



Aspley State School
Parents & Citizens Association

MINUTES

General Meeting Tuesday 8th September 2009, 7.00pm



Opening and Welcome: Meeting Opened at 7.07pm

Present:

Executive: Tony Lee (President), Dianne Angus (Secretary), Gary Francis (Vice-President)

Sub Committee: Mari Burton (Bookshop), Rob Hyde (Building and Maintenance)

Staff: Marg McKinnon, Greg Thomas

Parent Body: Jane Andrews, Leonie Bruce, Jo Bassingthwaighte, Jodie McLagan, Amanda Martel, Debbie Brown, Warwick Trafford, Stuart Mullins

Apologies: Johan Vorster, Kyran Hynes, Jeanette MacKenzie, Norm Wyndham, Rodney Lapworth, Janelle Lee, Di Groenhuijzen

Previous Minutes:

Moved: Warwick

Seconded: Amanda

Business arising from Previous Minutes: NIL

Correspondence:

Inward:

ACSEA – Retail Award Changes
Ltr from Qld Govt. Re: changes to grants
Ltr from Silver Rose Photography
Ltr from Yvette D’Ath MP re: Community Volunteer Grants
Qld Schools Shared Car Raffle 2010
School Fair Fundraising Help – Kennards Self Storage
Brochure from Candlelite
Glowstix Aust Pamphlet
School Products Aust. 2009-2010 Catalogue
Ltr from Partylite Candles (Fundraiser)
Ltr from Burnside Plastics
Big Screen Promotions Flyer (Fundraiser)
Laura Jean Photography (Christmas Fundraiser)
Ltr received from Morrie Bernard re: thank you for gift
The Eastender Newsletter
ACSEA Industrial Relations & HR Seminar

Outward: BCC Community Grant (tennis court)

Business arising from Correspondence: NIL



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Treasurers Report: Treasurer is currently away on holidays. Jane will provide balances and details of any significant movement:

<u>General Account:</u>	\$19 081.90 (Major debits - \$6600 to Aspley School + \$8730 CEP transfer) Tony has asked Marg to provide a list of what the teachers will be using the CEP for, in the next newsletter.
<u>Bookshop Account:</u>	\$7902.28
<u>Hall Account:</u>	\$19 482.63 (Major debit - \$5000 donation to Aspley School)
<u>Tuckshop Account:</u>	\$15 085.78
<u>Business Websavings</u>	\$21 099.95
<u>Term Deposit:</u>	\$53009.59

Principal's Report:

- **Enrolment Details:** Total P- 7 = 604
- **Financial Report** – Tabled
- **Variation to Routine and Other School Activities:**
 - Aspley Speaks Out
 - Junior Music Camp
 - T 4 Year 3 Bunyaville
 - Magical world of Crazy Science – ARTS Council
 - T4 Nov Yr1 kiddies Kapers
 - Prep going to 12th Night Theatre
- **Sport for Term 4:** Cricket, Touch Football, Kanga Cricket, Softball and T-Ball - more children going this term.
- AFL Contribution - 50 jerseys and 6 footballs – support person, presentation for graduation
- **Teachers on Leave:** Carmel Murray – replaced by Marilyn Sheldon
Elaine Dooley - replaced by Natalie Conroy
- **Term 4 School Leadership:** The position of Principal has been advertised by Expression of Interest and the appointment should be made by the end of term. Thanks to Greg and Christine Antoni for their support during the term.
- **Behaviour Management Review:**
 - Bullying
 - Safety Rules
 - Supervision
 - Document to be developed
- **New Buildings:**
 - Upgrade of Library and Hall – awaiting appointment of contract or Project Manager- still awaiting more information - finish time - February 2010
 - Sails for Prep (P&C)
 - Year 1 Playground NSP



