Aspley State School
Parents & Citizens Association
MINUTES
General Meeting Tuesday 21st October 2014, 7:00 pm

Opening and Welcome: Meeting Opened at 7:05 pm

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

Sub Committees: Nicole Waters (Spirit Committee)

Principal & Deputy: Andrew Duncan, Brendan Smith, Christine Antoni

Parent Body: Rowan Alick, Debbie Brown, Dianne Groenhuijzen, Carolynne Hassall, Cindy Hill, Sharon Iselin-Shea, Janelle Lee, Jodie Parke, Robyn Priddey, Sharon Rodgers, June Reynolds, Craig Spink, Judith Whitehead

Apologies: Tracy Davis MP, Norm Wyndham (Councillor for McDowall), Margaret McKinnon, Keryn Binney, Rodney Lapworth, Elissa Molloy, Tony Lee

Non-member: Dee Small

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

Moved: Cindy Hill Seconded: Brendan Smith

Business arising from previous minutes: None

Correspondence:
Inward: Various funding raising correspondence

Outward: None

Treasurers Report:

Current Position
- Cash at Bank $103,000 (as at September)
  - Outstanding payments to be made to school during remainder of year:
    - Remaining donations as per annual plan ($25,000)
- The P&C aims to keep an appropriate amount in cash to act as security for school emergency expenditure
- Expected cash flow so far on track this year. Key cash inflows:
  - Assets (Hall, Pool)
  - Tuckshop & Uniform Shop
  - Fundraising

Fund Raising
- Fundraising during the year
  - Spooktacular $16,765
  - Numberfact-athon $4,224
Donations to the School
- Major payments during 2014
  - $65,000 donation to the school over the course of the year
    - $20,000 paid in May
    - $20,000 paid in September
    - $25,000 still to be transferred
  - Other Payment YTD
    - Spooktacular proceeds ($16,765)
    - Music night ($1,000)
- The P&C’s ability for further donations will be assessed in the next month once end of year position is clear

Moved: Alan Smith
Seconded: Victoria Edwards

Principal’s Report:

1. Melbourne QASSP Study Tour
   - Last Wednesday – Friday Christine, Greg and Andrew attended the Brisbane North QASSP 2014 Study Tour.
   - Visited three Melbourne schools investigating whole school pedagogical frameworks and school governance.
   - Watsonia North, Hartwell and Ashburton – all higher socio economic high performing schools.
   - Very valuable learning experience and provided an insight into the future for Qld Schools.
   - Most valuable personal learning is the power of a united pedagogical framework.

2. Term Calendar
   Attached for distribution
   Endorsement for all extra-curricular activities sought.

3. Air-conditioning
   - Thanks to the funds raised from the Numberfact-a-thon, we have air-conditioned two more rooms (namely PD and 4A)
   - Over $4224 from the numberfactathon + $2000 from the hypermarket promotion.
   - We also used an additional $800 or so leftover from the first install (Spooktacular funds) to complete this installation.
   - Thanks to Christine for coordinating this event.
   - Only the bottom floor of D Block and 5 B Block rooms to go!

4. Great Results Update
   - Numeracy specialist support – Paul Clark (Focused on Year 3&2)
   - Resources –
     - PD for staff – subsidising QASSP Study tour + Prep phonics programs as well as numerous individual focused PD and Words their way SFD PD.
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- Full time teacher aides in Prep continued
- Further increase to teacher aide time to main school. Each year level has dedicated teacher aide. Feedback from SMG is for this to continue in 2015.

5. Main Oval Seating
   • Fantastic addition to oval.
   • Approx $45,000 investment.
   • Project complete.

6. Marg Inglis Retirement
   After 10 years at our school Marg has retired. Special assembly next Monday – all welcome.

7. Staffing 2015
   • Natalie Marhinin transferred to Nundah SS
   • Luke Grove from Walkervale SS transferring in.

8. School Chaplaincy
   • Annual endorsement of chaplaincy program at Aspley requires to be minuted.
   • Motion – that the P&C endorse the chaplaincy program at Aspley State School into 2015.
   The motion was held over to Motions on Notice.

