Parents and Citizens Association:

P&C Association:  •  General Meeting  Held on: 13/03/2012  At: NSS EdMac Staff Room  Opened at: 7.30 pm


Apologies: Matthew Wengert, Nicky Clarke, Kerrie Reid, Toni Olsen, Donna Price, Lauren Appleby, Theresa Kerr, Kerry Viney, Chris Shaw, Kelly Eckersley, Vicky Abad

Agenda / Minutes of Meeting

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DETAILS OF DISCUSSION</th>
<th>FOLLOW UP / TO DO / WHO WHEN</th>
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<tr>
<td>Welcome</td>
<td>Ian Grice was welcomed to the role of P&amp;C President. Ian took over the chair and opened the general P&amp;C meeting.</td>
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<td>Adoption of Previous Minutes:</td>
<td>Library re-development  Clarification was requested on the library re-development. It was noted and agreed that there was no consensus reached on moving the library at the previous meeting. Deb Cox clarified that the intention of the Library Redevelopment Group is to explore how to use existing space better.  Parking  It was noted that the minutes did not clearly explain that the proposal to implement a pick up/set down zone, which was agreed not to be a good idea, was a temporary or interim proposal and that a pick up/set down zone is definitely one of the potential longer term solutions.  Noting these clarifications, the previous minutes were</td>
<td>Library - Arlene to follow up and add to future P&amp;C agenda for further discussion.</td>
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**NUNDAH STATE SCHOOL**

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<tr>
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<td>Items moved by Janine Lemass, seconded by Wendy Anderson and passed by the P&amp;C members present.</td>
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<td><strong>Business Arising:</strong></td>
<td>Photos</td>
<td>Julie to follow up with Maree and continue sourcing options.</td>
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<td>Julie was advised by the school office that the school is committed several years ahead with Pixiphoto. It was agreed that Julie would follow up again to better understand the exact commitments and continue to source alternative photo providers. It was again determined that there is some dissatisfaction with the quality and service provided by Pixiphoto.</td>
<td>Julie to write article for newsletter on photos.</td>
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<td>There was discussion about potentially sourcing a photography service from within the school community. Deb emphasised the need to ensure they have good payment services also and the need for references around this.</td>
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<td><strong>Pool heating</strong></td>
<td>Zarnia and Glenn advised that the Brisbane City Council Grant has been approved for $10k. The Swim Club has started fundraising events to raise the remaining funding required. These include treat stall, BBQ for seniors, chocolate drive. The Club hopes to raise about $8-10k.</td>
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<td>The heating quotes received are about $36-40k.</td>
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<td>The Swim Club sought approval from the P&amp;C to use existing funds to install the heating now while the fundraising continues. This will allow the club to continue their program into Term 2 to build on the current momentum.</td>
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<td>There was discussion about the costs, timings and tender process. Zarnia confirmed that the Club requires about $10k in operating funds at the start of the year. Glenn advised that once approval is received the Club will undertake a thorough review of the quotes through the Swim Committee.</td>
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<td>Proposal: P&amp;C approve overall spending to a maximum of $15k to procure heating subject to auditor approval.</td>
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<td>Proposal moved by Todd Battley, Seconded by Christy Boyle and passed unanimously by the members present.</td>
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<td>The President thanked and recognised the efforts of the Swim Club.</td>
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<td>Add to next meeting’s agenda.</td>
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<td>Pool stroller access</td>
<td>Deb Cox has looked at the ramp and is getting a quote for entry/access at the other end of the pool. This will be raised at a future meeting.</td>
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<td>Voluntary Levies</td>
<td>Deb confirmed that the standard template has been updated to reflect whether levies are voluntary.</td>
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<td>Cricket Nets</td>
<td>Cricket nets are now in use during breaks (using soft balls).</td>
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<td>Toilets</td>
<td>Currently waiting for quotes to be returned (due within the next week). Deb Cox hopes to complete the work over the Easter holidays.</td>
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<td>Grounds Committee</td>
<td>The Grounds Committee held a meeting and has organised to visit 3 other school sites this term to review work endorsed by the company. Deb Cox will raise at a future meeting.</td>
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<td>Air Conditioning</td>
<td>Deb Cox has received advice that it should be completed a block at a time for ongoing electrical upgrades. Currently using temperature sensors in A Block and Grade 1 Block. Encouraged to consider other cooling methods. Bernadette asked if fundraising can start now in time for next summer and whether individual parents can purchase the cost of an air conditioner. Deb advised there is no issue from a school perspective of a parent purchasing an air conditioning unit. There was discussion about the ongoing running costs of air conditioning compared to the up front costs. Deb Cox advised that EQ pay electricity costs. Air Conditioning to be added to next meeting’s agenda.</td>
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<td><strong>Building Fund</strong></td>
<td>There was discussion about the Building Fund which is an approved tax deductible item and its relationship to the P&amp;C account.</td>
<td>Ian and Liz to follow up and report at next meeting.</td>
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<td><strong>Correspondence in:</strong></td>
<td>A letter from Matthew Wengert was tabled and circulated.</td>
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<td><strong>Correspondence out:</strong></td>
<td>None</td>
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<td><strong>Treasurer Report</strong></td>
<td>Liz advised that the school has not been paid in full by the Red Cross for uniforms for children with special needs. Following intervention from the accountants, payment of $860 has been received but there is still a lot outstanding.</td>
<td>Liz to send info to Deb and she will follow up with EQ International and let them know that Red Cross isn't paying their bills. Newsletter item on secondhand uniforms.</td>
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<td>There was discussion about secondhand clothing. It was confirmed that there are no consignment sales any more but secondhand clothing is still sold in the Uniform Shop. All items are $2. It was agreed there is a need to advertise this in the newsletter.</td>
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<td><strong>Principal Report</strong></td>
<td>Deb Cox introduced Rhonda Martin, the new Acting Deputy Principal. Now that the newsletter is electronic and therefore more flexible, Deb plans to include more students’ work. Jill is creating a plan for teachers to sign up and feature a different class in each newsletter. Deb advised that a Systems Audit has been completed at the school and got an exceptional rating. There was discussion about the opportunity to work with Mitch Witherington on finding funds. It was agreed that a meeting would be scheduled with Mitch and a representative from each group. This would give Mitch an opportunity to understand the priorities around the school. He can help tap into external funding and write grants. Names were provided from each group to attend the meeting: Janine (Sports), Glenn (Swimming), Nancy (Music), Deb (Events), Jodie (Road Safety), Mini Oval (to be confirmed), Bernadette (Air Conditioning), David</td>
<td>Deb to convene meeting with Mitch Witherington Update: scheduled for 23 April.</td>
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<td>(OSHC), Arlene/Christy (Library).</td>
<td>Factathlon will take place in Term 2. Kristy Boyle is responsible for the administration. Antonia volunteered to help. Zamia clarified that last year was the first time the factathon had been administrated through the P&amp;C. Previously it was run by the school and the school decided what to spend the money on. It was agreed that this year the funds raised will go towards Reading. New technology levy will be sent home next week. It is a voluntary levy. <strong>School Sport Levy</strong> Deb asked for the P&amp;C’s opinion on raising the school sport levy from $30 to $40 per child. The extra money would be used to fund equipment. There was discussion about potential sponsorship opportunities for uniforms etc. There may be potential sponsors within the school community who have not been approached. It was agreed that this will go through Bernadette to ensure a centralised approach. <strong>Year 4 Camp</strong> Question raised about seat belts on buses for Year 4 camp.</td>
<td>Bernadette to draft article for newsletter on sponsorship within school community. Deb to confirm buses had seatbelts Update: Deb has confirmed there were seat belts on all buses.</td>
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<td>Sub-Committee Business (Swim Club)</td>
<td>Nothing to report beyond the pool heating covered in Business Arising.</td>
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<td>Sub-Committee Business (Uniform)</td>
<td>Zamia advised that there is a new Convenor – Cherie Boyd started last week. She is currently going through</td>
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| Shop | the stock and Zamia is giving her assistance to get organised.  
Zamia raised the issue of having too much stock. Companies are trying to get us to buy stock. The Uniform Shop needs to reduce current stock and buy on demand.  
Zamia will put Cherie in touch with Alison Hatchman (previously a Uniform Shop convenor).  
Plan to have agenda item at May meeting.  
There was discussion about the discrepancy in sizing and that this can cause frustration. It was noted that the shop has a return and refund policy if purchased items don’t fit.                                                                 |                            |
| Sub-Committee Business (Tuckshop) | The convenors advised that the website has not been updated with their price rises this year. rises but they are not on the website yet.  
The Tuckshop convenors expressed their thanks to Zamia for all her support and help.                                                                                                                                                                                                                                                                         | Wendy to email Deb for her to follow up with the school office. |
| Working Party (Events; Fundraising) | Deb read the Events Committee monthly report (attached).  
Hope to confirm the calendar of events for the year at the next meeting.  
Mother’s Day stall is the next big event following the raffle.  
Lauren Appleby to take over as Secretary in Cathy Baker’s absence.  
Cross Country - Rhonda confirmed looking at splitting over 2 days. P-3s will be at either Boyd Park or around the school. There was discussion about potentially holding a week apart rather than Monday and Tuesday. The Events Committee advised they cannot support catering on Mondays.  
There was a request for cross country distance to be included in the information about the event (updated – was communicated in latest newsletter).  
Discussion about need for shade cover for cross country and whether there are covers already available. Need to confirm what we have already.                                                                 | Deb H to prepare article for newsletter and cc Deb C |
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<td>The Events Committee has been asked what the Easter raffle is raising money for. Deb H to send inclusion for newsletter cc Deb C. There was a question about the timings of Events Committee meetings. Deb to investigate demand for non-day time meetings. The P&amp;C recognised Penny and Sharon for their support of the book program and the whole Events Committee for their hard work.</td>
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<td>Sponsorship</td>
<td>Bemadette received the sponsorship information from Angelique.</td>
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<td>Working Party  (History)</td>
<td>No report.</td>
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<td>Advisory Group  (Sport)</td>
<td>Requested approval for purchase of tarps at Aldi. Motion: allocate $200 to buy tarps. Moved by Janine, seconded by Liz and passed by the members present. It was agreed to defer issue of shade covers until more information is available. Need proposal in writing considering issues such as what’s already available and the cost. Julie raised issue that students who represent the school outside school never get mentioned. Deb confirmed they are included in newsletter and parade. Needer to broaden scope beyond football.</td>
<td>Rhonda to see Mick about recognising students for achievements outside school.</td>
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<td>Advisory Group  (Music)</td>
<td>Next meeting 25th at 3pm. Got some new people coming along. Would like to change the way money is collected so that it goes into school system. Can’t do it for this year as already started. Can’t change mid year. Would need to have it set up and running for next year. Generate invoice that goes out to parents. Liz raised that currently the P&amp;C supports the Music Advisory Group as it runs at a deficit. Liz advised that all the money would need to go through the school - both revenues and expenses. Ian suggested it would be up to the P&amp;C to provide</td>
<td>Music Advisory Group to prepare proposal on changing invoicing system. Music Advisory Group to investigate alto sax issue and report back at next meeting.</td>
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<td>the shortfall as the school would expect it to be cost neutral. The issue is to be considered further and the Music Advisory Group to bring proposal to next meeting. There is a flute that can't be repaired. Need to purchase a new one as a priority ($600) and an alto saxophone ($1400). Motion: supply flute through existing supplier Moved by Jim Davies, seconded by Penny and passed by members present. It was agreed to look at issue of alto sax at next meeting about why we need it, cost and whether there is an alternative supplier.</td>
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<td>Road Safety Committee</td>
<td>April provided an update. First meeting held and a letter drafted to BCC with short and long term recommendations. Short term solutions are around supporting existing infrastructure – lines and signs, paint work etc. Long term solutions including requesting traffic audit of three school precinct. The Committee has the support of the TMR Road Safety Advisor. Letter will be forwarded to the P&amp;C Executive for mailing once reviewed by TMR. Still looking for ideas, concerns from parents. Jodie suggested a weekly feature in the newsletter on behaviour. It was noted that the Committee will not attend Cr Flesser's meeting as a committee but as individuals if they want to. Todd Battley offered assistance from an engineering perspective. April thanked Karen Davies for her hard work. P&amp;C thanked committee for their work so far.</td>
<td>Draft letter to be sent to P&amp;C Executive for sign off. Update: sent to P&amp;C - awaiting signatures.</td>
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<td>Outside Hours School Care</td>
<td>Dave presented the working group’s findings so far. Considering 4 options.</td>
<td>Dave to add Option 5 to the list.</td>
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<td>There was discussion on widening the scope to include exploring Loosends service options. It was agreed that this would be added as Option 5 for review.</td>
<td>Dave to prepare article for newsletter.</td>
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<td>There was discussion about the requirements of the future service, including flexibility. It was agreed and emphasised that the service will have to be parent focused.</td>
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<td>Dave to prepare an article for newsletter to invite contributions from parents using P&amp;C email address.</td>
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<td>Next meeting 27 March.</td>
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<td>The objective of the next P&amp;C meeting will be to give an update on where the committee has got to with a plan to decide on recommended option at the June meeting.</td>
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<td>It was agreed that it is important for the process to be thorough, transparent and that there may be a need for a special meeting on the issue.</td>
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<td>The P&amp;C determined that the Committee needs to confirm the prioritisation of the considerations (eg income for school, flexibility, cost, service etc) and that this needs to be documented by the P&amp;C.</td>
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<td>Deb Cox confirmed that the objective is to provide a service which is family friendly but which also makes money to reinvest in school and that service. She confirmed that there is definitely a need for a service based on enquiries from new enrolments as Loosends has a waiting list.</td>
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<td>It was agreed that the P&amp;C needs to ensure all communications and processes are thought through and clear.</td>
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<td>Other agenda items were deferred to next meeting.</td>
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**General Business**

