



## MINUTES OF A GENERAL MEETING – MARCH 2019

**Date:** March 13<sup>th</sup> 2019 **Time:** 6:40pm

**Location:** CPAC Meeting Room

<b>Attendance</b>	James Noel, Tracey Mayn, Paula Leslie, Belinda Meginley, Cassandra Gersbach, Kim Howell, Courtney Freeman, Paul Milne, Kathryn Evans, Renae Booker, Danielle Yates, Jodhi Roberts, Alison Jeffries, Emma Ellis, Kate Brabant, Natalie Hempel, Taylor Peisley, Fiona Grounsell, Lisa Turner, Louise Garnett, Keira Brookes, Sascha Voevodin, Katrina Voevodin, Kate Robinson  <b>Apologies:</b> Richard Dannehl	
<b>Open &amp; Welcome</b>	Sascha V advised the meeting is being filmed for accuracy of minutes. Meeting opened at 6:40pm. President [name] 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> Kate R, 2<sup>nd</sup> Fiona G, All in favour.</b>	
<i>Action items from previous minutes:</i>		
<b>Subject/Details</b>	<b>Action officer/s</b>	<b>Outcome</b>
Confirm OSHC rent moved from Building fund to general	James	Done
Promote P&C code for Container Refund Scheme and list of eligible bottles	Cass/Katrina	Done
Visit Merrimac SHS & Mudgeeraba Creek SS to view fans	Sascha/Katrina	On Hold
Provide new EQ specification document for cooling & building projects	Alison J.	On Hold
Write specification for CPAC cololing project	VP Projects	On Hold
Write specification for library coolproject	VP Projects	On Hold
Write specification for tuckshop extension project	VP Projects	On Hold
Complete Artwork for Dog and Parrot Playground decals	VP Projects	On Hold
Term 1 Fundraising - dates confirmed <ul style="list-style-type: none"> <li>School Run4Fun Colour explosion - 29th March</li> </ul>		Confirmed
Feb treasurer's report emailed to members		Done
Cass to be offered 8 hours paid to investigate possible software for improved parent communications	Katrina/Cass	Done - to present at next meeting
2019 Parent Survey to be created and sent out	Katrina	Done

## ROBINA STATE SCHOOL PARENTS & CITIZENS ASSOCIATION

2019 Volunteer Induction Process to be set up & Lanyards ordered to complete it	Katrina	Done
Execution of removal of TNT ice block from tuckshop menu & community advised	Elisha	Done
Change operations manager role from casual to permanent	Kate/Sascha	Done
<b>Correspondence</b>	<p>Inwards</p> <ul style="list-style-type: none"> <li>● (Email) 2 x Formal complaints received against Louise Duncan re: breach of Code of Conduct</li> <li>● (Email) Correspondence with Trish from EQ regarding parent complaint over vacation care</li> <li>● (Email) Resignation of Upkar Bains</li> <li>● (Email) Glen from Adventure+ Playgrounds</li> <li>● (Email) The Clean DJs offer</li> <li>● (Email) Rod @ Fundraiser.Photo</li> <li>● (Email) Entertainment Books fundraiser</li> <li>● (Email) Kitchen Warehouse fundraiser</li> <li>● (Email) P&amp;Cs Qld Newsletter</li> <li>● (Email) Parent of sports student requesting financial support for regional sports representation</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>● Fiona G volunteered to prepare student financial support program</li> </ul>	
<b>Executive Update</b>	<p>Executive decisions since last meeting</p> <ul style="list-style-type: none"> <li>● 2 x laptops purchased for Ops Manager &amp; Secretary (\$1477 x 2)</li> <li>● Approval of seek.com advertising 3 pack for Elisha to post ads for OSHC Coordinator, Tuckshop Convenor &amp; Educators.</li> <li>● Approval of \$88 for purchase of updated QCAN Policies &amp; Procedures manual for OSHC</li> <li>● Disciplinary action against Upkar Bains regarding unapproved expenditure made.</li> </ul> <p>Any other completed items or updates since last meeting</p> <ul style="list-style-type: none"> <li>● Discussion about unapproved OSHC expenditure made by Upkar: <ul style="list-style-type: none"> <li>○ Deputy rostering system (\$85/mth approx)</li> <li>○ Dining table for OSHC office (\$299 approved, \$399 spent)</li> <li>○ Rubbish removal from Mod 2 1800Junk (\$953)</li> <li>○ Storypark software (\$345.72/mth)</li> <li>○ Equipment from MTA (\$2,413.84)</li> </ul> </li> <li>● Updated Approved Providers on ACECQA site</li> </ul>	

## ROBINA STATE SCHOOL PARENTS & CITIZENS ASSOCIATION

	<ul style="list-style-type: none"> <li>Meeting with Trish from EQ regarding OSHC complaint &amp; compliance issues</li> <li>5 bottles of sunscreen donated by Hamilton Sunscreen, given to office and OSHC</li> <li>Clean Up Australia Day – funds from recycled bottles donated to RSS</li> <li>2019 P&amp;C School Community survey results</li> <li>Espresso Xcellence coffee van now on site every Tuesday morning – supporting Chappy Paul</li> </ul>
<b>Reports</b>	<p>Operations Report - Elisha was unable to attend. Asked to present quarterly report at next meeting.</p> <p>Treasurers Report – presented by Kate Robinson (Attachment A).</p> <p>Principals Report tabled and delivered by Carmel B. (Attachment B) No business arising.</p>
<b>Fundraising</b>	<ul style="list-style-type: none"> <li>7 Feb - Classroom calendars have been sent home</li> <li>15 Feb - Movie night event report presented (Attachment C)</li> <li>A thank you to event sponsors (The Cow Shed and Woolworths) was noted.</li> </ul> <p>Upcoming fundraising events:</p> <ul style="list-style-type: none"> <li>29 Mar - Colour Explosion Run4Fun</li> <li>Mothers Day Re-Gift-Athon</li> <li>8 May - Mothers Day Stall</li> <li>18 or 25 May - Election BBQ? (Not yet called)</li> </ul>
<b>General Business</b>	<ul style="list-style-type: none"> <li>2019 Parent Survey results were presented (Attachment D)</li> <li>Proposal to purchase Griffith Uni Suzie Scientist and Millie Mathematician home reader offer. <b>Motion to purchase 18 sets of readers for \$1200: 1st Louise G, 2nd Katrina V, All in favour.</b></li> <li>Volunteer RPN coordinator needed for 2019 - No volunteers yet</li> <li>CMS for renewal for 2019 or Employsure - on hold for next meeting</li> <li>Thank you to Anna Jupp for the catering</li> </ul>
<i>Action items from THIS meeting:</i>	
<b>Subject/Details</b>	<b>Action officer/s</b>
Purchase Griffith Uni readers	Louise G
Compare CMS & Employsure	Katrina V
Present options for RPN / Parent Communication tool at next meeting	Katrina V
Creation of financial support program for students achieving regional, state or national representation	Fiona G
<b>New member applications</b>	No applications received.

**ROBINA STATE SCHOOL PARENTS & CITIZENS ASSOCIATION**

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<b>Conclusion</b>	Meeting closed at 7:41pm Meeting Room	<b>Next meeting:</b> Wed 3 <sup>th</sup> April, 6:30pm CPAC
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Signed – P&C President

Date

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Signed – P&C Secretary

Date

*Minutes prepared by Danielle Yates (Secretary)*