Opening and Welcome: Meeting Opened at 7:15 pm

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

Sub Committees: Warwick Trafford (Swimming Club)

Staff: Andrew Duncan, Dianne Groenhuijzen

Parent Body: Debbie Brown, Cindy Hill, Keryn Binney, Victoria Edwards, Janelle Lee

Distinguished Visitors: None

Apologies: Tracy Davis MP, Norm Wyndham (Councillor for McDowall), Margaret McKinnon, Nicole Walters (Spirit Committee), Michael Poll, Sharon Rodgers, Cathy Pappalardo

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

Moved: Rodney Lapworth Seconded: Alan Smith

Business arising from previous minutes: None

Correspondence:
Inward: Various fund raising material

Outward: None

Treasurers Report:

1. Current Position

There has been a relatively material change in financial position since the last P & C meeting in October.

In October I reported our overall cash position as being $107,000. Currently our overall cash position sits at $91,200.

The key transactions that have led to a $16,000 odd change in cash position are as follows:

a) 2 x $10,000 payments made to the school

b) O/s payments due to the school for music, Gr7 graduation etc. around $6,000

c) Stock purchases around $7,000

d) CEP of around $7,000 transferred to the school

e) Inflows from Camp Australia and music camp ($17,000 approx.)

f) Prepayment of expenses from Swim solutions for several months

Expected stock expenses for remainder of the year are around $6,000.
Budgets anticipate higher expenditure in fourth quarter each year but this year higher income has resulted in lower net outflow which is pleasing.

2. Issues to Discuss

2.1 Treasurer Position and Duties

There has been quite a distinct change in the level of accounting activity required in the past 12 months compared with the previous 12 months – this is the result of a lot of hard work and activity by the Spirit Committee and others to generate solid revenue which has ensured a continued strong financial position for the P & C.

Our accounting costs are going to be higher than budgeted, though overall we are still well ahead.

However, we as an executive need to address the increased workload due to compliance, audit and other financial requirements. Our bookkeeper has been of enormous support in this regard.

Over the break we need to consider passing some of the accounting responsibility to the P & C coordinators and have the Treasurer act in more of a supervisory position to ensure that the position will be fulfilled in future.

2.3 Tuckshop/Bookshop

Karyn McMullin has done a large amount of research into improving the tuckshop/bookshop operations.

To that end it will be proposed from 2013 that as much of the P&C operation as possible will be operated in an online environment. For example, the sorts of items that could be considered include:

- POS ordering – bookshop, tuckshop
- CEP – online payments and auto-recording through MYOB
- Music nights, fundraising – pre-booked and prepaid tickets
- Events/catering – online ordering/booking
- Swim club – carnivals etc. prepaid
- Stock control and POS – bookshop for more efficient inventory management
- Introduce Friday as online order only Tuckshop to encourage online use
- Consider programs for Prep parents to encourage online ordering only

Moved: Alan Smith          Seconded: Debbie Brown

Principal’s Report:

1. Teaching and Learning Audit

- Very proud of our audit results.
- Certainly reflects the enormous amounts of work we have done over the past 2 years and explicit focus on curriculum.
2. Resource Levy 2013

ASPLEY STATE SCHOOL
STUDENT RESOURCE SCHEMES 2013

1. Prep Student Resource Scheme $140
   • Stationery (for preparation of learning resources and activities and for use in printers and photocopiers)
   • Scrapbooks
   • Art and craft materials and consumables (glue, paint, brushes, coloured paper, sequins, glitter, scissors, etc.)
   • Colouring pencils, marker, crayons and other writing implements
   • Display folders for samples of children’s work (which will be retained by the child at the end of the year)
   • Keylinks Writing Journal

2. Years 1-7 Student Resource Scheme $35 (Year 2-7) $40 (Year 1)
   • Reproduced class workbooks and worksheets and teacher-prepared material
   • Student reference books – dictionary, atlas
   • Art and craft supplies
   • Keylinks Writing Journal (Year 1)

3. Instrumental Music Resource Scheme
   • Instrument Hire $80/instrument

4. Resources (sheet music, photocopy costs, etc.) $40

5. Choir Resource Scheme $15
   • Sheet music, photocopy costs, piano accompanist, backing music, etc.

3. End of Year Routines

   • Year 7 Graduation – Wednesday 12 Dec
   • Break Up Day – Thursday 13 Dec
   • Clean-up Day – Friday 14 Dec
   • Office closed till Tuesday January 22.