None

**AGENDA ITEMS FOR NEXT MEETING:**

- Confirm 2012 AGM Minutes and 2013 Auditor
- Year 7 Graduation Planning
- Hall Naming Ceremony
- Music Advisory Group proposal
## NUNDAAH STATE SCHOOL

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<td></td>
<td>Air Conditioning</td>
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<td></td>
<td>Grounds Committee Update</td>
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<td>Next Meeting:</td>
<td>8 May 2013</td>
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<td>Meeting Closed:</td>
<td>10.16pm</td>
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### Attachments:
- Principals Report
- Sub-Committee Business (Swim Club)
- Sub-Committee Business (Tuckshop)

## Report for General P&C Meeting / Newsletter - Website

**(other anecdotal notes additional to Agenda/ Minutes)**

**Particular successes, achievements, acknowledgements:**
- 

**Particular challenges, or requests from P&C and/or Leadership Team:**
- 
- 

Signed: Chairperson: Date:
P&C Executive Rep: Date:
Principal: Date:
# NUNDAH STATE SCHOOL PARENTS & CITIZENS ASSOCIATION

## AGENDA OF AGM
HELD ON WEDNESDAY 14th March 2012

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<tr>
<th>ITEM</th>
<th>DETAILS</th>
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<tr>
<td>1. MEETING OPENED</td>
<td>7.20pm</td>
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<td>2. ATTENDANCE</td>
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<td>2.1 APOLOGIES</td>
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<td>The acceptance of the minutes of the AGM for 2012</td>
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<td>Moved Malcom Perkins</td>
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<td></td>
<td>Seconded Cindy Keong</td>
<td>Accepted</td>
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<td>3. PRESIDENTS REPORT</td>
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<td>4. FINANCIAL REPORTS</td>
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<td>6. EVENTS COMMITTEE</td>
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<td>7. SPRING FAIR</td>
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<td>7.1 ACCOUNTS</td>
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<td>8. MUSIC COMMITTEE</td>
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9. SWIM CLUB

OFFICE BEARERS ARE CALLED FOR

Zarn is nominated and accepts the role of President of the P&C for the coming year 2012

Matthew Wengert nominated as Vice President of the P&C for 2012

(mentioned that we should look for a second person for this role to support and move into the next year)

Liz Blyth nominated as Treasurer for 2012

Kristin Klauze nominated as secretary for 2012 (conditional on all committees supplying reports in hard copy at/or before each meeting)

Kerri Vinney suggested as under secretary to chase reports and email minutes

The P&C agrees to spend the money on the timing system to be implemented as soon as possible.

