

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

21st August 2008

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

Acting Principal: Vicki Richards
www.paynroadss.eq.edu.au



1. Meeting open and welcome

The meeting was opened at 7:42 pm with Stephen Buttlng voted as the chair.

2. Attendance and apologies

There were 12 members and visitors present – refer to the attendance book.

Apologies were received from:

Mike Price, Kate Jones MP, Councillor Geraldine Knapp, David Cooper

Tim Mortimer resumed the chair.

3. Ratification of Minutes of the previous meeting

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

4. Business arising from the Minutes of the previous meeting

Air conditioning: Louise Winn tabled an updated quote for the a/c maintenance.

Tuckshop: The revised design will be a topic for the September meeting. The faulty power switch has been repaired.

5. Correspondence

[See attached sheet.](#)

Of special interest were:

QCPCA: Advised that the Risk Management Strategy was to have been endorsed by the end of June.

A letter from a user of our OSHC service and replies from David Cox and Suzie Berkhut.

6. Business arising from the correspondence

See Risk Management Strategy item later.

See P&C Constitution item later.

Motion: That the correspondence and business arising be accepted.		
Moved: <i>Ken Marshall</i>	Seconded: <i>Louise Winn</i>	<u><i>Carried</i></u>

7. Treasurer's Report

(10 minutes)

See tabled report.

PAYNE ROAD STATE SCHOOL P&C ASSOCIATION

Year to date summary	Jul 2008 – Actual	2008 – Budget
Current year earnings	\$-7,586	-
Net fund raising income	\$7,360	-
Building fund/Aircon donations	\$5,387	\$8,600.00
Air conditioning loan balance	\$30,653	

Our Current Year Earnings are negative as a result of recent purchases, especially the outfit of the Library Resource Centre (computers) and school donations.
Tennis School: P&C has now taking over the billing and Daphne has collected over 50% of the arrears. John Berry will be returning to coaching.

Motion: That the treasurer’s report be accepted.		
Moved: <i>Stephen Buttlng</i>	Seconded: <i>Tim Mortimer</i>	<u>Carried</u>

8. Principal's report (20 minutes)

See attached report.
Considering the “Shine” self-esteem program for adolescent girls for the Year 7 girls. The “You Can Do It” program will commence in Term 4.
The two trees recommended for removal near Kernel St have gone.
2009 is the “Year of Creativity”. We will consider having an artist and/or writer “In Residence”.
The school has purchased “Primary Connections”.
The school budget includes a receivables provision for approx \$1900 for the voluntary ICT contributions that will probably not be received. This is about 13% (1 in 8).

Motion: That the principal’s report be accepted.		
Moved: <i>Melinda Chandler</i>	Seconded: <i>Ken Marshall</i>	<u>Carried</u>

9. Other reports (15minutes)

(a)

10. Subcommittee reports (30 minutes)

(a) Fund raising report

[See attached report.](#)

Payne Fully Arty (Fri 5'th Sep) planning is going well. Ticket sales have been slow, but are expected to pick up in the last week. Number are essential for catering. Continuing to seek an auctioneer.

(b) Facilities

No report.

(c) OSHC report

PAYNE ROAD STATE SCHOOL P&C ASSOCIATION

[See attached report.](#)

Louise Winn tabled a proposal to paint the activities building and maintain it over the next 5 years.

Motion: That the P&C Association ratifies the motion of the OSHC committee to spend \$10,710 on painting and maintenance of the activities building.		
Moved: <i>David Cox</i>	Seconded: <i>Stephen Buttlng</i>	<u><i>Carried</i></u>

(d) Tuckshop report

[See attached report.](#)

Louise Winn is continuing to refine the tuckshop plan.

(e) Uniform shop report

No report tabled.

Motion: That the P&C Association accepts the subcommittee reports.		
Moved: <i>Louise Winn</i>	Seconded: <i>Steven Smith</i>	<u><i>Carried</i></u>

(f) Grants Overview

(g) Other projects

i. LRC fitout status

The 12 notebooks have been delivered and school reimbursed. PCs are being configured. An order has been placed for the catalogue PCs.

ii. Community Water Grant

Stephen Buttlng and Tim Mortimer are to complete the detailed design. No progress. Stephen Buttlng and Ken Marshall are to meet.

iii. Grandstand Roof

Louise Winn is locating the various drawings for the proposed Grandstand Roof. Louise and Stephen Buttlng to liaise.

11. General business

(10 minutes)

(a) School Uniform Outsourcing

Stephen Buttlng tabled a draft polling document that collated input from a number of contributors. The essential criticisms were that it was too wordy and needed to be restructured. Stephen will coordinate the edit, submit it to the parent body and collate the results for the next P&C meeting.

(b) P&C Constitution

The model P&C constitution has been updated to reflect recent legislation and improve the general administrative functions. It was agreed to carry forward the size of the quorums and the petty cash holding from our current constitution.

Motion: That the P&C Association ratifies the new constitution as tabled and amended at the meeting.		
---	--	--

Moved: <i>Stephen Buttlng</i>	Seconded: <i>Tim Mortimer</i>	<u><i>Carried</i></u>
-------------------------------	-------------------------------	-----------------------

(c) Child Risk Management Strategy

This topic was originally discussed in April. The P&C Association is obliged to endorse the Child Risk Management Strategy, however it has very draconian measures and the P&C Executive is very uncomfortable about the measure.

It is unclear what problem is trying to be solved and why a separate heavy-handed policy is mandated.

Hilder Road State School is also uncomfortable with this and has been trying to arrange a meeting with the QCPCA and/or Ed Qld to discuss the issue. Vicki Richards will continue to follow up with Hilder Road.

(d) Web security

There has been a report of problems with names and phone numbers in web documents, especially newsletters and minutes. Although a significant effort has been made to remove some specific identification, this is a manual process. The issue has been referred to the school ICT committee.

The meeting agreed with the basic premise that web-searchable documents are useful and the specific person has been asked to periodically scan the web pages to help catch inadvertent mistakes earlier.

(e) P&C Executive

Tim Mortimer advised that Mike Price has said that he will be resigning from the executive due to work commitments and that Tim is also seeking a

Melinda Chandler and David Cox will not be standing for re-election at the next AGM.

(f) School Newsletter

Vicki Richards tabled some examples of school newsletters prepared by Australian Newsletters Services. They provide a 4-page on A3 paper newsletter layout with the costs underwritten by appropriate advertising. A representative will visit next week. Issues discussed included the cost model, term of program and advertising content.

(g) Tent purchase

A proposal prepared by Julie Marshall to purchase folding tents printed with the

PAYNE ROAD STATE SCHOOL P&C ASSOCIATION

school logo for sports days etc was tabled.

Motion: That the P&C Association will gift the school approximately \$1,800 plus delivery costs for the purchase of the tents as detailed in the proposal.		
Moved: <i>Louise Winn</i>	Seconded: <i>David Cox</i>	<i>Carried</i>

(h) Working Bee

A working bee is proposed for Saturday 13 September. The tasks list has yet to be finalised but will include: Prep school water tank, concrete the Friendship Seat.

Louise Winn will finalise list with Rob Chandler and Stephen Smith.

12. Registration of new members

There were no new members approved.

13. Next meeting and close

The next meeting will be held on **Wednesday 17 September 2008**. The meeting has been brought forward to avoid a conflict with GRIPPS.

The meeting was closed at 10:30pm.

Signed

President/Chairman

Secretary