Opening and Welcome: Meeting Opened at 7:08pm

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

Sub Committees: Nicole Walters (Spirit Committee)
Rodney Lapworth (Building and Maintenance)

Staff: Andrew Duncan, Marg McKinnon, Greg Thomas, Dianne Groenhuijzen, Francis Hope, Nelmar Wright

Parent Body: Kevin Groenhuijzen, Cindy Hill, Danny Power, Janelle Lee, Debbie Brown, Keryn Binney, June Reynolds, Gillian McCullagh, Jan Paterson, Teresa Steele, Stacey Revie

Apologies: Tracy Davis MP, Norm Wyndham (Councillor for McDowall), Vicki Edwards

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

Moved: Alan Smith Seconded: Andrew Duncan

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 2012.

Summary of results –

• Operating surplus derived in 2012 was $3,387
• P&C remains in a solid financial position
• Reduced cash position (-11% YOY)
• Key achievements
• Efficiency of use of school assets
• Efficiency of operations
• Substantial support for major school items ($65,900)
• Audit report

Position at 31 December 2012

• Cash and equivalent $108,666
• Accounts receivable $ 14,914
• Liabilities $ 1,726
• Stock at Hand $ 31,239
Aspley State School
Parents & Citizens Association

MINUTES
Annual General Meeting Tuesday 19th February 2013, 7:00pm

Income 2011 ($203,765)

Income 2012 ($233,581)

Expenses 2011

Expenses 2012
Asset Rentals –

- Key focus to generate passive income
- Benefit of recurring nature of income
- 2011 – 250% of 2010 income
- 2012 – 22% increase on 2011
- The outlook for 2013 remains positive
- Key revenue generator for the P&C
- Low cost / low risk

Moved: Rodney Lapworth  Seconded: Debbie Brown

Principal’s Report:

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

In summary:

Welcome New Staff -

- Mr Frank Riccobon – I.T. ON MONDAYS
- Mrs Sonia Vener – Year 4
- Mrs Allison Christian – SEP Teacher
- Mr Angus McGarva – G.O.
- Mr Kym Farrow – Year 7C

Welcome Back –

- Ms Daniela Virzi – Now Year 4 – six months
- Mrs Naomi de Blonk Smith – Year 1 (Term 1)
- Mrs Elissa Molloy – Prep
- Mrs Donna Boyce – appointed
- Ms Kristel Sturton – ECDP
- Ms Leica Beevers – ESL
- Ms Lisa Hudson – TA
- Ms Ann Marie Hughes – TA
- Analysis and Discussion of Data –

What’s Happened Over Holidays -

- Internal Wall in F block
- New interactive data projectors to F block and new LOTE room
- New fence on oval
- New fence to top of swimming pool
- Drain to deep end of swimming pool
- Seats around hall – P&C paid
- Boom gates to main entrances to school staff car parks
- New playground for EDCP and Early Years oval ordered
2012 Recap –

- ARTS COUNCIL
- Mary Poppins Excursion
- Year 6 and Year 7 Camps
- Great Race - preparation for Cross Country
- Band Performances
- Bunya to Bay
- P-3 Easter Concert
- P-3 Christmas Concert
- Refurnished Sick Room – Student Council
- Special school assembly for NAIDOC
- Senior& Junior Bands, Strings and Choral Performances
- Term NAPLAN
- Honours Music Camp, Music Camp Hervey Bay
- Aspley Music Night
- Anzac Assembly
- School Photos
- Bike Skills Training
- Brainways
- Excursions:-
  1. Bunyaville Year 2, Nudgee Beach Year 1
  2. Year 3 Starlab in the Hall
- Grandparents Day Year 1
- Footsteps T4

2012 Academic Achievements –

- School Audit – Aspley was rated as a high performing school
- Introduction of researched based programs
- Jolly Phonics P-1
- Cars and Stars Years 2-7 reading and spelling
- Words their Way Years 1-3 spelling

Achievements Linked Directly to P&C –

- As per President’s Report

2013 Support -

Commitment of:
- $35,000 technology – To go towards new servers, new classroom electronic setups, phonic ear systems, computer replacements
- $1000 garden club
- $2000 supporting families
- $2000 prep outdoor
- Payments T1 - $20,000, T2 - $10,000, T3 - $5000
Early Years Playground –

ECDU Playground –
2013 Term 1 Variation To School Regime –

- Year 6 Camp
- Year 7 Camp
- Canberra Trip
- Arts Council
- St Helena Year 5 excursion
- Star Lab
- Life Education

Our 2013 Focus –

- CARS and STARS Reading Comprehension
- Seven Steps to Successful Writing
- Jolly phonics extended to Year 2
- Number Facts
- Reading Goals and Writing Goals

My Reading & Writing Goals –

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**My reading goals**

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<tr>
<th>Category</th>
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<th>Goal</th>
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**My writing goals**

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- Reading the Text
- Finding the Main Idea
- Reading Facts and Details
- Understanding Sequence
- Recognising Cause and Effect