Moved Vonnie Renoylds
Seconded Cindy Keong
Approved

12.3 FINANCIAL

12.4 TOILET BLOCK REFURBISHMENT

13. FETE

13.1 WORKING BEE

Working bee has taken place which as been good. Aiming to have everything ready for the stalls at least one month before

13.2 FIRST AIDE

St Johns Ambulance will be present to meet our public liability

13.3 MEETINGS

Pushing for conveners and everything seems to be moving ahead on track. First meeting next Tuesday. Also chasing teacher involvement.

14. MUSIC COMMITTEE

14.1 DONNA RESIGNS

Donna is resigning from the position of chair and thanks to all those who supported me.

14.2 UKELELE

Plenty of support for the Ukuleles and we raised enough money for a full classroom set.

14.3 SOUND QUALITY

We are also getting de hardening curtains for the hall
14.4 EQUIPMENT
Still awaiting desk and laser printer for the music room in the hall

15. GENERAL DISCUSSION
Each committee should have held their AGMs and Zarn thank each of them for all of their effort and help over the past year and looking forward to the year ahead.

15.1 AGM

15.2 SPONSORSHIP
Sponsorship role has been taken on by Angelique and all sponsorship has to go through her so that there is continuity and to access as much as the local community can offer. Angelique spoke to the role and she has drafted a letter to go out to local business. Can all committees forwards list of events or requirements so she can follow up

15.3 ELECTION
Upcoming election, the swim club will do a sausage sizzle on the day

15.4 MEETINGS
For future meetings each committee needs to email items to be placed on the agenda

15.5 P&C SUPPORT
The school wish list is substantial and Zarnia talked to the P&C supporting specific items. The example is for the P& C to fund the purchase of interactive whiteboards

15.6 IT SUPPORT
We request $30,000 for the purchase of IT materials for the technology program.
Moved Malcom Perkins
Seconded Angelique Woodgate    Approved

15.7 LEVY
General discussion about the itemisation of donations to the P&C or levy’s.

15.8 EVENTS COMMITTEE
Deb is going to take on the position of the events committee chair. And we welcome her to the role. Penny, Cathy have offered their assistance to help and thanks to Lisa.

16. NEXT MEETING
The next meeting will be Wednesday 14th March 2012 at 7.00pm

17. MEETING CLOSED
Closed 7.34pm
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<tr>
<th>People</th>
<th>President</th>
<th>Ian Grice</th>
<th>Vice-President</th>
<th>Julie Ritchie</th>
<th>Secretary</th>
<th>Antonia Crompton</th>
<th>Treasurer</th>
<th>Liz Blyth</th>
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| People | Regular contact with –  
Subcommittee chairs  
NSS Principal  
P&C association | Chief appreciator –  
Valuing volunteers  
Staff care and thank yous  
Student recognition | Receipt and processing of reports and correspondence.  
Responsive to requests for information from parents etc. | Relationship with –  
Bookkeepers  
Key financial person of P&C businesses | |
| People | Formal line of communication with some subcommittees and working parties  
Nundah Sharks swimming  
Events committee  
OSHC  
Chaplaincy service | Formal line of communication with some subcommittees and permanent working groups  
Sports advisory (sub-committee)  
Music advisory (sub-committee)  
History  
Literacy and learning | Formal line of communication with temporary working parties  
Grounds development  
Library development  
Cooler learning environments  
Road Safety | Formal line of communication with financial working parties  
Fundraising subcommittee  
Tuckshop  
Uniform Shop | |

| Meetings | Chair meetings  
Room arrangement and tidy | Chair meetings if President absent  
Organising "amenity" | Taking of minutes  
First response to questions re previous meetings / content of minutes  
Membership sign-up forms | Presenting financial reports  
First response to any questions involving finances |

| Financial | Decision making on urgent matters.  
Authorisation of payments if Treasurer is not available.  
Signatory to chequebook. | Decision making on urgent matters. | Decision making on urgent matters. | Decision making on urgent matters.  
Authorisation of payments if within budget or approved  
Signatory & holder of chequebook  
Checking financial statements for reasonableness  
Banking  
Budgeting and AOPs |

| Administrative | Agenda approval (joint)  
To Do / Action list | Agenda approval (joint) | Agenda approval (joint)  
Web page  
File management  
Membership roll  
Correspondence in and out | Agenda approval (joint) |

| Other | Representing P&C at events.  
Initiatives to increase membership. | Representing P&C at events.  
Organise volunteer thank you event | | |
NB Note difference between sub-committees with formal structures, separate accounting and delegated decision making authority, and less formal working groups.
P&C Meeting and Agenda Cycle

The Nundah State School P&C has become very active in recent months, with many sub-committees and active working groups and a number of significant issues being considered. Hence, we have moved to make the process of setting and communicating the agenda more formally to ensure –

- monthly meetings finish at 9pm, not later
- Items requiring discussion are given sufficient time at the meeting
- More important items are given greater priority and attention
- Items to be discussed are properly communicated prior to the meeting through various channels

It is also important that a clear distinction is made between –

1. Items that require a decision from the P&C (for example to spend funds) – these need proper notice and documentation in advance; and
2. Items of interest related to the operation of the school which relate to the Principal's authority, and which have been brought to the meeting as a means of communication or consultation. The Principal will have a designated time for these types of items, and some question and answer time about school operational matters (ie without notice) may be available during that time.

The agenda will continue to follow the order of business as prescribed in the P&C Constitution. Each sub-committee and group will continue to be allocated time to give a brief overview of progress over the past month and outline future activities. The current process of submitting a monthly report and/or meeting minutes to the P&C using the existing templates also continues unchanged.

If there are items which require a decision by the P&C the process below will apply.

The sub-group:-

- Contacts the P&C secretary with any requested agenda items two weeks prior to the scheduled meeting
- Provides written supporting information covering the background and the decision requested to the P&C (via the secretary) by one week prior to the meeting. This will be circulated to P&C members as part of the pre-reading.

This process will support a wider agenda setting process (dates shown are for the May meeting):

<table>
<thead>
<tr>
<th>Item</th>
<th>Who</th>
<th>Latest date for completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission of requested agenda items</td>
<td>Sub-committees/ working groups</td>
<td>2 weeks prior to meeting (Wed 24/4/13)</td>
</tr>
<tr>
<td>Consultation with Principal regarding agenda</td>
<td>P&amp;C President</td>
<td>Monday week prior to meeting (Mon 29/4/13)</td>
</tr>
<tr>
<td>P&amp;C executive finalises meeting agenda</td>
<td>P&amp;C Executive</td>
<td>Tuesday week prior to meeting (Tue 30/4/13)</td>
</tr>
<tr>
<td>Submission of newsletter article re agenda</td>
<td>P&amp;C Secretary</td>
<td>1 week prior to meeting (Wed 1/5/13)</td>
</tr>
<tr>
<td>Submission of reports or papers for meeting</td>
<td>Sub-committees/ working groups</td>
<td>1 week prior to meeting (Wed 1/5/13)</td>
</tr>
<tr>
<td>Agenda and Pre-reading circulated (email/ website)</td>
<td>P&amp;C Secretary</td>
<td>Friday prior to meeting (Fri 3/5/13)</td>
</tr>
<tr>
<td>P&amp;C meeting</td>
<td>All</td>
<td>P&amp;C meeting (Wed 8/5/13)</td>
</tr>
</tbody>
</table>
The full schedule for the next six months is listed below. The implication of this change is that matters raised in the meeting which have not been placed on the agenda prior to the meeting will be noted, but almost certainly deferred to a later meeting for discussion purposes, with a request for an appropriate written submission to be made. Only in exceptional instances will such an issue be discussed or a decision made immediately.

This process is not designed to constrain the P&C, and members of the executive can be contacted at any time to discuss the process or specific issues. To help promote this communication, each P&C sub-group has been allocated a specific member of the executive as their primary contact. These details are shown as part of the organisation chart (separate document) table below.

