V	Survey
April 2017	BBQ area being designed and researched	Sascha V	Survey
April 2017	Safe ST committee	Colin F/Sascha V	Ongoing, meeting with H Vorster
April 2017	Update email contact details for school P&C emails, reply emails	Lisa N	Following Up
April 2017	List of approved suppliers for OSHC debit card use	Sascha V	
March 2017	Colour copies of Executive blue cards to Julie B	Louise D	Ongoing
April 2017	Tuckshop laptop replacement	Sascha V	HOLD, waiting on MM upgrade
April 2017	Review of uniform shop hours	Sascha V/Tania H	
April 2017	Further discussions for Operations manager – business units	Sasha V	HOLD
April 2017	P&C general meeting during the day time	Louise D	Survey
April 2017	Calendar of events to be compiled	Katrina V	Complete/Ongoing
April 2017	Amendments of Admins for P&C Facebook page	Katrina V	Limit Admins
April 2017	Request for info Re: sponsor child	Louise D	Complete
April 2017	Unisex uniform guidelines	Beth E	Slight amendment to “shorts” description to be compliant
March 2017	Storage shed for garden	Beth E	Quotes Received Beth following up

April 2017	Notification of next meeting date change	Louise D/Sascha V	Complete
March 2017	2a and 2B tree roots up lifting concrete	Beth E	On maintenance register

<p>Correspondence Inwards/outwards Report tabled</p> <p style="text-align: right;">Lisa Neilsen</p> <ul style="list-style-type: none"> 35 items received and filed with appropriate execs <p>Actions Arising from Correspondence</p> <ul style="list-style-type: none"> Herman Vorster's office offer to include events on Div 11 Newsletter Katrina V Email regarding Chappy Paul funds. P&C agreed amount of \$5000, all other funds come from chess and other fundraising Chappy Paul is involved in. Discussed some fundraising options that P&C may be able to assist him with:- Chappy Week, Coin Spinner, "Tape a Chappy". Chappy Pauls details will be added to website to educate school on his services. A chappy week to be added to calendar Katrina V Annual P&C member survey needing complete Louise D
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P&C Executive Update – Actions by the Executive

Hardware arrived yesterday (16.5.17) for the OSHC kitchen, construction to begin in approx. 1 week. There was a 3 week delay due to needing approval from BSA, so just waiting on that approval.

P&C Reports

<p>OSHC Report Tabled</p> <p style="text-align: right;">Julie Black</p> <ul style="list-style-type: none"> OSCH kitchen hardware arrived 16/5/17 Execs met with Julie earlier today, regarding a few issues. <ul style="list-style-type: none"> Memorandum of understanding needs updated. This document outlines OSCH requirements of school and staff in order to remain compliant. Sascha V/Julie B/Beth E Space requirements for each child who attends OSHC (including CPAC) Better communication between OSHC, School, P&C Parking issues Marsh certificate of insurance has now been given to Julie <ul style="list-style-type: none"> Assurances that this be done at handover as this is a licensing requirement which involves a fine if not complete 3 local schools are in the process of trying to get their OSHC back form outside companies. We do not want to lose our OSHC and will work with them to keep communication open to ensure we provide the best service possible for families and staff Suggestion of subsidising a Christmas party for staff, was told they were given a choice of gift or party in the past, will liase with OSHC to gauge what they would prefer Louise D Also suggested an OSHC appreciation day. This may fall within 'Child Care workers appreciation day' (Friday before Mother's day) as this has been missed will look into something for this year, perhaps term 3 Louise D Parking issues for drop off and pickup. Safety issue with kids running through the carpark. Beth E will arrange cones to be placed at OSHC carpark so no access from 2:30 onwards. Review of carpark signs needed re-times Sascha V
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<p>Tuckshop Report Report Tabled</p> <p style="text-align: right;">Janine Marshall</p> <ul style="list-style-type: none"> Catered events: Library challenge x5, Tuesday afternoon staff meeting x4, Friday staff BBQ x4, Music PD x1 Waiting on replacement computer as discussed earlier awaiting Munch Monitor upgrade Sascha V

- New menu has been distributed around school
- Bookaneer meal deal 24th May
- Proposed sports carnival meal deal for 14th June meal TBC
- Pizza meal deal last day of term, 23rd June (red day) have the option to add a chocolate from chocolate drive if any left, will review again closer to time and once number of left over chocolates confirmed **Lisa N**
- Request for an OSHC appreciation day, discussed earlier during OSHC report.
- Word subscription on computer has expired, now receiving reminders. This will either be sorted when computer is replaced/upgraded, as discussed earlier or the subscription could be purchased on the purchasing card **Sascha V**

