

Coorparoo Secondary College
Parents and Citizens Association - General Meeting Minutes
Monday 28th April 2014 – Staff Common Room, 1st Floor, Administration Block

1. Meeting Opening and Welcome – 6.45pm

2. Attendees and Apologies

- **Present** - Dan Farrelly (DF), Julie Marshall (JM), Georgina Kinchin (GK), Margie Gamble (MG), Kerri Phillips-Smith (KP), Margaret Cambridge (Mcam), Gavin Bryce (GB), Helen Lindert (HL), Linda Steuer (LS), David Brook (DB), **Apologies** –Alison Tumimi, Ian Kaye, Lynne Phillips (LP), Helen Abrahams (HA), Niura Martinez (NM)

3. Confirmation of Previous Minutes: 17/03/2014 Moved: KP Seconded: GK

4. Business Arising from Minutes

- GK gave feedback from the QAST workshop. Information from P&C Qld, supplies & online ordering, financials, overview of day-to-day running of tuck-shop, menu templates, QAST recipe book (available from Alison Tate), food safety & compliance. Good networking opportunity. GB suggestions re. improving aesthetics of tuck-shop area- removal of desks etc. **Action proposed:** Consult pupils & revamp menu. Display specials on blackboard/A-frames. Explore marketing option for acquiring new bolt-down tables & chairs (GK, Mcam, GB, JM). Cost same.
- GK will send information re. online ordering for tuck-shop and check what local systems are in use in local area (EBSS & Coorparoo Primary).
- GB to ask Trudy to clarify the 3 P&C email groups and forward same
- GB has completed student snapshot IT thread- presenting to HOD's first & will present to P&C at next meeting.
- GB announced new CSC website functional from Friday. I-phone app. & parent porthole will be added as project rolls out. **Thanks** to Trudie for all her hard work.
- No HOD budget for musicals, but let GB know what is needed.
- Nomination for parent representatives for jr. secondary- **carried over**
- P&C priorities and responsibilities: KP- safety, tuckshops & uniforms, how we present. DB- working on draft committees and responsibilities- will present at next meeting. Need for some change to structure including a 1-page report from each member with responsibilities. Details of resources.
- KP gave details of new partner- the ICE (Institute of Culinary Excellence)- ? to cater for cabaret.
- KP will attend earlier parent/teacher session, then GK later.
- GK- has not heard back from Sonia at Workwear Australia re. track-suits for winter. DB to approach Cougar & Apparel re. same.

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

In

- P@C Qld Executive member details form
- (email) P&C e-News
- (email) Year 8 scholarship application McLaren Lamont (GB) **Action:** Discussion of scholarships to be offered x2 sport x2 academic x2 cultural. GB will send out details for approval. MG stated that other scholarships are 25% expenses up to \$250 per year, for transport, sports costs etc. Current details need clarification, to be added to enrollment packs once done. Carried over. **Move:** (DB) to accept McLaren's application for this year. **Accepted:** by consensus (GK)
- (email) GK meeting with Alex Strachan re. Kokoda Challenge & Anzac Day .celebrations. Also coverage of school musical.
GK met with editor of South East Advertiser re. raising school profile. Will pass journalist's details to DF & GB. **Action:** develop article about school musical, pending approvals. Check with Mitch Baker re. US College Basketball Scholarships x2 won by CSC students, to inform 2nd article.
DB- proposed inviting Terri Butler to events. Carried over.
- ATO Notification of Authorised Contact form
- P&C Email change of details form. Completed & submitted.
- P&C association's constitution for CSC (Approved GB)
- Ian Kaye MP- scheduled parliamentary sitting weeks. Passed to Trudie.
- CMS de-registration with QLD IRC- request vote. DB will get advice about this. Carried over.
- (email) submission for school newsletter. School & P&C marketing, canteen improvement, grant writing, fundraising (DF). Information required by 26th May for inclusion in next newsletter. Carried over.
- (email) CSC catering at BSDE skills workshop 3rd May. CSC not catering this event, as site changed.
- (email) Invitation- P&Cs Qld Metropolitan East Area Event 3rd May. As above.

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

See attached report.

8. Arts Support Group Moved KP Seconded LS

- Currently hold \$3257.98
- Seeking ideas on how to increase profit at Cabaret.
- LS questioned how to split raffle. GB suggests one raffle plus lucky door prize instead- gold coin.

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

12. New Business - General

- Queried whether adult learners are classed in numbers. GB confirmed that they are.
- GB currently working towards promoting enrollments at CSC.

13. Application for New Members

- Nil

12. Next Meeting Monday 19th May 2014 6:30pm

15. Meeting Closed 9.40pm