**Agenda Setting Dates – May-October 2013**

<table>
<thead>
<tr>
<th>Item</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultation with Principal regarding agenda</td>
<td>Mon 29 April</td>
<td>Mon 3 June</td>
<td>Mon 1 July</td>
<td>Mon 5 Aug</td>
<td>Mon 2 Sep</td>
<td>Mon 30 Sep</td>
</tr>
<tr>
<td>P&amp;C executive finalises meeting agenda</td>
<td>Tues 30 April</td>
<td>Tues 4 June</td>
<td>Tues 2 July</td>
<td>Tues 6 Aug</td>
<td>Tues 3 Sep</td>
<td>Tues 1 Oct</td>
</tr>
<tr>
<td>Submission of newsletter article re agenda</td>
<td>Wed 1 May</td>
<td>Wed 5 June</td>
<td>Wed 3 July</td>
<td>Wed 7 Aug</td>
<td>Wed 4 Sep</td>
<td>Wed 2 Oct</td>
</tr>
<tr>
<td>Submission of reports or papers for meeting</td>
<td>Wed 1 May</td>
<td>Wed 5 June</td>
<td>Wed 3 July</td>
<td>Wed 7 Aug</td>
<td>Wed 4 Sep</td>
<td>Wed 2 Oct</td>
</tr>
<tr>
<td>Agenda and Pre-reading circulated (email/ website)</td>
<td>Fri 3 May</td>
<td>Fri 7 June</td>
<td>Fri 5 July</td>
<td>Fri 9 Aug</td>
<td>Fri 13 Aug</td>
<td>Fri 4 Oct</td>
</tr>
<tr>
<td>P&amp;C meeting</td>
<td>Wed 8 May</td>
<td>Wed 12 June</td>
<td>Wed 10 July</td>
<td>Thursday</td>
<td>Wed 11 Sep</td>
<td>Wed 9 Oct</td>
</tr>
</tbody>
</table>

*To be confirmed*
Leadership Team  Report to P&C  

**CURRICULUM, TEACHING AND LEARNING:**  

**“Ensuring Quality and Consistency”**

- **School Vision and Medium-Long Term Planning** *(Deb)*  
  - Two recent EQ expectations I have reported in the newsletter are the need for 1) a Pedagogical Framework and 2) Parent Community Participation Framework.
  - We have a detailed action plan for developing our Pedagogical Framework and Reading –Writing Implementation. The need for this plan was already identified in our TL Audit in 2012.
  - I would like to work with the P&C later in the year to look at a process for the Parent-Community participation framework.

- **Professional Learning** *(Deb)*  
  **“Building our Capacity”**
  What have we done so far and what are we doing?
  - *Art and Science of Teaching (ASoT)*... is a pedagogical whole school framework. We have spent two twilight PDs on this topic with great staff engagement. This has set us up for the beginning of a process of implementation over time.
  - *Reading to Learning (R2L)* 5 staff are currently being coached (by Cindy, Kerryn and Arlene) in this process of teaching Reading and Writing; many more are keen to go, but we want to do it well with time to support and assist, so we are taking on an additional 5 staff in Sem 2. Next year we will have the rest of the teaching staff engaged in this process of learning and implementation.

- **Student Achievement and Learning Gains** *(Deb)*
  - I have been publishing more detailed report on achievements directly for all in the school newsletter.

- **Implementing Australian Curriculum** *(Cindy)*
  - Teachers are currently preparing for Reporting. Comments for English, Maths, Science and History will reflect progress towards the year level achievement standards.

- **Specialist Programs** *(Rhonda)* - *Rhonda to provide an update*
  - Music and associated programs
  - PE, Sports and Swim Program – X Country was held on 22nd and 23rd of March. Letters have gone home regrading representation at the next level City District Cross Country Trials. First Gala Day was held on 26th April for years 5 to 7. Successful day –positive sportsmanship and exemplary behaviour demonstrated by our students. Next two Gala days are Friday 10th and 24th May. Two students representing our district at Metropolitan North Soccer Carnival on 21st and 22nd of May.
  - Dance and Drama – new program in 2013.
  - RI – Meet and Greet last week to thank all volunteers who teach classes. Religion books this year were sponsored by local churches – next year they will be added to booklists.

- **eLearning; ICT’s and 21st C Learning** *(Arlene)*
  - You will have seen Arlene has begun writing about her work in this area in the newsletter.
  - Devices and Equipment - we have begun purchasing items with parent contributions and school funds, including another IWB setup for 6/7H; a large screen for the library (replacing their IWB which went to a class to use); laptop and tablet trolleys for our new devices; and Ipads for P-3 (teachers initially)

- **Monitoring and Reporting Student Learning** *(Deb for Alison)*
  - You will have seen Alison and the SWAN team has begun writing about their work in this area in the newsletter.
  - Students have just completed national Pat Reading tests, so we will be analysing these results with staff.

- **Calendar or Events, Excursions and Incursions** *(Rhonda)* - *Rhonda to provide an update*
  - Term Calendar (provided)
  - Yr level events – All Prep students last week attended the Sensitivity Unit at Craigieburn where they were involved in an interactive program in which students explore their senses and learn how senses manage when they are impaired. Yr 7 Wavell Heights musical, Year 1 wildlife incursion, and planetarium incursion, Year 6/7 camp to Tallebudgera, Yr 3 Underwater World camp.
  - Gifted, Extension Programs – Consideration is being given towards the involvement of the STEM Program this year.
  - Whole School Events – Pancake breakfast 17th May as an introduction to Chappy week. The week commencing 20th May is Chappy week – fundraising event and general recognition of the Chaplaincy program.
- Community events – 24th April Anzac Day commemorative service was held in the hall. Two invited guests from the Nundah RSL Sub Branch Mr John Buckwell and Mr Darby Kubler. Our school this year once again was involved in the Anzac Day march to the Nundah Memorial Park. Both the band, Deb, captains and student leaders were in attendance.
- Sporting – Gala Days and District Cross Country
- Musical -

**STUDENTS:**

- Responsible Behaviour Plan and support processes (Rhonda)
  - Chaplaincy – Kerry is working with a number of classes on a social skill program and also involved in maths rotations with year one classes. Lunchtimes students are involved in knitting and drawing clubs. Kerry will be assisting the year 6 & 7 teachers on camp for their Sea World excursions.
  - Social Skilling Program/s (Rhonda)
    - Personal quality of the week. Each Monday and Friday we make a connection with the quality of the week and how this looks at Nundah. I have also each week shared the quality of the week within my newsletter article.
    - Class Program
    - Rock and Water – Program has commenced this term during lunchtimes by Chaplin Kerry and Zarnia Wilson. Approximately 28 students are undertaking the program.
    - Seasons for Growth Program – To commence in week 5. Kerry will be conducting two sessions at different levels.
    - PGD .. expanded areas (Tennis Courts/ Library) and more supervision in the morning. Arlene and I are currently placing a proposal together to present to staff following an overwhelming vote to investigate possibility of playing first and then eating. We are also in consultation with the tuckshop around this proposal.

**FACILITIES DEVELOPMENT:**

- ESL Room.. the rest of the furniture which we purchased for the ESL room has arrived (additional to the donated items), so this room is now complete. Mary also purchased some ipads and laptops from her funds.. so they are good to go (see newsletter item from two of her students with photos)
- We are still chasing quotes from companies to do the major works at school, in particular the Junior toilets.
- We have also purchased some furniture to supplement the existing desk we had in the DP room... a meeting table and some shelves for Rhonda.
- EQ has removed considerable bits of asbestos around the school last holidays.
- The “parent room” was being underutilised, and we needed a workroom and location for a photocopier closer to where most of the staff in the school are; this room is currently being refreshed.. painted and carpeted soon for this purpose.
- Library... in order to make more space in our small library we are creating a meeting room elsewhere in the school. This, in combination with not needing the computer lab (as we have the portable devices) will enable the library staff to re-envision how they use this space.
- The current teacher aides room will become the Meeting room. As such we are creating a workroom in what has been the parent room and providing desks/office space for the teacher aides closer to where they work with children. The meeting room will be set up with tea coffee etc and will be available for our parent groups to meet also during and after school hours.
- Development priorities ??
  - Mini-Oval – quad redevelopment. We are awaiting another quote to develop plans for this area for the P&C to consider.
  - Parking and Road Safety.. internal solutions ?? creating more out front to the right of entrance, and need for a separate pedestrian entrance at front of school along library. I obtained one quote for this work. It includes separate entrance portico, gate, some fencing, creating 4 carparks, paths to library.. this was a bit excessive so I am chasing other quotes (will provide verbal $)

**MANAGEMENT:**

- PR / Communication (Deb)
  - Website... on my list to do this term.
  - Need to schedule 10 mins one meeting to do an annual asbestos training session with P&C.
  - Enrolments.. we have begun to accept enrolments for 2014 Prep. In particular we need any families in catchment, and with siblings to complete enrolments ASAP in order to be able to offer places to other families.

