Aspley State School
Parents & Citizens Association
MINUTES
General Meeting Tuesday 20th August 2013, 7:00 pm

Opening and Welcome: Meeting Opened at 7:04pm

Present:  
Executive: Anthony Jones (President), Danny Power (Treasurer), Alan Smith (Secretary)

Sub Committees: None

Staff: Andrew Duncan (Principal)

Parent Body: Keryn Binney, Cindy Hill, Francis Hope, Sharon Iselin-Shea, Rodney Lapworth, June Reynolds, Craig Spink, Warwick Trafford, Fred Leone

Guests: Norm Wyndham (Councillor for McDowall), Lindsay Kliendienst Chaplin for Aspley State School

Apologies: Tracy Davis MP, Margaret McKinnon (Deputy Principal), Victoria Edwards (Vice President), Dianne Groenhuijzen, Tony and Janelle Lee, Nicole Walters

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

Moved: Cindy Hill Seconded: Andrew Duncan

Business arising from previous minutes: None

Correspondence: 
Inward: Variety of fund raising

Outward: None

Treasurers Report:

Current Position
  • Accounts have been reconciled to the end of June.
  • There has been no unexpected movement in financial position since the beginning of the calendar year:
    • Cash at Bank $124,558
      o The P&C aims to keep an appropriate amount in cash to act as security for school emergency expenditure
      o Cash has grown in recent months, however we have a number of large payments due soon (that could easily take $20,000). Cashflow is not consistent so the balance will rise and fall over the entire school year
  • P&C has committed $40,000 over the course of the year to the school
    o $20,000 in Term 1 (done)
    o $10,000 by early term 3 (done)
    o $10,000 by end of term 3
    o + $8,325 CEP
    o In term 4 we will look at financial position may consider other funding for projects etc
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- Projected surplus for 2013
- Continued focus is to derive recurring cash flows from school assets
- Uniform shop, Tuckshop, Hall hire etc

Current cash forecast

<table>
<thead>
<tr>
<th>Forecast Cash Movement</th>
<th>Forecast cash movement</th>
<th>Summary source info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bal 18 Aug Working</td>
<td>$36,788</td>
<td></td>
</tr>
<tr>
<td>Remainder of year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>After school care payment (expected)</td>
<td>$9,000</td>
<td></td>
</tr>
<tr>
<td>Estimated Tuckshop result</td>
<td>$6,866</td>
<td>$6,866 YTD to June Result</td>
</tr>
<tr>
<td>Estimated Uniform shop result</td>
<td>$71</td>
<td>$71 YTD to June Result</td>
</tr>
<tr>
<td>Pool Hire</td>
<td>$6,000</td>
<td>$1,000 Per month</td>
</tr>
<tr>
<td>Sale; Aspley Hornets</td>
<td>$1,636</td>
<td>$273 Per month</td>
</tr>
<tr>
<td>Sale; Bai Rui Taekwondo</td>
<td>$1,636</td>
<td>$273 Per month</td>
</tr>
<tr>
<td>Sale; Rhee Taekwondo</td>
<td>$1,364</td>
<td>$227 Per month</td>
</tr>
<tr>
<td>Lifeline Community Bins</td>
<td>$2,160</td>
<td>$360 Per month</td>
</tr>
<tr>
<td>Swim club expenses</td>
<td>($4,544)</td>
<td>($4,544) cost to June (excl one off)</td>
</tr>
<tr>
<td>Hall</td>
<td>($100)</td>
<td>($48) cost to June (excl one off)</td>
</tr>
<tr>
<td>RNA</td>
<td>($2,775)</td>
<td>($2,775) cost to June (excl one off)</td>
</tr>
<tr>
<td>Other expenses</td>
<td>($7,574)</td>
<td>($7,574) cost to June (excl one off)</td>
</tr>
<tr>
<td>Technology</td>
<td>($2,000)</td>
<td>$0</td>
</tr>
<tr>
<td>Final school transfer</td>
<td>($10,000)</td>
<td></td>
</tr>
<tr>
<td>CEP payment to school</td>
<td>($8,235)</td>
<td></td>
</tr>
<tr>
<td>School playground contribution</td>
<td>($20,000)</td>
<td></td>
</tr>
<tr>
<td>Expected movement</td>
<td>($26,494)</td>
<td></td>
</tr>
<tr>
<td>Forecast Balance - Working</td>
<td>$10,294</td>
<td></td>
</tr>
<tr>
<td>Websaver</td>
<td>$81,262</td>
<td></td>
</tr>
<tr>
<td>Forecast cash</td>
<td>$91,556</td>
<td></td>
</tr>
</tbody>
</table>

Issues to Discuss

CEP
- $8,325 received to date
- Total will be transferred to school this week

Chocolate Drive
- Some (minimal) stock left but basically complete
- Final result will be approximately $4,700 profit

Tuckshop / Uniform shop
- The tuckshop and uniform shop both rely on one PC which is now out of date, slow and requires replacement
- Both shops require some form of stock control moving forward to ensure P&C funds are managed properly

Propose a $2,000 technology fund be approved to replace out of date equipment and implement stock control.

Moved: Rodney Lapworth  Seconded: June Reynolds
Principal’s Report:

1. **EMP 2014**
   - Aspley State School will be enrolment Managed from 2014.
   - All outside of catchment enrolments from NOW will need to complete an EOI for enrolments. Each EOI will be dated and time stamped. Principal will contact if places are available and the normal enrolment process would then take place.

2. **2014 Prep**
   - Over 140 prep applications.
   - Margaret interviewing current Aspley families who have siblings in prep 2014.
   - Would like to reduce enrolments to 125 which should occur as other schools finalise their places for 2014.
   - An application for a permanent 5th prep building has been submitted. Will hear later in year.

