Aspley State School P&C

Parents & Citizens Association

MINUTES

Annual General Meeting Tuesday 18th February 2014,
7:00pm

Opening and Welcome: Meeting Opened at 7:19pm

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

Executive: Warwick Trafford (Swimming Club)

Sub Committees: Andrew Duncan, Margaret McKinnon, Brendan Smith, Francis Hope, Lindsay Kliendienst, Elissa Molloy


Parent Body: Tracy Davis MP, Norm Wyndham (Councillor for McDowall), Victoria Edwards (Vice-President), Dianne Groenhuijzen, Peta Lapworth, Tony Lee, Russell Steele

Apologies: Accepted and to be placed on to the web site.

Moved: Rodney Lapworth
Seconded: Debbie Brown

Treasurers Report:

The treasurer presented a power point presentation of the financial performance of the Aspley State School P&C for the year ended 31 December 2013.

Summary of results –

• P&C remains in a solid financial position
• Operating result derived in 2013 was a $14K deficit primarily due to increased support for the school
• Reduced cash position (-12% from 2012)
• Key achievements
• Continued efficient of use of school assets
• Focus on efficiency of operations
• Substantial support for major school items - $81,000 (up from $65,000 in 2012)
• Audit report finalised

Financial Position at 31 December 2013

• Cash and equivalent $95,615
• Accounts receivable $10,212
• Stock on hand $35,692
• Total liabilities $2,621

➢ P&C remains in a strong financial position to support the school
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Income Sources
2013 ($252K)

Expenditure
2013

Aspley State School P&C
Continue Use of Assets –

- Key focus remains to generate ‘passive’ income (no material expenditure)
- Key revenue generator for the P&C
- Low cost / low risk
- Benefit of recurring nature of income
- Have consolidated at approximately 25% of income during 2013
- The outlook for 2014 remains positive

Moved: Rodney Lapworth  
Seconded: Brendan Smith

Principal’s Report:

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

In summary:

1. **New Model Constitution**

   The Department of Education, Training and Employment has released a new version of the P&C Model Constitution. The new Constitution should be adopted by the end of Term 1 (Friday 4 April 2014) at your AGM, or if this is not possible, at a special meeting convened only for that purpose.

   Notable changes to the model constitution are:

   - There have been a number of changes to condense text and align the model constitution more closely with legislation.
   - The addition of a specific P&C code of conduct and the Public Service Code of Conduct reference has been removed.
   - Increased information about refusal of membership applications to the Association and the right to seek a review of a refusal of a membership decision.
   - The addition of School Council information
   - No longer a need for P&C to notify the Regional Office of the auditor’s name and qualifications
   - Principals can now approve both the adoption of the constitution and any amendments, but must notify the Regional Office in both instances.
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• The Model constitution is locked and only the highlighted areas can be changed
Endorsement required by the P&C.

2. Thanks For 2013

P&C contributed well over $70,000 directly to the school in 2013.
• Upgrading the main computer server and replacing computers in the school
• Purchasing iPad's for classroom use – now totally 25 for the main school + 10 for Prep
• Supporting families financially to enable children to attend camps and excursions and
• Purchasing school equipment and uniforms.
• New playground for the main oval
• Supporting the Year 6 Garden Club
• Year 7 Graduation
• Year Level CEP projects in 2013
It was a huge year in 2013 for all concerned and we couldn't have done it without your support
and assistance.

3. Welcome To Aspley

• Mrs Jane Sampson
• Mrs Carol Nicholson
• Ms Kelly McMeeken (SEP)
• Ms Emma Nicols (ESL – Mon/Thur am)
• Ms Rowena Mina (full time)

4. Welcome Back

• Mr Paul Clark
• Mrs Lynette Harrington

5. Active School Travel

• Official Launch for 2014 occurred this morning with a walk up from Ben Lomond Park.
• Thanks to Leigh-Ann and the AST team for their efforts!
• New AST ambassador roles in place as additional roles for the 2014 Sports Captains.
• We are looking forward to an exciting year of AST.
• Thanks to the team major works were carried out in the drop off zone and Horn Road during
• New flashing school zone signs were also installed on Maundrell Terrace thanks to the State
Government and advocating from Tracy Davis.

6. CEP Changes

• Approval sought from P&C
• No CEP this year
• Two fundraising activities instead:
• Fun Run
• Number facts challenge
• School-run and managed with details of what we are fundraising for
7. **IPAD Classes**

- 3 iPad classes in 2013 up and running and from all accounts loving their new access to the technology
- Will keep you informed throughout the year as the program continues

8. **The Aspley way**

![Diagram of The Aspley Way]

The Aspley Way (our pedagogical framework) has been implemented.