- Financial Updates (attached) (Deb)
  - Cash at Bank
  - Budget Balances

- P&C Agenda items for Discussion / and or Decision-Making from Leadership Teams
  - Uniform .. clarification on and update to policy regarding leggings and long sleeved shirts/ skivvies.
- Class Levies .. Sharron, our BSM, would like us to review how this works and what is currently paid by families, based on her experience at several other schools.

Cheers

Deb Cox
Principal .. Learner and Teacher
OVERVIEW FOR THE CONSIDERATION AND ADOPTION OF THE
NSS LITERACY & LEARNING DIFFICULTIES P&C WORKING PARTY
Presented to the NSS P&C Meeting on Wednesday 8 May 2013

There is nothing so unfair as the equal treatment of unequal children.
If they don’t learn the way we teach them, we must teach them the way they learn.

What’s the evidence?
- Research suggests that 20% of children struggle with literacy and learning difficulties (this quantifies to up to 5 children per class). Despite strong intelligence and reasoning abilities, their literacy (and sometimes numeracy) results are inexplicably poor. NSS is no different - with 17% of students achieving below a C level in literacy.

What’s the impact?
- From grades P-3, children learn to read. From grades 4 onward, they read to learn and an inability to read precludes them for accessing the curriculum and proving their knowledge in every key learning area.

- Every day they encounter the written word in every task - even a maths sheet is a compilation of words! The sad thing is that they may be some of the most intelligent children in the class, able to reason well above their peers and with key strengths in valuable areas.

- Despite solid knowledge, strong problem solving capacity, excellent command of oral vocabulary and creativity, they are incapacitated by their inability to access the written word and reproduce their thoughts in written language.

- Their pages will often remain blank and inaccurately reflect a child of low ability. They may often be incorrectly placed in classroom work groups that reflect their reading difficulty, rather than their intellectual and reasoning ability. This placement not only affects their esteem, but stunts their potential to extend and prove their higher level knowledge.

- The effect of their unsupported difficulty can be profound – depression, loss of confidence and motivation, behavioural issues, and a compounding loss year by year.

What is dyslexia?
- “Dyslexia” is an unexpected difficulty in acquiring basic literacy skills (and sometimes numeracy), despite appropriate intelligence, adequate opportunity for learning and ability appropriate strengths in other areas.

- The key word is ‘unexpected’: such children are usually able to think and/or talk about a topic as well as their peers. It is important to understand that dyslexic children are not intellectually impaired or developmentally delayed.

- They are also not in a tiny, vague minority; research indicates up to 20% of children may exhibit dyslexia-type difficulties – a significant portion of a school population.

- Few will ever be formally diagnosed. Dyslexia is a specific learning difference which becomes a disability when not managed in the appropriate way.

What can we do that will make a difference?
- The encouraging news is that children with dyslexia can learn to read through explicit and intensive literacy teaching, and whilst they are closing the gap with their reading skills, they
can access the curriculum, be engaged and extended, and prove their knowledge through the use of assistive technology, the modification of assessments and simple changes to the way information is presented and explained to them in the classroom. The evidence shows that strategies around presentation of information that assist these kids, assist all kids.

- ALL of these children can achieve their potential and be proud that their academic results reflect their true effort and intellect. It is also important to understand that any efforts to improve the learning outcomes of these children will have a positive reflection on every child in every classroom.

- Many dyslexic learners go onto attend university and achieve very highly. Their difficulty does not necessarily need to preclude them from achieving their dreams, but the journey will be much harder and sadly our prison system is filled with dyslexic learners who were unable to access their education and maintain their self worth. The costs are high, and getting it right is very important.

- It isn't acceptable that any Australian child remain illiterate today. There is so much we can do to support and maximise their education, and support the teachers who teach them. There's a saying “when we know better, we do better”. We do know better, and we can. We aim to!

Purpose of the Working Party

Our focus will be on identifying opportunities for parents and the school to work together to assist the 17% of children who are not achieving their peer level in literacy and the 13% in numeracy through improving:

- learning and engagement;
- student demonstration of knowledge; and
- empathetic support (a positive schooling experience to promote mental health)

These opportunities include:

- improving our teachers’ capacity to support these children in the classroom eg through:
  - professional development for teachers on recognition of learning disabilities and a support path for teachers and families (eg assessment, referral, management)
  - training teachers to use proven no-cost and low cost approaches to curriculum delivery that enhance learning, and
  - curriculum and assessment modification
- grants and other funding sources to increase our resources eg. assistive technology, ipads, training
- looking outwards to see what other schools are doing locally, nationally and internationally that is working and could be applied at NSS
- influencing policy development at the state and national levels.

Membership

Deb Cox (Principal), Alison Daly (NSS Learning Support Teacher), Judy Williams (NSS Parent), Judy Dudurovic (NSS Parent) and NSS teacher representatives (TBA).

Recommendations

It is recommended that the P&C:

1. approve the adoption of the Literacy and Learning Difficulties Working Party as a NSS P&C Working Party
2. note this report including the participation of NSS parent representatives in the Brisbane Dyslexics parent coalition (refer attachment).
**Recent action at NSS and other schools**

- The Queensland Minister for Education announced in June 2012 his support for improved outcomes for children with dyslexia. View:

- A number of schools throughout Brisbane have established parent groups for improvement in literacy and learning outcomes for children with dyslexia. Samford State School (SS), Nashville SS, Corinda SS, Thomlands SS, Upper Brookfield SS, Christ the King (Graceville) and St John Vianneys Primary (Manly) and NSS all have active parent support groups and are engaged in initiatives to improve dyslexia support in their schools. The parent groups have now formed a coalition called “Brisbane Dyslexics”. The focus of this support group is to increase awareness, share information and provide support to parents, teachers and students on issues involving dyslexia. We are also passionate about lobbying for change in our schools to secure additional funding for our children and grandchildren.

- Coalitions of parents and schools have been established at the Gold Coast and in North Queensland.

- Samford State School are currently working with SPELD and Neil Mackay (the leading dyslexia specialist from the UK) to establish the school as a Dyslexia Aware School with formal accreditation, processes and a formalised trial. SPELD has provided the school with $10,000 in support funding. Samford’s journey will inform other schools.

- A school in Townsville is also undergoing whole-school training with Neil Mackay.

- Nashville State School (Sandgate) has received $50,000 in Federal funding via the Empowering Local Schools program to improve dyslexia support in their school.

- The Benevolent Society is in the process of establishing a trial of the Canadian Arrowsmith Program which is internationally recognised as assisting children (and adults) with learning disabilities. A trial has already commenced in NSW through Catholic Education. This program is based on using neuroplasticity techniques to change the way the brain makes connections. See - [http://www.arrowsmithschool.org/arrowsmithprogram/index.html](http://www.arrowsmithschool.org/arrowsmithprogram/index.html)

- There are 4 children at NSS undertaking an intensive program through the Child Development Network this year. This program also uses neuroplasticity to assist children. See - [http://cd.net.au/](http://cd.net.au/)

- 7 NSS teaching staff attended training with Neil Mackay in March 2013. The staff who attended Neil’s workshop conducted a professional development session for all NSS teachers to share their learnings from this workshop.

- NSS is currently implementing R2L (Read to Learn). This program has trialled effectively in improving literacy outcomes. NSS is also fast-tracking its ICT capacity. It is wonderful to improve our techniques in reading to learn and it is wonderful to have a bank of computers and wireless access. There remains opportunity in how we bring these together and harness assistive technology to empower all students as independent learners in the classroom. There also remains opportunities to finetune our classrooms and assessment practises to best meet the needs of the cohort. The addition of the dyslexia goals and strategies we speak of beautifully support NSS’s current pathway and future goals. They will close the triangle, to provide a three-pronged approach to improving learning outcomes for all children at NSS.

- A support group of NSS parents has been operating since 2012, separate to the P&C, to offer informal support and advice, pass on educational opportunities and communicate developments occurring both within NSS and externally in other schools and the greater Brisbane region. A number of teachers have joined the mailing list for the group’s newsletters.

**For further information**

Judy Williams: email iandj01@tpg.com.au

Judy Dudurovic: email mijudu@bigpond.com
Events Committee

What’s happening this term…

*Mother's Day Stall  Wednesday 8 May
Great range of gifts for Mum costing $5 and over. All donations and/or help on the day gratefully received!

