



# Lake Clarendon State School P&C Association

## General Meeting Minutes Tuesday 9<sup>th</sup> February 2021

President – Emma Saal  
Secretary – Elissa Maguire

Vice-President – Linda Lyons  
Treasurer – Elly Hallas

<b>Opening and Welcome by Chairperson</b>	Meeting was opened at 6:32pm by Vice President Linda Lyons. Everyone welcomed.	
<b>Attendance</b>	Sandra Wright, Linda Lyons, Nikita Hines, Elly Hallas, Jackie Davis, Elissa Maguire, Nicole Smrecnik	
<b>Apologies</b>	Emma Saal	
<b>Confirmation of Previous Meeting Minutes</b>	Previous meeting minutes from 17 <sup>th</sup> November 2020 were distributed by email. <b>Motion:</b> to accept submitted previous meeting minutes as true and correct. Moved by Jackie Davis, seconded by Nikita Hines <b>All in favour</b>	
<b>Business arising from minutes of previous meeting</b>	Actions on Notice; 1. Purchase of 4 trestle tables for tuckshop area – Done 2. Seek quote and purchase soccer nets for soccer goals – In progress	
<b>Correspondence, discussions and action of correspondence received since previous General Meeting</b>	Inwards	1. Invoice from Burns Water – Paid 2. LW Reid uniform catalogue - filed 3. Invoice from Super Castles – Paid 4. Quote for tuckshop renovation – forwarded for grant opportunity 5. Tally Accountant email re: closing of her business
	Outwards	1. Email to grant writer regarding grant opportunities 2. Tally Accountant re: transfer of financial records to new accountant
	<b>Motion:</b> to accept submitted correspondence both inward and outward as true and correct. Moved by Jackie Davis, seconded by Nikita Hines <b>All in favour</b>	
<b>Confirmation of Executive Committee's Decision</b>	Executive meeting held prior regarding finding a new accountant as Tally Accountant has ceased operation at the end of 2020. Quotes obtained and it was agreed upon that the Lake Clarendon State School P&C Association transfer our financial records over to OBT Financial Group in Gatton. Minutes were available to view.	
<b>Treasurer's Report and financial statement, and any business arising</b>	Treasurer's Report and the Association's financial statements for the month of November, December 2020 & January 2021 was read by Elly Hallas. Closing available bank balance as per bank statement: November - \$24,136.76 December - \$23,594.85 January - \$25,147.09 <b>Motion:</b> to accept Treasurer's report as true and correct. Moved by: Elissa Maguire, seconded by Jackie Davis <b>All in favour</b>	
<b>Subcommittees' reports and financial statements and any business arising</b>	Uniforms	Uniform report and financial statement for the month of November, December and January was read by Jackie Davis Income for November was \$1953.00 No expenses. Income for December was \$1571.00 Expenses \$2031.76 Income for January was \$1745.00 No expenses

		<p>All stock that was stored at the warehouse has been received at the school.  Jumper level is getting low so discussion held to order 10 jumpers in each size ready for winter season.  <b>Motion:</b> to place an order for school jumpers.  Moved by: Nikita Hines, seconded by Elissa Maguire  <b>All in favour</b>  <b>Action:</b> Jackie Davis to place an order for school jumpers</p> <p><b>Motion:</b> to accept submitted Uniform report as true and correct.  Moved by: Nikita Hines, seconded by Elissa Maguire  <b>All in favour</b></p>
	Tuckshop	<p>Tuckshop report and financial statement for the month of November and December was read by Elly Hallas  Income for November was \$1147.50 No expenses  Income for December was \$Nil Expenses were \$777.46 (for Nov)</p> <p><b>Motion:</b> to accept submitted Tuckshop report as true and correct.  Moved by: Nikita Hines, seconded by Elissa Maguire  <b>All in favour</b></p>
<p><b>Other Reports</b>  - Principal's Report</p>	Principal's Report:	<ul style="list-style-type: none"> <li>• Tutoring has begun this week and will occur every Tuesday and Wednesday morning for identified students in years 3 and 5. Jacque, Janine, Renee and Michelle will be our tutors this year.</li> <li>• Assessment calendar have been sent home to parents this week. Teachers will have completed reading, writing and spelling assessments by the end of this week and will be creating new goals for students to work towards for term 2.</li> <li>• Guaranteed and Viable Curriculum in Maths will continue this year. We are also introducing a GVC in English. Both of which will be introduced in full from term 2. Teachers meet regularly for RTI post assessment review and targeted intervention for students not achieving.</li> <li>• Years 4-6 teachers will also be working closely with Lockyer High teachers with the Academic Vocabulary and wiring moderation. This will create a very smooth transition to high school for our students.</li> <li>• No budget to date. Figures will be finalised on the 19<sup>th</sup> February and then the budget can be created.</li> <li>• ANZAC garden – we will be planting red poppies ready for ANZAC Day service.</li> <li>• Currently Andy is cleaning out all the gardens and repairing borders. Planting will commence when the beds are ready.</li> <li>• Office is being refurbished with work being carried out over the Easter holidays.</li> <li>• Teaching and Learning Audit – we will be having a full review this year inline with our 4 yr Strategic Plan 2018-2021.</li> <li>• Student Code of Conduct has been finalised and is available on our School webpage. Parent information afternoon this Thursday at 2:30pm in the SAILS room.</li> <li>• We have employed a Marketing Officer this year. Jenna Lench works one day a week and is currently updating our communications. We will have a refined webpage, electronic newsletter, regular Facebook posts and Instagram. She will also be responsible for organising and marketing school events.</li> </ul> <p><b>Motion:</b> to accept submitted principal report as true and correct.  Moved by Jackie Davis, seconded by Elissa Maguire  <b>All in favour</b></p>
<b>Motions on notice</b>	Nil	

