



AGENDA

General Meeting

Monday 24th of April 2017, 7.30pm to 9.00pm, School Library

No.	Item	Person	Papers	Time
OPENING				
1.	Welcome	President	n/a	7.30 pm
2.	Apologies		n/a	
3.	Government representatives and invited guests		n/a	
4.	Confirmation of minutes of previous general meeting		Attached	
5.	Business arising from previous meeting		Attached	
MATTERS FOR DECISION				
6.	Confirmation of Executive committee's decisions since previous meeting (Additional insurance cover)	President	Verbal	7.40 pm
7.	P&C 2017 event calendar (incl new events)	VPs, Alison Courtice	Presentation	
8.	Acceptance of applications for new membership / renewal	Secretary	n/a	
9.	Other	n/a	n/a	
MATTERS FOR DISCUSSION				
10.	P&C 2017 goals (Draft)	President	Presentation	8.00 pm
11.	P&C Sub-committee structure (Draft)			
MATTERS FOR NOTING (<i>Future meeting intention: Reports/Updates to be provided in advance as part of the Meeting Pack</i>)				
12.	Reports: <ul style="list-style-type: none"> a. Treasurer's Report & P&C Financials b. Principal's Report c. School Council Report 	Treasurer Principal Chair-SC	Verbal Verbal Verbal	8.20 pm
13.	Sub-committee and Working Group updates: <ul style="list-style-type: none"> a. Communication WG b. Facilities Sub-C c. Fundraising & Events Sub-C d. Music Supporters Sub-C e. Retail Sub-C f. Sea Wolves Sub-C 	Chair-SubC /WG	Verbal	8.35 pm
14.	Correspondence received	Secretary	Verbal	8.50 pm
CLOSING				
15.	Any other business	President	Verbal	8.55 pm
16.	Date of next meeting & meeting close	President	Verbal	9.00 pm



MINUTES

General Meeting
Monday 20th of February 2017 at 7.30pm
School Hall

1.0 Welcome

Scott Lawrence welcomed everyone to the meeting

2.0 Apologies

Apologies were received from Katrina Smith and Alex McDonald.

3.0 Confirmation of previous minutes

The minutes from the previous general meeting were distributed. Scott Lawrence asked for any corrections. No corrections noted.

Moved Lee Davis **Seconded** Tony Luscombe **Passed** Yes

4.0 Business arising from previous minutes

4.1 Air-conditioning

Tracy Mills

Thermometers have been distributed to each classroom to monitor temperatures throughout the day to provide us with data we can use for air-conditioning related projects.

4.2 P&C Storeroom

Matt Keong

We have been advised that the undercroft storeroom will never be fully waterproof, regardless of how much work is done on it.

4.3 Maygar Street Pedestrian Refuge

Nerida Thomas

We have successfully applied to become part of the Active Travel program, and Nerida has gained support for the refuge from Councillor Wines. In addition to this, we have finally (after 4 years) gained a Lollypop Person on the Harris Street side of the school. Main Roads are also sending out vests to be worn by people working on pickup zones to aid in giving them some visibility and power to manage the pickup zones.

4.4 Archive Room Shelving

Kate Dickson

Kate Dickson advised that the Archive Room shelving has been purchased.

5.0 Correspondence

No correspondence was noted

6.0 Local and State Government Representatives & Invited Guests

Scott Lawrence noted the attendance of Stacey Hall from Brisbane City Council who is attending to provide some information on the Active School Travel program.

Jamie Foster also attended, sitting in for Trevor Evans.

7.0 Confirmation of Executive Committee's decisions since previous meeting

No decisions have been made.

8.0 Reports

8.1 P&C Financials

Kate Dickson

The balance sheet is reflecting iPad purchases and the Hall Upgrade. There has been very little activity over the holidays.

Moved	Tracy Mills	Seconded	Jen Allen	Passed	Yes
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8.2 Principal Report

Matt Keong

Matt Keong presented his report and spoke to key points of the strategic plan: improved learning outcomes, maintaining a skilled workforce, positive school policy and facilities and resources.

Tabled	Voluntary contribution letter (approved by the School Council) School Financial Snapshot (approved by Senior Finance Officers)				
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Moved	Scott Lawrence	Seconded	Mary-Lou Grohn	Passed	Yes
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8.3 School Council Report

Scott Lawrence

The School Council is actively working to keep in line with the 15-year strategy which was developed last year.

All iPads have been successfully implemented and the Council is now looking at the BYOD program for 2018. Currently year levels 4 & 5 (and optional Yr 6) are the target of the first year of BYOD. Matt Keong further mentioned that this will require a significant rationalisation of the booklist as well as paying heed to the principles of social justice.

The School Council has proposed the formation of a Working Group within the P&C to ensure clear communication is had with the school community.

Proposal	Scott Lawrence proposed that a working group be formed within the P&C to enable clear communication with the school community regarding the BYOD program.				
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Moved	Lee Davis	Seconded	Kirsty Taylor	Passed	Yes
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Action	Establish BYOD working group within P&C structure. Member recruitment to follow.	Who	P&C Exec	When	Next Meeting (24 th April)
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9.0 Sub-Committee and Working Group Reports

9.1 Communication Working Group

Tracy Mills

The Communication Working Group has not met yet this year. Focus for the first part of the year will be on looking at our P&C Website. Alex McDonald has been working on developing an image base for use in a redeveloped website.

No date has been set for the next meeting.

9.2 Facilities Committee

Lee Davis

The Facilities Committee is currently dormant, however it is expected that they will be re-elected soon to assist with the handover of the Officeworks site.

