



Lake Clarendon State School P&C Association

General Meeting Minutes Monday 17th August 2020

President – Emma Saal
Secretary – Elissa Maguire

Vice-President – Linda Lyons
Treasurer – Elly Hallas

Opening and Welcome by Chairperson	Meeting was opened at 6:32pm by President Emma Saal. Everyone welcomed.	
Attendance	Emma Saal, Elissa Maguire, Jenna-May Lench, Sandra Wright, Teneale Elphinstone, Kalah Lubbock, Hannah Harm	
Apologies	Linda Lyons, Elly Hallas, Nikita Hines, Jackie Davis	
Confirmation of Previous Meeting Minutes	<p>Previous meeting minutes from 20th July were distributed by email. Motion: to accept submitted previous meeting minutes as true and correct. Moved by Teneale Elphinstone, seconded by Jenna-May Lench All in favour</p>	
Business arising from minutes of previous meeting	<p>Actions on Notice;</p> <ol style="list-style-type: none"> 1. Elissa Maguire to organise the Father's Day raffle tickets – Done 	
Correspondence, discussions and action of correspondence received since previous General Meeting	Inwards	<ol style="list-style-type: none"> 1. Australian Fundraising email re: Colour fun run 2. Qkr confirmation email re user log-in details
	Outwards	<ol style="list-style-type: none"> 1. Email to Thermomix consultant re: ordering process <p>Colour fun run is now scheduled for 18th September with tuckshop on this day as well. It is the last day of term 3.</p> <p>Motion: to accept submitted correspondence both inward and outward as true and correct. Moved by Hannah Harm, seconded by Jenna-May Lench All in favour</p>
Confirmation of Executive Committee's Decision	-	
Treasurer's Report and financial statement, and any business arising	<p>Treasurer's Report and the Association's financial statements for the month of July was read by Elissa Maguire. Closing available bank balance as per bank statement on 31th July was \$11,875.24 Motion: to accept Treasurer's report as true and correct. Moved by Teneale Elphinstone, seconded by Kayla Lubbock All in favour</p>	
Subcommittees' reports and financial statements and any business arising	Uniforms	<p>Uniform report and financial statement for the month of July was read by Elissa Maguire. Income for July was \$1060.00 Expenses \$2305.72 Motion: to accept submitted Uniform report as true and correct. Moved by: Teneale Elphinstone, seconded by Kalah Lubbock All in favour</p>
	Tuckshop	<p>Tuckshop report and financial statement: No financial statements for July. Tuckshop started 4th August and going well. Many thanks to Hannah Harm, Jackie Davis and Nicole Smrecnik who are volunteering their time to make this day enjoyable for the students to have tuckshop offered again and profitable.</p>
Other Reports	Principal's Report:	
- Principal's Report	<ul style="list-style-type: none"> • Parent Teacher interviews will be in weeks 8 and 9. They will be completed by a phone call. Booking it will be the same process as previous times. 	

	<ul style="list-style-type: none"> • New Code of Conduct to be completed by the end of the year. A draft will be presented to the P&C and School Council. • Wellbeing Improvement Plan – this will also be completed by the end of the year for actioning in 2021. This will align to the Code of Conduct. • Japanese Zen garden is nearing completion. • The Lockyer Cluster of Principals met at the Lake last week and complimented us on the beautiful environment we are working in. • Tennis is State Schools Initiative funding program. • Art Auction – postponed until 14th September. • Cyber Bullying – there has been a recent issue of this in year 6 classroom. Process is being followed. • Wellbeing of students, staff and parents has been monitored over the past term. • Performance Pact – we have not been able to enforce the attendance due to Covid-19. • Staff have dealt with many criticisms from parents this term. • Many of our future events will be cancelled or modified. At this stage no end of term showcases and no school concert. • Magazine to come home this term. • Planning needs to be considered for end of year book presentation and Christmas lunch. <p>Motion: to accept submitted principal report as true and correct. Moved by Elissa Maguire, seconded by Hannah Harm All in favour</p>
<p>Motions on notice</p>	<p>Nil</p>
<p>General Business as per Agenda</p>	<p><i>Thermomix raffle</i> – Tracking well to date.</p> <p><i>Father’s Day stall</i> –This will still go ahead, planned for 27th August, before and after school.</p> <p><i>Father’s Day raffle donation letters</i> – Letters need to be sent to businesses who have donated items for raffle. Action: Elissa Maguire to send thank-you letters to businesses.</p> <p><i>Year 6 Graduation</i> - Graduation venue for year 6 students and parents is proving to be difficult to find a venue to cater for a large number of guests. Possible suggestion was Porter’s Plainland who still will have limits on number of guests. They charge \$400.00 room hire which includes setting up and decorations. Jenna-May Lench asked if the P&C would consider paying for the room hire at Porter’s Plainland due to limited options in this area currently and this will reduce the cost per person who attend. Resolution: To pay for the room hire at Porter’s Plainland for the year 6 student graduation. This is a once-off payment this year only due to limited options available in the area. All in favour Motion: To pay for room hire at Porter’s Plainland \$400.00 for Year 6 students graduation for this year only. Moved by Jenna-May Lench, seconded by Hannah Harm</p> <p><i>Graduation Gift</i> – As per our standing motion, the P&C will contribute \$10.00 per year 6 student for the purchase of a graduation gift. Jenna-May Lench to organise these gifts.</p> <p><i>End of Year Break-Up</i> - No Christmas lunch or books will be provided to children this year by the P&C. Instead we would like to offer the students a ‘fun break-up day’ at the school. We are seeking suggestions of what the students would like to do for this day.</p>

Other Business	
Applications for membership and recording of new members	Nil
Date of next meeting	Monday 12 th October 2020 at 6.30pm
Close meeting	All members thanked for their attendance by Chair, Emma Saal Meeting closed at 7:26pm

Actions on Notice
Action: Elissa Maguire to send thank-you letters to businesses who donated items for Father's Day raffle

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

President
Emma Saal

Principal
Sandra Wright