



# Nundah State School

## Parents and Citizens Association General Meeting

8<sup>th</sup> March 2017 at 7.30pm, NSS Staff Room (Ed Mac Building)

**Chair:** Jim Davies

**Apologies:** Bec Ascough, Darren Kindleysides

**Minutes:** Erin Dutschke

**Attendees:** Kate Witherington, Lin Han, April Gunning-Davis, Antonia Crompton, Kristin Copson, Greg Kitson, Alison Paton, Susan Gardner, Lisa Horne, Kate Nash, Julieanne Jackson, Adrienne Flynn, Justine Capstick, Shona Arneil, Jane Newman, Marina Dale, Shane Spargo, Cindy Keong, Deb Cox, Lisa O'Connor, Danielle Bradbury, Hazel Anderson, Cathy Baker, Leah Bagnall, Alison Collaro, Kerryn Grice, Fiona Deering, Selina Harris, Irina Egorova, Lin Han

### Minutes

#	Item	Follow Up
1	<p><b>Meeting opened at 7.29 pm</b></p> <p>Adoption of Previous Minutes (Feb 2017)</p> <p><b><i>The minutes from the previous meeting were adopted by Jim, seconded by Justine and passed by all members present.</i></b></p> <p><b>Business Arising</b></p> <p>Nil.</p> <p><b>Correspondence In</b></p> <ul style="list-style-type: none"><li>• Tabled the three quotes from the sports sub committee for the sports representative shirts and a copy of the design was tabled also.</li></ul> <p><b><i>Jim moved the motion that the P&amp;C accepts the 3 quotes and the design, seconded by Marina, passed by all members present.</i></b></p> <ul style="list-style-type: none"><li>• Letter from the new student council for 2017 to the P&amp;C has been received, letter tabled, read out by Jim Davies. Outline on how they wish to spend their funds this year. Highlighting the addition to the bigger students play structure on the oval and the toilets that require renovation</li><li>• The P&amp;C will send a letter back to the student council to assure them their letter was received and to thank them for this.</li><li>• Shane Spargo spoke about the spring fair, preparing for the first of the outgoings for the spring fair. Seeking funds for a deposit of \$500 to secure the date for the amusements. Also seeking the approval for the seed funding of up to \$10,000. Approval to start pulling it all together.</li></ul> <p><b><i>Shane moved the motion to approve the \$500 and allow for up to \$10,000 seed funding for the spring fair, Seconded by Danielle, passed by members present.</i></b></p> <ul style="list-style-type: none"><li>• Kate asked how the working group works with the spending of the money for the spring fair, Jim clarified that there is a treasurer within the working group that takes care of this.</li></ul> <p><b>Correspondence Out</b></p> <p>Nil.</p>	



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2	<p><b>Principal Report tabled by Deb Cox;</b></p> <ul style="list-style-type: none"> <li>• Quad update; the quad is coming along slowly. Works so far include the digging up the old tree roots and working on the drainage currently. Looking at laying the artificial turf in the junior quad very soon so this can open back up by then end of week 7 or 8.</li> <li>• Checked with teachers regarding the quad and noise etc to the classrooms, there were only two teachers who had identified any real issues but they were given the option to move rooms and have done so on a roster for some lessons. Everyone else is comfortable with it.</li> <li>• Attended the principals confrence the previous week and it was very interesting, some interesting new messages were delivered. Focus has been on teaching the last few years, now pulling it back to learning.</li> <li>• Enquiry &amp; collaboration with the teahcers, running with this across the whole school.</li> <li>• Coaching is the other big thing, almost 75% of the teachers here are trained to coach and be coached.</li> <li>• Mr Kitson is changing his role, heading to Ashgrove State School to be a grade 2 teacher.</li> </ul>	
3	<p><b>Treasurer report tabled – Marina Dale;</b></p> <ul style="list-style-type: none"> <li>• <b>Marina moved a motion</b> that the 2016 audit has been undertaken and the financial report and associated documents were circulated prior to the meeting. It is proposed that the contents of the documents be herby adopted.</li> </ul> <p>Further, the committee members approve that the Financial Report be signed where indicated.</p> <p>Furthermore, the committee members approve the signing of the Management Representation Letter to be sent to the Auditor.</p> <p>Finally, the committee members confirm that the reports were made available to mambers prior to the Annual General Meeting, <b>seconded by Lisa, passed by all members present.</b></p> <ul style="list-style-type: none"> <li>• Fundraising, fact a thon, Easter raffle, mothers day lunch and the trivia night are all events coming up in 2017</li> <li>• The trivia night is to be held earlier this year, to be held on 17<sup>th</sup> June, 2017</li> </ul> <p><b>Marina moved the motion to continue the employment of those empolyed in both the Tuckshop &amp; Uniform shop, seconded by Jim, passed by all members present.</b></p> <ul style="list-style-type: none"> <li>• Sports committee and Sharks have been given operational guidelines as a reminder for the year</li> <li>• We received a \$2, 556 cheque from the shaw road newsagency, this is the money that is raised and given back to the P&amp;C from the students whom buy their books from the booklist provided by the Shaw road newsagency. The P&amp;C is going to send them a thank you letter. This was a good reminder that buying direct from the booklist does contribute back to the School and perhaps this should go into the newsletter as many may not know this. This could encourage more to buy from the booklist instead of seeking the items elsewhere.</li> <li>• Approval given already to go ahead at Cloudland for the mother's day</li> </ul>	



