Opening and Welcome: Meeting Opened at 7:15pm

Present:
Executive: Tony Lee (President), Anthony Jones (Treasurer), Alan Smith (Secretary), Stuart Mullins (Vice-President & Business Services Sub –Committee)

Sub Committees: Warwick Trafford (Swimming Club)
Nicole Walters (Spirit)
Rodney Lapworth (Building and Maintenance)

Staff: Andrew Duncan

Parent Body: Cindy Hill, Peter Keogh, Daniela Virzi, Debbie Brown.

Distinguished Visitors: Tracy Davis MP

Apologies: Norm Wyndham (Councillor for McDowall), Margaret McKinnon, Seath Holswich, Greg Thompson, Joanne Bassingthwaigte, Janelle Lee, Tracey Tinney

Previous Minutes: Accepted and to be placed on to the web site.

Moved: Cindy Hill Seconded: Anthony Jones

Business arising from previous minutes: None

Treasurers Report:

The treasurer presented a power point presentation of the financial performance of the Association for the year ended 31 December 2011.

Summary of results –

- Operating surplus derived in 2011 was $41,273 (adjusted $26,673)
- Compared with $19,770 deficit in 2010
- P&C remains in a solid financial position
- Key achievements
- Efficiency of use of school assets
- Efficiency of operations
- Substantial support for school
- Audit report.

Tuckshop and Bookshop –

- In 2010 year a loss of $5,600
- In 2011 year a profit of $4,297
- Adjusted profit to reflect additional stock $10,700
- Improved intangibles
- More efficient output
Asset Rentals –

- Key focus to generate passive income
- Benefit of recurring nature of income
- 2011 – 2.5 x 2010 income
- The outlook for 2012 is very positive
  - Key revenue generator for the P&C
  - Low cost

Position at 31 December 2011 -

- Cash and equivalent $121,197
- Accounts receivable $ 9,626
- Liabilities $ 32,269
- Stock at Hand $ 51,153

Moved: Rodney Lapworth Seconded: Stuart Mullins

Principal’s Report:

The Principal, Andrew Duncan, provided a power point presentation of the School’s performance and forward plan.

In summary:

2001 Focus -

- Preparing for the national curriculum
- Consistent curriculum and common pedagogical framework across Aspley State School
- Improved governance structure involving all staff and relevant stakeholders
- Implementing a developing performance framework for all staff at Aspley State School
- Success fulfilment of Principal Performance Plan

Explicit Improvement Agenda –

- School EIA developed focusing on Spelling, Reading and Numeracy
- Year Level EIA developed by each year level detailing what each year was undertaking to achieve performance targets

Analysis and Discussion of Data –

- Pd for teachers in the use of and interpretation of data to inform teaching and learning
- Whole school assessment policy refined and implemented (2nd year of implementation)
- Every student’s distance travelled in PAT R and PAT M measured and scored against effect
- Data used to inform intervention and support + enrichment as well as daily T&L

A Culture that promotes Learning -

- Staff developing targets for year level performance in QAR and PAT R.
- Brainways – G&T
- New G&T policy
- Student Support Services Policy reviewed
Targeted Use of Resources –

- Whole School Literacy and Numeracy Strategy Developed
- Student data in pre and post-tests measured effectiveness of teaching and learning of new QAR program
- Support a Reader implemented and Ready Readers employed for those identified in data sets
- Teacher Aides deployed based on class data sets

An Expert Teaching Team –

- All teaching staff completed phase one of developing performance process by end of 2011
- Supervision Model for teachers developed

Systematic Curriculum Delivery –

- Common assessment tasks implemented for English, Maths and Science all year levels
- C2C in-service and pre planning commenced in term 2 and continued for the year
- Key Learning Areas Mapped to National Curriculum
- Curriculum Alignment Review resulting in Green folders developed

Differentiated Classroom Learning -

- Staff utilising data to inform planning and implementation of curriculum
- Staff developed targets inform goals and measure success
- Students tracked on One School and distance travelled measured
- G&T Policy completed

Principal’s Performance Plan –

- Principal’s 3 key targets
- 100% of students above NMS READING AND NUMERACY
- Increase the number of students in the upper two bands in Reading:
  - Year 3 – 50%
  - Year 5 – 50%
  - Year 7 – 55%
- Increase the number of students in the upper two bands in Numeracy:
  - Year 3 – 50%
  - Year 5 – 45%
  - Year 7 – 60%
- Ensure all KLA programs are QCARF and Roadmap compliant and assist teachers in the ongoing development of their knowledge of all the elements of the QCAR framework
- Develop a school wide approach to curriculum planning across the school in all KLA’s using One School
- Develop common assessment framework across all KLA’s using the assessable elements and standards

President’s Report:

Summary of key issues that have been addressed –

- Air-conditioning of Year 7 classrooms
- Drop Zone – Application pending for Federal Black Spots Funding for 2012-2013 Budget

Moved: Rodney Lapworth  Seconded: Stuart Mullins
Membership
Applications: All accepted.

Election of Officers:

The President declared all positions vacant.

Kevin Groenhuijzen (past President of Aspley State school P&C) took over as Chair for the election of office bearers.

Nominations were called from the floor for each position in turn:

- **President** – Tony Lee accepted the nomination and there being no other nominations was elected unopposed.
- **Vice President** – Rodney Lapworth accepted the nomination and there being no other nominations was elected unopposed.
- **Secretary** – Alan Smith accepted the nomination and there being no other nominations was elected unopposed.
- **Minutes Secretary** – Alan Smith accepted the nomination and there being no other nominations was elected unopposed.
- **Treasurer** – Anthony Jones accepted the nomination and there being no other nominations was elected unopposed.
- **Assistant Treasurer** – No nominations received position remains vacant.

Kevin Groenhuijzen invited Tony Lee to take-over the Chair for the remainder of the meeting as the duly elected President.

The President moved a vote of thanks for Stuart Mullins as Past Vice-President of the P&C and for his work and contribution in the development and improvement of the business operations of the Aspley State School and donation of time and resources to the ongoing development of the School's website and computer systems.

Confirmation of all Sub-Committees:

The following sub-committees were endorsed:

- Business Operations Committee
- Building and Maintenance Committee
- Swimming Club
- Aspley Spirit Committee.

Appointment of Association’s Auditor:

The Treasurer nominated A H Jackson & Co as the Association’s auditor.

The motion was carried and resolved that the Treasurer contact A H Jackson & Co to advise them of the appointment.
Aspley State School
Parents & Citizens Association
MINUTES
Annual General Meeting Tuesday 21st February 2012,
7:00pm

General Business:

1. Risk Management Strategy: Andrew Duncan, Principal of Aspley State School, presented the 'Risk Management Report' for the School noting that there were no changes from the previous year.

   Moved: Rodney Lapworth                        Seconded: Alan Smith

2. General Meeting time table was set for the year as follows:

<table>
<thead>
<tr>
<th>Term</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Tuesday, 17th April 2012 at 7:00 pm</td>
</tr>
<tr>
<td>3</td>
<td>Tuesday, 19th June 2012 at 7:00 pm</td>
</tr>
<tr>
<td>4</td>
<td>Tuesday, 27th August 2012 at 7:00 pm</td>
</tr>
<tr>
<td>4</td>
<td>Tuesday, 16th October 2012 at 7:00 pm</td>
</tr>
<tr>
<td>4</td>
<td>Tuesday, 20th November 2012 at 7:00 pm</td>
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</tbody>
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Date of next Meeting: Tuesday, 19th February 2013.

Closure: 7:50 pm