*Family Fun Night  Saturday 15 June from 5:30pm
Come along and have a delicious dinner and catch up with friends while the kids play. Then we can all settle down on our beanbags and watch a movie. More info to follow…

*Treat Stall  Thursday 20 June from 10:30pm
Homemade goodies and help on the day would be appreciated!

*Hall Naming Ceremony  Friday 21 June 9am
We will be providing morning tea after the Hall Naming Ceremony. If you can help by providing home baked goods and/or help on the day we would be most grateful.

*Meetings-  Wed 22 May 9am Resource Centre  
-Friday 14 June 9:30am Resource Centre

Coming Up…

*Winter Markets and Car Boot Sale Saturday 27 July
Do you have a small business? Have a market stall! Having a clean out? Why not hire a car boot space?

*Girls Night In - October
A Girls Only Night for a very worthy cause!
Please get involved!
For more info or comments or ideas contact Deb at
hossackfamily@optusnet.com.au
Our next event will be the mothers day stall which is to be held Wednesday 8 may. A huge thankyou to Toni Olsen and Megan Logan for all their hard work in setting up this stall.

We have family fun night coming up which we hope will be well attended. This is simply a fun night that will give the opportunity to meet new parents and catch up with old friends. It will be catered by the Fijian parents- if you were lucky enough to sample the food at the spring fair, you know what a treat this will be! There will be activities for the kids and a family friendly movie.

I’m hoping this event will help inject a little more of the community spirit that has seemed to have been lacking of late.

As always the search goes on for more helpers.

One idea I have discussed with Ian is the idea for people to join the events committee online. The idea is that we will email all info and ideas about events and any help required and people can give feedback and (hopefully) volunteer for particular events. This may be more appealing to those that are hesitant to come to meetings for the fear that they may be loaded up with jobs (this never happens by the way!). It will also give working parents a chance to get involved. Night meetings are another option. I will be sending home a notice to this effect in the coming weeks.

In term 3 we have markets to be held on 27 July. These will have stalls from outside the school community to be held in the hall, as well as a car boot sale to be held on the oval. The intention is that these will become a regular event.

Entertainment will be going home in early May. It is being run differently this year in that the youngest in each family will receive the book unless the parent has returned the note to say they do not want it. The payment for the book will then be returned to school. I have my reservations about this method but the company has assured us they will cover any losses and they have found this method successful. Time will tell!

Deb Hossack
Events Committee Chairperson.
**NUNDAH STATE SCHOOL AMATEUR SWIMMING CLUB**

**MINUTES OF THE 2012 ANNUAL GENERAL MEETING**

**HELD ON WEDNESDAY 01 August 2012**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DETAILS</th>
<th>FOLLOW UP / OTHER</th>
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</thead>
<tbody>
<tr>
<td>1. MEETING OPENED</td>
<td>7.07pm</td>
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</tr>
<tr>
<td>2. ATTENDANCE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1 APOLOGIES</td>
<td>Jo Nixon, Nicky Clark, Bronwyn Arnaud</td>
<td></td>
</tr>
<tr>
<td>2.2 PRESENT</td>
<td>Glenn Ricketts, Michael Kersnovske, Charlene Doogan, Steve Shaw, Zanria Wilson, John Lockton, Jon Yule, Wendy Anderson, Angela Denver-Fedder, Angelique Woodgate, Nita Kennedy (life member), Deb Cox (principal), Natasha Bain</td>
<td></td>
</tr>
</tbody>
</table>
| 3. ADOPTION OF PREVIOUS MINUTES | Moved: Glenn Ricketts  
Second: John Lockton | |

**4. THE ELECTION OF THE EXECUTIVE COMMITTEE OF THE CLUB 2013**

- **Patron**
  - Deb Cox

- **President**

- **Secretary**
  - Angela Denver-Fedder

- **Treasurer**
  - Steve Shaw

- **Carnival Director (2)**
  - Wendy Anderson  
  - Michael Kersnovske

- **Auditor**
  - C/- NSS P&C

- **Head Coach**
  - Mrs Zarnia Wilson

- **Head Coach**
  - Mr Michael Kersnovske

- **Volunteer Coordinator**
  - Charlene Doogan

- **Referee (2)**
  - Zarnia Wilson  
  - Oscar Kemp

- **Timekeeper Coordinator**
  - John Lockton

- **Starter (2)**
  - Jon Yule  
  - Don Kersnovske

- **Marshall (2)**
  - Coaches

- **Chief Judge**
  - Glenn Ricketts

- **Chief Recorder (4)**
  - Angelique Woodgate  
  - Angela Denver-Fedder  
  - Michael Kersnovske  
  - Traci Fletcher

- **Boys Nominator**
  - Bronwyn Arnaud (Tentatively)

- **Girls Nominator**
  - Angelique Woodgate

27
<table>
<thead>
<tr>
<th>Announcer</th>
<th>Xanya Wilson</th>
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<tbody>
<tr>
<td>Records</td>
<td>Defunct</td>
</tr>
<tr>
<td>Canteen Coordinator</td>
<td>Defunct</td>
</tr>
<tr>
<td>Clothing Convenor</td>
<td>Charlene Doogan</td>
</tr>
<tr>
<td>Raffle Coordinator</td>
<td>Chris Shaw</td>
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<tr>
<td>BBQ Purchasing</td>
<td></td>
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<tr>
<td>10. MEETING CLOSED</td>
<td>7.46pm</td>
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</tbody>
</table>
### Agenda / Minutes of Meeting

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DETAILS OF DISCUSSION</th>
<th>FOLLOW UP / TO DO / WHO WHEN</th>
</tr>
</thead>
</table>
| 1.0  | Adoption of Previous Minutes: | Adopted: Jon Yule  
|      |                        | Seconded: Wendy Anderson    |
| 2.0  | Business Arising: | $1,000 fees still outstanding  
|      |                        | Payment plans to be finalised  
|      |                        | Zarnia met with Deb Cox to discuss school swimming lessons and how they may be conducted. As term coming to an end, difficult to implement change. Will re-assess next season (term 4) |
| 3.0  | Correspondence in: | Several life members responded to invitation to attend trophy presentation evening. However it was noted contact was out of date. Neata Kennedy (Life Member) will update contact list.  
|      |                        | Informal correspondance regarding pool heating electricity received by member of school public. |
|      |                        | N. Kennedy                  |
| 4.0  | Correspondence out: | Letter to Ascot announcint Nundah Swimming intention to not compete in the 2014 Ascot Cup was sent. No reply as yet.  
|      |                        | Letter to the P and C regarding sponsorship was sent. |
| 5.0  | Secretary | No additional report |
| 6.0  | Financials/Treasurer | End of month 24/04/2013:  
<p>|      |                        | - Balance: $5,500           |</p>
<table>
<thead>
<tr>
<th>ITEM</th>
<th>DETAILS OF DISCUSSION</th>
<th>FOLLOW UP / TO DO / WHO WHEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.0 Coaches</td>
<td>• Nothing to report.</td>
<td></td>
</tr>
</tbody>
</table>
| 8.0 Carnival Directors     | • The Ascot Cup  
  - Letter has been sent to Ascot.  
  Awaiting response.                                                                                                                                              |                             |
| 9.0 Clothing Convenor      | • Nothing to report                                                                                                                                                                                                     |                             |
| 10.0 Canteen Convenors     | Nothing to report                                                                                                                                                                                                     |                             |
| 11.0 Booking Convenor      | • Invoices for term 2 Swimming are starting to go out.  
  • Intrac – discussion surrounding the capabilities of the database. Further investigation to take place.  
  • Last term (term 1) 466 enrolments generating $47,412. This equates to 100 lessons running at 95% capacity  
  • Term 2 – 290 enrolments generating $27,400 equating to 81 lessons running at 70% capacity.                                                           | W. Anderson                 |
| 12.0 Website and IT        | • It was a proposed that an I.T. sub-committee be formed within the club. Further consideration to take place.  
  • Discussion surrounding personal social media pages. Nundah Swimming takes no responsibility for any content posted on a social media forum that is not directly posted by Nundah Swimming as a organisation on the Nundah Swimming page. | M. Kersnovske               |
| 13.0 General Business:     |                                                                                                                                                                                                                      |                             |
| 13.1 Life Membership       | • Look into life membership criteria  
  • Neata Kennedy has additional information that may also assist.                                                                                                                                                   | G. Ricketts                 |
<p>| 13.2 Winter Positions      | Charlene Doogan will clean the toilets during Winter Swimming – extension of her current position as bookings convenor. Lee Clark will maintain the pool over the Winter.                                               |                             |
| 13.3 Roof and General      | • A quote is to be sourced for regular                                                                                                                                                                                 |                             |</p>
<table>
<thead>
<tr>
<th>ITEM</th>
<th>DETAILS OF DISCUSSION</th>
<th>FOLLOW UP / TO DO / WHO WHEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance</td>
<td>maintenance of the pool solar heating.</td>
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</tbody>
</table>
| 13.4 2013/14 Swimming Calendar | • The committee has devised a skeleton of events to take place within the next swimming season.  
• 4 x Carnivals  
• 1 x Pre Season camp  
• 1 x Family Event  
• 1 x Junior Event  
• 1 x Camp  
• 1 x Championships  
• This is following feedback provided to the club after the most recent season. | Coaches                      |