4. Reflection on 2012

   • Thank you Aspley P&C
   • $15000 technology
   • $10,000 Australian Curriculum
   • $10,000 bell area
   • $5000 – gardening program, parent support, ital.

5. CEP

The 2012 Curriculum Enhancement Program has made an impact on curriculum resources and delivery at Aspley State School. Thank you to the many families who have contributed to the 2012 voluntary contribution. The value you place on our school and support for the initiatives of 2012 has seen the purchase of IPADS for Year 1 classes, Jolly Phonics Kits for the early years classes and premium quality art supplies for the Year 5’s, just to name a few.

Although the CEP invoices were not released until term 3 the school anticipates the participation of our community in the program and budgets the expenditure much earlier than when the money is received. It’s just another way our P&C have tried to lessen the financial burden for families at the high end times of the year. For example, the Year 1’s have enjoyed
the use of their Ipads now since term 2 even though the income did not come in till just recently.

The CEP is a valuable program which really does make a difference to the resources available for our teachers to utilise and our students to enjoy. It has certainly fast tracked the implementation of the national curriculum and student achievement programs here at Apsley State School and I believe the benefits of this program are also reflected in our systemic testing results.

Thank you to all the families that have contributed to the 2012 CEP, your contribution makes a difference to your child's classroom. Our teachers are especially grateful to you for supporting the program.

Moved: Warwick Trafford Seconded: Rodney Lapworth

President's Report:

1. Food Safety: Licensing requirements of OSHC
   - The Department of Health has produced a fact sheet which provides general information on licensing requirements for outside school hours care (OSHC) providers under the Food Act 2006.

2. Cancer Council Shade for Schools Competition
   - Register your school for the free National Sun Smart Schools & Early Childhood Program any time in November 2012 and go in the draw to win one of seven Energex Sun Smart marquees. Schools already participating in the program will be automatically entered in the draw.

3. Grade 1 & 2 Playground Replacement
   - Submission for $30,000 from the Queensland Gambling Community Benefit has been produced, submission closes 30Nov12. I would propose that if successful the P&C would contribute a further $10,000 to the project. Monies allocated from Oval Hire.

4. Aspley Shop - Promotion
   - The focus over the next three and half weeks will be to promote the sale of all products contained in the Aspley shop. We need to promote the sale of goods to clear the large quantity purchased in preparation for 2013 school year. - Sunday online purchasing - discount? We need to create a cultural change in Tuckshop purchasing.

5. School Drop Off Zone
   - The time has come for an online petition to highlight the Aspley community’s frustration over the lack of a safe adequate drop off zone.

Moved: Warwick Trafford Seconded: Victoria Edwards
Subcommittee Reports:

Business Services:

No report.

Building and Maintenance:

1. Activities since last meeting
   - 1-2 playgrounds disposed of. 2 trips to the dump and one to the Energex pole skip for recycling.
   - Replacement fence behind Prep approved and to be installed next week.
   - Old Zip boiler from staffroom relocated to the pool canteen. Plumber required to connect.
   - Traffic cones and poles being trialled at Tuckshop to improve the flow of customers have worked quite well. Rodney to price/purchase 3 concertina barriers.
   - Planned bench seating reviewed with Andrew. An additional 13 seats (50m of seating) added to the order for a total cost of $10,654.
   - Quotes for bollards received and not feasible to repair damaged bollards at hall. Final measure to be completed next week with an anticipated 15 bollards to be ordered and installed over the Christmas break at a cost of $6,000.

2. Working Bees
   - T4 – Sunday 25/11/12 - Final Working Bee for the year will be on this Sunday November 25. Main aim for this Working Bee will be mulching of the gardens around the school to help keep the weeds at bay over the holiday period.
   - Survey seeking feedback on working bees to be distributed to the whole of school for return by the end of T4.

3. Projects in the pipeline
   - Location for the commemorative pavers to be decided and actioned.
   - Paint letter grid and number ladder on Prep activity area.
   - Repair palling fence and mesh fence at the Junior oval.
   - Additional seats around hall to be purchased and installed.
   - Replace bollards at hall, install additional bollards at admin and purchase future bollards for oval access path between Prep & ECDU.
   - Extend tractor shed to house high jump mats etc. to enable disposal of shipping container.

