

AGENDA

General Meeting

Monday 9th of October 2017
7.30pm to 9.00pm, School Library

No.	Item	Person(s)	Papers	Time
OPENING				
1.	Welcome	Chair	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 P&C Executive decisions since the previous meeting (appointment of Convenor of the Fair Subcommittee, Uniform Shop Price Increase, Colour Run)	President	Refer President Report	7.40 pm
7.	Acceptance of applications for new membership / renewal	Secretary	Verbal	
MATTERS FOR DISCUSSION				
8.	Remaining P&C Events for 2017	P&C Exec	n/a	7.50 pm
9.	eLearning Plan & Year 4 Pilot Update	Principal	n/a	8.00 pm
10.	Master Plan / Officeworks Site Update	President	n/a	8.10 pm
MATTERS FOR NOTING (Future meeting intention: Reports/Updates to be provided in advance as part of the Meeting Pack)				
11.	Reports: a. P&C President's Report b. Treasurer's Report & P&C Financials c. Principal's Report d. School Council Report	President Treasurer Principal Chair-SC	Attached Verbal Attached Verbal	8.30 pm
12.	Sub-committee and Working Group updates: 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 g. STEAM Supporters WG h. eLearning Supporters WG	Chair of SubC / WG	Verbal Attached Verbal Verbal Verbal Verbal Attached Attached	8.40 pm
13.	Correspondence received	Secretary	Verbal	8.45 pm
CLOSING				
14.	Any other business	Chair	Verbal	8.50 pm
15.	Date of next meeting & meeting close	Chair	Verbal	9.00 pm



MINUTES

General Meeting
Monday 21st of August 2017 at 7.30pm
School Library

OPENING

1.0 Welcome

Craig Thompson welcomed everyone to the meeting.

2.0 Apologies

Apologies were received from Bianca Chapman, Alison Courtice, Kate Dickson, Lee Davis, Hamish Mackley and Nikki Margetts.

3.0 Government Representatives & Invited Guests

None present.

4.0 Confirmation of previous minutes

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

The minutes were **passed** as a true and correct record.

5.0 Business arising from previous minutes

5.1 Allocation of funds from Under 8's Day

Craig Thompson advised that the action from the July meeting relating to the investigation of the allocation of \$961 from Under 8s day to either school or P&C accounts has not yet been undertaken.

Action	Identify if the allocation of \$691 to Under 8's day belongs in the P&C accounts, or whether it should appear in the school accounts.	Who	Kate Dickson / Craig Thompson	When	Next Meeting
---------------	---	------------	----------------------------------	-------------	--------------

MATTERS FOR DECISION

6.0 Confirmation of Executive Committee's decisions since previous meeting

No decisions have been made by the Executive since the last meeting.

7.0 Acceptance of applications for new membership / renewal

A new membership application was received and accepted for Stephanie Serhan and Tarek Tabbouche.

MATTERS FOR DISCUSSION

8.0 eLearning and iPad Pilot update

Grant Baker advised that the current BYOD Pilot with Year 4 had commenced with circa 90% takeup. Early feedback is that the Pilot is running well with student engagement high, the infrastructure coping, and Teacher's confidence high that the program will lead to improved learning outcomes.

9.0 STEAM update – STEM Club, Innovators Clubs

Grant Baker provided an update that was consistent with his Principal's Report.

10.0 Master Plan / Officeworks Update

Craig Thompson and Katrina Smith advised that the Master Plan and the plans for the Officeworks site are progressing well with a number of options being considered. The intention is to share these plans with the community over the next few months as they become more final.

MATTERS FOR NOTING

12.0 Reports

12.1 P&C President's Report

Craig Thompson

There was no additional information provided to the previously distributed report.

The President's Report was **noted**.

12.2 P&C Treasurer's Report

Kate Dickson

There was no additional information to that provided in Item 9.0 above

The P&C Financials were **adopted**.

12.3 Principal Report

Grant Baker

There was no additional information provided to the previously distributed report.

The Principals Report was **noted**

12.4 School Council Report

Lee Davis

There was no additional information provided to the previously distributed report.

The School Council report was **noted**

13.0 Sub-Committee and Working Group Reports

13.1 Communication Working Group

Tracy Mills

There was no additional information provided to the previously distributed report.

13.2 Facilities Committee

Lee Davis

There was no additional information provided to the previously distributed report.

13.3 Fundraising & Events

Alison Courtice

There was no additional information provided to the previously distributed report.

13.4 Music Supporters

Tracy Mills

There was no additional information provided to the previously distributed report.

13.5 Retail

Georgia Limmer

Georgia Limmer provided a brief overview of retail activities with a report was also distributed to attendees on the night.

13.6 Seawolves

Hamish Mackley

There was no additional information provided to the previously distributed report

13.7 STEAM

Lee Davis

There was no additional information provided to the previously distributed report.