9. Leadership and Camps Programs
   • Copy for P&C Minutes
   • Thanks for contributions at both at community coffee, last P&C Meeting and to all staff who worked on the program.
   • Endorsement requested from P&C
   • To be ratified at the next School Council Meeting.

10. Student Resource Scheme
    • $30463 income
    • 88% paid
    • Expenditure:
      - $30463
      - School produced resources
      - Curriculum resources
      - Reference books
      - Art and craft supplies
      - Subscriptions

11. 2015 SRS for Endorsement
    • Prep - $150
    • iPad - $100
    • Year 1-7 - $55
    • School produced resources
      - Curriculum resources
Reference books
- Art and craft supplies
- Subscriptions

Moved: Nicole Walters  Seconded: Robyn Priddey

President’s Report:

The President’s Report was limited to an overview of previous reports and referred to discussion to follow regarding the School’s 125 Year Celebration.

Moved: Andrew Duncan  Seconded: Alan Smith

Subcommittee Reports:

Business Services:

No report.

Building and Maintenance:

No report.

Spirit Committee:

- Looking for support for the School’s 125 Years Celebration in 2015.
- Reviewing whether there will be another Disco Night.

Swimming Club:

- Recently the President and Secretary of the Swimming Club resigned. The P&C have taken steps to maintain the operation of the Club and will review its operational processes and will look to the parents of the members to assist in making a contribution to the continued efficient running of the Club.
- Approximately one-third of the members are from Aspley State School with the remainder from outside.

Moved: Cindy Hill  Seconded: Victoria Edwards

Motions on Notice:

1. Motion to move the acceptance of the Term 4 Calendar and extra-curricular activities – motion carried.
2. Motion to move acceptance of the 2015 Student Resource Scheme fees – motion carried.
3. Motion to move the continuance of the Chaplaincy Program – motion carried with one dissenting vote.
4. Motion to move the acceptance of the Leadership and Camps Programs – motion carried.
Registration
Of New Members: No nominations.

General Business:

1. Discussion was held around the cross country and what may be a fund raising opportunity to be tentatively held in late March 2015 with P-2 cross country around the School grounds and the normal cross country for Year 3-6.

   The P&C endorsed the review of a possible fund raising opportunity as the last was successful and a lot of fun for all.

2. A presentation was made to the P&C by June Reynolds on the School's 125 Celebration Year:

Community Consultation

- Community Coffees advertised in school newsletter 2 meetings, 22 attended
- Meeting with J Lee re 120th Anniversary in 2010
- Informal discussions with parents
- Meeting with A Duncan and J Lee
- Development of initial scope, emailed to 40 members of school community and inviting people to join teams (Community Coffee attendees plus others who expressed interest)
- Staff meetings with A Duncan to recruit teachers to teams
- October school community meeting (19 people attended)
Key Deliverables for 2015

- February
  - Launch of year with a free dress day, 1890s attire, photocall

- March
  - Commercial radio station pop-up breakfast show with P&C fundraising BBQ

- April
  - ANZAC commemorations
  - Chermside Library historic display

- June
  - Sports day theming

- August
  - Foundation Day Thursday 6th with special commemoration
  - Aerial photograph of kids in shape of ‘125’

- September
  - Friday 11th: 125 Birthday BLASST
  - Saturday 12th: 125 Reunion event

**ONGOING:** merchandise sales; recruitment of & communication with former students; monthly newsletters to school community; commemorative book *(options tbc at later date)*; advertising, marketing, media relations, historic snippets at assemblies.

### Other P&C Fund Raising in 2015

- Term 1: Potentially – QLD State Election circa March?
- Term 2: School Disco/Bush Dance in June
- Term 3:
- Term 4:

### Budget

- **Projected income streams:**
  - Advance sales for rides at celebration event (e.g., wrist bands)
  - Celebration event: P&C BBQ, bar, soft drinks, possible side-show alley income, food vendors
  - P&C BBQ fundraising at pop-up radio breakfast show event
  - Ticket sales for reunion event
  - Merchandise sales
  - Grants (BCC, KWSC) – if secured
  - External fundraising: Bunnings BBQ (if secured) & Grill’d (if secured)
  - Donations (MPs)
  - Corporate/industry sponsorship
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Projected outgoings
- Deposit for Aspley State School Reunion event $ 375
- Festival operational costs (eg signage, transport, ATM, refuse etc) $1,500
- Printing leaflets/fliers & posters $2,000
- Letterbox drop distribution and/or local paper inserts $1,200
- Advertising for celebration weekend $3,000
- Advertising to recruit past students $1,500
- Other outgoings for Reunion Event, Merchandise Stock, Commemorative Items – these are designed to be self-funding and/or profit generating
- Fireworks funding

