

**PAYNE ROAD STATE SCHOOL P&C ASSOCIATION  
MINUTES - GENERAL MEETING**

**13 December 2007**



**President: Tim Mortimer**  
PO Box 385, The Gap, Qld 4061

**Principal: Rob Seiler**  
[www.paynroadss.eq.edu.au](http://www.paynroadss.eq.edu.au)

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**1. Meeting open and welcome**

The meeting was opened at 7:52 pm.

**2. Attendance and apologies**

There were 12 members present – refer to the attendance book. Apologies were received from:

Kate Jones MP, Jane Mooney.

**3. Ratification of Minutes of the previous meeting**

<b>Motion:</b> That the minutes of the previous meeting be accepted.		
Moved: <i>Ken Marshall</i>	Seconded: <i>Stephen Buttlng</i>	<u><i>Carried</i></u>

**4. Business arising from the Minutes of the previous meeting**

There was no business arising from the minutes.

**5. Correspondence**

[See attached sheet.](#) Of particular note are:

Prof Ian Frazer has donated his speaker's fee;

Peita Cook has resigned as president of the Music Supporter's Group.

Rob Seiler advised that he had received a letter of congratulations from the Premier Anna Bligh recognising the school's results in the Year 3/5/7 tests.

**6. Business arising from the correspondence**

Tim Mortimer recognized Peita Cook's contribution to the MSG. David Cox will write a letter of thanks.

<b>Motion:</b> That Rob Seiler passes on the congratulations and thanks of the P&C to the school staff for the Year 3/5/7 testing results.		
Moved: <i>Stephen Buttlng</i>	Seconded: <i>Tim Mortimer</i>	<u><i>Carried</i></u>
<b>Motion:</b> That the correspondence and business arising be accepted.		
Moved: <i>Stephen Buttlng</i>	Seconded: <i>Ken Marshall</i>	<u><i>Carried</i></u>

**7. Treasurer’s report (20 minutes)**

See attached report.

<b>Year to date summary</b>	<b>Dec 13 2007 - Actual</b>	2007 - Budget
Current year earnings	<b>\$44,598.85</b>	\$20,000.00
Net fund raising income	<b>&gt;\$60,000</b>	\$40,000.00
Building fund/Aircon donations	<b>\$6,389.00</b>	\$8,600.00
Building fund loan balance	<b>\$7,054.35</b>	
Air conditioning loan balance	<b>\$31,994.98</b>	

We have had an exceptional year for all activities:

- Our fund raising netted over \$60,000;
- Facilities raised over \$13,500;
- Profit from Operations covered all administration costs.

The only disappointment was that the voluntary airconditioning donations were less than needed to cover the costs.

The final payment for the loan for the Activities Building will be made in May 2008. Daphne Elsley will commence a rolling stock take of the Uniform Shop. We have donated some old stock to the school for charitable use.

The Tuckshop has had an excellent year. The reintroduction of Friday “Treat Time” with the Year 7 students assisting has worked very well and helped teach the students about cash operations. Likewise the “Coffee Van” has been an immediate success – the next will be on Friday 1 Feb being the first week back.

Daphne Elsley is an excellent bookkeeper and has been an enormous aid to the P&C and operations. She will help with Grant Applications next year.

<b>Motion:</b> That the treasurer’s report be accepted.		
Moved: <i>Mike Price</i>	Seconded: <i>Mandy Adams</i>	<u><i>Carried</i></u>

**8. Principal's report (25 minutes)**

There was no written report.

Rob Seiler thanked the P&C members for their contributions over the last year.

We have delivered on the previous strategic plan ahead of schedule.

Thanks to Ken Marshall for the Junior School Toilets and passed on the compliments from the Regional Facilities Manager, Shane Cruse.

The Resource Centre extension is generating a huge buzz with the children and will be greatly valued from 2008.

2008 staffing and classes is still preliminary. We are again on the cusp of increasing staff – need another 2 starts (and no losses) by Day 8. Class lists will be available from 25 Jan, but final allocations will not be finalized until Day 8.