3. **Council Car Park**
   - Feedback sought
   - New enhancements proposed to start as soon as possible
   - Funding secured.

4. **iPad Classes for 2014**
   - Parent meetings will be held in the hall on Monday 2 September.
   - One Year 4 and One Year 5 class for 2014.
   - An EOI process will occur and selection process shortly afterwards.
   - Parents will need to sign an agreement with the school
Parents MUST attend the information evening if they are intending to submit an EOI.
Christine Antoni and Paul Robinson will be the year 4 and year 5 ipad class teachers (respectively)

5. Variations to School Routine Term 3 2013

Endorsement required:
- Year 7 Craigslea High Volleyball
- Fun with Maths
- Year Living Histories
- Year 1 Bunyaville
- Northside Junior Music Camp

6. Financial Audit
- EQ auditor has completed a financial audit of school
- Good audit results.
- Changes to money handling procedures
- Office hours (office closes at 3:30pm)
- B-Pay will be coming
- Stay in place drill to be implemented by Term 4

7. Independent Public Schools
- LCC has endorsed an application for IPS for 2014.
- P&C approval sought
- Application due next Friday.
- Move that P&C executive provide feedback to principal on application and that it be submitted by 30 August.
- Innovative educational programs as an IPS:
  - Explore ways of promoting the year 3-6 opportunities.
  - Develop parent learning community
  - Learning 24/7 – 21st Century Learning philosophies, Digital Citizenship and personal learning productivity.
  - Further develop ways for teachers to receive relevant and timely feedback on student performance that doesn’t detract from core business.
  - Staff Professional Development.

8. 2014 Enrolment Data

<table>
<thead>
<tr>
<th>Year Level</th>
<th>2012</th>
<th>2013</th>
<th>CURRENT</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prep</td>
<td>123.4</td>
<td>93.8</td>
<td>95.2</td>
<td>125</td>
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<tr>
<td>Year 1</td>
<td>77</td>
<td>114</td>
<td>116</td>
<td>96</td>
</tr>
<tr>
<td>Year 2</td>
<td>96</td>
<td>81</td>
<td>86</td>
<td>116</td>
</tr>
<tr>
<td>Year 3</td>
<td>92</td>
<td>92</td>
<td>93</td>
<td>86</td>
</tr>
</tbody>
</table>
Year 4 | 68 | 101 | 99 | 93
Year 5 | 50 | 74 | 73 | 99
Year 6 | 80 | 49 | 53 | 73
Year 7 | 67 | 74 | 73 | 53
Total Primary | 653.4 | 678.8 | 683.6 | 741

9. Student Resource Scheme
   - Prep 2014 - $150 – breakdown:
     - Stationery $25
     - Class workbooks $10
     - Art and craft $45
     - Colouring Pencils, crayons and other writing implements $30
     - Display folders $15
   Approval sought.

10. Request for Additional Support
    - $20,000 towards oval play area.

Moved: Rodney Lapworth
Seconded: Sharon Iselin-Shea
President’s Report:

Key issues for discussion:

1. **Insurance**
   Review of insurance of personal injury and contents:
   - Property:
     - $215 premium per annum to cover property insurance
   - Income Protection:
     - $700 per week lost work time (104 weeks)
     - Reviewing income with broker

2. **Co-ordinator Review**
   - Performance review completed with co-ordinators
   - Reviewing ideas put forward by Co-ordinators to improve activities
   - Bonnie will be resigning due to move to Sydney and the Committee would like to give a vote of thanks to Bonnie for her contribution and hard work over the time she has been with the School, as such, we propose to give her a card and flowers showing our appreciation
   - The P&C Executive will commence looking for a replacement
   - The P&C Executive are looking at having someone on call/casual to fill the Co-ordinators role when they are not available.

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

Subcommittee Reports:

**Business Services:**

No report.

**Building and Maintenance:**

Activities since last meeting:
- Tim the Treeman trimmed various trees around the School and removed any trees that may cause harm or damage.

**Working Bees:**
- T4 – Sunday 3 November 2013 from 8:00 am to 12:00 pm

**Spirit Committee:**
- Election Day Monster Garage Sale and Stalls – Looking for support to man the stalls.
- Christmas Hand Craft Markets - Booked the hall for Friday 15 November 6-9 pm.
- Community Coffee – Wavell Heights High School presentation on the Year 7 transition and how they are preparing for it.

**Swimming Club:**
- Club Swim Meeting – 3 September 2013 at 7:00 pm
- 15 September 2013 trials from 10:00 am to 12:00 noon with a race for new members of the Club
- 11 October 2013 first swim day of the Club
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- 15 November 2013 access to car park will be restricted for swimming as clash with Friday Night Markets
- A thank you to the P&C Committee for providing:
  - Painting of the stands
  - Anti-possum protection
  - Warm showers.

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

**Motions on Notice:**  None

**Registration Of New Members:**

1. Move that the P&C Committee approve the submission of the application by 30 August 2013 an Independent Public School – Approved.

2. Move that the P&C Committee approve the Student Resource Scheme proposal as outlined in the Principal’s Report – Approved.

3. Move that the P&C Committee approve additional financial assistance in the amount of $20,000 towards the oval play area – Approved.

4. Move that the P&C Committee approve the purchase of a card and flowers to show the Committees’ and School’s appreciation for Bonnie’s hard work – Approved.

**General Business:**  None

**Date of next Meeting:**  Tuesday, 22nd October 2013

**Closure:**  8:46pm