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- Other NSP Projects: - Move the whiteboards from Labs to Year 6 classrooms; Yr 6 classes need air conditioning which cannot be covered by this project's scope. Possible building improvement project. The money to be used for the original whiteboard project is to be redirected to the Year 1 classroom improvement by expanding 2 single classrooms to make a larger Year 1 room hence having 2 classrooms out of the 4 existing rooms.
- **Prep Enrolment:** We have 77 forms returned – We have 114 parent contact information. The last Information session will be held on Thursday at 9 am – Interviews will commence during Week 1 Term 4
- **Term 4 Calendar:** Input from P&C
- **WPHS Audit** was completed by Ms Curtis and the team will meet this week to follow up and plan our program – a copy will be forwarded to P&C Grounds Committee
- **Swimming Pool:**
 - Training for relevant people for water testing. Processes and recording of action to be put in place by the end of this term- this includes all parties who work on our pool – Q build, Aquarius, school personnel, etc
- **Expenditure of School Funds** – parent \$5000 to date
- Sporting equipment for Term 4 Sports - \$560 PE Teacher to prepare a plan for replacement, both in sport and PE for the coming years.
- **CPR Update** for all staff in time for swimming to be conducted on PFD (October) - \$2600. Staff required to have refresher each year as a requirement for teaching swimming / safety.
- **Parent Contribution Fund:**
 - **Year One teachers** have purchased hands on Maths materials
 - **Year 3 teachers** – class set of atlases
 - **Year 6 and 7** - purchases of reading books
 - Other classes are still deciding on the materials.
- **Technology:** Discussed forward planning for technology
- **Class Placement:** Class Placement Information for Parents – 2010
 - Class composition is a complex task aimed at balancing classes across year levels with a similar spread of student abilities, needs, gender and student numbers in each class.
 - To assist in the process, teachers are asked to complete a data sheet of information on each student in their class which is used to assist in creating draft class lists. Every effort is made to take into account, information on all students from a range of different sources including the feedback from 2006 class teachers, parent input (optional), teacher and school data as well as specialists' reports and advice. As classes are drafted, this information provides us with a broad picture of what each class will "look like".
 - First drafts of class lists are provided to 2009 teachers as well as proposed teachers for 2010 in the relevant year levels for their examination and feedback. This process assists administration to fine tune the class lists prior to their release to parents and students.
 - Classes are comprised of students drawn from a number of different classes. This promotes the development of new friendships and relationships within the class groupings and is an important part of learning and developing social skills.



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- While we welcome input from parents and will take into account the information they provide, the final decision regarding class composition rests with administration. As in all state schools in Queensland, classes will remain in draft until enrolment numbers are established on Day 8, 2010 when school staffing is finalised and any necessary adjustments are made to classes as a result.
- The form on the reverse side of this information sheet provides an opportunity for parents to convey information they would like to have considered in relation to placement of their child in a class for 2010. Parents wishing to complete the form are requested to have it returned to the school **no later than Friday 30th October**.

Moved: Jane

Seconded: Jo

President's Report:

- BER confirmed
- Audit of pool system to be undertaken (Les Mole to confirm dates – min 6 people \$540pp 2 day course onsite) Wayne Andrews agreed in principle to send 2 people from Swim Club, school to send 2, P&C will send 3 other people. Currently pool quality is undertaken by Di, who contacts Qld Pool Supplies. Pool resurfacing is a priority on Ed Qld's maintenance list.
- NSP - \$220K – thanks to Rob for his efforts in liaising with the Project Manager. Shade sails over Grade 1 & 2 playground will go ahead as a priority. Grade 6 Air Con is not funded through this program. Possibility of enlarging Grade 1 classrooms.
- Stuart will be undertaking to upgrade school website – in conjunction with Marg and Paul Robinson. Newsletter should be online before Term 4 commences. Future projects will include class billboards and tuckshop/bookshop online ordering (hopefully before end of year)
- Tony will be meeting with Norm Wyndham next week re: redevelopment of school and moving forward.
- Gary Francis acknowledged on behalf of all the parents, the effort and time Tony has input into acquiring Aspley School the BER. A HUGE THANK YOU!!

Moved: Rob

Seconded: Leonie

Sub Committee Reports:

Tuckshop (Sharyn): No report. P&C will issue a casual contract for the final three months of the year, with a review to be undertaken before 2010.

Bookshop (Mari):

- Booklists have been distributed to all classes, final orders must be placed by Friday 9th October
- Mari has requested permission to purchase new chair bags, due to poor quality of the current stock. P&C agreed. New bags cost \$7 – sell for \$10.
- Tae Kwon Do would like to keep their practice mats stored in the hall. P&C agreed but would like the use of them if possible.
- Photos – Mari has compared what photographers offer with their packages for group photos. Pixie Photos will refund money or reshoot photo if unacceptable, and also pay commissions on group photos. Tony asked for show of hands to try them out for our



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sports and music photos – approval granted. Stuart would like a colour photo as an example to load onto school website.

