

PAYNE ROAD STATE SCHOOL P&C ASSOCIATION
MINUTES - GENERAL MEETING
27th November 2008



President: Tim Mortimer Richards
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 7:45 pm.

2. Attendance and apologies

There were 8 members and visitors present – refer to the attendance book.

Apologies were received from:

Mandy Adams, Camilla Carroll

3. Ratification of Minutes of the previous meeting

Tom Gilbert noted that the program is called the “Volunteers Grants Program”.

The gift for Debra Jackson cost \$30.

Motion: That the minutes of the previous meeting be accepted, with amendments.		
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Moved: <i>Ken Marshall</i>	Seconded: <i>Tom Gilbert</i>	<i>Carried</i>
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4. Business arising from the Minutes of the previous meeting

No progress on the Child Risk Management Strategy.

5. Correspondence

[See attached sheet.](#)

Of special interest were:

Letter to Kate Jones MP requesting support for Prep School shade solutions;

Advice from Ed Q agreeing to address the shade issues;

Survey from Office of Liquor, Gaming and Racing;

Family Assistance Office confirming change over to the new Child Management System.

6. Business arising from the correspondence

Vicki Richards updated the meeting on the responses from Ed Q regarding the storm damage and shade solutions. Ken Marshall asked to be advised prior to installation of the shade sail so that the telecoms lines are not disturbed.

Motion: That the correspondence and business arising be accepted.		
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Moved: <i>Louise Winn</i>	Seconded: <i>Stephen Buttlng</i>	<i>Carried</i>
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7. Treasurer's Report minutes)

(20

See tabled report.

Year to date summary	Sep 2008 – Actual	2008 – Budget
Current year earnings	-\$4,289	-
Net fund raising income	\$24,605	-
Building fund/Aircon donations	\$5,997	\$8,600.00
Air conditioning loan balance	\$29,967	

During the year the P&C contributed \$85,000 to the school. The main items were the LRC outfit (\$42,500) and annual contribution (\$15,000). There was net reduction in reserves of \$4,289 – a very impressive result.

Accounting changes due to the switch to the new Childcare Management System are yet to be implemented. We have worked out how to handle these changes.

It is recommended that the P&C fund a staff break up for the OSHC.

Motion: That the P&C process an early December payroll on the 23 December for the staff.		
Moved: <i>Ken Marshall</i>	Seconded: <i>Louise Winn</i>	<u><i>Carried</i></u>

Motion: That the P&C authorises the expenditure for a suitable function for the OSHC staff.		
Moved: <i>Ken Marshall</i>	Seconded: <i>Louise Winn</i>	<u><i>Carried</i></u>

Motion: That the treasurer's report be accepted.		
Moved: <i>Ken Marshall</i>	Seconded: <i>Louise Winn</i>	<u><i>Carried</i></u>

8. Principal's report (30 minutes)

See tabled report.

The school was affected quite badly by the storm on November 16. Damage included the LRC (box gutters overflowed), Prep sandpit cover, water in "A" block and many trees were damaged. Ed Q and Qbuild have been very helpful.

The self esteem/confidence programs for the year 7 students were very successful.

School Opinion Survey 2008 results are back. We did quite well, though a little lower than in 2007.

Enrolments for 2009 will be about the same as this 2008 at 310, but numbers will not be finalised until Day 8 next year.

District Office has confirmed that both Vicki Richards and Mark Johnstone will continue in their current positions until at least middle 2009.

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

9. Subcommittee reports (40 minutes)

(a) Fund raising report

No report was tabled.

We had a call from Lorraine Ashton (Ashton's Circus) asking how the school community fared during the storms.

The F/R committee is planning to see if the Q150 grant can be used to underwrite a GALA NIGHT on the Friday night before the circus. We would invite the wider community (Gap Historical Society, etc) to be involved and broaden the audience while the P&C act as primarily as coordinators.

The Wednesday Carols (5 Dec) will be low key (glowsticks, BBQ etc).

(b) Facilities

No report was tabled.

Katrina Shore has volunteered to take over the position of Facilities Coordinator.

(c) OSHC report

See tabled report.

The OSHC will be closed from 3:00pm 24 December and reopen on 12 January. The painters will start on the General Purpose Building from tomorrow (28 November).

The OSHC committee would like to retain the operating surplus into 2009 to help underwrite the financing for the Grandstand roof.

Motion: That the P&C Association authorizes the OSHC sub-committee to retain the current operating surplus into 2009 to help underwrite the financing for the Grandstand roof.		
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Moved: <i>Ken Marshall</i>

Seconded: <i>Stephen Buttling</i>

<u><i>Carried</i></u>

(d) Tuckshop report

No report tabled.

Due to storm damage Lois has been unable to open the tuckshop and it has been closed for the rest of the year. Ed Q will cover the cost of the damage.

There is a risk that Lois will not return for the start of 2009.

Melinda Chandler has been approached by a possible candidate for convenor.

(e) Uniform shop report

No report tabled.

Stephen Buttling tabled a draft job description and call for a new convenor. The meeting accepted the document and requested that applications were to be received by the 5 December for an appointment by the end of the school year on 12 December.

Motion: That the P&C Association authorizes the increase in insurance cover for the uniform shop from \$15,000 to \$30,000 on the proviso that the Uniform Shop remains at the school		
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Moved: <i>David Cox</i>

Seconded: <i>Ken Marshall</i>

<u><i>Carried</i></u>

(f) Grants Overview

Stephen Buttling reported on a “Grants Workshop” that he attended. Of significant note was a project template for developing an acoustic structure, be it in a building or open roof.

A Grandstand Committee comprising Stephen Buttling and Louise Winn has been formed to drive this project (planning, design, funding, implementation).

(g) Other projects

i. Library Resource Centre fitout status

The LRC was affected by the storm of 16 November when the gutters overflowed and flooded the centre. The extension is still under warranty and the builder (Tony Speedy) will be asked to review for defective work or design change to prevent the problem recurring. Ken Marshall estimated 6 overflow spurters at a cost of ca \$1,500 should be suitable.

There has been no progress on the librarians' desk.

ii. Community Water Grant

Stephen Buttling and Ken Marshall need to complete the flow design for the next meeting. The current targets are:

- Lay pipes and general open work – end of School Holidays – Jan 2009
- Connect tanks – 1 March 2009.

Stephen Buttling will review resources and people for project completion by the end of Q1 2009.

iii. Grandstand Roof

See under **grants** above.

Motion: That the P&C Association accepts the subcommittee reports.		
Moved: <i>Melinda Chandler</i>	Seconded: <i>Ken Marshall</i>	<u><i>Carried</i></u>

10. General business (20 minutes)

(a) Resignation of President

Tim Mortimer advised that he had resigned as President effective Jan 1 due to increasing work commitments. Melinda Chandler will act as President until the AGM in March.

11. Registration of new members

There were no new members approved.

12. Next meeting and close

The next meeting will be held on **Thursday 19 February 2009 at 7:30pm.**

The meeting was closed at 9:50 pm.

Signed

President/Chairman

Secretary