Aspley State School
Parents & Citizens Association
MINUTES
General Meeting Tuesday 18th June 2013, 7:00 pm

Opening and Welcome: Meeting Opened at 7:08pm

Present: Anthony Jones (President), Danny Power (Treasurer), Alan Smith (Secretary), Victoria Edwards (Vice President)

Sub Committees: Janelle Lee (Spirit Committee)

Staff: Andrew Duncan, Margaret McKinnon

Parent Body: Dianne Groenhuijzen, Cindy Hill, Sharon Iselin-Shea, Jan Paterson, June Reynolds, Craig Spink, Teresa Steele

Guests: Rod McGarvie (LNP Candidate), Carolynne Hassall, Fred Leone

Apologies: Tracy Davis MP, Norm Wyndham (Councillor for McDowall), Keryn Binney, Debbie Brown, Rodney Lapworth, Tony Lee, Russell Steele, Nicole Walters

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

Moved: Andrew Duncan
Seconded: Cindy Hill

Business arising from previous minutes: None

Correspondence:
Inward: National Teaching Awards for Inspirational Educators closes 31 July 2013
Various funding raising correspondence

Outward: None

Treasurers Report:

Activity Since Last Meeting
- 2013 CEP program has commenced
- Chocolate drive complete – final financial results will be available next meeting
- Continued focus on accounting controls to ensure transparency of all P&C income and expenditure.
- Accounts have been reconciled to the end of April > some small items still be finalised for May

Current Position
- There has been no unexpected movement in financial position since the beginning of the calendar year.
- Cash on hand has increased from $99,000 to $128,000 primarily due to receipts for the recent chocolate fund raiser and the commencement of the 2013 CEP program. There are still some outstanding Cadbury invoices for the chocolate fund raiser that are yet to be paid.
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Issues to Discuss

- Treasurer Position and Duties:
  Ongoing discussion to pass some of the accounting responsibility to P&C coordinators and allow the Treasurer to act in a supervisory role.

- Tuckshop/Bookshop:
  There is a very large stock balance for uniforms. Propose helping Bonnie with working out some kind of appropriate ‘rule book’ for purchasing based on expected sales and required sales quantities in conjunction with consideration of some kind of point of sale/electronic stock control system. Karyn McMullin has spent a considerable amount of her own time investigating how other school control their uniform stock and will pass her findings to the P&C sometime soon.

  Moved: Janelle Lee          Seconded: Dianne Groenhuijzen

Principal's Report:

1. Year 7 to High School
   - Aspley State School plan for transition Year 2014
   - Staff developed preliminary plan during term 2 2013
   - Discussed and endorsed at community coffee on 3 June
   - Uploaded to website on 4 June for feedback.
   - Submitted for P&C endorsement this evening

2. Enrolment Management Plan (EMP) 2014
   1. Enrolment Capacity of School:
      - Aspley State School currently has the capacity to enrol up to 755 students.
      - The number of students entering Prep in any given year is not to exceed 100 in four classrooms, unless there are more than 100 students enrolling from within the catchment area.

   2. Outside Enrolments:
      Other students outside the catchment area deemed to be eligible for enrolment.
      The following groups of students will be deemed as eligible for enrolment, even though they may reside outside the school’s catchment area:
      - Children and young people who are subject to child protection orders that grant guardianship or custody to the Chief Executive Officer of the Department of Communities, Child Safety and Disability Services (Child Safety Services)
      - Siblings of current students at the school (excluding siblings of Program of Excellence students). Where a school has both a primary and secondary campus, siblings are only eligible to enrol in the same campus as the currently enrolled student
      - Students whose parent or legal guardian is employed by the school
      - Students who live outside the catchment area and are verified with a disability can enrol in the school to attend the specialised disability program if it is the closest program to their home and meets their individualised needs
      - Students who have been excluded from a school other than this school, dependent upon the conditions related to the exclusion, as determined by the Regional Director.

   3. EMP submitted for P&C Endorsement
3. Variations to School Routine Term 3 2013
   - Seat Program visiting Prep – Year 7 – 26 July 2013
   - Fun with Maths – 29 July 2013
   - Year 5 Living Histories incursion – 7 August 2013
   - SINGFEST 2013 – 20 August 2013
   - Year 1 Bunyaville Excursion – 21-22 August 2013
   - Northside Junior Music Camp – 10 September 2013
   - BRAINways – 17 September 2013

   Submitted for P&C endorsement this evening

4. Term 3 Calendar

   Copy submitted to P&C (copy on website)

5. iPad Classes 2014
   - EOI for EOI sent to 2013 Year 3 and 4 parents
   - Proposal for pilot of one year 4 class and one year 5 iPad class for 2014
   - EOI Letter submitted to P&C
   - Responses received…….
   - Year 4 2014 – 55 yes - 2 no
   - Year 5 2015 – 49 Yes – 6 no
   - Formal P&C Endorsement for proposed iPad classes as per preliminary proposal

6. School Annual Report

   2012 Annual School Report presented (copy on website)

7. Staff Changes for Term 3
   - Mr Thomas – Acting Deputy at Beachmere SS
   - Christine Antoni – HOC Aspley
   - Daniella Virzi 4V – Lise Saffrey
   - 3A – Cathy Bell
   - Brendan Smith will join as second deputy principal taking care of the Year 3 – 5 for Term 3

8. Thanks for a Great Semester

   The above matters requiring endorsement by the P&C were endorsed.