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	<p>lunch in 2016. Now need to sign off on the seed funding of \$3320</p> <p><b>Jim moved the motion to enable the mother's day working group to spend monies appropriate in accordance with the guidelines at Cloudland, seconded by Kate, passed by all members present.</b></p>	
4	<p><b>Other Reports tabled;</b></p> <p><b>Tuckshop report – tabled but Leah;</b></p> <ul style="list-style-type: none"> <li>• April mentioned the Easter bun fundriaser again, have done this in the past and looking to do this again soon.</li> <li>• Would like to send a second person to the Tuckshop</li> <li>• Fridge died today and really is not fixable due to the age, have not yet had a chance to look at what they will need but will get quotes and send them to the P&amp;C to look at asap. Will do the same for the freezer that is probably also in need of replacement as per the previous meetings discussion.</li> <li>• This fridge was a fridge with a smaller freezer up top that was used for Gluten free items to keep them separate. This style will be required for the same purpose.</li> <li>• Starting to get concerned regarding all freezers and fridges that are currently being used as they are all around the same age and at some point they are all going to possibly die.</li> </ul> <p><b>Jim moved the motion for the P&amp;C to have the discretion to sign off on a new fridge after seeing 3 quotes for both fridge and freezer, seconded by Justine, passed by all members present.</b></p> <p><b>Uniform Shop report – tabled by Kate Witherington;</b></p> <ul style="list-style-type: none"> <li>• Kate presented the new shirt design that has been trialed. A few kids have worn it and given some feedback to Kate regarding their thoughts on the new shirts. Kate wondered how people feel about change, Jim mentioned this is a big issue with many and it needs to be talked about to the wider community. Jim suggested that we put a call out to interested parties who have an interest in changing the uniform between now and the next meeting. Include the picture in the Newsletter also for everyone to look at and through the parents reps also. Giving everyone the opportunity to see the the new shirt.</li> <li>• It was noted that this new shirt design did not come from anyone in particular, it was found in the uniform shop from some prievous time when someone was possibly looking into a change. It was simply found and trialed to see what the feedback was.</li> <li>• Shane asked regarding the change, what is the reason for the change? Kate mentioned she felt there was a need for change. Cathy spoke about the plain shirts that you can buy from places such as target, kmart and so on, a change in sports shirt with black on them could make all of those students who opt to buy the non school yellow shirts stand out more.</li> <li>• It was also noted the year 6 had seniors shirts that include black on them</li> </ul>	