9.3 Grants and Fundraising

Alison & Michelle

BCC Sporting Facilities Upgrade grant is available and may be looked at for the Cricket Nets and Pits. There is a 20% contribution and a community use agreement must be in place. Getting quotes has proven difficult so far.

Kedron-Wavell Community Impact Grants (\$500-\$5000) are often awarded to P&Cs. They may be good for some specific teaching aids for learning. The grants are easy to apply for and the application is due in by the 28th February.

Proposal	Scott Lawrence proposed that the P&C apply for the Kedron-Wavell Community Impact grants for some specialist learning resources for the school.				
Moved	Jen Allen	Seconded	Alison Courtice	Passed	Yes
Action	Apply for Kedron-Wavell Community Impact Grant	Who	Alison and/or Michelle	When	Prior to 28 th February

GCBF is coming up again however as we have just received this grant, Michelle recommends we hold off for another few rounds before applying again.

Susan Agnew is looking at the sunshades for the Cancer Council grant. We are getting quotes to replace the old bigger marquees. The concept of installing some permanent shade structures has also been discussed.

Alison Courtice is taking the helm investigating fundraising opportunities for the P&C.

9.4 Music Supporters

Tracy Mills

String and Band lessons have commenced, with two new teachers (Janelle Skinner and Paul Kucharski). Music lessons are running by class with mini band groups. DETE are funding Kim Fanning for two days per week.

All musical dates for the year have now been set.

The school rental program will be more closely monitored this year, and if instrument hire is not paid then instruments will come back to the school. Last year \$6000 was written off from this scheme.

9.5 Retail

Georgia Limmer

Bucket hats have been ordered and should be in stock by the start of next term. There will be no light blue band for prep students on the new hats.

The WiFi in the Uniform shop is going to go onto the school network to address the connectivity items which have been occurring.

The tuckshop menu has been revamped, with Charlotte Morrison doing a fabulous job on this and Alison Courtice has provided great insight into the coeliac-friendly and gluten free items. There are plans to have a book in the tuckshop for children with allergies.

It is important to note that the crunchy chicken sushi was not gluten free. This has now been addressed.

The egg preparation area has also been put in place.

All flyscreens in the Tuckshop have been replaced with Perspex. The concept of creating lanes in front of the tuckshop serving windows is being investigated.

9.6 Seawolves

Hamish Mackley

First club night was the 3rd February. There are lots of new families joining up mid-season.

The aim is to finish up club nights by 8:15pm.

Seawolves achieved 2nd in the final carnival on the 2nd March against Ithica and Oakley (Oakley hosting).

Final club night will be 17th March with the Club Championships to be held on 25th of March.

It was discussed that it may be a good idea for a Seawolves person to participate in the Facilities Committee going forward.

10.0 Items for Discussion and Other Business

10.1 Active School Travel Program Presentation

Stacey Hall (BCC)

Stacey Hall gave a presentation to the group about the 3-year Active School Travel program which we have successfully applied to participate in from 2017.

School receives a dedicated officer (Stacey) who works with the school committee/working group, statistics (lots of surveys in the program), child passports to earn rewards (incentive based program), personal active travel maps for the school area with active travel routes marked. There are also bike and scooter skills, bus buzz tips & tricks and RACQ road safety sessions.

There is a Golden Boot competition which goes across all AST schools in Brisbane. Also, there is an in-school competition between classes. There are also annual awards at the end of the year with the Lord Mayor (adults).

An assembly performance will be happening on the 6th March to introduce the program to the students.

Next Meeting Thursday 23rd February 2017. 4pm.

Action

Ratify an Active Travel Working Group within the P&C

Who

Executive

When

P&C AGM

10.2 Starry Nights Movie Screenings

Alison Courtice

Starry Nights provide a movie screenings for fundraising. It would be up to the school to decide what we wish to charge and what inclusions or additions we would like.

Could work well as a combination between a movie night and a picnic. Maybe a spring event mid-September?

Action	Continue investigating and report back to P&C.	Who	Alison Courtice	When	April Meeting (24 th Apr)
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10.3 Family Picnic Insurance

Floor

What is the insurance implications if families bring along alcohol to the picnic?

Action	Check with insurer / P&C Queensland	Who	Tracy Mills / Kate Dickson	When	Resolve prior to picnic.
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10.4 Photo Books

Amanda Keane

The photo books for 2016 took a lot longer than expected, however 410 books were ordered returning \$1400 to the school.

Amanda is happy to do again for 2017, and is looking at streamlining the process. Matt Keong has advised that he and Roxy will not be able to proofread them this year, so we will need to establish a means of doing this with consistency.

Proposal	Amanda Keane to create photobooks for 2017 classes for sale to families and returning funds to the school.				
Moved	Jen Allen	Seconded	Kate Dickson	Passed	Yes

10.5 Stephen O'Kane Gift

Matt Keong

Parents can contribute to Stephen's gift through direct debit or going to the office.

Stephen O'Kane asked Matt to pass on his thanks to the P&C for a lovely evening held to honour his time at Windsor State School.

10.6 Petrol Shop for your School

Tickets will be coming out at the end of the week for the event which to be held on Tuesday 21st March.

10.7 Event for Grade 6 to run/hold

Amanda Keane

We need to think of an event that the Grade 6 (graduating) students can be involved in. Matt Keong confirmed that a play/musical was not on the cards for this year.

10.8 Cookbook Fundraiser

Floor

The concept of a cookbook fundraiser was brought up again (it was shelved in 2016). Several members indicated they would be interested in assisting with this.

Action	Revisit cookbook fundraiser opportunity post AGM	Who	Alison Courtice (fundraising)	When	April 2017
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11.0 Scott Lawrence called the meeting to a close at 9:23pm