



Lake Clarendon State School P&C Association

General Meeting Minutes Monday 10th February 2020

President – Emma Saal
Secretary – Elissa Maguire

Vice-President – Linda Lyons
Treasurer – Terri Kugel

Opening and Welcome by Chairperson	Meeting was opened at 6:31pm by Vice-President Linda Lyons. Everyone welcomed.	
Attendance	Terri Kugel, Elissa Maguire, Sandra Wright, Jenna-May Lench, Jackie Davis, Linda Lyons, Elly Hallas, Kayla Symons, Casey O’Sullivan, Jessica Lee, Teneale Elphinstone, Kalah Lubbock, Hannah Harm, Nikita Hines	
Apologies	Emma Saal, Barry Forbes	
Confirmation of Previous Meeting Minutes	Previous meeting minutes from 11 th November were distributed by email. Motion: to accept submitted previous meeting minutes as true and correct. Moved by Jenna-May Lench, seconded by Jackie Davis All in favour	
Business arising from minutes of previous meeting	Actions on Notice; <ol style="list-style-type: none"> 1. ‘Qkr program’ to go live – Done 2. Senior Shirts to be ordered – Done 3. Replacement desk for Uniform Shop – Done 4. Elissa to update Grant Wish List in Standing Motion Book - Done 	
Correspondence, discussions and action of correspondence received since previous General Meeting	Inwards	<ol style="list-style-type: none"> 1. Jenna-May Lench Tuckshop resignation as of 19 December 2019 2. Qkr confirmation and ‘how to guide’ 3. Email re: 2020 Christmas concert venue suggestion from a parent 4. Uniform Invoice 5. Blake Books Invoice 6. CIVIQ – Water Drinking Stations – filed 7. Qast Flyer - filed 8. Cadbury Fundraising Flyer - filed 9. Summit Sports & Equipment Booklet - filed 10. Australian Fundraising Company Booklet - filed 11. Sweet Valley Bakery Fundraising Information - filed 12. Hotel Grand Chancellor Brisbane – 1 Nights’ Accommodation Voucher 13. Mother’s Day Fundraising flyer <p>Executive committee received an email regarding a suggestion for change of venue for 2020 Christmas Concert. Reference was made to Laidley Cultural Centre. Upon discussion this venue would not be able to accommodate the whole school community and a fee is applicable even if we are a school. The main reason the school uses Lockyer State High School is because they do not charge for room hire and it accommodates everyone. It was noted that the seating configuration in the hall at last years concert was not set up correctly and less seats were available due to this.</p> <p>Qkr is now live in the school community and families can use this App to purchase uniform items. Instructions on how to use the</p>

		<p>program have been emailed home to families in the weekly round-up. Families can order items and pay via card and the child is able to collect from the Uniform Shop on the days the Uniform Shop opens.</p> <p>You will be able to order your child's Tuckshop through this App as well and would encourage this as our preferred method of payment.</p>
	Outwards	<ol style="list-style-type: none"> 1. Additional Uniform order for hats 2. Donation to School for Art Auction 3. Tyson Clancy-Jones – Artist for Art Auction payment
		<p>Motion: to accept submitted correspondence both inward and outward as true and correct.</p> <p>Moved by Jenna-May Lench, seconded by Teneale Elphinstone</p> <p>All in favour</p>
Confirmation of Executive Committee's Decision		Nil
Treasurer's Report and financial statement, and any business arising		<p>Treasurer's Report and the Association's financial statements for the month of November, December & January was read by Terri Kugel.</p> <p>Closing available bank balance as per bank statement on 31st January was \$59,045.92. This does include a large grant amount which will be paid shortly for the tennis court upgrade.</p> <p>No figures available for other months due to all of our financial documents are at the auditors.</p> <p>Motion: to accept Treasurer's report as true and correct</p> <p>Moved by Elissa Maguire, seconded by Teneale Elphinstone</p> <p>All in favour</p>
Subcommittees' reports and financial statements and any business arising	Uniforms	<p>Uniform report and financial statement for the month of November, December & January was read by Jackie Davis</p> <p>No figures available for these months due to all of our financial documents are at the auditors</p> <p>Motion: to accept submitted Uniform report as true and correct</p> <p>Moved Jenna-May Lench, seconded by Kayla Lubbock</p> <p>All in favour</p> <p>Additional hat order placed. Senior shirts to arrive end of February.</p>
	Tuckshop	<p>Tuckshop report and financial statement for the month November/December/January was read by Terri Kugel</p> <p>No other figures available for these months due to all of our financial documents are at the auditors</p> <p>Motion: to accept submitted Tuckshop report as true and correct</p> <p>Moved Elissa Maguire, seconded by Linda Lyons</p> <p>All in favour</p> <p>No tuckshop currently until position is filled at AGM. Once position filled, we hope to start on the Thursday 19th March. Tuckshop will operate with a Meal Day offer like Term 4 of last year. Menu will be advertised closer to the time.</p>