13.8 eLearning

Lee Davis

There was no additional information provided to the previously distributed report.

14.0 Correspondence Received

No correspondence received.

CLOSING**15.0 Any Other Business****15.1 Cancer Council Sunshades**

Tracy Mills

Jeanette (BSM) has advised that several of the sunshades have been received by the school.

16.0 Date of next meeting and meeting close

Meeting closed: 8.47pm. Next Meeting: Monday 9th October 2017 @ 7.30pm in the School Library.



P&C President Report – October 2017 Meeting

Summary of activities

- Officeworks site – revisiting build options for the site (in conjunction with the master plan), project meetings with DET to advance relevant approvals and exploring additional funding options including with Tennis Qld and Brisbane City Council
- Planning for upcoming events – WindsorFlix (14 Oct), Soiree (28 Oct) and Colour Run (see below)
- Working Bee held 10 September 2017 – a big thank-you to all that helped out. I am sure all agree that the grounds are looking in fantastic shape
- Uniform Shop – price review was undertaken (see below) and the appointment of a Co-Convenor (Laura Tippett) to assist Megan Angliss for the remainder of 2017 and to take over as Convenor from 2018
- In conjunction with the School, additional solutions have been explored and quotes sought for cooling the school classrooms and other buildings
- Many of the Sub-Committees and Working Groups have met including Facilities (a number of times), Communications Working Group, Retail Subc, Seawolves

Decisions made by the P&C Exec since the last Meeting (to ratify at this Meeting):

- **Fair Subcommittee Convenor:** Mary-Lou Grohn has volunteered to be the Convenor (Co) for the Fair Subcommittee for the 2018 Fair, which the P&C Exec has accepted her nomination subject to ratification at this Meeting. There is a call for further members to join this Committee, currently made of Mary-Lou and a numbers of members from the 2016 Committee. If you are interested then please reach out to Mary-Lou or another member of the P&C Exec
- **Uniform Shop Price Increase (from Oct 2017):** As a result of a review of current uniform shop prices, in conjunction with the Retail Subcommittee, the Uniform Shop Convenor and the School, the P&C Exec has increased the price of some items in the Uniform Shop (effective from October 2017). The price review took into account recent supplier increases, recent award wage increases, the current profitability of the Uniform Shop (approx. break-even at Aug 2017), how the proposed pricing compares to other school uniform prices in the area (with Windsor at the lower end of the band), and the cost of holding \$60-\$80k of inventory. For the majority of the most popular items such as the Check dresses / shirts, the School and House polos, and the culottes, the price increase ranges from \$0-\$2. With the school shorts, which has had a recent supplier increase and previously a small markup, the increase made was \$3.50, but at \$22 (new price) it is still good value. Some of the less popular items (where costs are higher and traditionally markup lower), the increase has been \$3-\$5. We believe the increases proposed balance the purpose of the Retail Operations of the P&C in providing quality, durable and affordable items in a self-funded manner.
- **Colour Run:** As a result of a crammed term 4 calendar and the recently completed heart skipping fundraiser (which was unknown to the P&C when the Colour Run was scheduled into the calendar),

the Colour Run has been postponed until late Term 1 / early Term 2 of next year. We are currently working with the School to lock in the 2018 calendar to provide greater line of sight for P&C events for next year.

Achievements (against 2017 Priorities):

- The updates/YTD achievements against the 2017 priorities are as follows:

	Theme	Items	Timing (Term)	Measure of Success	Status
STRATEGY	<i>Supporting the School's Strategic Plan and executing on the 2017 AIP</i>	<ol style="list-style-type: none"> Resolve the reclamation of the Officeworks' site for use in 2018 Develop the air conditioning Master Plan Develop the ICT Phase 2 Plan scheduled for rollout in 2018 	<p>T2: Resolve T3-4: Execute</p> <p>T2-3: Plan</p> <p>T2-3: Plan</p>	<p>Site ready for use by T1 2018</p> <p>Ph1 rollout T1 2018</p> <p>Ph2 rollout T1 2018</p>	<p><u>S1</u>: Plan agreed with Project team Executing;</p> <p><u>S2</u>: Initial & additional quotes sought;</p> <p><u>S3</u>: Yr4 Pilot commenced in T3, wider rollout plans forming in T4</p>
COMMUNITY	<i>Engaging with the Community (parents, teachers, students, externals) to foster a culture of participation and giving</i>	<ol style="list-style-type: none"> Schedule and hold new events that entice community participation Develop a Communication Plan that keeps all stakeholders appropriately informed and for the respective communication channels (eg. email, website, newsletters, meeting formats) to be up to date and appropriately used 	<p>T2: Schedule T2-4: Holding</p> <p>T2: Plan</p> <p>T3: Channels</p>	<p>Increase in P&C membership (15%) and the willingness of members to get involved in pursuit of the P&C objectives</p>	<p><u>C4</u>: Calendar done, 300 in attended the Trivia event;</p> <p><u>C5</u>: WG regularly meets, plan still being developed</p>
GOVERNANCE	<i>Ensuring that appropriate structures and processes are in place to utilise the limited resources available</i>	<ol style="list-style-type: none"> Revamp the Sub-Committee and Working Group Structure so that their respective purpose is clear, are resourced appropriately and their activity known Template where possible how ideas /initiatives are raised, assessed, events conducted and knowledge transferred 	<p>T2: Revamp T2-3: Resource</p> <p>T2: Reports</p> <p>T2: Initiative T3: Events T3: Knowledge</p>	<p>Structure in place, resourced and conduct in line with purpose</p> <p>Reduction in event fatigue</p>	<p><u>G6</u>: Structure issued and working, resourcing in progress</p> <p><u>G7</u>: Comms templated, others in progress</p>

