

CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizens Association



GENERAL MEETING MINUTES

details

Tuesday 23 February 2016

Recorded by: Jess Hamilton (secretary)

item	notes
General	
Open and welcome	Meeting commenced at: 8:15pm
Previous minutes acceptance	Motion: that the previous minutes be accepted as true and accurate record of the previous meeting. Moved: Carmen Spry. Seconded: Stewart Jones. PASSED
Executive Reports	
President's/Vice Presidents report	Executive Decisions: <ul style="list-style-type: none">▪ Davelle Air conditioning repairs for \$694.00.▪ Gift expenditure \$200.00 Motion: That the executive decisions as listed be approved. Moved: Annelise Strong. Seconded: Jane Hallam. Passed.
Secretary report	Correspondence was noted.
Treasurers report	Jane spoke to the Treasurer's report which was circulated. <ul style="list-style-type: none">▪ Reminder about resurfacing of hall floor▪ Tennis court line repairs approved by Jamie▪ Insurance is due for renewal Motion: That the financial reports for January 2016 as presented to the members be approved. Moved: Jane Hallam. Seconded: Jade McCleave. Passed. Motion: That the P&C insurance be renewed in the amount up to \$2018.66, subject to Executive Committee review. Moved: Nicole McFarlane. Seconded: Jade McCleave. Passed. Action: <u>Jade McCleave</u> to review insurance policy

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	<p>Motion: That the 2016 annual cash flow/budget, as presented to members, be accepted. Moved: Jane Hallam. Seconded: Viktoria Rice-Allen. Passed.</p> <p>Motion: That the P&C elects to treat all eligible fundraising events as input taxed events. Moved: Jane Hallam. Seconded: Jade McCleave. Passed.</p> <p>It was noted that the uniform shop operates outside of GST.</p> <p>Motion: That the P&C continues to operate the uniform shop as a not for profit sub-entity under the provisions of the GST law. Moved: Jane Hallam. Seconded: Belinda Fox. Passed.</p> <p>Jane advised that the new P&C accounting manual is available on the P&C's Qld website.</p> <p>The P&C agreed to not establish a general petty cash system for 2016. Re-imbusement of expenses will require the use of the re-imbusement form. Action: <u>Leah and Nancy</u> to confirm the re-imbusement process and notify the P&C at the next meeting.</p> <p>Motion: That the P&C reimburse Jane Hallam in the amount of \$100 for the tuck shop float and the \$50 tuckshop petty cash. Moved: Jade McCleave. Seconded: Jody Stephens. Passed.</p> <p>Stewart Jones introduced Lyndal Dobbs – Business Services Manager. Lyndal has recommend only \$100 maximum cash is kept on premises overnight.</p> <p>Action: <u>Tuckshop Subcommittee</u> to discuss whether a safe is required in the tuckshop, and if so, produce a quote at the next P&C meeting.</p> <p>Motion: That Ian Ruthenberg & Sarah Hart be approved to sign to retrieve money from the term deposit into the P&C bank accounts. Moved: Jane Hallam. Seconded: Jess Hamilton. Passed.</p>
Subcommittee Reports	
Tuckshop	<p>Sheena gave a Tuckshop committee report.</p> <ul style="list-style-type: none">▪ Volunteer numbers have dropped since last year▪ Home baking roster working well▪ All items have now been costed▪ Tuck shop welcome pack in progress for Term 2▪ New Menu to be changed to comply with new Gov Guidelines Term 3