P&C Support
- We request financial support from the P&C to cover:
  - refundable deposits for bookings
  - advertising & services budget - towards paying for local newspaper advertising & to contribute to essential services costs for the celebration event
- In the meantime financial support will be sought through identified external fundraising including grants, donations & commercial support.
- P&C support will enable ‘Team 125’ to move forward with greater confidence. It will ensure that we can provide a quality celebration for the school community (primary objective), and increase fundraising chances for the school (secondary objective).
- It is envisaged that a more robust budget can be presented at a subsequent P&C meeting early in 2015.

Reunion and Commemoration Team
- Aspley State School Reunion facebook page established
- Aspley State School Reunion registration process to connect with former students & staff
- Liaising with communications team regarding publicity & advertising requirements
- Investigating appropriate commemoration for ANZAC Day
- Finalising appropriate commemorative merchandise (wine; tea towels; usb stick; keyrings; commemorative pavers)
- Investigating feasibility of updating school history since centenary & producing a commemorative book
- Planning Aspley State School Reunion for former students & staff on Saturday 12th September at Kedron-Wavell Services Club
- Updating digital photographic resource & historic photographic display for Chermside Library display in April & at main celebration & reunion events in September

Team leaders: Dee Small
Team members: Janelle Lee, Julie Cross, Janelle Kane, Nelma Wright, Deb Brown, Naomi de Blonk Smith, Tamara Curtis, Hope Francis, Kelly McKinnon

Celebration Team
- Birthday celebration event on evening of Friday 11th September 2015
- Proposed name: Aspley State School 125th Birthday blASSi
- Will include rides, food, entertainment, fireworks (if budget available)
- Work being divided into key areas of responsibility: entertainment; food & beverage; operations/logistics
Designed to be a fun celebration event with meaningful commemoration for the school community.

Have decided to book rides on the basis of 80:20 split with service provider, rather than outright payment options, thus reducing financial risk to school/P&C.

Team leader: Cindy Hill
Team members: Andrew Duncan, June Reynolds, Carolynne Hassall, Nicole Walters, Gwen Hinds, Donna Boaler, Sally Agnew

Communications Team

- Media releases & photo opportunities (eg Feb: launch in 1870 attire; August: aerial photo with children in shape of 125)
- Advertising (mainly alumni recruitment & festival publicity)
- Marketing materials: logo development and style; direct mail, fliers, posters, signage etc
- Monthly/fortnightly newsletters to school community from February. Preview issue in Nov to announce plans for 2015
- Web site information updates; investigating online blogs & features
- Establish & manage twitter feed
- Develop anniversary micro-facts to roll out via assembly
- Planning commercial radio breakfast Pop-Up Breakfast visit in March or May
- Work across other teams communications needs throughout year

Team leader: June Reynolds
Team members: Julie Cross, Melissa Knight, Rowan Alick, Annie Duffy, Tamara Balfour, Donna Boyce, Lisa Oliver, Sonia Vener

Funding/Sponsorship Team

- Develop & implement sponsorship/donation plan to attract commercial funding
- Grant application submissions to Brisbane City Council and Kedron-Wavell Services Club
- Support from QLD/federal government
- Submissions for external fundraising opportunities including Bunnings BBQ, Grill’d ‘Community Matters’
- Manage the budget in consultation with P&C executive

Team Leader: June Reynolds
Team Members: Keryn Binney, Sharon Iselin-Shea

The P&C Committee thanked June for her presentation.

Motion was put to the membership to confirm in principle a budget of $10,000 subject to final budget confirmation for the School’s 125 Celebration Year – motion carried.

Date of next Meeting: Last meeting for year - Tuesday, 18th November 2014
Annual General Meeting to be held on Tuesday, 17th February 2015. This will be reconfirmed at the next General Meeting.

Closure: 8:35 pm