

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

17<sup>th</sup> September 2008

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

**Acting Principal: Vicki Richards**  
[www.paynroadss.eq.edu.au](http://www.paynroadss.eq.edu.au)



**1. Meeting open and welcome**

The meeting was opened at 7:35 pm.

**2. Attendance and apologies**

There were 10 members and visitors present – refer to the attendance book.

Apologies were received from:

Mark Johnstone, Kate Jones MP, Councillor Geraldine Knapp, Chris Shallish, Stephen Buttling.

**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>Melinda Chandler</i>	<i>Carried</i>

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

P&C Constitution: The updated constitution has been submitted for endorsement.

Tent: The tent has been purchased – the printing looks excellent.

**5. Correspondence**

[See attached sheet.](#)

Of special interest were:

Asthma Friendly Schools: Vicki Richards will organise a training session.

Leisure Lawn: A sample of “Tiger Turf” and brochure was provided.

**6. Business arising from the correspondence**

Child Risk Management Strategy: See item later.

Asthma Friendly Schools: Vicki Richards will organise a training session.

Leisure Lawn: Quoted \$90-\$110/sq m to properly surface using “Tiger Turf”.

Discussions included the area between “A” block and Activity Building and outside the Prep Block, then extended to further Prep requirements. Vicki Richards will develop a requirements list for Prep for an executive meeting.

There are 40 children enrolled for Prep 09 (two classes).

The new school newsletter will take about 8 weeks to organise.

<b>Motion:</b> That the correspondence and business arising be accepted.		
Moved: <i>Ken Marshall</i>	Seconded: <i>Richenda Wagener</i>	<i>Carried</i>

**7. Treasurer's Report**

**(10 minutes)**

See tabled report.

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Year to date summary	Aug 2008 – Actual	2008 – Budget
Current year earnings	\$-17,555	-
Net fund raising income	\$24,837	-
Building fund/Aircon donations	\$5,387	\$8,600.00
Air conditioning loan balance	\$29,967	

The significant expenditure this year has been \$15,000 annual school donation and \$42,800 contribution (so far) to the Learning Resource Centre fit out and maintenance. The Art Show raised \$10,500 to contribute to the purchase of three interactive whiteboards at approx \$5,000 ea rather than the originally proposed cheaper IWB. Suzie Berkhut has offered to run the bookshop again next year. Tennis school now has a debtors list. Father's Day stall did well.

<b>Motion:</b> That the P&C Association provides the funds to the school for the purchase of three Interactive White Boards to a value of \$15,000.		
Moved: <i>Tim Mortimer</i>	Seconded: <i>Ken Marshall</i>	<u>Carried</u>

Melinda Chandler asked that everyone (P&C and School) let her know of requests for major expenditure for 2009 before the AGM in March.

<b>Motion:</b> That the treasurer's report be accepted.		
Moved: <i>Melinda Chandler</i>	Seconded: <i>Tim Mortimer</i>	<u>Carried</u>

**8. Principal's report (20 minutes)**

See tabled report.

The following TRS days have been taken  
 Gerard Donovan – Pedagogy  
 Nicole – Giften Education Mentoring  
 Mark Johnstone - “One School” project.

The “Shine” self-esteem program for adolescent girls has commenced for the Year 7 girls.

The upper school is undertaking sexuality education. The P&C will reimburse the school once the invoice has been presented.

The school came second in the Optiminds competition – an excellent result.

The working bee outcomes are greatly appreciated.

<b>Motion:</b> That the principal's report be accepted.		
Moved: <i>David Cox</i>	Seconded: <i>Tim Mortimer</i>	<u>Carried</u>

**9. Subcommittee reports (30 minutes)**

**(a) Fund raising report**

[See tabled report.](#)

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**Payne Fully Arty** was a great success raising \$10,500 and 110 people attending the function and auction. A debrief will be held at the next fund raising meeting. There was a brief discussion about the viability holding both the circus and the art show next year versus holding the art show biannually. Richenda Wagener will be stepping down as the fund raising committee liaison due to increased work commitments. Her efforts have been greatly appreciated.

### (b) Facilities

No report.

### (c) OSHC report

[See tabled report.](#)

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

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

[See tabled report.](#)

Louise Winn is continuing to refine the tuckshop plan.