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	<p>so they stand out and perhaps a new design will take away from this for those students.</p> <ul style="list-style-type: none"> <li>• Kate asked to move the motion to increase the prices on the sports shirts and the shorts from \$20 each to \$25. The cost to make them has increased over time but not the cost to sell them in a long time. Alison asked about the reason behind this and is their a formula used to come up with the increase in price.</li> <li>• They are not that profitable regardless and this is not about making money but mainly that there has been an increase in the cost to make them.</li> <li>• Kate did remind everyone that there are free second hand shirts also available for those who require them.</li> <li>• There was discussion about putting the price up perhaps will drive those away to the other stores where they can get the plain shirts cheaper.</li> <li>• Question on the price that was paid for the shirts in stock? Currently the uniform shop does hold excess stock and what price were these purchased at? And why sell these for more if they were not at the increased price. Also the uniform shop is currently over stocked, getting new shirts means more stock again – this is possibly not a great idea.</li> <li>• Perhaps an increase up to \$23 instead?</li> <li>• Lots of discussion from everyone and was agreed not to vote on this topic yet as more research needs to be done and the wider community need to be made aware of the movement and have their say.</li> <li>• No motions were approved for either a newly designed sports shirt or any price increase at this time.</li> </ul> <p><b>Swim Club – minutes tabled by Jim Davies as no members present;</b></p> <ul style="list-style-type: none"> <li>• Slippery steps at the swimming pool, the health and safety representative from the department has done a risk assesment already regarding this. Deb sent this onto the P&amp;C and Swim Club to read.</li> </ul> <p><b>Sports Sub Committee – report table by Alison;</b></p> <ul style="list-style-type: none"> <li>• Cross country training has been very positive, about 20 – 25 kids each Friday. The running time has been decreased from 1hr to 45mins for the kids to rest and have a snack once complete</li> <li>• \$60 approx. was the gold coin donation amount, this is yet to be banked</li> <li>• Net Set Go to happen in term 2, instead of term 3 and 4 like last year. This way it doesn't clash with swimming. Through netball qld all run by them. Previously this was opened up to other schools and will be again this time. After school on a Wed from 3.15 to 4.15 in second week of term 2 for 8 weeks.</li> <li>• Greg spoke about the grant received to spend on coaching for hockey for preparation for Gala day. The school will still provide training also. This is to build up the skill level to be competitive, especially in hockey as the kids have not really played this before. This is new to Gala day. This is set to start in term 2, offered as a Gala day sport. The training from the grant for both hockey and netball has started.</li> </ul>	



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5	<p><b>General business</b></p> <ul style="list-style-type: none"> <li>• Future use of the OHSC funding, discussion around the amount of money that is required to move this potentially in the future from the hall. Looking into ways to top this funding up, there are some grants that may be able to look at. This is going to be a large cost. There is smart schools subsidy where we do have to contribute dollar for dollar, need to put in for this in July. This can take a year or two to find out about and to do so we need a plan and plans are expensive. Jim just wanting everyone to be aware of what we are looking at doing.</li> <li>• There is also a low interest loan that can be applied for, also includes a dollar for dollar contribution. The plan is the ongoing cost if we go this way, it will be paid off by the money that comes in from the OHSC.</li> <li>• Fans in the hall, this is another option. There is money that could potentially be used to put large fans in the hall.</li> <li>• What does the community want? This is the discussion we wish to start again to seek direction into the use of the money raised from running the School care program at the school.</li> <li>• There is also \$4000 sitting in the building fund account, this money was originally for the library but this is no longer on the radar. Currently this money is just sitting unused and losing money in fees. Can not do grounds work with this, it needs to be on building works only.</li> <li>• April asked about the projection of numbers an co contribution and how this has built up. It has built up, slower than expected but has certainly built. Kate did ask if under the library would be big enough for all the OHSC kids, Deb said not really but to be worked on.</li> <li>• Discussion around student safety at the pick up zone on Bage street (near the swimming pool) with students playing tiggy and climbing the large tree branches out over the road. It was confirmed all classes will be spoken to by all teachers and there is now an unofficial roster also going past the "tree" on bage street pick up zone. Shona also to put something in the newsletter to remind the School community about safety in these areas. Students are being reminded about being self aware all of the time.</li> <li>• Toni olsen requested permission to run sell the Entertainment Books again through the School as she has done every year. <b>Jim moved the motion to allow the sale of the Entertainment Books, seconded by April, passed by all members present</b></li> <li>• Recycling at the school, there are some parents currently keen to get onto recycling at the school. Adrienne talked about literless lunch days and what happened to these? Wednesday was always literless lunch day. Student council raised this topic this year also. Deb asked about the student council driving some recycling. There did used to be more recycling at the school, that was collected through the classrooms from the year 7 students some time ago. Certainly something to be looked into and discussed in more length at the next meeting. Leah advised the Tuck shop is certainly a great place to start.</li> <li>• Logistics with recycling there is an issue, there are some road blocks but these are what we are trying to get over to move forward and get this happening again in the School.</li> </ul>	