<p><b>General Business as per Agenda</b></p>	<p><i>School Banking</i> – The school and our banking coordinator have received notification that this process cannot be run through the school’s bank accounts anymore. The school banking account of Lake Clarendon State School was BSB 064 413 Account Number 10219562 and effective immediately, we will no longer use this account and Lake Clarendon State School P&amp;C Associations account BSB 064 413 Account Number 10273657 will be the linked instead.  <b>Motion:</b> To cease using the Lake Clarendon State School account for school banking and change details over to Lake Clarendon State School P&amp;C Association account.  Moved by Nikita Hines, seconded by Elissa Maguire  <b>All in favour</b>  <b>Action:</b> Nicole Smrecnik and Elissa Maguire to consult and transfer account details to Lake Clarendon State School P&amp;C Association.</p> <p><i>Term 1 Fundraiser</i> – Discussion held and an idea of a simple but fun fundraiser would be having a ‘Loose Change Challenge’ where each class will have a container and which ever class can raise the most money over the 4 weeks will win a free pizza lunch. Weekly prizes will be given away as well. Runs for 4 weeks. Container will get counted weekly and a tally displayed at school. Option of creating challenges to encourage more donations as well. Goal is to raise money to buy sporting equipment for Soccer, Netball, Cricket, Volleyball and T-Ball. P&amp;C will match whatever value is raised in total (less expenses) and this money will be put forward more sporting equipment.  <b>Motion:</b> to run a ‘Loose Change Challenge and whatever money is raised the P&amp;C will match it. Money raised will be spent on sporting equipment.  Moved by Nikita Hines, seconded by Jackie Davis  <b>All in Favour</b></p> <p><i>Grant Update</i> - Currently in the process of submitting a \$35,000 grant for the tuckshop to be renovated. It will be at least 6-7 months before we know if we are successful with this grant. Another grant also to be submitted at the end of the month for irrigation to the oval.</p> <p><i>End of year Break-Up</i> – Discussion held and possible fun day again this year. Year 6 students may get the opportunity to go off site for the day to a theme park.  <b>Action:</b> Elissa Maguire to seek quotes for water slides and jumping castles for next meeting and more discussion to be held.</p> <p><i>Tuckshop</i> – More details to come at next meeting.</p> <p><i>Damaged Mats</i> – Two sports mats were damaged from the fun day last year. They were used as padding at the water slide and were very wet at end of day and have went mouldy. The P&amp;C were asked to replace these items.  <b>Motion:</b> to purchase 2 x sports mats for the school to replaced damaged ones.  Moved by Elissa Maguire, seconded by Jackie Davis  <b>All in Favour</b>  <b>Action:</b> Linda Lyons to order 2 x sports mats</p>
<p><b>Other Business</b></p>	
<p><b>Applications for membership and recording of new members</b></p>	<p>Nicole Smrecnik became a member tonight and filled out a membership form. She was welcomed by the Chair.  <b>All in favour</b> to accept her membership</p>
<p><b>Date of next meeting</b></p>	<p>Tuesday 2<sup>nd</sup> March 2021 at 6.30pm with AGM first followed by general meeting.</p>
<p><b>Close meeting</b></p>	<p>All members thanked for their attendance by Chair, Linda Lyons  Meeting closed at 7.35pm</p>

<b>Actions on Notice</b>	
<p><b>Action:</b> Jackie Davis to place order for school jumpers</p>	

<b>Action:</b> Linda Lyons to seek quote & purchase soccer nets
<b>Action:</b> Nicole Smrechnik and Elissa Maguire to consult and transfer account details to Lake Clarendon State School P&C Association
<b>Action:</b> Elissa Maguire to seek quotes for water slides and jumping castles for next meeting and more discussion to be held.
<b>Action:</b> Linda Lyons to order 2 x sports mats

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

President .....  
Emma Saal

Principal .....  
Sandra Wright