School Tuckshops are currently exempt from the Qld Health Act, but this is under review and it is expected that they will be included by 2010. This will force a change in procedures and food styles (e.g. no hot dogs). It is thought that a grant is available for tuck shop make overs.

Melinda Chandler will develop an issues paper for discussion.

### (e) Uniform shop report

No report tabled.

See Uniform Shop Outsourcing below.

Sue Dyne has tendered her resignation as Uniform Shop convenor, effective January 2009. Tim Mortimer will commence the process to find a new convenor.

<b>Motion:</b> That the P&C Association accepts the subcommittee reports.		
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Moved: <i>Louise Winn</i>	Seconded: <i>Steven Smith</i>	<i>Carried</i>
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### (f) Grants Overview

Tom Gilbert offered to assist with grant applications and processes; an offer which was gratefully accepted.

**(g) Other projects**

**i. LRC fitout status**

The catalogue PCs have been installed. The P&C has contributed over \$45,000 to the LRC this year. Vicki Richards will ask the librarians for their outstanding wish list so we can finish this project this year.

**ii. Community Water Grant**

No progress. This is becoming a significant concern.

**iii. Grandstand Roof**

Louise Winn is locating the various drawings for the proposed Grandstand Roof. Louise and Stephen Buttlng to liaise. Again, no progress this month.

**10. General business**

**(10 minutes)**

**(a) School Uniform Outsourcing**

The school community was polled about outsourcing the uniform shop. There were 75 responses which is about 1/3 of the families.

<b>For</b>	<b>Against</b>	<b>Undecided</b>	<b>Total</b>
37	36	2	75
49.3%	48.0%	2.7%	100%

In some ways this is the worst outcome without a clear mandate to retain the service or to outsource it. On this basis we will NOT outsource the Uniform Shop at this time and review the position in 12 months time.

There were 8 respondents willing to be convenors and 21 offers to volunteer.

David Cox will approach QCPCA to obtain a quote for increasing our insurance cover for stock-on-hand from \$15,000 to \$30,000.

Note: We briefly discussed the “rules” of the poll at the previous meeting, but decided to not prejudge the outcome. In future it would be better to clarify the position on a voting quorum, late returns and a margin prior to the vote and make these clear at the time of the vote.

**(b) 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.

Melinda Chandler and David Cox attended a meeting with Diane Tenbrik, a

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Participating Officer with Ed Q, and the principal and members of the Hilder Rd P&C executive on the 16 Sep.

The QCPCA has provided the strategy and working papers in response to the legislated requirement for all organisations that care for or interact with children to simplify the process for P&Cs. Despite arguing that the schools already do this, the Commission for Children, Young People and Child Guardian did not exempt P&Cs.

Diane was unable to explain what problem the legislation was attempting to solve that was not addressed by existing legislation. She was unable to state what would happen if the P&C declined to implement the strategy.

Our stated position is still that we believe the requirement to be excessive without knowing specifically what problem is being addressed – it seems to be simply a way of passing responsibility for care onto yet another group. We have enough problems obtaining volunteers for a number of activities without an apparently unnecessary level of bureaucracy to complicate matters and threatening quite onerous penalties for failure.

David Cox will draft a letter for review explaining our position and seek further clarification from our local member and the Commission. This draft letter will be offered to Hilder Rd State School and they have been invited to be co-signatories.

### **(c) Volunteers “best practices”**

During the discussion at Hilder Rd some suggestions were made about how to improve our volunteer support. These included:

- Adding a “volunteers handbook”, including “code of conduct” to the Parents Handbook
- Including the QCPCA Volunteers Fact Sheet
- Putting a Volunteers Register in the Tuckshop

### **(d) Air conditioning donations**

Contributions in the first term covered about 60% of the annual costs. A further letter will be sent out in the first week of Term 4.

### **(e) Friday “Shock Van” coffee**

The operator has sold his business and our level of business is about half that the new owner deems necessary to provide the service. Melinda Chandler is researching alternatives..

## **11. Registration of new members**

There were no new members approved.

## **12. Next meeting and close**

The next meeting will be held on **Thursday 16 October 2008 at 7:30pm.**  
An Executive meeting will be held on Thursday 9 October 2008 at 6:30pm.

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The meeting was closed at 10:10pm.

Signed

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President/Chairman

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Secretary