Rob Seiler expressed his confidence and support in Vick Richards as Acting Principal for 2008 as he completes his secondment to the Department. On behalf of the P&C, Tim Mortimer wished Rob all the best and noted the significant improvement to the school during his term.

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<b>Motion:</b> That the principal's report be accepted.		
Moved: <i>Stephen Buttlng</i>	Seconded: <i>Louise Winn</i>	<u><i>Carried</i></u>

9. Other reports

(15 minutes)

(a) School Infrastructure

i. Resource Centre/Library

**[Project completion target –21 December 2007]**

The grant money (\$146,000) has been fully drawn. The P&C is now funding the remaining outgoings. The winning tender was \$156,000 with some variations. These include finalising the electrical and data (+ \$4,200), air conditioning (+ \$300) and upgrading the aluminium framing to commercial grade (+\$4,200).

Melinda Chandler had circulated a spreadsheet containing a preliminary list of requests to complete the resource centre. The list was discussed and prioritised. Tim Mortimer and Rob Seiler agreed that the cost of the internal painting of the library (\$6,100) will be shared equally between the school and the P&C.

<b>Motion:</b> That the P&C Association authorizes the payment of invoices from Tony Speedy for specified variations to the value of \$19,113.00.		
Moved: <i>Louise Winn</i>	Seconded: <i>Melinda Chandler</i>	<u><i>Carried</i></u>

The school has been included on the Ed Q sponsored Managed Open Environment Program. This will upgrade the old data cable from “D” block to the library to fibre optic and include twelve wireless access points. As part of the program, the Ed Q contractor (CDM) will bring the library data services “up to spec”.

The library staff are looking for kids furniture for the Resource Centre.

We will submit a grant application to the Gambling Community Benefit Fund for 12 notebooks. We can obtain suitable configurations for around \$1,000 ea. The computer table and chairs will be the target of a fund raising project.

The total wish list comes to a value of \$66,391. Of this the maximum exposure to the P&C is expected to be about \$47,000.

<b>Motion:</b> That the P&C Association authorizes purchases to the value of \$15,312 for teacher reference shuttle shelving, an Interactive Whiteboard and non-fiction shelving reconfiguration.		
Moved: <i>Louise Winn</i>	Seconded: <i>Ken Marshall</i>	<u><i>Carried</i></u>

ii. SCDF grant – Junior School Toilet grant

Construction is complete.

iii. LifeStyle WaterWise grant – Toilet facilities and Prep water tank

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Stephen Buttlng and David Cox have drafted a letter to the Dept of Natural Resources and Water requesting a variation to the application of funds. David Cox will ask Kate Jones for advice on the best way to proceed. If successful, this will significantly reduce Ken Marshall’s financial exposure on the Junior School Toilet block.

<b>Motion:</b> That the P&C Association contributes \$2,141.85 towards the variation in the LifeStyle WaterWise Grant based on the revised quote 707 from K.M. Home Improvements dated 29 Nov 2007. Further, the P&C Association will carry the commercial risk for the variation of the grant to a maximum exposure of \$8,273.54.		
Moved: <i>Tim Mortimer</i>	Seconded: <i>Melinda Chandler</i>	<u><i>Carried</i></u>

**iv. Community Water Grant**

Stephen Buttlng has provided additional budget details and is currently waiting a further response.

**(b) Other Business**

**Shade for Grandstand and / or Junior School Playground.**

Melinda Chandler has received an estimate for a shade cover for the Junior School Playground from Sunshine Shades and Sails of \$9,438.

**Green Voucher (Federal Government)**

The school must apply for the Green Vouchers. The paperwork has been passed to Vicki Richards for action. It was noted that Oakleigh State School have combined three grant applications into a single project to revive their oval.

**Rubbish Disposal**

Geraldine Knapp explained that the waste transfer station is effectively a “concession”, not a council operation, and that the council pays for vouchers submitted. Businesses do not get vouchers. She advised us to contact her office when we wished to dispose of excess rubbish from the school.

**10. Subcommittee reports**

**(30 minutes)**

**(a) Fundraising report**

See attached report.

