



Minutes of General Meeting - Virginia State School P&C Association

DATE: Wednesday 9 February 2022

Meeting opened at

1. ATTENDANCE AND APOLOGIES

Attendance	Paul Utz, Susan O'Leary, Tanya Abell, Melanie Stephanie Labaeye, Olga Murphy, Jaclyn See, Melissa Dargusch, Mel Rajen, Rohan Soun , Rebecca Campbell, Clive Berry, Melleah Crunkhorn, Cathy Collins, Gail Lindner, John Collins, Greg Ford, Pam Sherry, Kerri Brand, Leo Claydon, Matthew Wallace, Kylie Start, Nat Kruger, Zau Awng Grawng Yang, Kim Claydon, Misari Kapatel, Karen Rose, Tim Lucko
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Apologies	Cath Utz, Arnie Thomas
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Proxies	NA
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Welcome by President

2. MINUTES OF THE PREVIOUS GENERAL MEETING

Date of previous meeting – 24 November 2021

Motion that the minutes of the General Meeting held on 24 November 2021 via Zoom and at the school be accepted as a true and accurate record of the meeting.

Moved by	Clive Berry
Seconded	Pam Sherry
Carried /not carried	Carried

3. BUSINESS ARISING FROM THE PREVIOUS MINUTES

- BCC will be adding additional drainage to the creek area that has been flooding since the works were undertaken
- Funding for fete will be supported by Cr Adam Allan and application has been made to Council for funding
- Parking will be parallel parking along the Jeffris St area rather than the current arrangements due to it being a particular speed zone
- Current COVID restrictions prevented the morning tea for Prep parents but the welcome to the parents BBQ will be rescheduled

- Canteen and pool - \$110k spent on canteen
- Uniform policy change to take effect from 2023
- Sports shirts have arrived
- Student Resource Scheme has been issued for 2022

4. **INWARD CORRESPONDENCE**

- Various fundraising materials (Australia Fundraising et al)*
- Various emails from The Funding Centre*

5. **OUTWARD CORRESPONDENCE**

- Application for Lord Mayor's Community Fund – approx.\$ 8700 (stage hire, ride hire, petting zoo, fireworks, etc) Cr. Adam Allan supportive.

Motion that inwards and outwards correspondence be noted

Moved by	Susan O'Leary
Seconded by	Pam Sherry
Carried /not carried	Carried

6. **BUSINESS ARISING FROM CORRESPONDENCE**

NA

7. **PRESIDENT'S REPORT**

As tabled

- Christmas Raffle - \$2098 profit. Good range of prizes that were donated.
- Fete report – proposal (for discussion) is that:
 - o Fete held this year
 - o Possibly in June
 - o Deposit already paid to Party Time Amusements
 - o June as options... Saturday evening or a Friday?
 - o 2018 plan was for each class to run a food / entertainment stall but it was becoming apparent this was too much of a commitment
 - o Food trucks – insured / we take a cut

8. **TREASURER'S REPORTS**

AS TABLED

- o Transfer of funds for canteen
- o Cookie dough and raffle profits
- o Sausage sizzle – for all students (total cost was \$661)
- o Uniform purchases and expected sales

- BAS for the last quarter – paid \$715 to the ATO
- Audit underway
- Discussion around
 - Subcommittee date to transfer funds? The operating guidelines state quarterly so this will proceed.
 - Fundraising, etc Guidelines to come from Subcommittees for the AGM for approval.
 - GST moneys paid or received – given that we are consolidating our funds, happy to do the transactions straight from P&C accounts. Feasible that we don't need to divide any further.
 - Matter of resolving issues with accountant - it would appear that scope of assistance able to be obtained from the accountant is more limited than our needs.
 - Bookkeeper can run a service called 'check and report' - on a monthly basis, would review accounts with a view to resolving and offering information, advice on liability and may lodge our BAS on quarterly basis as an outsourced service
 - Quote - \$100 per month - \$1200 over financial year
 - Potential as a safety net for anyone in the Treasurer role
 - GST liable because we have reached the threshold of \$150k per annum
 - General discussion about it being a good idea minding that the P&C has taken on a greater level of complexity

Motion that the P&C approve the engagement of a bookkeeper as an outsourced service.

Moved by	Gail Lindner
Seconded by	Kerry Brand
Carried /not carried	Carried

Motion that the Treasurer's and President's reports be accepted.

Moved by	John Collins
Seconded by	Kerry Brand
Carried /not carried	Carried

9. **SCHOOL ADMINISTRATION REPORT**

a. SCHOOL

AS TABLED

- Enrolments 487
- Two incursions
- Four areas in strategic plan – *Learn at Every Turn; Many Learners – One Spirit; Together we Belong; Great Ambition 2022 AIP Priorities*
- Curriculum planning giving teachers more autonomy to engage students
- Curriculum overviews have been provided already
- Parent information evenings still to be planned for face to face once COVID restrictions ease
- Positive feedback about book drop off

- Reduced staff onsite for first two weeks but all onsite currently
- Facilities – stage 2 of playground is complete but grass still settling in
- Pool canteen – handover is Monday (if done to required standards) with some aspects needing attention (delayed by rain, supply of materials and impact of COVID)
- Old preschool – two rooms being refurbished – to be completed by mid-May (12 companies putting in tenders)
- Temporary fencing around admin building – solar panels being upgraded. Roof is not able to support the solar panels. Looking for alternative locations
- All subjects are being reported on each semester
- COVID – if we have a positive case in the classroom, parent/carers notified via email / flash – can't name students due to privacy (might be able to give a year level perhaps)
- Recommended masks for Year 3 and above – child sized masks – are they being given out or offered to students? If you require a mask, they are available at the office. They are encouraged but not mandated.

b. VARIATIONS TO ROUTINE

- Year 5 – Reptile Adventures – 9 March
- Year 1 – Street Science – 23 March

Motion that the School's administration report and variations to school routine be endorsed.