Uniform Shop Report

Report Tabled

Tania Hamenko

- Monthly sales total \$3467.50
- Munch monitor orders to be collected from office
- Opening hours Tues & Thus 8:15-10:30

CPAC

Report Tabled

Richard Dannehl

- Invoiced Arakan, Southern Cross, Calvary Church, Stuart Humprey – Total \$5352.00 (Biggest month since hall opened). Great Work!!
- Enquiry regarding a room with mirrors for dance classes, wouldn't be able to help at this time
- Calvary Church:
 - OSHC very happy with how they are leaving the premises.
 - They did a letterbox drop to local neighbours advising they will be in the hall and to refer any complains directly to them so they are able to work with neighbours to come to a happy medium.
 - Council have received a complaint, Sascha V, Katrina V and Beth E have visited the neighbours and are working at reducing the noise, their concern is more the base beat rather than general noise
 - We need to ensure windows (louvers) are kept shut during events to reduce noise as much as possible
 - Coffee van will move further up the street also
- Sound engineer from Brisbane meeting with Sascha tomorrow (18.5.17) to assess noise and advise how we could reduce further. May involve having soundproof removable panels made or replacement of louvers. Need to also consider cooling. Will advise as to outcome **Sascha V**
- Suggested that the P&C could also do a letterbox drop to advise neighbours when we are holding events (disco, twilight etc.)
- Upcoming events: Fanfare 17/18th May, Fluro Disco 8th June

Action required

- Hall cooling – ongoing

Gavin K presented need for lighting upgrade:

- Front of house lighting is sorted from previous P&C payments and is working great
- Next stage is the lighting of the actual stage
- Request for 8 wash (colour changing) lights to replace 4 old ones
- Replace back bar lights (as only 2 still working) with movable light that can spotlight, different designs
- Quote from ULA Group for Acme brand
 - 4x washers, 4x movers plus fog machine \$8660 with free disco ball
 - We currently hire this equipment for events at approx. \$300 plus Gavin's time to set it all up/pack up
- Gavin K will get further quotes as per guidelines **Gavin K**

MOTION: Executive has approval to accept quote (pending second quote) for lights and installation, up to the value of \$11,000

1st Richard D 2nd James N, All in favour

Tutoring Report

Report tabled

Louise Garnett

- 27 students up from 18 last month
- Receiving great feedback from teachers
- Welcomed Nicole Ebert and Jackie Knowles
- Request to extend the program to include a homework club and how it would work, issues raised include
 - We need to ensure we are not “stealing” students from OSHC or the current tutoring program
 - Do we provide afternoon tea?
 - Groups of 4 (1 teacher) or 10 (2 teachers)
 - Idea being that students progress from tutoring to homework club

MOTION: Start with a trial of 4 students, Wednesday afternoons **1st Sascha V 2nd Kate R All in favour**

- Follow up at next meeting on how trial went to consider continuing **Louise G**

P & C Queensland

Lisa Nielsen

NIL

Treasurer's Report

Report tabled

Kate Robinson

- Bank balance from today \$374,156.16
- Budget profit and YTD profit variance due to over inflated income expectancy however not too bad compared to last year
- Fundraising goal for 2017 is \$50,000 – Currently sitting at \$12,380
- Request from CPR report for a breakdown of where fundraising going and how much of goal we have to be publicised, at this stage it is shown as a percentage on the new website, potentially change this to a monetary figure **Katrina V**
- James stated that OSHC are able to continue using the purchasing card at this stage, but it won't be topped up until down to the last \$500 (balance currently sitting at \$1332.11) this being the remainder of the extra money put on card to cover higher vacation care costs. Balance will be maintained at \$500 during school term, until budget proves necessary for change with a larger budget for vacation care time

MOTION: To transfer \$30,000 from OSHC to investment account **1st Colin F 2nd Louise G**

MOTION: Reduce balance on purchasing card to be maintained at \$500 during school term (review once a clearer budget is available) and reduce amount in petty cash to \$300 due to now using purchasing card **1st Richard D 2nd Kath E All in favour**

Acceptance of P&C Reports as True and Correct

Motion: proposed that P & C Reports be accepted as true and correct. **1st Colin F 2nd Richard D, All in favour**

School Reports

Admin Report

Report Tabled

Beth Everill

- Report presented by Beth Everill,
- 805 enrolments to date, with 6 more families this week
- Colour run prizes are ordered and will be distributed shortly
- Student council wish to support Little Paths and Jeans for Genes day both with a gold coin donation for free dress day
- Little Paths with be this term (date TBC) and Jeans for Genes next term 4th Aug
- \$5000 for science department will be for benches and cupboard
- Request for a further \$10,000 from the P&C contribution

