Moranbah State School P&C Association

General Meeting
MINUTES OF MEETING
Thursday, 28 July 2016

1. Meeting Open

Meeting Opened By Melissa Westcott at 6:07 PM

2. Attendance & Apologies

<table>
<thead>
<tr>
<th>Attended</th>
<th>Apologies</th>
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<tbody>
<tr>
<td>Jade Anderson</td>
<td>Rachel Gobourn</td>
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<tr>
<td>Michelle Relton</td>
<td>Kylie Otago</td>
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<tr>
<td>Tilane Jordaan</td>
<td>Trysett le Garde</td>
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<td>Anthony Edwards</td>
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<td>Nadia Bosman</td>
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<td>Cate Beresowskyj</td>
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<td>Jackie Woods</td>
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<td>Amanda Smyth</td>
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<td>Kym Hardy</td>
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<td>Melissa Westcott</td>
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Special Guests:
Rebecca Naumann r.naumann@candk.asn.au
Cindy Masaberg cmasa2@eq.edu.au

3. Confirmation of the minutes of the previous general meeting

3.1. Resolutions

3.1.1. June Minutes True and Accurate as read

Status: Carried  Proposer: Kym Hardy  Seconder: Cate Beresowskyj

3.2. Attachments

- Minutes June2016.pdf

4. Business arising from the minutes of the previous general meeting

Transition for new Treasurer - Donna Turner to Nadia Bosman
- Completed

BMA Match Giving
- Waiting for Melissa to complete application

School Uniforms Update
- Larger Sizes
- Quality Information
- Not displayed - MW to follow up

4.1. Action Items

4.1.1. School Uniforms
Melissa waiting for Rob to supply samples. Melissa to follow up on: - Display of School Uniforms in Store - Ensure enough time to order uniforms for this year

**Due Date:** Thursday, 18 August 2016  **Assigned To:** Melissa Westcott

4.1.2. BMA Match Giving

Melissa to review email and action to finalise

**Due Date:** Thursday, 18 August 2016  **Assigned To:** Melissa Westcott

5. Special Presentation - Early Learning Network Moranbah

Isaac Regional Early Learning Network (Presented by XX and Bec)

- Request for support for assistance in the financial costs associated with Michael Carr Greg
- Community Presentation held at Moranbah East School Hall
- Grant applications to IRC (awaiting outcome)
- MESS, Dental Care Xtra, Run for Mi, MELC
- $12000 required with $4500 committed to presentation costs and $500 for resources
- Request for $1000 of sponsorship from the P&C
- Request for Year 6’s to be involved in the youth presentations to include MSS students

5.1. Action Items

5.1.1. Complete Micheal Carr Greg Paperwork

**Due Date:** Thursday, 18 August 2016  **Assigned To:** Melissa Westcott

5.2. Resolutions

5.2.1. Motion to Support Event of $1000 to go towards the event. If event raises a surplus of funds Organising Committee is to advise MSS P&C to see if reduced contribution is possible.

Melissa needs to confirm if donation needs to go to C&K or MSS

**Status:** Carried  **Proposer:** Cate Beresowskyj  **Seconder:** Kym Hardy

6. Correspondence - inward and outward

- Letter to Coles- Request for Donations 20th July 2016 (To subsidise the cost of students that require food from Red Slips)

6.1. Action Items

6.1.1. Coles Donation Request

Kym to follow up with Coles regarding request and options to cover the cost of up to 10 Red Slip lunches/week.

**Due Date:** Thursday, 18 August 2016  **Assigned To:** Kym Hardy

7. Business arising from the correspondence

NIL

8. Table Executive Committee's decisions (if any)

NIL

9. Treasurer's report and financial statement

See attached report

9.1. Attachments

- Treasurer Report July 2016.pdf

10. Fundraising Report

Art Expo (Tilane)
• Information letter to go out next week to clarify the event and what is happening
• Parents have the option to purchase children artwork for $10 which will include a presentation folder
• Tickets on Sale 22nd August
• The Night will include: Cocktail Party, Two performance groups, background singer, auction, interactive artworks, Local artists donated pieces
• Concerns over the every child being represented on the night

Father’s Day (Tilane)

• Fathers Day gifts have arrived
• $5/gift
• Stall is 1st September
• Raffle Price of left over Father’s Day

Term 3 Disco (Tilane)

• Anthony to advise date options to Tilane and Kym

Plate Fundraiser (Cate)

• --> Held to next meeting

10.1. Action Items

10.1.1. Disco Date

Anthony to advise date options for Disco.

Due Date: Wednesday, 3 August 2016  Assigned To: Anthony Edwards

11. Tuckshop Report

NADOC Week

• Concerns over the time turn around. Apologies from Melissa and Anthony for not advising Kym.
• Closing Monday due to timetable issues.

HR

• Libby away 11&12 of August
• Training Options: 2 trainings in Emerald regarding menu management and changes in 2017
• Volunteer Management Course
• Exec to work through

Operational Item --> Held Over to Executive Meeting

• HR for Fridays
• Risk Management over extra hours being utilized on Friday to ensure other staff member is trained if needed
• Training /PD for Kym

11.1. Action Items

11.1.1. Executive Meeting - Tuckshop

Follow up on items raised in General Meeting

Due Date: Wednesday, 3 August 2016  Assigned To: Melissa Westcott

12. Principal and Deputy Report

Report General

• See Attached

Feedback on new resource for library on ‘Where do babies come from?’

• General feedback okay but prefer to have in senior schooling and sensible restrictions
12.1. Resolutions

12.1.1. Motion to support donation to MSS in the Mark Davidson Workshop- Tips and Trends for Managing your Child’s Behaviour

Donation of $250

**Status:** Carried  **Proposer:** Nadia Bosman  **Seconder:** Kym Hardy

12.2. Attachments

- Deputy Report term 3 week 3.docx

13. General Business

- Grant Writing Team (Cate) --> Held Over to Executive Meeting
- Process PA
- Baby Welcome

13.1. Action Items

13.1.1. Process PA Set Up and Roll Out

Melissa to finalise set up and transition into system. Set up Executive on system as well.

**Due Date:** Wednesday, 3 August 2016  **Assigned To:** Melissa Westcott

13.2. Resolutions

13.2.1. Purchase Subscription of Process PA for Secretarial Duties

Annual Subscription 438.90 (Inc GST)

**Status:** Carried  **Proposer:** Melissa Westcott  **Seconder:** Cate Beresowskyj

14. Meeting Close

Meeting closed at 7:47 PM

Next Meeting

General Meeting
Thursday, 18 August 2016

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Signature