

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



19 February 2009

Acting President: Melinda Chandler
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 7:38 pm.
Melinda Chandler opened the meeting and gave a brief welcome and introduction, noting that meetings are expected to take no more than two hours by making better use of sub-committees for discussion and reporting.

2. Attendance and apologies

There were 13 members and visitors present – refer to the attendance book.
Apologies were received from:
Mandy Adams, Katrina Shore

3. Ratification of Minutes of the previous meeting

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

4. Business arising from the Minutes of the previous meeting

Items are covered later in the meeting.

5. Correspondence

[See attached sheet.](#)

Of special interest were:

- Kate Jones MP: Letter advising that EdQ had approved a shade sail for the Junior School Playground;
- QCPCA: Annual info pack;
- Dept of NRM: Acknowledgement of Progress report;
- Ed Q: Letter about Building the Education Revolution.

6. Business arising from the correspondence

Items are covered later in the meeting.

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

7. Treasurer's Report

(7 minutes)

See tabled report.

Year to date summary	Jan 2009 – Actual	2009 – 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	

The tabled reports covered both the calendar year 2008 and current year operations to Jan 31.

Cash in bank needs to be reduced by the amount of funds from grants that have yet to be spent or returned e.g. Community Water grant.

We had a net expenditure of ca \$25,000 in 2008. This was mainly used to outfit the new LRC with notebook PCs and trolley, Interactive WhiteBoard and carpet/painting.

We are running the circus/fete again this year as our major fund raiser and hope to clear more than the \$30,000 raised in 2007.

Motion: That the treasurer's report be accepted.		
Moved: <i>Mary-Rose Saunders</i>	Seconded: <i>Tom Gilbert</i>	<u>Carried</u>

8. Principal's report (11 minutes)

See tabled report. No budget was tabled as this has yet to be finalised.

There were some concerns about achieving the requisite number of pupils to maintain our staff levels, but this has been resolved with welcome assistance from Kate Jones MP and the P&C. The P&C expressed its thanks for Vicki Richards efforts. We have an enrolment of 303 pupils.

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

9. Subcommittee reports (40 minutes)

(a) Facilities

See tabled report.

Katrina S has taken over the Facilities Management role.

We need to increase annual tennis fees and key deposit. See Motions later.

(b) Fund raising report

We are looking for interested members to join the fund raising group – there were only three attendees at the February meeting, but a number of apologies.

The circus and fete will be the event of the year. We have a number of volunteers who wish to assist, but need people to take on the coordination roles.

We are not running a chocolate drive this year although it is a good money raiser.

The election is likely to be on the 21 or 29 Mar. The cake stall is always popular and raises good money – request will go out.

Our Mother's and Father's Day stall need organizers.

Mary-Rose Saunders will man a P&C table at the Welcome Disco on Saturday.

(c) OSHC report

See tabled report.

No issues. It was noted that the OSHC accounts vary from the P&C accounts – this will be investigated.

(d) Tuckshop report

See tabled report.

Shaye Geiss has taken on the role of convenor. We are currently paying both Lois and Shaye during the handover and training period expected to complete at the end of the term. Shaye is also being paid an extra 3 hours/wk for additional training and development.

(e) Uniform shop report

No report tabled.

Camilla Carroll and Chris Shallish are joint convenors.
Material insurance has been increased from \$15,000 to \$30,000.

(f) Grants Overview

Our Volunteer Grant application was unsuccessful. Tom Gilbert has requested feedback about the reasons for rejection and is awaiting a response.

(g) Other projects

i. Learning Resource Centre fitout status

The LRC has just about recovered from the storm damage in November. A claim has been placed for the replacement teaching resources.

The new circulation desk has been installed. The old desk has gone to the Rainbow room.

Tony Speedy has been in contact about the 5% retained from the building contract. This can be paid.

This project is now complete.

ii. Community Water Grant

Stephen Buttling and Ken Marshall need to complete the flow design for the next meeting. There has been little progress.

The revised targets are:

- Determine tank positions – 1 March 2009.
- Connect tanks – ??
- Lay pipes and complete connection - ??

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

Stephen has advised the Dept that the project completion date is May 2009.

iii. Environment Club

Mark Johnstone tabled a proposal to develop the facilities for the environment club. There are 3 stages:

- Veggie garden and shed: Kate Jones and Geraldine Knapp may split the cost of \$320 50/50.
- Fix gutter and purchase tools: We will ask for donations of the necessary items.
- Connecting water tanks: This overlaps with the Community Water Grant.

iv. Grandstand Roof

There has been little progress. A Gambling Community Benefit Fund grant application will be submitted for the May intake.

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) Building the Education Revolution

The Federal Government has announced that it will spend \$14.7 billion on primary schools as part of the economic stimulus package. Kate Jones advised that based on the school enrolment of 303 pupils, PRSS is eligible for up to \$2.5million for a multi-purpose hall and a further \$250,000 for maintenance and shade structures.

Melinda C tabled a high level strategy map developed from executive meetings late last year.

David Cox will call an initial infrastructure working group to design, plan and execute the response to the Building the Education Revolution grant. The first meeting will be held in the Learning Resource Centre on the 2 March at 7:30pm.

(b) Motions considered

Motion: That the P&C Association ratifies the payment of the QCPCA invoice for \$1,782.73 for the 2009 membership.		
Moved: <i>Stephen Buttlng</i>	Seconded: <i>Melinda Chandler</i>	<u><i>Carried</i></u>

Motion: That the P&C Association agrees to increase the annual tennis key bond from \$20.00 to \$50.00.		
Moved: <i>Melinda Chandler</i>	Seconded: <i>Steven Smith</i>	<u><i>Carried</i></u>

Motion: That the P&C Association agrees to increase the annual tennis fees from \$50.00 to \$75.00 and from \$75.00 to \$100.00.		
Moved: <i>Stephen Buttlng</i>	Seconded: <i>Melinda Chandler</i>	<u><i>Carried</i></u>

Motion: That the P&C Association ratifies the decision to increase the number of paid hours for the Tuckshop Convenor by 3 hours per week and to pay both the outgoing and incoming Convenor during the handover and training period, expected to be completed by the end Term		
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Moved: <i>Stephen Buttlng</i>	Seconded: <i>David Cox</i>	<u><i>Carried</i></u>

(c) Appointment of Auditor

Motion: That the P&C Association ratifies the appointment of BDO Kendall as the auditor for the Association.		
Moved: <i>David Cox</i>	Seconded: <i>Stephen Buttlng</i>	<u><i>Carried</i></u>

11. Registration of new members

There were no new members approved. All membership applications are renewed at the March AGM.

12. Next meeting and close

The next meeting is the annual general meeting to be held on **Thursday 19 March 2009 at 7:30pm**. This will be followed by the initial general meeting of the new committee.

The meeting was closed at 9:45 pm.

Signed

President/Chairman

Secretary