Opening and Welcome: Meeting Opened at 7:10pm

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

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

Staff: Andrew Duncan, Dianne Groenhuijzen

Parent Body: Debbie Brown, Victoria Edwards, Peter Keogh, Craig Spink, Keryn Binney

Distinguished Visitors: Tracy Davis MP

Apologies: Norm Wyndham (Councillor for McDowall), Margaret McKinnon, Seath Holswich, Sharon Rodgers, Francis Hope, Cindy Hill, Janelle Lee, Stuart Mullins, Michael Poll, Greg Thompson, Nicole Walters

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

Moved: Rodney Lapworth    Seconded: Debbie Brown

Business arising from previous minutes: None

Correspondence:
Inward: Various fund raising material
A H Jackson – audit fee
Marsh Ltd – insurance

Outward: None

Treasurers Report:

The P&C continues to trade in line with expectations.

Our current cash balances total $ 104,000

We also have a reasonable amount of receivables due, including 2 x OSHC which will bolster the cash position further.

The bookshop and tuckshop continue to perform well.

As members may recall from the previous meeting, Jo Bassingthwaite, who had provided the P&C with tremendous service over a long period of time in the key area of bookkeeping and undertaking the day to day financial management of the P&C activities, has had to step away due to increasing work and family commitments. Again I would like to acknowledge Jo’s enormous contribution to the P&C and personally thank her for her.
Over the past few years the committee has restructured the financial and business operations which has resulted in a more efficient and robust business structure. The aim of the committee has also been to ensure that the P&C is positioned to be able to build upon its strong position and ensure it can continue to support the Aspley State School and, most importantly, to benefit the children that attend.

In terms of the financial structure of the P&C, the most important role is to ensure that the accounts are maintained in a timely and accurate manner – as I mentioned earlier we have been most fortunate to have Jo Bassingthwaite perform this function over the past several years.

This particular role requires specific knowledge of MYOB, the accounting package that we use, as well as bookkeeping skills and an understanding of basic accounting principles. At this stage no volunteers have stepped forward to undertake the role that Jo undertook for us.

It is the view of the committee that this role may be hard to fill in the future. Accordingly, and given the importance of this role, the committee has undertaken a process to appoint professional bookkeepers to the role.

We are pleased to advise that we intend, with the agreement of members, to appoint RNA Solutions to the role. It is envisaged that once set up there would be around 4 hours of work required each month. This would include payroll, invoicing and preparation of monthly accounts and quarterly BAS. It is expected that this will cost the P&C around $3,000-$3,500 p.a. or around 1.75%-2% of turnover.

In our view this appointment will provide additional (and independent) checks and balances for the financial management of the P&C and ensure continuity of service into the future without the need for volunteers. It will also enable the committee to concentrate on continuous improvement in the financial structure of the P&C to the benefit of all stakeholders.

Proposed to send 2 x $10k to school as agreed and $10k each of the next two terms.

**Moved:** Andrew Duncan **Seconded:** Warwick Trafford

**Principal’s Report:**

1. **Term 2 Dates**
   - Table – Term 2 Staff Calendar of Events.

2. **Sports – Age Champions**
   - For school based sporting events:
     - Year Level Champions for those not recognised at North District
     - Age Champion for those age groups recognised at North District
   - Students in a bridging year level must choose which level they are competing in!

3. **Payment of Extra Curricular Activities**
   - Payment deadlines have been added to invoices or permission letters.
   - Late payments are not accepted however parents have until COB on payment day to notify office of student participation.
   - Payment plans are available.
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4. Parent Waiting Areas

• Parent waiting areas have been introduced for term 2.
  • Hall
  • F Block covered area
  • Under A block
  • Covered area near prep

5. Term 2 Curriculum Focus

• Unit 3 and 4 of National Curriculum for English, Maths and Science
• Writing, Reading and Organisational Skills – admin focus
• Term 2 – Developing Performance Feedback and talk with teaching staff by Admin.

6. Variation to School Routines

• Year 2 Bunyaville Excursion
• Bunya to Bay (Selected Year 7)
• Honour’s Music Camp
• Out of the Box (Year 1)

7. Reporting

• Semester One Reports
• Teachers will report under 8 KLA’s
• NO SUBHEADINGS
• Comments sections will focus on what students have studied to achieve marks assigned
• General comments will outline work habits and behaviour and be individual to student.

8. Regional Principal’s Meeting

• All admin teams called to regional principal’s meeting.
• Current DG and New Minster will be addressing the meeting.

9. Facilities Update

• Bell area completed – we will be investigating the cleaning up of bell and frame.
• Thank you to P&C for financial contribution to this project. It looks fantastic.

