Aspley State School
Parents & Citizens Association
MINUTES
General Meeting Tuesday 19th June 2012, 7:00 pm

Opening and Welcome: Meeting Opened at 7:10 pm

Present:
Executive: Tony Lee (President), Anthony Jones (Treasurer), Alan Smith (Secretary)

Sub Committees: Warwick Trafford (Swimming Club)

Staff: Andrew Duncan, Dianne Groenhuijzen

Parent Body: Debbi Brown, Victoria Edwards, Cindy Hill, Nicole Walters, Keryn Binney, Jane O’Dwyer

Distinguished Visitors: None

Apologies: Tracy Davis MP, Norm Wyndham (Councillor for McDowall), Rodney Lapworth (Vice-President & Business Services Sub –Committee), Margaret McKinnon, Peter Keogh, Janelle Lee, Michael Poll, Jodie and Rob Parke

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

Moved: Warwick Trafford Seconded: Debbie Brown

Business arising from previous minutes: None

Correspondence:
Inward: Various fund raising material

Outward: None

Treasurers Report:

I wish to start by reporting on the current position of the state of accounts and in particular the bookkeeping function that was agreed at the previous meeting. I am pleased to confirm that our accounts have now been fully reconciled and brought up to date as at 31 May 2012. I am further pleased to inform the members that a number of substantial structural changes within the MYOB accounts have been undertaken to improve the reporting functions. I can also report that systems that have been set up between the P&C Co-ordinators, myself and the bookkeepers to ensure a smooth flow of information and reporting.

As a result of the above I am now in a position to provide profit and loss reports on the key divisions of the P&C and most notably the bookshop and tuckshop. I believe this information will enable the P&C with its coordinators to continue to make improvements. I have also noted that fundraising (i.e. spirit committee activities) need to be separated as they are currently being incorporated into the income and expenses of the tuckshop.
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I am pleased to now report the financial position of the P&C:

a. January through 31 May Profit & Loss reports a profit of $31,180
b. This consisted of the following attribution:
   i. Swim Club - $5,918
   ii. Hall hire and general $6,359
   iii. Tuckshop (incl. fundraise)) $8,478
   iv. Bookshop $3,103
c. Also included 2 x OSHC payments

In June we have provided the school with the previously agreed 2 x $10,000 contributions.

Our balance sheet remains healthy with around $120,000 in cash at the end of May across all the divisions. This has been decreased in early June by the $20,000 in payments to the school and remains close to $100,000. We have a number of receivables that need to be followed up and will be doing so in the coming weeks.

During May I met with both P & C Coordinators to provide them with a formal review. I intend to meet with them as agreed on a quarterly basis moving forward to receive their feedback and ideas. Both Bonnie and Karen also expressed a desire to understand how their two business units were performing and I believe that it is and will continue to be important that we engage with them on our business plans and their performance on an ongoing basis. I intend to conduct the first quarterly meeting in late August.

There has been increased audit activity on schools in recent times and including P&C’s. I have been working with Andrew to review adverse findings against other entities and ensure that our systems are robust and are meeting required accounting guidelines. This will be an ongoing effort in partnership with the school and those on the various subcommittees.

Moved: Nicole Walters          Seconded: Cindy Hill

Principal’s Report:

1. Term 3 Dates
   • Table – Term 3 Staff Calendar of Events - Draft

2. Athletics 2012
   • Congratulations to Oxley who took out the Athletics for 2012
   • Mitchell won the ball games
   • Mitchell and Oxley won the Circular Relays Trophy

3. Year Level and Age Championships
   • Special whole school assembly held on Monday 18 June to present the champions with their trophies
   • Announced in the newsletter
4. Report Cards Semester 1
   • Reports due for release on Friday 22 June
   • Electronic copies offered to parents
   • First Reporting Period under National Curriculum and C2C
   • Changes to format – No English sub-strands and No Extra Curricular Activities

5. 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

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)

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8. Recent Events
   • Huge term 2 – Last few weeks alone:
     • Athletics
     • Brainways
     • ICAS Science
     • ICAS Writing
     • ICAS Spelling
     • Music Night

9. School Photos
   • Wednesday 20 June
   • Prep – Year 6 in formal uniform
   • Year 7 – Senior Shirt
   • Formal uniforms provided to those who do not have them
10. Long Service Leave
   • I will be taking 6 weeks long service leave in term 3 starting in Ekka week for remainder of term 3
   • Expression of Interest will go out by the region for my replacement

11. Facilities Update
   • Water works still continues
   • WPH&S annual assessment in progress
   • Thanks to Tamara Curtis and Victoria Edwards for assistance with this
   • Eastern Tennis Court has new surface + poles replaced.
   • Flagged for Special Projects work in 2012/13 – Western Tennis Court, Painting to B block
   • Fences major priority for planned maintenance in 2012-13 Budget.

