

Coorparoo Secondary College
Parents and Citizens Association - General Meeting Minutes
Monday 17th March 2014 – Staff Common Room, 1st Floor, Administration Block

1. Meeting Opening and Welcome – 6.40pm

2. Attendees and Apologies

- **Present** - Dan Farrelly (DF), Julie Marshall (JM), Georgina Kinchin (GK), Kerri Phillips-Smith (KP), Margaret Cambridge (MCAm), Gavin Bryce (GB), Helen Lindert (HL), Linda Steuer (LS), David Brook (DB), Tamar Mulholland (TM), Joe Rizzo (JR), Judith Buckley (JB).
- **Apologies** – Margie Gamble (MG), Alison Tumimi, Ian Kaye, Lynne Phillips (LP), Helen Abrahams

3. Confirmation of Previous Minutes: 24/02/2014 Moved: KP Seconded: GK

4. Business Arising from Minutes

Requests for funds- GB to raise with Sue- details of grant submission

HOGS future events- MG to contact & follow up apology- to be added to minutes for next meeting

Bins effective in deterring wildlife

Missing items from canteen- GB completed key audit- no discrepancies. Safe key still missing- there is a possibility that funds for petty cash are in the safe.

5. Correspondence In/Out Moved: HL Seconded: LS

In

- ACSSO Protecting students' online privacy from data mining- this is for private usage- EQ has securities in place- may be a problem if we go to the cloud/use own laptops. GB to put in newsletter to inform parents. GK mentioned broader risks in social media- students are generally advised to communicate within friends groups only.
- (email) Gavin Bryce - RE: Change to email address
- (email) QAST Tuckshop Workshop 31 March 2014: Financial Management, Pricing & Costing- move for GK to attend moved DF seconded MC
- (email) Mitch Baker 05/03/14 Kokoda Challenge Payments- all paid and reimbursed
- (email) P&C Qld News for P&Cs March 2014- request to forward this to all P&C members GB to make a new email for this type of information
- (email) Gavin Bryce FW: Invoice INV-0059 from Queensland Association of School Tuckshops Inc. for Coorparoo Secondary College- paid tuckshop- had already received this
- (email) Gavin Bryce RE: Final word on school uniform discussion- GB read out wording at meeting- accepted by P&C with amendment to include the word grey. Agreed to include pictures. GB will re-write policy to include new wording. LS mentioned formal uniform, but no changes proposed until entire policy reviewed routinely.
- (email) CSC ASG Annual General Minutes 2014

Out: Paid up memberships and insurance

6. **Treasurer's Report** Moved DF Seconded GK

Report tabled by DF. Canteen a/c to be reconciled now that cheque book has been found.

(Does not include fundraising.)

Bank a/c signatories have all been added.

7. **Principal's Report** Moved GB Seconded KP

New structure- more autonomy for schools. (IPS)

Jim Waterson powerpoint available. EQ becomes State School Division and includes ECE, TE. AIP completed & awaiting approval. Focus is on core business- learning outcomes. Great Results Guarantee (\$124000 grant) signed off.

Ben Jensen- Gratton Institute- coaching & mentoring programs.

Student "snapshot" IT thread- will be in report (based on NAPLAN). Students can add goals.

GB will bring to next P&C mtg.

Discipline audit scheduled 12th May.

Staffing- one HOD to leave mid year. Richard English meeting with GB to increase certainty re. staffing over next 3 yrs.

RCC moving to West End. Donation 7k into welfare & leadership. GB will send letter from Matt- letter to be sent by P&C with thanks.

F block works- 1 week.

Drop-off & pick-up area – GB met with BCC to plan entry & exits. AFL supportive. Helen Abrahams informed.

Community grant submission (Sue Garrett) for air conditioning tabled by GB- will send to P&C.

Jr secondary professional development for staff. GB, Dutton Park, Belmont. Has gone out to all primary schools. Will send fliers to primary schools, plus brochures. Also targeting yr5's with experience days.

Website needs updating- template prescribed by EQ & has to be approved- will be ready for term 2. GK meeting with South East Advertiser editor to promote school & develop media plan over next 18 months. Additionally, Ian Kaye's newsletter will also include a "special" to promote CSC.

8. Arts Support Group Moved KP Seconded

Does arts HOD have a budget for musicals? GB will check budget submission. Otherwise ASG will release funds for costumes.

10. Chaplaincy Report Moved GK Seconded LS

- Tamar introduced herself as new Chaplain. Chaplaincy is part funded by Scripture Union. Currently working on Hangar, breakfast club.
- Tmulh20@eq.edu.qld

11. Fundraising Report

GK asked for ideas for fundraising. JR proposed parent leader for junior secondary pupils, linking with P&C. GB will raise at jr secondary meeting.

12. New Business - General

- CSC P and C Committee structure, function and responsibilities. DB suggested formal responsibilities & reporting, updating. Members to consider priorities over the next year in preparation for allocating responsibilities. More efficient processes=more productive committee.
- School Function Catering- at leadership induction morning tea had no catering provided by tuckshop. GB has \$1500 for all functions for the year. P&C are able to fundraise for supplies, as monies can't come from EQ funding.
- Opportunities to address new parent forums. Disconnect between welcome BBQ \$ ASG meet & greet- GK not able to speak to any new parents, as not informed of event. GB suggests using one (new) email will mitigate this. Opportunities- LS suggested parent teacher night- P&C to ensure representatives attend & speak.
- Diary not functional on website-GB will follow up.
- Length & structure of Newsletter- fixed for next 6 months, then can be reviewed. P&C would like snapshot on first page of upcoming events etc.
- P&C meeting to be advertised on electric sign- already included on whole school diary.
- (KP) requests students be allowed to handle & serve food at ASG events e.g. Cabaret, where food is already supplied. (GB) no objections- suggest to link in with AlisonTate (ICE)
- (JM)- uniform policy states trackie pants acceptable. (GK) will contact suppliers to source full tracksuit, to replace blue fleece jacket.
- (JR)- is there a set fundraising target over the year? (GB) suggests asking pupils what they want sold in the canteen. (GK) will raise again after attending conference.

13. Application for New Members

- Nil

12. Next Meeting Monday 28th April 2014 6:30pm

15. Meeting Closed 8.55pm