	Theme	Items	Timing (Term)	Measure of Success	Status
FINANCIAL	<i>Ensuring that the P&C is financially sustainable in pursuit of its objectives</i>	8. Deep dive into historical spend, assess return on spend, set appropriate budget for 2017 and improve reporting capability	T2: Budget T3: Reporting	2017 Budget met	<u>S8</u> : Ledger structure review started, uniform shop, tuckshop, events and other spends have been reviewed
		9. Prepare a 2 to 3 year financial forecast in line with strategic plan and operational budgets	T3	Done: Y/N	
		10. Investigate (with School Council) other commercial opportunities to bolster the future pursuit of P&C Objectives	T3-4	Opportunities identified >\$100k	<u>S9</u> : on track for T4 <u>S10</u> : on track for T4

Issues

- We require a P&C Treasurer for 2018, a Secretary for 2018, and a Sponsorship Coordinator for Fundraising & Events SubC.

Upcoming Grants / Financial Items

- The P&C remains well funded with \$151k Cash in the Bank at 31 August 2017

Next planned Meeting(s)

- 20 November 2017, 7:30 pm at the School Library.

Craig Thompson – P&C President (6 October 2017)



Facilities Subcommittee Report

For the Oct P&C Meeting

Summary of activities

A range of meetings held since the August P&C meeting to work through the planning of the office works site including demolition and build options as well potential building grants for the establishment of sporting facilities.

Achievements

Budgetary quote for demolition of the Officeworks site obtained.

Initial planning meeting held with DET project team, School Council and Facilities Subcommittee to work through site development timeline and actions. Regular planning meeting rhythm established with the Officeworks Site project team (Subcommittee working group) and DET project team.

Officeworks site development options further refined.

Timeline for site development established and key DET planning activities now underway.

Initial session held with Tennis Queensland to explore potential grant options and support.

Issues

NIL.

Upcoming Grants / Financial Items

Tennis Queensland and BCC.

Next planned Meeting(s)

Officeworks site Project Team regular meetings with DET. Grant funding options.



Retail Subcommittee Report

For the October P&C Meeting

Summary of activities

- Volunteer roster – continues to provide assistance to the daily operations
- New menu items to be uploaded – Tex Mex Home Made Potato Wedges and Butter Chicken
- Uniform Shop Convener position filled. We welcome Laura Tippet to the Uniform Shop.
- New library bag sample sourced
- Prep transition starter pack order forms created
- Thank you to Susan Agnew for her years of hard work as the Retail Subcommittee Secretary.
- National Tuckshop Day is First Friday in November (3.11.17) – we would like to do a special 'one-day-only' meal at the children's request. Hoping to survey them with our selection via a cheer-o-meter at parade.

Achievements

Insert here

Issues

Retail Subcommittee is recruiting for a new Secretary

Upcoming Grants / Financial Items

Pay rate increase for P&C employees as per 1 September 2017

Next planned Meeting(s)

Thursday 12 October



STEAM Supporters Working Group Report

For the Oct P&C Meeting

Summary of activities

STEM club underway. Innovators of Tomorrow program launched.

Achievements

Innovators of tomorrow program established and progressing with great feedback.

STEAM supporters list established with interested parents (and identified areas of expertise) who have responded to be involved, opportunities for support to be finalised.

Issues

NIL.

Upcoming Grants / Financial Items

NIL.

Next planned Meeting(s)

TBC (Term 4 Meeting) – to go through final list of Parent, Teacher and Student Ideas support STEAM planning and identify opportunities for parent support.



eLearning Supporters Working Group Report

For the Oct P&C Meeting

Summary of activities

Year 4 BYOD iPad information evening held 27 July 17.

Year 4 BYOD program launched 7 Aug 17.

Achievements

Initial BYOD Program for year 4 progressing well. eLearning supporters list established with interested parents (and identified areas of expertise) who have responded to be involved.

Issues

NIL.

Upcoming Grants / Financial Items

NIL.

Next planned Meeting(s)

TBC Meeting to start planning the 2018 BYOD program.