<p>Other Reports</p> <ul style="list-style-type: none"> Principal's Report 	<p>Principal's Report was prepared and read by Sandra Wright</p> <p>Key Points</p> <ul style="list-style-type: none"> All classes are settled and Term 1 curriculum has started strongly Enrolment 173 Staff structure – Michelle, Janine and Jacque will be the Sector Leaders. Role is to analyse data, meet with sector teachers weekly Liam and Kylie have split PE this year. Liam has P-3 and Kylie has 4-6 on a Friday. 1hr sessions to include PE, health and cyber bullying Janine and Megan are working with Prep for first term to jumpstart their learning Linda employed every Wednesday for learning support Yrs 1-2 School Improvement Priorities – Our Four Big Rocks <ul style="list-style-type: none"> Quality Teaching and Learning Individualised Learning focussing on Intellectual Quality Collegial Engagement Parent and Community Partnerships Tennis Court completed Artificial turf completed Mural to begin on 17th February to toilet block Review of Behaviour Processes has occurred. Will be rolled out Term 2 Parent/Teacher interviews–Week 5–Wednesday and Thursday afternoon <p>Motion: to accept Principal's report as true and correct Moved by Elissa Maguire, seconded by Terri Kugel All in favour</p>
<p>Motions on notice</p>	<p>Nil</p>
<p>General Business as per Agenda</p>	<p>Go to Zone Water Chiller – Elissa Maguire has contacted company who installed our water chiller at front of school and officer is drawing up a quote for a second chiller station for the school. Action: Elissa Maguire to follow up on quote for water chiller</p> <p>Election Day 28th March catering – Discussion held around what the school should host on the day. It was decided that the school will provide a Bake/Cake stall and a Vegetable stall on the day. A flyer will be sent home closer to the time requestion donations. Resolution: The school to host a Bake/Cake stall and a Vegetable stall The Chair asked for a show of hands All in favour</p> <p>The Lyons family asked if they could supply a BBQ and drinks for Election day as a fundraiser for Cameron and Luke Lyons Euro Football Star 2020 UK Tour. Discussion held and members present were happy to support the students of the school in their venture. Resolution: The Lyons Family to host a BBQ and drink stall for the Election day. The Chair asked for a show of hands All in favour</p> <p>Academic Achievement Awards – The question was asked to Sandra Wright if the school would consider Academic Achievement Award and the P&C will support and sponsor these awards. Sandra mentioned the school has in place the Black Swan Awards which is very successful and she is happy with the current award structure. Sandra said she will raise it to her teaching staff and ask them for feedback on this idea for the future.</p> <p>Easter Raffle Idea – Discussion held regarding Easter Raffles as our Term 1 fundraiser. \$1.00 a ticket in books of 20. First prize 1 nights' accommodation in Brisbane, 2nd prize Easter hamper donated by Gray's Furniture and 3rd prize small basket of Easter eggs.</p>

	<p>Resolution: Easter raffle prizes organised and raffle tickets to be sent home in week 7.</p> <p>All in favour</p> <p>Power point in Uniform Shop – Jackie Davis asked when an Electrician is at the school next to install a power point in Uniform shop as very hot in summer. P&C to purchase fan once installed. Sandra noted the request.</p> <p>Tuckshop – Start date will be 19th March and it will be a Meal Deal offer till at least the end of Term 1. Menu will be advertised once Tuckshop convenor is elected. P&C will prefer families using the Qkr program for tuckshop orders.</p> <p>Winter Uniform – Sandra has had several requests regarding school jumpers with logo printed on.</p> <p>Action: Jackie Davis and Linda Lyons to investigate cost of jumpers from a few different suppliers and bring to next meeting.</p> <p>Rebel Voucher – Currently this quarter the school has received \$224.96 from Rebel from the community selecting Lake Clarendon State School as their school for the community kickback program. Under this program, the school can earn 5% of your purchases at Rebel Sport as school credit to spend on equipment. This has been passed onto Kylie Hohn</p>
Other Business	
Applications for membership and recording of new members	Nil
Date of next meeting	Monday 9 th March 2020 at 6.30pm
Close meeting	All members thanked for their attendance by Chair, Linda Lyons Meeting closed at 7:33pm

Actions on Notice	
Action:	Elissa Maguire to follow up on quote for water chiller
Action:	Jackie Davis and Linda Lyons to investigate cost of jumpers from a few different suppliers and bring to next meeting

Minutes endorsed as true and correct/...../.....

President
Emma Saal

Principal
Sandra Wright