Our model has been developed from a research base which includes:

- Direct Instruction (Zig Engelmann)
- Explicit Instruction (John Fleming)
- High Impact Instruction (Jim Knight)
- Visible Learning (John Hattie)
- The Gradual Release of Responsibility (Fisher & Frey)

9. **Resource Levy**

- The Resource Levy form needs to be returned to the Office ASAP, indicating your participation (or identified non-participation) in the scheme.
• The $45 per student levy allows us to use bulk purchasing arrangements to make schooling more cost effective for parents, so your participation is encouraged.
• It is not compulsory to participate. Should you wish not to participate in the scheme, the items usually purchased through the Levy will need to be purchased separately by you from a list provided.
• From 2014, the levy covers an online subscription to Mathletics (usually $99), use of school supplied dictionaries and atlases (usual cost $70), English Texts and other classroom resources.

10. Great Results Guaranteed

• I’m sure you have heard the exciting news about the Great Results Guarantee. Through the Guarantee, Aspley State School has been provided an additional $249,061 to strengthen literacy and numeracy.
• The annual funding boost for Queensland State Schools comes with a guarantee that every Queensland state school student will either:
  • Achieve the national minimum standard for literacy and numeracy for their year level, or
  • Have an evidenced based plan, developed by the school, in place to address their specific learning needs.
• To say we are excited about this initiative is an understatement! School staff are currently working on the requirements of the funding agreement.
• Community consultation occurred yesterday during a Community Coffee and at the P&C Meeting tonight.

5 main layers of implementation:
• Oral Language and targeted literacy and numeracy support in Prep.
• Targeted para-professional support for Year 1-7 in reading and numeracy
• Specialist Numeracy Support across 2-7
• Professional Development for staff
• Targeted Literacy and Numeracy Resourcing Support for all year levels

11. Day 8

• 701 students enrolled for 2014 on Day 8
• Under normal circumstances this would have eventuated in a change in the whole school design for 2014. As an IPS school though we were able to utilise our full staffing allocation to maintain our current 29 classes
12. Pro-Social Program & Specialist Timetable

Traffic Lights

(Habit #2: Managing Impulsivity)

STOP
what you are doing

THINK
about your options

DO
make a positive choice

Please go to next page
Habits of Mind

1. Persisting
   Stick to it! Persevering in task through to completion; remaining focused. Looking for ways to reach your goal when stuck. Not giving up.

2. Managing impulsivity
   Take your time! Thinking before acting; remaining calm, thoughtful and deliberative.

3. Listening with understanding and empathy
   Understand Others! Devoting mental energy to another person’s thoughts and ideas. Make an effort to perceive another’s point of view and emotions.

4. Thinking flexibly
   Look at it another way! Being able to change perspectives, generate alternatives, consider options.

5. Thinking about your thinking (metacognition)
   Know your knowing! Being aware of your own thoughts, strategies, feelings and actions and their effects on others.

6. Striving for accuracy
   Check it again! Always doing your best. Setting high standards. Checking and finding ways to improve constantly.

7. Questioning and problem posing
   How do you know? Having a questioning attitude; knowing what data are needed and developing questioning strategies to produce those data. Finding problems to solve.

8. Applying past knowledge to new situations
   Use what you learn! Accessing prior knowledge; transferring knowledge beyond the situation in which it was learned.

9. Thinking and communicating with clarity and precision
   Be clear! Striving for accurate communication in both written and oral form; avoiding over generalizations, distortions, deletions and exaggerations.

10. Gather data through all senses:
    Use your natural pathways! Pay attention to the world around you. Gather data through all the senses; taste, touch, smell, hearing and sight.

11. Creating, imagining, and innovating
    Try a different way! Generating new and novel ideas, fluency, originality.

12. Responding with wonderment and awe
    Have fun figuring it out! Finding the world awesome, mysterious and being intrigued with phenomena and beauty.

13. Taking responsible risks
    Venture out! Being adventuresome; living on the edge of one’s competence. Try new things constantly.

14. Finding humor
    Laugh a little! Finding the whimsical, incongruous and unexpected. Being able to laugh at oneself.

15. Thinking interdependently
    Work together! Being able to work in and learn from others in reciprocal situations. Team work.

16. Remaining open to continuous learning
    I have so much more to learn! Having humility and pride when admitting we don’t know; resisting complacency.
13. Budget For 2014

Draft budget for 2014:

**Budget Summary Report**

<table>
<thead>
<tr>
<th>Details</th>
<th>Total $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carried forward</td>
<td>267,674</td>
</tr>
<tr>
<td>Planned Revenue</td>
<td>-777,124</td>
</tr>
<tr>
<td>Planned Expenditure</td>
<td>994,865</td>
</tr>
<tr>
<td>Planned Non-Current Provisions</td>
<td>50,000</td>
</tr>
</tbody>
</table>

Current cash flow for the budget appears to be acceptable.