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	<ul style="list-style-type: none">Stopped ordering items that don't comply with Gov 'Healthy Choices' <p>Action: <u>Sheena</u> to present new menu specifics at next meeting</p> <ul style="list-style-type: none">Suggested new: printer, sandwich press, repair or replacement of noisy fridge (costings to be discussed as committee) <p>Action: <u>Tuckshop Subcommittee</u> to discuss these separately and if supported, find appropriate recommendations and quotes to following P&C meetings.</p>
Uniform	<p>Robyn gave the uniform shop committee report.</p> <ul style="list-style-type: none">Made orders over the holidays \$13,683.60 requiring approvalStill looking for new uniform suppliers – Dean to offer support.Ken to discuss suppliers further with Robyn <p>Motion: That the P&C approve expenditure of \$13,683.60 (funds spent with prior Executive approval) + Approximately \$600 (to be spent) for the purchase of new school uniforms for the uniform shop. Moved: Robyn Neill. Seconded: Jody Stephens. Passed.</p>
Fundraising	<p>Jade McCleave gave fundraising report</p> <ul style="list-style-type: none">Proposed Trivia Night date: Saturday 4th June 2016.No bush dance planned this yearImproved play space suggested for younger studentsMore focused fundraising (advertise where funds are being contributed)Sausage sizzle and cake stall planned for Election Day <p>Motion: That the P&C approve the purchase of goods for mother's day stall up to \$3000. Moved: Jade McCleave. Seconded: Rosalind Hall. Passed.</p> <p>Motion: That the P&C approve funds of \$400 for the election day store materials. Moved: Sarah Hart. Seconded: Jess Hamilton. Passed.</p> <p>Noted that: Jane Prentice will provide colour printing for fundraising purposes</p>
Buildings & Grounds	nil
Others	Viktoria Rice-Allen noted formation of Fete Committee

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School Reports	
Principal's report	<p>Stewart spoke to the circulated Principal's report, with key points being:</p> <ul style="list-style-type: none">▪ New facilities – amphitheatre, specialist classroom <p>Refer to attached Principal's report for further information.</p> <p>Motion: That the P&C ratify the individual amounts of the 2016 Student Resource Scheme in the amount of \$30 per student Prep-Yr2 and \$35 per student Yr3-Yr6. Moved: Stewart Jones. Seconded: Carmen Spry. Passed.</p> <p>Motion: That the P&C ratify the use of Voluntary Financial Contribution with a recommended contribution of \$80 / student. Moved: Stewart Jones. Seconded: Annelise Strong. Passed.</p>
Vice Principals report	nil
Events report	<p>Val presented a list of upcoming school activities and excursions.</p> <p>Motion: That the upcoming school activities and excursions as presented be approved. Moved: Val Bevege. Seconded: Ian Ruthenberg. Passed.</p>
New business	
New Item 1 / Triple P Seminar	<p>Carmen spoke to the group about seminars and proposed discussion with Stewart Jones to implement 1-3 seminars – school hall mid-end Term 2.</p> <p>Stewart happy to endorse the program</p> <p>Motion: That the P&C endorse the hosting of three Triple P seminars in the school hall in term 2. Moved: Carmen Spry. Seconded: Jess Hamilton. Passed</p> <p>Dates: 12th May; 19th May; 26th May 2016</p> <p>Action: Carmen to organise seminars</p>
New Item 2 / School Fun Run	Held over to next meeting
New Item 3 / School Banking	Not available last 2 weeks of term 1. CBA coming to school in Term 2
Close out	

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item	notes
New membership	No new memberships received
Thanks and close	Next meeting: Tuesday 8 th March, 2016, 7:30pm Meeting concluded at: 9:52pm
-- END --	

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Attendance (36)

Present	Apology	Copy	Name
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Andrew Roach
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Angela Roff
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Anita Williamson
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Anne Crozier
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Annelise Strong
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Belinda Fox
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cara Roach
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Carmen Spry
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cass Agar-Wilson
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guy Johnson
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ian Ruthenberg
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jade McCleave
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jane Hallam
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Jenny Strodl
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jess Hamilton
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jody Stephens
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Karen Anderson
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ken Allen
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kerrie Glascott
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Kyla Bailey
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Leah Woodward

Present	Apology	Copy	Name
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lia Gartner
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mary-Anne Quilter
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Melissa Braun
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nancy Eluigwe
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nicole McFarlane
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nissa Venton
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Robyn Neill
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rosalind Hall
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Roxanne Ewing
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ruth Stegeman
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sally Bryant
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sally Warren
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sarah Hart
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stewart Jones
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Val Balnave
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Viktoria Rice-Allen
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dean Newbery (Visitor)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ross Anderson (Visitor)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tim Clydesdale (Visitor)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sheena Abraham (Visitor)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ching Tan (Visitor)