MOTION: Transfer \$10,000 as part payment of P&C contribution to school **1st James N 2nd Richard D All in favour**

- Finance: 19.04.17 \$228,020
- Copy of budget overview report provided to P & C Secretary

Classroom Parent Representative Report

Marian Frew

Report tabled

- As discussed earlier a request to show what/where fundraising funds are going, addressed with new web site
- Suggested a live webinar for meeting, DONE
- Next CPR Meeting June 13th
- Mothers day stall was a huge success. Net profit \$2850.95 (largest profit to date) Great Work!!
- Only about 7 items left from mother's day stall
- Massive thank you to all volunteers and to Marian for her efforts and Janine for help with floats etc.
- Still need volunteers for book fair next week, hard copy at library with request also going out via CPR network
- Request for second \$15 voucher prize so a boy and girl for each year level can be rewarded. Vouchers are to be spent at the book fair, in the past the school has given voucher for 1 prize per year level

MOTION: \$15 vouchers for prizes for fancy dress total \$105 **1st Louise G 2nd Kath E**

- Fanfare commencing tomorrow (18.5.17)
- Busses arriving which will close off some parking spaces in the morning
- Looking for volunteers to help with ushering children
- Term 2 Charity – Save the Children launched today, requesting donations of various baby/children's items including cots, gaming consoles, prams, rockers etc. Donations being collected outside Student Services, they have arranged an area for storing items until they are picked up, thank you for this.

Student Council Report

Jo Cooke

- Report provided to secretary unable to be tabled, copy later provided for filing
 - Summary: Request for approval of Jeans for Genes charity
 - : Slideshow on sponsor child done at today's school assembly (copy provided for file) Great work!!
 - : Balance \$1800
 - : Thank you to Janine for another successful pizza meal deal
 - : Next pizza meal deal booked for last day of term 2

Acceptance of School Reports as True and Correct

Motion: proposed that P & C Reports be accepted as true and correct. **1st Colin F 2nd Kate R, all in favour**

General Business

Fundraising – Events

Entertainment Books: 20 Digital book orders, 13 books orders total 33 memberships giving a profit of \$396. Information posted on new web site

Chocolate Drive: Notes have gone out last week. So far we have 55 non participate notes returned (although this number will differ due to multiply notes from siblings) \$80 so far has been donated, planning on sending home 510 boxes 29th May. An order for 500 boxes has been placed which gives us 12 free boxes, this should create \$10,240 profit. Invoice will be due (\$15,000) 16th June. Janine has the master list of participating families, some have been removed without having returned a non participate slip after consultation with OSHC and school to reduce need to chase up money or chocolates. As discussed earlier excess chocolates may be used in end of term pizza meal deal. An order for chocolates for disco has not been included, but there should be enough returns beforehand to cover this, discussed earlier we will include it this year. Labelling day planned for 24th May, sign up genius going out via CPR this week. Request that the tuckshop remains open til 3:30 on Mon 29th May to take any returned boxes, and would this need to be Janine or is a volunteer OK. **Volunteer is fine.** End date for returning money/chocolates 19th June. Clarification that a \$20 donation will get entered into the lucky draw prize. Advise

Disco: Fluro disco booked for Thu 8th June, flyers posted on website and will go out this week. Propose to do extra fundraising at disco including lucky door prizes, canteen, glow sticks, BBQ. Also wish to do fluro face paint for \$2, possible year 6 student council to help out. Question asked about ticket sales: Newsletter states tickets going on sale via new web site will they also be available on munch monitor also? We have potential to use a QR code scanner for prepayments to reduce waiting times at the door, as parents are emailed/smart phone a code that can then be scanned at the door then a digital "role" is automatically created. This also eliminates paper lists and reduces cash handling. We would still have a stand at the door for those who wish to pay on the day, however to encourage online payments they will be \$5 and at the door is \$10. Asked for comments: Point raised that not everyone wants to do online payments many prefer to do cash payments, why should they be penalised for wanting to do so. Solution may be to have a P&C Payment window (potentially in uniform shop) where pre purchases of cash/credit can be made in person. These payments would be processed and an email/smart code generated as normal. Question also about the possibility of kids deciding last minute to go/not go, would a refund be possible? Last minute payments could be accepted online right up to start time, not attending would be considered a donation.