14. My Reading & Writing Goals –

Aspley State School is an Independent Public School from 2014.

The first major aspect of this will be to develop the School Council. After the P&C AGM, I will sit down with the P&C President to commence the application and voting process for the inaugural membership.

Our school council will have six inaugural members (including the Principal and P&C president), followed by two nominated parent representatives and two nominated staff representatives.

The School Council’s main role is to provide strategic advice to the Principal and endorse Annual Operation Plans and budgets. It important to note however that the School Council does not have any daily operational responsibility over the Principal or the school.

15. Extra Curricular Activities

Our School offers many out of school services for students. These are listed on the extra curricular tab on our website.

From No Dirt - Just Dance, Go Sports, Active After School activities, swim club, Grasshopper Soccer, AFL there's much to do throughout the year!

Check the website for more details

16. P&C Assistance In 2014

Notice of motion:

- $20,000 towards sporting and curriculum initiatives (e.g. New Friday sport uniforms, Athletics equipment, supporting participation in camps and other activities for those in need & Garden Club)
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• $25,000 – ICT support for 2014 – upgrades of equipment
• $20,000 – hall upgrade- towards new internal steps to sound and lighting box with built in trophy cabinet on hall side – School will fund remaining $20,000 towards this project

Moved: Janelle Lee Seconded: Cindy Hill

President’s Report:

Summary of key issues that have been addressed –

Strategic Plan Review –

• P&C internal organisation restructure has been fully implemented
  • Propose addition of Active School Travel as a new committee
  • New P&C assistants appointed (Bonnie resigned in 2013)

• Continued governance reforms
  • Review of some internal processes and procedures will continue
  • Specific focus in 2014 on committee processes and risk management
  • Removal of the CEP program

• Review of business services
  • Aspley shop and tuckshop process improvement and performance
  • Move to 100% online services

• Align P&C budget to assist the school in meeting shortfalls
  • Targets achieved in 2013
  • Continue to improve recurring income streams

• Assist with school marketing programs
  • Swim programs, accessibility to IT, Music incl Hall
  • Independent School

Committee Review -

• Spirit Committee
  • Kids disco, community coffee, Xmas markets, BBQ’s, two music nights, chocolate drive

• Building and maintenance
  • Tree pruning, working bees, general improvements, fencing etc.
  • Big thank you to Rodney Lapworth

• Swimming club
  • Increased numbers, great Friday night events

Moved: Rodney Lapworth Seconded: Brendan Smith

Membership

Applications: All applications received accepted and entered in the Members Register.
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** – Victoria Edwards accepted the nomination and there being no other nominations was elected unopposed.
- **Secretary** – Alan Smith accepted the nomination and there being no other nominations was elected unopposed.
- **Minutes Secretary** – No nominations received - position remains vacant.
- **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 - No nominations received - position remains vacant
- Building and Maintenance Committee - No nominations received - position remains vacant
- Swimming Club – Warwick Trafford accepted the nomination and there being no other nominations was elected unopposed
- Aspley Spirit Committee – Teresa Steele accepted the nomination and there being no other nominations was elected unopposed

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:

1. **Active School Travel**: The Aspley State School P&C Executive submitted to the meeting that the Active School Travel be made an official Sub-Committee of the P&C.

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

   Motion carried.
2. Active School Travel Committee: Leigh-Ann Rohde accepted the nomination as Chair.

   **Moved**: Sharon Iselin-Shea  **Seconded**: Anthony Jones

   Motion carried.

3. Constitution Amendments: The President advised the meeting of the amendments required to be made to the P&C Constitution.

   **Moved**: Rodney Lapworth  **Seconded**: Andrew Duncan

   Motion carried.

4. Minute Secretary: Motion was put to the meeting by the Secretary to remove the position of Minute Secretary.

   Motion carried.

5. Assistant Treasurer: Motion was put to the meeting by the Treasurer to remove the position of Assistant Treasurer.

   Motion carried.


   Strategy was endorsed by the meeting.

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tuesday, 18th March 2014 at 7:00 pm</td>
</tr>
<tr>
<td>2</td>
<td>Tuesday, 20th May 2014 at 7:00 pm</td>
</tr>
<tr>
<td>3</td>
<td>Tuesday, 19th June 2014 at 7:00 pm</td>
</tr>
<tr>
<td>3</td>
<td>Tuesday, 21st October 2014 at 7:00 pm</td>
</tr>
<tr>
<td>4</td>
<td>Tuesday, 18th November 2013 at 7:00 pm</td>
</tr>
</tbody>
</table>

   Motion carried.

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

   **Closure**: 8:40 pm