12. Curriculum Focus for Semester 2
   • Teaching of Reading
   • Jolly Phonics in Prep and Year 1
   • Cars and Stars for Year 2-7

13. CEP
   • Thanks Michelle Stone (Year 1 Parent) for providing feedback on CEP letter
   • CEP letters will be distributed next term

14. School Website
   • Only a matter of time before EQ forces a change to our site to be within the EQ firewall
   • Annette Richardson and I have been working on the new site over the past few months
   • Newsletter publication will be affected – still investigating options for this one

15. 2013
   • 98 students currently on books for 2013 Prep
   • Marg McKinnon doing a marvellous job managing the enrolment process

    Moved: Nicole Walters           Seconded: Cindy Hill

President’s Report:

1. Website Restructure
   • School Website to be moved to EQ Server
   • Minor changes will occur to the current pages
   • Web Resources conducting the changes in partnership with Aspley State School
   • Awaiting to have the ability for an on-line School Newsletter
   • Share Point is the new Website templates
2. CEP (Classroom Enhancement Programme)
   - Invoicing of the CEP will occur in the first week following the June / July School holidays
   - Benefits of CEP to be articulated on the School Website with testimonials from Teachers, Parents and Children
   - Detailed CEP resource list to be advertised on website and in school newsletters

3. Audit Report
   - Governance review of sub-committees - financial processes
   - A meeting was held specifically with the Principal Mr Andrew Duncan, P&C Executive committee and Sub-committee chairs
   - Changes to Aspley State School Swimming financial management

4. Aspley Shop / Tuckshop
   - P&C Co-ordinator performance reviews have been undertaken in the past month.
   - Some changes to the process of purchasing stock have been made to create efficiencies, with less financial investment

5. School Disco
   - Thanks to Nicole Walters who co-ordinated this activity along with the Parents who assisted

6. Working Bee
   - Cancellation of planned working bee for Sunday 3rd of June due to inclement weather.
   - Next Working Bee scheduled for Sunday 21Aug12.
   - Rodney Lapworth has requested assistance from any Parents interested in undertaking some painting in the Prep Area over the forthcoming School holidays

7. Multi-Purpose Courts
   - Currently seeking quotes to turn the existing Tennis Courts into Multi-Purpose Courts, which therefore creates the opportunity to play:
     - Tennis / Basketball / Netball / Volleyball
     - Floodlit with keypad security system
   - P&C will be seeking a grant to secure the financial requirements to provide this facility

8. Drop Off Zone
   - The school is seeking to have a meeting with the new Minister for Transport, Hon Scott Emerson MP, Hon Tracy Davis MP Member for Aspley and Cr Norm Wyndam Councillor for McDowall regarding the lack of Pedestrian Safety and efficient School Drop Off Zone
   - Updated Traffic data is required for Maundrell Terrace and Horn Road, to be procured from the Brisbane City Council
Aspley P&C Business Plan Goals

1. Proposed Expenditure – Direct to School
   - $10,000 to ICT Budget (Computers)
   - $10,000 to Special Projects - Bell area
   - $10,000 to National Curriculum resources – English, Maths and Science
   - $5,000 to Special Purposes
     - $1,000 PE
     - $1,000 Library
     - $1,000 Garden Club
     - $1,000 Public Relations
     - $1,000 Supporting low socioeconomic circumstances (books, uniforms, camps etc.)
   - CEP (classroom enhancement programme)
   - Pool – Start Timer system $8,500

2. Grant Applications
   - BCC Community Recreation Grant – multipurpose courts - Netball

3. Social Events
   - Welcome to Aspley Family Day 2012
   - Disco x 2
   - Trivia Night
   - Music Nights
   - Coffee mornings
   - Mother’s Day fundraiser
   - Election BBQ and cake store

4. Drop Off Zone
   - Safety audit and Review (traffic data collection)
   - Black Spots Funding
   - On line community partition

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Moved: Alan Smith  
Seconded: Warwick Trafford

Subcommittee Reports:

Business Services:

No report.

Building and Maintenance:

No report.

Spirit Committee:

- Busy Semester with many activities including two elections, a disco and Community Coffee meetings
- P-2 morning tea sports day raised $900
- Trivia Night will be next and entry cost will cover food platter and a bar will be open for the night (no children will be allowed)

Moved: Warwick Trafford  
Seconded: Debbie Brown
Swimming Club:

Swimming training finished on the 9th June and will re-commence in August.

The Club has completed its affiliation with Swimming Queensland for the 2012/2013 season.

We have received an application from the coach at Stafford Heights State School asking permission for approximately 20 of their swimmers to join our Club and compete under our banner in Swimming Queensland events. We already have children from this swimming squad who are long term members of our Club. Discussions to take place with Swim Solutions later this week in respect to the above application.

The Club will hold its next meeting on the 10/11th July to discuss its fee structure for the upcoming season.

Moved: Jane O’Dwyer  Seconded: Cindy Hill

Motions on Notice: None

Registration of New Members: Karen Ham

Moved: Rodney Lapworth  Seconded: Anthony Jones

General Business:

• Bullying was discussed, in particular, the need for parents and the school to speak to the children about membership of Facebook (under Facebook guidelines and policy no child under 13 years should be registered as a member)

• It was suggested that the Executive Committee look at security cameras for the safety and security of the School from vandalism and strangers coming on site without permission from the School's administration

Date of next Meeting: Tuesday, 21st August 2012

Closure: 8:50 pm