   Moved: Janelle Lee  Seconded: Cindy Hill

President’s Report:

Key issues for discussion:

1. Insurance
   Agreed to review personal injury and contents.

   Personal accident:
   - $100,000 death benefit
   - $700 per week lost work time (104 weeks)
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- $500 per week domestic home help
- $2,500 non-medicare and medical expenses

Contents
- Material damage $15,000
- Personal property $500

P&C approved the President to obtain quotes from the insurance broker for –
- $100,000 to $500,000 death benefit
- $1,000 per week lost work time (104 weeks)

2. CEP
- CEP commenced in May 2013
- To date the results are ($3,900):
  - Prep $820
  - Gr1 $715
  - Gr2 $420
  - Gr3 $595
  - Gr4 $465
  - Gr5 $320
  - Gr6 $150
  - Gr7 $415

Agreed that the CEP will be promoted through the School’s facebook page, newsletter, word of mouth to highlight the need for the parents to support the program.

3. Review of P&C Coordinators
- A formal review will take place in July
- Feedback has been sought
- We will look to reshape roles and re-set job descriptions
- Part of the process is to ensure that succession can be achieved
- Involves job descriptions
- Process descriptions
- Investigations underway in relation to stock control/POS systems

Moved: Andrew Duncan          Seconded: Janelle Lee

Subcommittee Reports:

Business Services:

No report.

Building and Maintenance:

Another successful and productive working bee was held on Sunday 16/06/13 with 19 attending. It was great to see a number of new parents and students helping out, along with the regulars. The focus was on a variety of jobs identified by the schools teaching and admin staff including the topping up of sand pits, new sign for the drop-off car park, tidying up the staff car park and garden centre, hanging of clocks and white boards, and the cleaning out/tidying up of the furniture storage shed to name a few. Thanks to all that helped, particularly to Damian Field for taking up the challenge of organising and co-ordinating the working bee.
Consideration now needs to be given for T3 & T4 working bee dates and what we would like to focus on for both days.

Activities since last meeting:
- Worked with the school to identify and repair security lighting throughout the school.
- Light switch installed in the pool nominations room.

Working Bees:
- T3 – TBA
- T4 – TBA

Projects in the pipeline:
- Location of the commemorative pavers to be decided and actioned.
- Repair paling fence and mesh fence at the junior oval.
- Extend tractor shed to house high jump mats etc. to enable disposal of the shipping container.
- Trimming of vegetation along the Maundrell Tce fence line.

Spirit Committee:
- It has been another busy term at Aspley State School. The Fluro Night Disco was a great night and all the glow sticks, finger lights and fluro outfits looked amazing as the kids danced up a storm in the hall. Feedback from many of the parents was great saying the hot dogs were a hit and the kids had a great night. Many parents volunteered their time before and during the night and their assistance was greatly appreciated. Thank you.
- Chocolates from term 1’s fundraiser are still slowing coming in. Most families have returned the money or unsold chocolates early this term. There are still chocolates available to sell which will be sold over the rest of the school year at other events coming up including red tuckshop days, election day, music nights and Christmas markets. I will continue to collect all monies/unsold chocolates owed through term 3 and 4. Thank you to all the families who have sold chocolates and the few who still continue to sell the chocolates.
- On the P-3 sports day, Keren Ham held a wonderful Bake Stall for all parents, friends and students to purchase morning tea. The stall was a great success again and thanks must go to Keren for organising and all the wonderful parents who baked for the stall and volunteered their time to assist at the stall.
- The P & C Spirit Committee also assisted in the Semester 1 music night. The hall was packed with family and friends of the performers and a great night was held by all. Thanks to all the parents who assisted selling tickets at the door and selling raffle tickets.
- Community Coffee was held a couple of weeks ago with Mr Duncan. Only a few parents attended to discuss the look of next year’s school leaders. Thank you to Mr Duncan and the parents who attend for your thoughts and time. It is always nice to chat over a coffee.
- This term the only event to be organised will be the Election Day Monster Garage Sale and Stalls. Janelle Lee has kindly offered to be the co-ordinator of this event with me assisting her. This is a great opportunity to take advantage of the large number of visitors to our school. We are planning a Monster Garage Sale, Home Bake Stall, BBQ Stall, Coffee Shop and Monster Raffle. We will be looking for donations of household items e.g. tools, furniture, toys, books, kitchen items etc. We will also be looking for donations of items for our raffle and baking. There will be a meeting for anyone who’d like to be involved in the planning of this event on WEDNESDAY 24th JULY 2013 at 7.30pm in the school office.
- The only other event for this year will be the Christmas Hand Craft Markets. We have booked the hall for Friday 15 November and Keren Ham and Rachel Keogh have already started contacting stall holders from last year and inviting them to join us again this year. Further information about this event will be forthcoming at the next P & C meeting.
Swimming Club:

No report.

Moved: Cindy Hill  Seconded: Andrew Duncan

Motions on Notice: None

Registration Of New Members: Nomination was read out and approved.

General Business:

1. P&C to consider at the next meeting the continuation of the Active Travel Program in 2014 with the proposal put forward to make the Active Travel Program Committee a sub-committee of the P&C Executive and to have School Leaders appointed to promote the program in the School community.

   Andrew Duncan to discuss the School Leader component with the teaching staff and reply to the P&C at the next General Meeting.

   The Executive to look at the proposal with regard to administration and funding of the program in 2014.

2. The grant application for funding further development of the playground was knocked back. The P&C will resubmit the application at the next round of grants.

3. Banking authorities –
   - Approved the removal of Joanne Bassingthwaite as a signatory from the BoQ bank account
   - Approved the addition of Victoria Edwards as a signatory to the BoQ bank account

4. Independent Public School – current status is a meeting has been held with the LCC and discussions with teaching staff and further investigation to be carried out. There has been no information forthcoming from EQ regards to next round of offers for Schools. It is generally believed that the School would benefit in the long-term from a move to the Independent School format.

Date of next Meeting: Tuesday, 20th August 2013

Closure: 8:55pm