- School Uniform – Suzanne Brough to present at October meeting

Moved: Jane

Seconded: Leonie

Fundraising (Janelle):

- **Calendar Fundraiser:** We have taken over \$5000 in orders which is a good result considering this is our first go at it. I'm confident that when the calendars and cards arrive and people see the quality of them it will be more successful next year. Profit figures will be available next meeting. Thank you to Fiona & Paul Clark for their assistance running this for me.
- **Family Fun Night – Friday 28th August:** What a night!! We've had fantastic feedback and the kids have asked when the next one will be. We took approx \$5200 with over \$3000 profit being made. We also have some stock leftover that can be used at the BCF BBQ in October and the music evening. Thanks to our co-ordinators: Alison Werner and Amanda Martel with special mention and thanks to Amanda and Wendy Springfield who spent the whole day getting the evening set up.
- **BCF BBQ:** It has come to my attention that we are required to provide our own shade structure when conducting these fundraising BBQs. I would like permission from the P&C Association to purchase a structure that can be used throughout next year for these BBQs. The structure can also be utilised for many other activities that we hold. The only stipulation I'd like to make is that we purchase one that is relatively light and easy to transport. (Stuart will liaise with a client in relation to shade structures)
- **Smencils Fundraiser – Term 4:** Alison Werner will be co-ordinating a 'scented pencil' drive. These are a gimmicky product not unlike smiggles etc that the children will be able to purchase. We will promote them as available to pre-order in packs and will also sell them individually from bookshop or tuckshop.
- **Music Night:** The fundraising committee will be supporting the AMPs parents with catering and promoting the annual end of year music night. There is a music meeting in October where we will finalise the arrangements (The school newsletter will contain the date)

Moved: Rob

Seconded: Mari

Swimming Club: (report tabled from Wayne Andrews)

- Summer & vacation programmes have been determined and information is currently in the process of being sent to members.
- Pool heating issues appear to have subsided, however efforts are being made to meet with heater manufacturer & maintenance contractor to avoid future issues.
- Qld Pool Supplies have confirmed their intention to again take up minor sponsorship of the club.
- A mini working bee has been organised for the club on Sat 5th Sept in order to get the club in shape for season commencement.
- The school management, P&C & Swim club held a meeting on Fri 21st Aug to work through the ongoing pool issues previously highlighted....As a result of the meeting:
 1. a new testing kit has been ordered to ensure adequate testing facilities are available



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- 2. Qld Pool Supplies have been contracted to provide training of the testing kit & to assist in setting up appropriate record keeping processes
 - 3. Qld Pool Supplies have also been contracted to oversee the operation of the pool by providing a weekly test of the pool water quality, the swim club will pick up this expense
 - A further meeting is to be held prior to the next P&C meeting to review actions from this meeting once minutes/actions are circulated
 - Our thanks go to the school mgt & P& C committee for their efforts in having these issues addressed.

Moved: Rob **Seconded:** Stuart

AMPS: NIL

Building and Maintenance: (Rob)

- Working Bee Sunday 13/9 at 8am – meet main car park
- Working Bee duties
 1. Water tank to prep
 2. Skip to come – general clean up & tidy – Stuart offered to pay for skip
 3. If time permits – clean area around fernhouse
- Prep shade sail should be in next week
- Yr 1 & 2 shade sail – with project manager – should be underway within next 2 weeks – just waiting on a purchase order
- Tony – parents have concerns about area near fern house, if the P&C have spent quite some money on skips, why is rubbish being dumped by school here? Parents have issues with children climbing and playing around this area and near the tennis court. Tony has spoken to Marg about getting an industrial bin for the school.
- Warwick – Anything being done about the possum/rat droppings outside the pool? Marg has Di looking into the rat problem. Tony will talk to Norm as this is a local council responsibility
- Rob – quote on industrial grade chipper for Dennis, about \$4-5K, school or P&C would fund? Gary – alternative is to hire someone to come in occasionally with their own chipper, then we don't have the outlay plus maintenance of our own
- Jodie – why don't Aspley's grounds compare to other well kept and immaculate school yards in our area? Marg commented that the school is not given a large sum for maintenance and the allocation is for number of students – not size or slope of grounds.
- Stuart would like to see the budget for our maintenance from Marg
- Gary mentioned in other school environments grades are allocated areas to maintain

Moved: Mari **Seconded:** Jo

School Spirit Committee: NIL

Motions on Notice: NIL



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General Business:

• **DGR (Stuart)**

- Stuart has approached friend Bill McMillan and his law firm who are able to put together a legal structure of the DGR for around \$1500 – if there are any ATO objections possibly another \$1000 extra to finalise any issues. Stuart and his wife Jacoba have offered to pay these costs. DGR needs trustees/directors and a goal – something along the lines of 'to generate funds for school related projects. Bill will create clear guidelines, but the main benefit is donations will be tax deductible for parents and local businesses. Motion put to parent body and approval was granted for Stuart to engage McMillan Lawyers to prepare documents for DGR.

Moved: Rob **Seconded:** Gary

• **Pool Course (Tony)**

- Motion put to parent body for P&C to pay for 5 members to attend the Pool Course with Les Mole – approval granted

Moved: Leonie **Seconded:** Warwick

Registration of New Members: NIL

Date of next Meeting: Tuesday, 13th October 2009

Closure: 9.08pm