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	<ul style="list-style-type: none"> <li>• Alison mentioned the re usable bags that can be used in the tuckshop, Leah confirmed we will talk about these at the next meeting.</li> <li>• Bank is charging fee's each month for the building fund money, the auditor did mention we could go to a society fund that does not have these fee's. <b>Marina moved the motion to move the funds to a socitey fund, seconded by Jim, passed by all members present.</b></li> <li>• Chaplaincy funding motion was discussed, Alison spoke about the amount of the 10% and why a percentage? There is no issue with contributing but why does the P&amp;C have to be held to a percentage.</li> <li>• There is an increase from 2016, this is due to the wage increasel. Kate asked about who employs the Chaplain, employed by the scripture unioin, they pay the wages. There are several chaplaincy's around that have no funding from the national government. We applied for the funding as we never had a chaplain at the School. This is where the 10% came from as we the P&amp;C were willing to contribut also as part of the aplication for the funding to have a Chaplain at the School. The application was re newed in 2016, from what we have already had.</li> <li>• It was a P&amp;C community decision for the contribution of 10% and was ratified some time ago and now is to be ratified each year as per the discussions around this topic in 2016.</li> <li>• It was discussed that this is 10% contribution to somone's wage with in the School, however the Chappy is taking on roles that are also outside of the chaplaincy. It should perhaps be more open and more transparent. Seeking a contribution to supplement wage was questioned by members present.</li> <li>• Selina did mention that they, the Chaplaincy committee do fundraise and seek donations also to offset the wage of the Chaplain at the School.</li> <li>• Lots of discussion around a better way of doing this. Currently the formula is 100% wage that comes from, 50% from School contribution, 10% from P&amp;C and 40% from Chaplain committee fundraising.</li> <li>• The entire process was discussed, when did it start? Why a percentage? Can this be changed?</li> <li>• The process to contribute the 10% of the wage was ratified some time ago, the idea about 10% was identified as a clearer approach to know how much each year would be contributed. This way the amount contributed would grow as the wage grew with wage increases.</li> <li>• The discussion of this decision already being ratified was mentioned and does this not just continue. However it was not a topic that was made very clear to some members as new members join the P&amp;C very regularly. For this reason the P&amp;C voted in 2016 to discuss the contribution at the beginning of each year after the AGM and vote on the if the payment is to be made.</li> <li>• It was discussed that having a Chaplain is a safe place for children to go and very valued. It would be a real shame if the P&amp;C could not find 10% to help the children in the School. It is not a handful of children but it is most of the children that benefit.</li> </ul> <p><b>Jim moved the motion that the P&amp;C ratify the donation of the 10% towards the co contribution to be paid when the invoice comes in, seconded by Justine,</b></p>	



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	<p><b><i>passed by all members present</i></b></p> <p><b><i>Deb moved the motion that the LCC are encouraged to seek donations more widely, and report back to the P&amp;C on how this is going. With the potential to reduce percentage of the funding from the P&amp;C next financial year. seconded by Cindy, passed by all members present.</i></b></p> <ul style="list-style-type: none"><li>• Alison suggested that the funds raised etc by the chaplaincy committee could be brought to the P&amp;C meetings, not something that has to be done but would be nice if they did to give full disclosure, all other committess etc do.</li><li>• Members of the Chaplaincy committee agreed to also look at putting a letter out to the wider community seeking funding to perhaps help them offset the contribution from the P&amp;C through increased funds already received.</li></ul>	
6	<p><b><i>Meeting closed at 8.58pm, the next meeting will be held on May 10<sup>th</sup>, 2017 (no meeting in April as it is School Holidays)</i></b></p>	