Quakers Hill East Public School P&C Association
Minutes of Meeting held on 16 October 2012

Present: Tanya Stephan, Terri Rochester, Gavin Glenn, Marketa Bird, Colin Ross, Joanne Fickel, Haylee Spencer, Karren Parson, Roslyn Morrall

Apologies: Cheryl Brown, Karen Baillache, Linda Glenn, Janeane Vaughan, Sue Taylor

Meeting Commenced: 7:35pm
Chairperson: Tanya Stephan

Minutes of Previous Meeting
- Accepted. Moved by Jo Fickel and seconded by Karren Parsons

Business Arising from Previous Meeting
- No business arising from previous meeting.

Correspondence Incoming
- Fundraising information – passed to fundraising coordinator.
- Cheque from Ryan’s Toy Warehouse $28.65 for sales from first night.

Correspondence Outgoing
- None

Treasurer’s Report
- Balance of General Account as at 30/9/2012 was $37,214.50
- Balance of Uniform Account as at 30/9/2012 was $14,436.79
- Total cash available at 30/9/2012 was $51,651.29
- NB: The multipurpose court cost and grant are not included in these figures.

Uniform Report
Overall monthly sales for shop in line with previous years.

All uniforms for orientation now received with the exception of library bags which are expected next week.
Thankyou to Jo Squillace who has generously donated another clothes rack which will make everyones orientation a better experience.

If any of the P&C members present could provide their plastic shopping bags to the shop next week it would be appreciated.

I only have a couple of volunteers for Orientation at this stage - if you can assist or know someone who is planning on being there could you please let me know by email or leave your/their name at the office.
Principal’s Report

- See attached report.
- Colin Ross presented some results from the recent NAPLAN test. The school appears to be doing well in comparison to the state average.
- Colin also advised he had received a quote to purchase I-Pads at $3,700 for each lot of 10. After discussion it was approved that 2 more quotes would be obtained and the P&C would purchase 10 I-Pads for the school to use in classrooms. Unless cheaper quotes are obtained (unlikely) this would be a maximum cost of $4,100 (including covers at $40 each).
- The school obtained 79,880 points from the Woolworths Earn and Learn programme and has used them to purchase, among other things, some USB microphones, document viewers, digital microscopes and board games.
- Hall hire costs have been $25 an hour for several years. After discussion it was agreed that these should increase to $28 per hour from next year.
- The Voluntary Contribution was also discussed. This has been at $30 for the past 5 years with a maximum of $50 per family. After consideration it was decided not to increase this for next year but to highlight to parents that it has been reviewed and determined not to increase. To be reviewed again next year.

Fundraising

- Multipurpose court was completed during the holidays. Local State member, Kevin Connelly, will be visiting the school on Friday 19/10/12 to see what the grant was used for and get some photos. P&C members invited to be there to meet him.
- Sunscreen fundraiser order forms have been sent out. Due back next week. Orders expected to be delivered 9/11/12.
- We are attempting to sell the leftover sandy candy to Barnier for them to sell but this is not finalised yet.
- Entertainment Book company is chasing the P&C for some money. This is being disputed. Karren Parsons and Alice Bullivant are currently investigating.

Other Business

- Review of Constitution and By-Laws – recommendations from sub-committee were presented to the meeting and the following recommendations were approved:-

  **Constitution**
  - Clause 5.(b) Next AGM to offer a second Vice-President position for election as per the constitution.

  **By-Laws**
  - Clause 4. AGM to be changed from March to November. 2013 to comprise AGM in March and November and then annually from November.
  - Clause 3. Financial year end to be changed to 30 September. Change to take effect from 2013 with a 9 month financial year for the period 1 January to 30 September 2013.
  - Clause 4. Dates for meetings to be set at AGM.
  - Clause 4.a) Maximum term for a person to hold a single office set at 3 years.
  - Clause 6. to be amended to enable membership fee to be set at AGM.
  - Clause 8. to be amended to allow 35 days for meeting to be called in the event of a meeting not achieving a quorum.
  - The following clauses to be added to Clause 10.:-

    a)  *The order of business shall follow that for Federation Council, Standing Order 1 C. Unfinished business on notice at the previous meeting shall be dealt with as “1 C (c) Matters arising from the Minutes.”*
b) As well as the provisions of Federation Standing Order 6 “Notices of Motion” a group of members of the Association equal to the quorum for the meeting may require that particular items of new business without notice be placed on notice for the next meeting.

c) A general meeting of the association may declare any officer who has been absent for three successive meetings, without reasonable cause, to have vacated their position and to have created a casual vacancy to be dealt with by means of rule 6 of the constitution.

d) Any motion to expend association monies greater than $10,000 must be placed on notice for the meeting at which it is to be considered.

- Clause 11. to be added as follows:-

11. The association may set up a subcommittee as per rule 13. of the constitution.
   a) The specific purpose of the subcommittee must be agreed at a general meeting.
   b) A sub-committee will consist of a co-ordinator, the President of the P&C, the school Principal, and other members as available.
   c) A sub-committee must not expend funds for any purpose outside those given to it by the Association. The association may give approval in advance for the sub-committee to expend specific funds for a specific purpose.
   d) Any sub-committee must report back to a general meeting at a time determined by the association when the sub-committee is first set up.

- Other

- Code of Conduct to be read and agreed to /signed at AGM.
- Members register to be maintained and updated. Email communication only to be done with paid members. All other interested parties are able to monitor P&C activities via the website and newsletter.
- Basketball NSW are offering to run a program. Decided not to proceed with this as students would need to be registered with the association at a cost. The school is only interested if they offer a free program.
- Jo Fickel will be applying for a grant as was done for the multipurpose court. This will be used to replace and upgrade the sandpit. She is currently obtaining quotes for this. Further discussion on this at future meetings.
- The possibility of having a bike rack for children to ride bikes to school was discussed. Marketa advised that she was not in favour of this due to the risks to children when leaving school with so many cars around.

Meeting Closed: 9:09pm
Minute Taker: Gavin Glenn

Next Meeting: Tuesday 20th November 2012, 7:30pm
• Overview of NAPLAN results presented by Colin Ross.

• Request approved for the purchase of 10 ipads for classroom use.

• “Earn and Learn” order almost complete. It is worthwhile to continue to promote both the Coles and Woolworths voucher/sticker promotions.

• Thank you to Sheridan Caple for her hard work in organising the submission for the $6,000 grant from the State Government and then coordinating the works for the new fencing, posts and line marking in the multipurpose court.

• Two students are going to the State Athletics Carnival next week.

• QHE Combined OSHC Inc. new licence agreement is in the final stages and hopefully it will be operational next term.

• Parent course, 1 2 3 Magic has been organised for this term. No child care available.

• 2013 Kinder numbers now close to 90. Orientation program to be conducted on Tuesdays 6, 13, 20 November. Alice Bullivant to address parents on the role of the P&C at last session.

• Community users lease agreements for 2013 – currently $25 + GST (since 2009). Suggested raising fee to $28 + GST. All agreed.

• Voluntary School Contributions $30 per student or $50 per family since 2008. Decision to maintain current cost for 2013 however there should be an increase in 2014.

• Discussion on 2013 participation in PULSE Concert, WS Dance Festival, PSSA and sport knockout comps.

Marketa Bird