10. Facilities

• New Storage shed to be constructed soon
• Water works continues
• New walkway open at Prep and soon to open between tennis court and netball court.
• Tennis Court surface upgrade (coming soon)
• We have over expended out facilities budget
• NO expenditure will be authorised until start of new financial year unless of significant WPH&S value.

11. Enrolments

• Continue to grow daily.
• Prep 2013 looking very strong with enrolment interviews starting soon.
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Moved: Dianne Groenhuijzen  Seconded: Rodney Lapworth

President’s Report:

• A thank you is given to Kevin Groenhuijzen for his assistance at the Annual General meeting.

• The CEP will be invoiced in early May 2012 and the benefits of the CEP program to the School are to be articulated on the School’s website.

• Ordering online for book packs is being investigated.

• At a recent Education Asia Conference, where the focus was on greening opportunities, water usage, etc, a number of opportunities were identified for the School for greening, such as, moving the water tanks to a position and level to capture rain water from the School hall roof for use on the main oval and redirect water tanks to the Prep area for watering the grass. Also review solar energy use to reduce the cost of electricity. It was moved to investigate the cost of moving the water tanks.

• Recent Audit Report’s issued in respect of other schools highlighted the need for the P&C to review the financial processes for all sub-committees to ensure the procedures and processes have been adequately documented and are in accordance with the P&C’s Constitution and Education Queensland’s requirements.

Moved: Victoria Edwards  Seconded: Debbie Brown

Subcommittee Reports:

Business Services:

No report.

Building and Maintenance:

1. Activities since last meeting

• Successful working bee held on 11/03/12. Around 40 people attended to weed and tidy up Prep, SEDU, Horn Rd and Maudrell Tce entry and other gardens. Concrete at hall was also gernied. 1200kg of green waste was taken to the dump. A big thanks to all those that helped out on the day – outstanding effort!!

• Rear spotlight on hall repaired – bulb and igniter replaced under warranty.

• B Block security light repaired.

2. Working Bees

• Term 2 – Sunday 03/06/12 – Clean up southern and western boundary of oval

• Term 3 – TBA

• Term 4 – TBA

3. Projects in the Pipeline

• Location for the commemorative pavers to be decided and actioned

• Trophy cabinet to be refurbished and returned to hall

• Western boundary gate off Horn Rd to be replaced

• Palling fence at the Junior oval to be repaired
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- Additional water tanks for oval irrigation

**Moved:** Anthony Jones **Seconded:** Warwick Trafford

**Spirit Committee:**

The first term has been busy for the Spirit Committee. We held a successful fundraising event on Saturday 24 March for the Queensland State Election. After voting, many people enjoyed our sausage sizzle, especially the works sizzle, some wonderful home bake and even tried their luck in the raffle. We raised over $2,800 for the Aspley State School P&C. We would like to thank everyone who assisted on Saturday, who provided home bake for the cake stall and Carolynne Hassell from Mumentum Journals for donating the wonderful raffle prizes. A special thank you to Rodney and Peta Lapworth for organising this wonderful fundraising event again.

On Monday 12 March Community Coffee was held. Approximately 15 people attended to listen to Andrew Duncan discuss the CEP program and how parents can assist teachers with the C2C program. Plenty of discussion was had by all with some great ideas for promoting the CEP program especially to new families. Karen from the Tuckshop/Book Shop also attended and discussed online ordering, menu options.

Term 2 is shaping up to be busy as well. Another Election Day for Saturday 28 April, Community Coffee, assist the music department with their end of term concert and hopefully a disco, dependant of dates. We are also looking at holding a Trivia night in August.

**Moved:** Rodney Lapworth **Seconded:** Debbie Brown

**Swimming Club:**

The Club has had swimmers attend meets at Lawnton, Bracken Ridge and Carina leagues in the past months.

Swimmers have also represented the Club at the Junior Metropolitan Championships at Chandler last month.

Our Club Championships were held on Friday 23rd and Sunday 25th March. There was some exciting racing and many thanks go to those volunteers who helped make them a success.

The Club held its presentation and trophy night in the community Centre at the Kedron-Wavell Services Club last Saturday night with approximately 120 people in attendance.

We will hold a meeting in the next month to determine our office holders for next season.

**Moved:** Rodney Lapworth **Seconded:** Anthony Jones

**Motions on Notice:** None

**Registration Of New Members:** Keren Ham

**Moved:** Rodney Lapworth **Seconded:** Anthony Jones
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General Business:

1. Four payments made to the School totalling $35,000.
   Moved: Peter Keogh    Seconded: Warwick Trafford

2. Engage RNA Solutions as the P&C’s bookkeeper at a cost of $3,500 per annum.
   Moved: Rodney Lapworth    Seconded: Anthony Jones

Date of next Meeting: Tuesday, 19th June 2012
Closure: 8:18 pm