The P&C acknowledged Jane Mooney’s contribution as the convenor of the newly established Fund Raising Committee.

Richenda Wagener tabled a preliminary calendar of events for 2008. This will provide an excellent basis on which to build the participation of the new parents to the school.

**(b) Facilities**

Westlink Care will hire the Prep facilities over the Xmas holidays and have indicated that they may be interested in semester breaks as well.

We may not be able to accommodate Speech and Drama with the second Prep class next year. We were hoping to be able to use the Music Room, but due to

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concerns about the instruments this is no longer an option. Mandy Adams will attempt to reschedule various activities.

Another light on the tennis courts has failed. Ken Marshall has been advised.

**(c) OSHC report**

See attached report.

As a result of recent incidents at the service, an Extra Curricula Procedure has been developed. This was tabled at the meeting.

<b>Motion:</b> That the P&C Association ratifies the Extra Curricula Procedure as tabled by the OSHC committee.		
Moved: <i>Melinda Chandler</i>	Seconded: <i>David Cox</i>	<u><i>Carried</i></u>

Louise Winn tabled quotes for the replacement for mulch under the old playground with Softfall and Kindylawn and associated works for \$22,990.00 GST included and to paint the exterior of the Activities Building for \$6870.00 + GST.

After discussion of some funding requests, it was agreed that:

- o the P&C does not support painting the Activities Building at this time;
- o the P&C does support topping up the mulch under the old playground equipment, but not to do other work until we have received written advice about the rectification work required.

**(d) Tuckshop report**

See attached report.

The Tuckshop has had a good year, primarily due to:

- o Reduction in labour costs with no assistant convenor; and
- o Fewer power failures resulting in loss of frozen product.

The lack of volunteers is the major issue facing the tuckshop.

**(e) Music Supporter's Group report**

No report was tabled.

**(f) Uniform shop report**

No report tabled.

<b>Motion:</b> That the P&C Association offers a reward to volunteers to who in the Uniform Shop for a term being that they are able to purchase stock at cost price. The system for reconciliation is to be established by the Uniform Shop Convenor and the Treasurer.		
Moved: <i>Melinda Chandler</i>	Seconded: <i>Stephen Buttlng</i>	<u><i>Carried</i></u>

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<b>Motion:</b> That the P&C Association formally recognizes the efforts of our sub-committee and volunteers.		
Moved: <i>Ken Marshall</i>	Seconded: <i>Louise Winn</i>	<u><i>Carried</i></u>
<b>Motion:</b> That the subcommittee reports be accepted.		
Moved: <i>Mike Price</i>	Seconded: <i>Stephen Buttling</i>	<u><i>Carried</i></u>

11. **General business** (10 minutes)

(a) **Motions on Notice**

<b>Motion:</b> That the P&C Association Executive authorizes the donation of \$1,800 to the Payne Road State School.		
Moved: <i>Mike Price</i>	Seconded: <i>Stephen Buttling</i>	<u><i>Carried</i></u>
<b>Motion:</b> That the P&C Association approves the staff payroll to be processed on the 20 <sup>th</sup> December include the payments for the 21 <sup>st</sup> and 22 <sup>nd</sup> of December.		
Moved: <i>Mike Price</i>	Seconded: <i>Stephen Buttling</i>	<u><i>Carried</i></u>

(b) **Carols Night behaviour**

Stephen Buttling questioned whether the purpose of the Carols Night was purely social or to listen to the children's choral and instrumental performances. He noted that the adult audience behaviour was extremely impolite given that large numbers continued to talk through the performances even when requested to be quiet. This made it very difficult for both performers and audience to appreciate their children's performances.

Given that the night is usually held outdoors beside the activities building and was moved indoors due to weather, the noise was probably heightened.

The Carols Night is both a performance and community event and the issue will be taken on notice for planners for next year.

12. **Registration of new members**

There were no new members.

13. **Next meeting and close**

The next meeting will be held on Thursday 21 February 2008 at 7:30pm.

The meeting was closed at 10:45pm.