**My writing goals**

- Audience
- Text Structure
- Ninth
- Pronunciation Error
- Vocabulary
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- Pronunciation Error
- Vocabulary
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- Sentences Structure
- Punctuation
- Spelling
2013 Day 8 –

- Numbers

2013 –

- We are looking forward to another big year of achievements and adventure at Aspley

**Moved:** Rodney Lapworth  **Seconded:** Cindy Hill

**President’s Report:**

Summary of key issues that have been addressed –

**Strategic Plan** -
Implementation of a Strategic Plan to give the P&C direction for the next 5 years

- **Restructure the P&C internal organisation**
  - Business Services / Building & Maintenance Committee / Swimming Club / Spirit Committee

- **Continue governance reforms**
  - Implemented a new accounting package
  - Appointed a Bookkeeper – RNA Solutions

- **Review Business Services operated by the P&C**
  - Tuckshop / Bookshop & Uniforms

- **Align P&C Budget expenditure to assist with School Budget shortfalls**
  - Forecasting
  - **Create a zero cost environment through the hire of school facilities**
    - Swimming pool chemicals / heating costs
    - Hall rental / room rental / corporate & community hire & proposed adult education
    - Oval Lighting

- **School Marketing**
  - Create key points of difference - Accessibility to I.T. / Music Programme / Swimming Pool / Communication (interactive website) / Community Partnerships

**2012 Review** -

Expenditure to School - $65,900

- Computers
- CEP (Classroom Enhancement Programme)
- Hall Seating
- Relocking Hall access
- Swimming Club Timing System
- Year 7 Graduation

Grant Applications (Early Years / ECDU)

- Officially received Queensland Government Sport & Recreation Grant $30,000 and Gambling Community Benefits Fund $51,000

**2013 School Budget Alignment** -

Expenditure to School - $40,700

- Computer replacements, new servers, new classroom electronic setups, phonic ear systems - $35,000
- CEP (Classroom Enhancement Programme)
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• Garden Club $1000
• Supporting families $2000
• Prep outdoor $2000
• Year 7 Graduation $700
• Payments T1 - $20,000 / T2 $10,000 / T3 $10,700

Grant Applications (Early Years / ECDU)
• Application to Queensland Government Gaming Community Benefits $30,000. P&C to contribute $10,000 accepted.

2012 Review -

Drop Off Zone
• Safety audit and review
• Formal application submitted for Federal Black Spots Funding

Business Services Committee
• Continue implementation of the Strategic Plan
• Review P&C retail operations (Tuckshop & Bookshop)
• Appointed P&C Co-ordinators
• Tuckshop & Aspley Shop on-line ordering through school website completed

Building & Maintenance Committee
• Installation of Seating around Assembly Hall
• Increased participation at working bees
• Clean-up of clutter beneath all school buildings
• Maundrell Terrace tree and shrub maintenance
• Bollards installation
• Earthworks at Prep – replaced fencing
• Lighting of Netball courts

Swimming Club
• Electronic Timing System $10,000 / 2013 $5000 Electronic Scoreboard & PA System Telstra Grant $1,500 plus $2,000

Aspley Spirit Committee
• Welcome to Aspley Family Day 2012
• Co-ordination of Parent Network Parent - increased communication through class representatives
• Assisted the Tuckshop with special trading days for special events e.g. Ekka, State of Origin and Sporting days
• Co-ordinated Home Bake for the Tuckshop
• Trivia Night
• Kids Disco x 1
• Christmas Night Markets
• Support of the Schools Music evenings
• Community coffee events

Moved: Andrew Duncan  Seconded: Anthony Jones
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 – Anthony Jones accepted the nomination and there being no other nominations was elected unopposed.
- Vice President – No nominations received - position remains vacant.
- 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 – Danny Power accepted the nomination and there being no other nominations was elected unopposed.
- Assistant Treasurer – No nominations received - position remains vacant.

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

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 President 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.
General Business:

   
   **Moved:** Rodney Lapworth  
   **Seconded:** Alan Smith

2. Recognition of Past President Tony Lee thanking him for his contribution to Aspley State School and the P&C which has benefited under his guidance to drive the School to the level it is today.
   
   **Moved:** Andrew Duncan  
   **Seconded:** Anthony Jones

3. Accept the Strategic Plan.
   
   **Moved:** Rodney Lapworth  
   **Seconded:** Andrew Duncan

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

<table>
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<tr>
<th>Term</th>
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<tr>
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<td>Tuesday, 18th June 2013 at 7:00 pm</td>
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<td>Tuesday, 22nd October 2013 at 7:00 pm</td>
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<td>4</td>
<td>Tuesday, 19th November 2013 at 7:00 pm</td>
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   **Moved:** Cindy Hill  
   **Seconded:** Rodney Lapworth

**Date of next Meeting:** Tuesday, 18th February 2014

**Closure:** 8:14pm