Moved: Warwick Trafford
Seconded: Alan Smith

Spirit Committee:

What a busy year the spirit committee has had. Since our last meeting we have held a very successful Christmas Markets. It was a most successful evening with many positive comments coming from both stall holders and guests. A huge congratulations and thank you must be extended to the many people who made this event a success. Also, a huge thank you to all the families and businesses that baked donated or helped with the BBQ and Home Bake stalls. Without your assistance the stalls wouldn’t have been such a success. The BBQ was very well patronage and many people enjoyed the delicious treats from the home bake stall.
Last week I held two fundraising brainstorming meetings for ideas for next year. Thank you to everyone who came and contributed some great ideas for next year. We have decided on several events next year including school discos, craft markets and funny money night for the parents. I have drafted a date planner for 2013 in which I hope to have out to all students before end of term. Please note the below dates are still to be confirmed.

**Date planner for 2013**

- 9 February - Welcome to Aspley
- March - Canberra Trip Fundraiser
- March - School Play Ground Fundraiser?
- April/May - School Disco (Saturday Evening)
- May - Number Facts?
- June - Music Night
- August - Fun Run
- September - Funny Money Night
- October - School Disco?
- November – Christmas Hand Crafted Markets
- November - Music Night

The Federal Election will be held in 2013. At this event we will be holding a Community Second Hand Stall Fundraiser to raise funds for Orphanages in TBA as well as Aspley State School.

All events still to be confirmed.

P & C Christmas Dinner will be held on 5 December 2012, 6.30pm at:
Mundo Churrasco
Aspley Village Shopping Centre
603 Robinson Road West, Aspley
$38.50 per head for Brazilian Banquet (20 people and over)
$42.50 per head for Brazilian Banquet (Less than 20 people)
Please RSVP to Nicole by Monday 3rd December via email (c_nwalters@yahoo.com.au) or 0407 963 398. Hope you can come and join us. A great opportunity to catch up and reflect on another wonderful year.

Finally, I must thank all the parents and friends of Aspley State School who have donated time, products and services to all the events held this year. Thanks must also go to all the spirit committee reps for each class this year. Without you information about all the events would not get out there. It has been wonderful working with you all and I look forward to working with you again next year.

**Moved:** Dianne Groenhuijzen  
**Seconded:** Warwick Trafford

**Swimming Club:**

Our club nights continue to attract over 100 swimmers on a Friday night. These are being held in a timely and friendly manner with positive feedback from many of our new members.

The canteen is very busy and providing a valuable source of income now that we are not conducting weekly raffles.

Thank you to the P&C who have donated some left over stock from the market night.
The semiautomatic timing system is working well with only a few minor hiccups. Thank you to those members who have volunteered their time and are helping out with the timekeeping.

Our swimmers have been very busy attending meets at Pine Rivers, Albany Creek and Fortitude Valley.

This weekend we have swimmers attending meets at Nudgee College and at Dalby.

We have cancelled our home carnival which was to be held on the 1st December due to a lack of nominations. As a back-up we have been invited to a 3 way meet with Zillmere Eels and Stafford Stingers on the same day (Dec 1st).

As a club we need to look at upgrading our PA system as this is causing problems each Friday night.

We have a general bye this weekend as many of our swimmers are representing their schools at the Primary School relay championships.

Moved: Dianne Groenhuijzen  Seconded: Janelle Lee

Motions on Notice: None

Registration Of New Members: None

General Business:

1. Swim Solutions – Aspley State School is one of the first schools to enter into an agreement with an external party to manage the school’s pool and a thank you to Swim Solutions for the good work done to date – Approved issue of the letter from Andrew Duncan to Swim Solutions.

2. Aspley State School P&C meeting dates are tentatively –
   Annual General Meeting: 19 February 2013
   General Meetings:
   - 19 February 2013
   - 16 April 2013
   - 18 June 2013
   - 20 August 2013
   - 22 October 2013
   - 19 November 2013

3. Resource levies approved.

4. Confirmed AGM date and calling for positions.

5. Tennis Courts – Apply for Brisbane City Council grant in March 2013 for upgrade of tennis courts.

6. Special meeting to be held of members selected from the P&C Executive plus Cindy Hill to review use of Oval if Hornets apply for 3 nights per week.

Date of next Meeting: Tuesday, 19th February 2013

Closure: 9:11 pm