Moved by	Nat Kruger
Seconded by	Pam Sherry
Carried /not carried	Carried

10. **SUBCOMMITTEE AND P&C BUSINESS ACTIVITY REPORTS**

a. **Instrumental music sub-committee (IMSC)**

- Speakers need replacing - \$3646.26 as the quote
- Asset replacement schedule – not sure of the status of speakers
- They are apparently needed immediately due to safety considerations
- School to cover this cost
- Fundraising activities (subway, raffle, MMM etc, Trivia Night)
- Raffle – major P&C raffle is in Term 4 in proximity to raffle for music
- Need to raise money for the tour. Chocolate drive is very time-consuming
- Fundraising schedule has not been ratified... need a priority meeting for P&C and various sub-committees
- Meeting minutes it was noted that there is a reference to a contribution to music tour of just under \$6000 and clarity was sought as to the nature / source of such funding.

- It was explained that the tour will be paid by the P&C out of the funds transferred (and raised) via Music.
 - Cost of band tour will increase if funding is not realised. Parents only pay half the cost. Currently about \$100 per child.
 - To confirm nothing is changing in terms of existing arrangements– it is about transferring funds to be held by the P&C to be transferred back and minding the new operating guidelines.
- Year 6 camp – Canberra – cost is about \$1000
 - Year 5 camp – possibly a couple of hundred dollars
 - Music camp - \$100 for 2021 – in lieu of competitions
- We are looking to transparency around fundraising – when we have an event, we advertise its purpose
 - The fundraising schedule aims to share the space in terms of the calendar year and fundraising space and seeking to get a proportionate distribution of funds and opportunity

b. **Virginia State School Swimming Club (VSSSC)**

- Mole Trophy – open invitational and VSSSC won the carnival
- Strong performances at Brisbane Sprint Event and interest from coaching development officers
- No canteen yet but going ok off the BBQ – look to use the Hall servery for Friday night and this is approved
- Next carnival to be attended by Anika Wells, Leanne Linard and Adam Allan (4.30pm carnival – 12 March)
- Starlight Foundation – Month of Swimming

c. **Uniform Shop**

- As tabled
- Discussion about selling of swim caps and internal processes; consistent pricing
- Selling caps for \$14 in the Uniform shops – to get 30 caps to the Uniform Shop and if intention is to change supplier or cost, uniform shop to be notified.
- Second hand rack – only accepting what is on the Uniform Policy and only selling what is on the Policy.
- Comment about leggings and availability (don't sell tracksuit pants either)
- Only items being sold presently are uniform policy compliant

Motion that the subcommittee and P&C business activity reports be accepted.

Moved by	Pam Sherry
Seconded by	Cath Collins
Carried /not carried	Carried

11. **MOTIONS ON NOTICE**

NIL

12. **GENERAL BUSINESS**

- a. *Representative sports shirts update*
 - a. Received and ready to be used – Mr D will allocate when students are selected.
- b. *Easter Raffle*
 - a. Large chocolate hampers – tickets to be online... Flyer at swim club...
 - b. Customarily seek donations of eggs from families
- c. *Uniform shop – only VSS logo shirts to be sold as second hand items*
 - a. Discussed and agreed
- d. *Election Day BBQ*
 - a. Committed to do this event – yes
 - b. Car park market... in principle support
 - c. Question about car parking availability – allocation of parks for AEC workers / disability parking
- e. *Wild West fundraising meeting*
 - a. Can we have this and when?
 - b. Family friendly event – hay bales, food truck, dancing, costumes, etc
 - c. To be carried over to subcommittee discussions and planning for the year
- f. *Start of P&C meeting time*
 - a. Have always started at 6.30pm to coincide with staff meeting
 - b. Need to keep the meetings to tight timeframes in terms of finishing the meeting in a timely fashion
- g. *Parent BBQ / Parent information evening*
 - a. Going ahead – as discussed
- h. *Fundraising and Grants Policy*
 - a. As discussed earlier
- i. *Senior toilets – urinal*
 - a. Child protection and privacy precluded the inclusion of this in the new Snr bathroom
- j. *Fete*
 - a. Happy for it to go ahead to be promoted in further correspondence

That the matters of General Business be noted.

Moved by	Pam Sherry
Seconded by	Susan O'Leary
Carried /not carried	Carried

13. REGISTRATION OF NEW MEMBERS

NA

DATE OF NEXT MEETING - Wednesday March 16 2022

Meeting closed 8.43pm

These minutes are a true and correct record of the proceedings of the meeting.

Signed

President: PAUL UTZ Secretary: SUSAN O'LEARY