AGENDA ITEMS FOR NEXT MEETING: As per minutes

Next Meeting: General meeting: 7.30pm on Wednesday 29 May 2013
All committee members

Meeting Closed: 9.30pm

Attachments: AGM Minutes.
(Subcommittees/Advisory Groups/Working Parties)

<table>
<thead>
<tr>
<th>Item</th>
<th>Proposal or Decision Required</th>
<th>Comments</th>
</tr>
</thead>
</table>

Signed:

Chairperson: Date:
P&C Executive Rep: Date:
Principal: Date:
NUNDAH STATE SCHOOL UNIFORM SHOP REPORT  APRIL 2013

- We were steady through March with an average takings of $720.00 per week.
- April's takings averaged $770.00
- Main sellers for March were varied, including Polo Shirts, Winter Items, Dresses
- Main sellers for April (Term 2) have been Winter Items and Coloured House shirts
- A stock take was completed in March
- Year seven shirts were distributed to students on the last day of term one
- Several issues arose from this distribution specifically the year seven teacher's shirts were absent from the order
- I called Barry (from Official, the supplier of the year seven shirt) to inform him in regards to the matter on the day of distribution. He assured me they had been included in that order. On commencement of term 2 I approached the relevant teachers and was informed they had not received their shirts. After several attempts to contact Barry and several messages that had been left, he finally returned the call. Barry did admit he made a mistake and we were looking at another wait of up to three weeks for delivery of the shirts. Mistakes can be made but the management of the issue was disappointing.
- We have enquired about a computer program for sales and stock control and were informed that there was no program as such but one could be created using excel
- A quote will be obtained for the next P and C meeting
Parents and Citizens Association:

T U C K S H O P

As the warmer weather starts to turn cooler, we are expecting to be selling a lot more hot food and as a supplement to slushie’s we will be bringing back hot chocolate and some new “winter treats”. The slushie machine however will still be operating.

We have noticed a downturn in sales this term, partly attributed to a change in serving times which has now been revised but also the lower grades do not usually have much tuckshop until they and the new parents get used to the system. However, at this time we are working with the teachers while they work out some changes to eating and play times which will impact the way the tuckshop operates. Watch this space!

We have also decided to ask the teachers in a survey a few questions that will help us in our endeavor to set up a separate “teacher’s only” menu. We have had such a good response to our salads, quiches etc, that we thought we might try a few other ideas to boost sales within the staff ranks.

It has been brought to our attention that we need to implement some formal arrangements regarding school staff keeping their accounts in credit. At the moment we are having problems with quite a few accounts being in deficit for most of the term and even though we have asked accounts to be settled by end of term, this is not always happening. Hence the proposal to be put to the P&C tonight.
### Tuckshop Proposals – 8 May 2013

**Agenda items for General P&C Meeting (Subcommittees/Advisory Groups/Working Parties)**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>PROPOSAL OR DECISION REQUIRED</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff to be issued with formal invoices at end of term and payment required before last week of term.</td>
<td>Directive needs to come from P&amp;C. Maybe a letter sent to all staff outlining terms and conditions.</td>
<td></td>
</tr>
<tr>
<td>Staff be required to keep accounts in credit.</td>
<td>Limit to how much needs to be kept in credit. Example: $10.00 or $20.00......</td>
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Signed:  
Chairperson: Date:  
P&C Executive Rep: Date:  
Principal: Date:
Nundah Music Sub Committee - Business Arising from Previous Meeting

30 April 2013

At the last P&C meeting it was noted in the minutes that the Music Advisory group now the Music Sub Committee (MSB) was being subsidised by the P&C based on the reported numbers presented by Jim’s bookkeeping (Jim’s) for the calendar year ending 31 December 2012.

The MSB Sub Committee (Jane Hopsick and Nancy Bauer) consider that the true position of the Music program was not properly represented in the reported numbers and would like to highlight the following to the P&C’s attention.

Jim’s bookkeeping advised that the MSB was reporting a deficit of $906 for the calendar year ending 31 December 2012. The numbers reported by Jim’s did not correspond to the records being maintained in the cash book by the MSB. A subsequent review of the differences between the cash book and the numbers reported by Jim’s highlighted that:

- The Music evening proceeds totalling $935 banked in August 2012 did not appear to be included in the MSB income.
- There were expenses incurred and reported that were not recorded in the cash book and that the MSB was not aware had been expended.
- The monies that were added, receipted and placed in the P&C safe (by Nancy and Jane) for banking did not always match up to the deposits for the music committee reported by Jims bookkeeping.

The MSB has historically reported positive net income over the past two calendar years and on 4 June 2012 when the Music Association bank account was closed, transferred to the P&C an amount of $5211 representing accumulated funds as at this date. The MSB therefore recommends the following matters for consideration by the P&C:

1. That the cash book be maintained by a representative of the school who can undertake monthly reconciliations of items in the MSB cash book against the P&C bank statements. This will ensure at a minimum the cash book and bank statements reconcile on a regular basis, particularly in the absence of a separate bank account for music related activities.

2. In addition to 1 above, prior to the P&C expending funds on Music Committee related items, the MSB should be able to make the decisions of music related purchases. The MSB now includes Geoff Whitehead classroom music teacher and Malcolm Bell Instrumental teacher.
3. The classification of income is reviewed for accuracy going forward. An example recently is that the uniform shop has been selling fifes and keeping the monies. The fifes were purchased by the MSB. In the event this income was not correctly classified as Music income this could lead to incorrect reporting in the P&C accounts.

4. The uniform shop also ordered and sold music books and violin strings but these were paid for out of the MSB’s accounts. The MSB discussed at their recent meeting on 30 April invoicing the uniform shop for the 24 fifes to address this item.

5. All invoices received from Ellaways need to be checked by a nominated person as some orders are attributable to different areas of the school.

Regards
Nundah Music Sub Committee
For noting:

The Road Safety Committee has received notification through Cr Kim Flesser, that Brisbane City Council will provide a traffic engineer to meet with key stakeholders, from all schools in the area, to discuss the issues and solutions to the road safety problems identified by the Committee. This is wonderful news, being what we had requested in our letter. We are currently negotiating a meeting time during the week of May 13.

Last month, Committee members and Ms Cox attended the Nundah traffic forum, hosted by Cr. Kim Flesser and the Hon. Wayne Swan, Deputy Prime Minister. Mr Swan commended the Committee on the comprehensive work done to identify the road safety issues around the school and the possible solutions. Member for Nudgee, Mr Jason Woodforth also offered his support and assistance.

Jodie Lynch has been doing a wonderful job writing every week for the school newsletter. We have also noted an increased Police presence, at our request. Despite this, we are still observing unsafe and discourteous behaviours on a regular basis. We ask families to carefully consider their individual responsibilities and the vital role they play in modelling safe and respectful behaviours to their children. Life is busy for all of us; but we ask that people consider spending just a few extra minutes to protect a life forever and to teach children these important skills.

For those interested in the Active Transport/ Walking Bus initiatives, these are pending. As a Committee, we have agreed on a position whereby we will not actively pursue these activities until there are adequate pedestrian safety measures in place. Please be assured, our terms of reference reflect our commitment to exploring this very important aspect, when it is safe to do so.