Actions from fundraising events:

- Chocolate drive invoice due 16 June, forward to James N for payment
- Advise Lisa N to go ahead with chocolates for disco
- Sign up genius needs created for labelling day
- Advise Lisa N that a volunteer is fine to do additional time on 29th May for chocolate collection
- Include \$20 donations in lucky draw

- Follow up requirements for QR code scan system and if it can work alongside Munch Monitor
- Confirm P&C Cash payment window
- Sign up genius for disco to include someone to cover P&C Cash window perhaps week before

New Business

- **Hot Chocolate – Tuckshop:** Julie and Anna (Friday Tuckshop) have asked about the possibility of selling hot chocolate on Friday mornings (as there are 2 people working this day) to students/parents before school for \$2. No objection to a trial, so long as temperature is monitored. Enquire about school approved hot chocolate ingredients and order if possible, ready for trial **Tuckshop**
- **P&C Of the Year:** Have we ever applied? Yes, we didn't get it. Colin will forward our presented power point to Katrina. No objection to applying again this year. Prize is \$5000 overall or \$1000 regional. Someone will need to attend the annual conference, will follow up closer to time **Katrina V**
- **Acceptance of new member:** Lauren M, second application received however unable to attend so couldn't be accepted, **Louise D** to follow up
- **Capital Works Survey:** Survey was sent out to committee via secretary last week, to complete and give feedback (sorry Kate, incorrect email on file so she never received it, has now been forwarded). Couple of suggestions made and some changes were made accordingly, the survey has now gone out to the school and we await replies, follow up at next meeting.
- **Annual Financial Report to DET:** James N had to do a request for these will follow up to ensure they receive them by May 31 deadline.
- **The Root Cause –** Potential booking for August. This year only option. Programme to educate children about good food and health choices. Are we interest as a committee in doing this? Can we fit it in? Cost? Issue arising for Beth trying to fit it in with the curriculum. Not something the school could fit in this year. Beth is happy to offer it as an after school activity, Katrina will follow up the potential of organising an after school programme.

Close of Meeting

Next Meeting: 14th June 2017 6.30 p.m.
Close of Meeting closed at 8:49pm

..... Signed: P & C President Date Signed: P & C Secretary (Minutes) 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

Subject/Details	Action Officer/s	Outcome
Cobwebs to be removed from CPAC Hall – on hold until scissor lift hired	Sascha V	HOLD (waiting on lighting upgrade)
Investigation drinking fountain for down at the oval	Sascha V	Survey
Senior toilets still outstanding in the plan for renovation	Sascha V	Survey
BBQ area being designed and researched	Sascha V	Survey
Safe ST committee	Colin F/Sascha V	Ongoing, meeting with Herman Vorster
Update email contact details for reply emails	Sascha V/Lisa N	
List of approved suppliers for OSHC debit card use	Sascha V/Julie B	
Colour copies of Executive blue cards to Julie B	Louise D	Ongoing until all received
Tuckshop laptop replacement: Awaiting Munch Monitor upgrade	Sascha V	
Review of uniform shop hours	Sascha V/Tania H	
Further discussions for Operations manager – business units	Sasha V	HOLD
Calendar of events to be continually amended where needed	Katrina V	Ongoing
Amendments of Admins for P&C Facebook page	Katrina V/Lisa N	
Storage shed for garden	Beth E	Accessing quotes
2a and 2B tree roots up lifting concrete	Beth E	Ongoing, on annual maintenance register
Follow up with Herman Vorster regards advertising on Div 11 Newsletter	Katrina V	
Discussion with Chappy Paul for potential assistance with fundraising	Katrina V	
Completion of annual P&C member survey	Louise D	
Update the Memorandum of Understanding with OSHC	Sascha V/Julie B/Beth E	
Follow up OSHC gift or subsidise Christmas party	Louise D	
OSHC Appreciation Day	Louise D	
Parking issues in OSHC carpark: Review of signage and process	Sascha V/Beth E	
Advise if chocolates to be added to end of term pizza meal	Lisa N	
Follow up outcome from sound engineer visit re: CPAC	Sascha V	
Further lighting quotes for CPAC	Gavin K	
Follow up regarding trial of homework club	Louise G	
Include monetary figure on web site for fundraising along with percentage	Katrina V	
Liaise with Lisa N regarding chocolate drive	Louise D	
Follow up requirements for QR code scan system and if it can work along side Munch Monitor	Katrina V	
Arrange P&C window for cash payments	Katrina V	
Signup genius for disco to include cover for P&C Cash window	Katrina V/Marian F	
Enquire about school approved hot chocolate	Tuckshop	
Apply for P&C of the Year, need someone to attend conference	Colin F/Katrina V	
Unable to accept membership form as didn't attend, follow up	Louise D	
Follow up results/replies to survey	Katrina V	

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