Karen Davies
Chair
NSS Road Safety Committee
## Statement of Purpose and Authority

<table>
<thead>
<tr>
<th>Name</th>
<th>FUNDRAISING COMMITTEE</th>
</tr>
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<tbody>
<tr>
<td><strong>Purpose</strong></td>
<td>The committee exists to formulate and implement a strategy for raising additional funds for the P&amp;C which can then be applied to the betterment of the school. This includes, but is not limited to sponsorship, grants, parent donations, drives (eg fact-a-thon), bequests and pro-bono services. It is not envisaged that the committee would conduct fundraising events with considerable parent and other community involvement (eg Spring Fair, Trivia Nights, Mothers Day stalls etc) as these types of fundraising initiatives (while forming part of the strategy) would be conducted by the Nundah State School P&amp;C Events Committee.</td>
</tr>
<tr>
<td><strong>Delegated authority</strong></td>
<td>The committee has the authority to –</td>
</tr>
<tr>
<td></td>
<td>- Conduct approaches to the community for sponsorship within the bounds of the strategy and guidelines approved by the P&amp;C.</td>
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<td></td>
<td>- Write the annual voluntary parent donation letter, subject to agreement and signature of the P&amp;C President.</td>
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<tr>
<td></td>
<td>- Apply for grants in the name of the P&amp;C, provided they are for a purpose within the scope of the operations of the P&amp;C or school.</td>
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<tr>
<td></td>
<td>- Provide advice and assistance to staff, other committees or working groups in the raising of funds</td>
</tr>
<tr>
<td><strong>Annual Operating Plan</strong></td>
<td>The committee is to formulate an annual operating plan (including core anticipated activities and headline financial activities) and submit it for approval at a P&amp;C general meeting by October 31 for the following calendar year.</td>
</tr>
<tr>
<td><strong>Financial Procedures</strong></td>
<td>The sub-committee may not use a separate bank account. All financial transactions including banking of receipts and making of payments must be made through the P&amp;C treasurer in the manner outlined in the <em>Nundah SS P&amp;C Financial Procedures Guide</em>.</td>
</tr>
<tr>
<td><strong>Accounting for funds</strong></td>
<td>The receipts and payments related to sub-committee business will be separately accounted for in the P&amp;C accounts. A separate retained earnings figure for the sub-committee will be shown in the retained earnings section of the balance sheet. Any surplus or deficit in receipts less payments in the current year will be shown as an adjustment to the retained earnings at the end of the year. In any given year, the sub-committee may have a deficit in funds up to the amount of the sub-committee retained earnings at the start the year.</td>
</tr>
<tr>
<td><strong>Membership</strong></td>
<td>Any member of the P&amp;C, including staff members, are eligible for appointment as a member of the sub-committee. Members are appointed by a decision at a P&amp;C general meeting. Additional members may be added at subsequent meetings.</td>
</tr>
<tr>
<td><strong>Meeting Timing</strong></td>
<td>The timing and frequency of committee meetings are to be decided by a majority vote of the members of the committee.</td>
</tr>
<tr>
<td><strong>Attendance at meetings</strong></td>
<td>Any interested person may attend meetings of the sub-committee and contribute to discussion, as regulated by the Chair. However, such persons may not vote on decisions of the sub-committee unless they have been appointed as members of that sub-committee.</td>
</tr>
<tr>
<td><strong>Officers of the committee</strong></td>
<td>The Committee requires a Chairperson and Secretary as officers. These officers are appointed by a decision at a P&amp;C general meeting, and may include any member of the P&amp;C, including those holding other P&amp;C positions. Additional officers may be added at subsequent meetings.</td>
</tr>
<tr>
<td><strong>Decisions</strong></td>
<td>The meeting has a quorum if more than half of its members are present. Decisions may be made only if a quorum is present, with each member present having an equal vote, and a casting vote by the chairperson if necessary.</td>
</tr>
<tr>
<td><strong>Matters requiring P&amp;C General Meeting Approval</strong></td>
<td>Except for the specific matters listed as delegated authorities above, all other decisions of the sub-committee take the form of proposals which are to be tabled for a decision at the soonest possible P&amp;C general meeting.</td>
</tr>
<tr>
<td><strong>Reports to P&amp;C</strong></td>
<td>The committee must provide a written report of its progress to each P&amp;C general meeting. This need not be lengthy, but must be forwarded to the P&amp;C Secretary in the publicised time frame. No financial report is required, as this is provided as part of the report by the P&amp;C treasurer.</td>
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</table>

*This statement is based on the Nundah State School P&C Constitution, particularly Clause 14.*
Motion 1: That the P&C establish a new sub-committee to be known as the “Fundraising Committee” with the purpose, authority and procedures as attached.

The P&C acknowledges the terrific work done by events committee in raising funds over many years and encourages its continued work in the same vein. The parent body now includes people with very significant expertise in raising funds outside the traditional scope of our event based fundraising such as in appeals, sponsorship, grant writing, philanthropic giving and bequests. These individuals are willing to contribute their expertise to raise further funds for the school community and we would like to support that. It would be a further development of the more informal grants group and sponsorship role that existed last year. An official sub-committee structure will allow the group to make decisions using their expertise, whilst providing an appropriate level of accountability to and oversight by the P&C.

Motion 2: That the P&C appoint the following officers and members to the fundraising committee –

- Chairperson – TBC
- Secretary – April Gunning-Davis
- Member – Bernadette Vella
- Member – Michael Burmeister
- Member – Karen Davies

These individuals are all (by the time of this motion) members of the P&C, have accepted nomination and have the appropriate qualifications, passion and experience to be members of this committee. It should be noted that the committee seeks one or two additional members, particularly to undertake direct contact with potential sponsors.

Motion 3: That the P&C purchase one-year subscriptions to the following databases at a cost of $285 –

- Tenderbridge - $200
- Our Community Funding Centre - $85

These subscriptions would support the grant application process as they provide information on the grants available to the school and/or P&C. Tenderbridge is a specialist education grants information provider. Our Community Funding Centre is a social enterprise that provides advice and tools for not for profit organisations and schools. There is some cross over of information provided by each of these services. Tenderbridge provides more general information about the grants that are applicable to the education sector whereas Our Community provides much more detailed information about each grant. There are some funding options that are covered in the Our Community newsletter that are not covered by Tenderbridge and vice versa. Trying to source information about grants without
access to both of these tools would be an onerous and extremely difficult process. Access to these tools allows people applying for grants to spend their time writing applications rather than trying to find the grants in the first place.

**Motion 4: That while a comprehensive strategy is being developed, the fundraising committee frame its approach to sponsors based on the same approach last year with the following changes –**

- Advertising in events material not be offered (no such events in 2013)
- A Platinum level of sponsorship be added for gifts of cash or kind in excess of $1000
- Digital advertising be offered on a separate sub-section of the school web page

We cannot offer businesses events based sponsorship when we do not have suitable events for sponsorship planned in 2013. This is likely to come into play again in future years. A platinum level of sponsorship may encourage some businesses to give as much as $1000. In the absence of printed material for events, our sponsors could receive exposure on our web page (like what has traditionally been on the back of our newsletter). The least obtrusive way of doing this would be to link a separate page to the school website – no advertising would appear on the main page.
Appendix – Further information on databases from Motion 3

**Tenderbridge**  
Cost - $200 for a one year subscription  
[https://tenderbridge.acer.edu.au/Pages/Public/Home.aspx](https://tenderbridge.acer.edu.au/Pages/Public/Home.aspx)

Tender Bridge is a national research and development service of the Australian Council for Educational Research. The service is available to schools and not-for-profits in education. They send out a weekly email with information about education-related grants, scholarships and sponsorships from business, philanthropy, universities and government (at all levels). Membership also includes access to their database of grants.

**Our Community Funding Centre**  
Cost - $85 for a one year subscription  

The Our Community Funding Centre service provides a grants database and a weekly grants newsletter. In addition it also provides articles in the newsletter relevant to fundraising and tips on fundraising such as grant writing tips. There will also soon be a feature on this that will allow you to store all of your grant information securely online.
Proposal: That the P&C update the official school uniform policy to allow black stockings or leggings to be worn under the school dress.

The current school uniform does not allow leggings or stockings to be worn under the school dress. Many girls prefer to wear the dress and need something underneath to keep warm. Black stockings or leggings are a neat and tidy option which coordinates well with the rest of the school uniform.

Black tracksuit pants are also part of the school uniform but should be worn only with the gold polo shirt and not with the dress. Tracksuit pants under the dress will not be part of the official school uniform policy.