

**Coorparoo Secondary College**  
**Parents and Citizens Association - General Meeting Minutes**  
**Monday 21\_07\_2014 Staff Common Room, 1st Floor, Administration Block**

**1. Meeting Opening and Welcome – 6.30pm**

**2. Attendees and Apologies**

- **Present** - Lynne Phillips (LP), Margie Gamble (MG), Helen Lindert (HL), Julie Marshall (JM), David Brook (DB), Ian Kaye, Georgina Kinchin (GK), Kerri Phillips-Smith (KP), Dan Farely, Amy Lunney. **Apologies** –, Tamar Mullholland, Helen Abrahams (HA), Margaret Cambridge (MCam), Gavin Bryce (GB), Linda Steuer (LS), Sharon O'Neil, Niura Martinez.

**3. Confirmation of Previous Minutes: 16/06/2014**

**Corrections:**

*Typo -Linda Steuer*

*Julie Marshal absent*

*President's report (email 16/06/2014) attached to minutes*

*Principle's report attached to minutes*

*Typo- funding for GFT \$124,000 not \$12400*

Moved: HL Seconded: GK

**4. Business Arising from Minutes**

- (GK) Online tuckshop ordering **carried over**
- (GK) Received some good ideas from email, but not Facebook. Really keen on book fayre- pivot around writer's festival 3<sup>rd</sup> – 7<sup>th</sup> September. ACTION: Check calendar Amy to make enquiries? Author to visit school- we could have fayre on that day. **Carried over**
- Winter uniform **carried over**

Moved: MG Seconded KP

**5. Correspondence In/Out** Moved: HL Seconded: GK

In:

- (email) 27/06/2014 Robert Gaydon: fundraising opportunities for P&Cs
- (email) 02/07/2014 P&C Qld News for P&Cs
- (email) Suzanne Parks: P&C Networking & information evening 21/07/2014
- (email) (GK) 23/06/2014 Tuckshop survey
- 28/07/2014 CSC tax/activities statement
- 21/06/2014 Workcover Qld declaration of wages for 2014- request for actual wages information
- July 2014 Cadbury- fundraisers (chocolate bars)
- 09/07/2014 Coca-cola Amatil- soft drinks available for tuckshop
- 16/07/2014 Sustainable schools shop- secondhand uniforms online store setup
- 01/07/2014 Commonwealth bank statement June 2014
- 02/07/2014 Commonwealth bank statement June 2014
- 03/07/2014 Commonwealth bank statement May 2014

Out: NIL

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

Attached

(DK) Raised possibility of fundraising this year and potential changes to accounting software.

## 7. Principal's Report Moved AL Seconded K

- Year 7s will need smaller uniforms next year (JM) confirmed these have been ordered & arriving November/December (no fixed date yet)
- CSC is hosting a junior cricket cup with all the major schools attending, in approximately 3 weeks time. (AL) inviting parents to tour. Will talk to junior-secondary team & confirm dates. (GK) to contact Ian Healy who lives nearby and might support this event.
- 6 new staff this year plus staff on leave. Some inconsistencies with policies & procedures. Uniform procedure & infringement policy discussed with Kate Jackson & Amanda Corn and "fine tuned". No detention if note from home. Jumpers are available for the day, to "trade". Currently, detention if no note for first & second offences, then afternoon detention for third infringement. It is detrimental to the school if students are not wearing correct uniform to & from school- so all staff to enforce this policy. Teachers to document "repeat offenders". Some changes to wording; footwear now "impervious uppers". Hair colour rules are not in school diary, since this is an abbreviated version of the policy, so this needs adding.
- Need to have an internal process (IP) for all policies. Uniform policy was reviewed today, so letter to be sent home to parents.
- Positive reinforcement- rewards for those students who follow the uniform policy. Applied for funds/vouchers for intrinsic awards e.g. tuckshop, mobile card etc
- Diary needs to be reviewed- approached at deputies conference- many students are provided with an electronic copy of their diary- CSC could consider this.
- Denim- not allowed, but not explicit in diary. Also (GK) no weekends in diary, yet many events occur at weekends. **Carried over.**
- **Attached** copy uniform policy and uniform infringement procedure.

## 8. Arts Support Group Moved KP Seconded MG

- \$3000 in kitty. Possibly change menu to wood fired pizza & desserts, to maximize profits at Cabaret. Also possibility of Art's Festival with wine & cheese, with entry fee. Short films, with viewer's choice awards- ?invite someone from TAFE or similar, to judge. (GK) to consult media dept. at work. (LS) to liaise with QUT.

## 9. Chaplaincy Report

Not available- chaplain absent

## 10. Fundraising Report

- (GK) Involve Tamar in ideas for book fayre **carried over.**
- Hold Film, TV & Arts festival- aim to purchase high definition camera.
- Ian Kaye- fundraising offer.

## 12. New Business - General

- (IK) Report.  
School leader's BBQ took place at Parliament house- a good night, tour, & great opportunity to mix with like-minded leaders. Increase of 7% to education budget. 761 extra teachers, extra prep hours.  
Will collaborate with (GK) & offer cheque for fundraising. Happy to take suggestions.  
Leaflet including promotional material for CSC to be distributed to 19,000 addresses (Greenslopes) via Australia Post- let (IK) know if not received.
- (DB) Trivia night 2<sup>nd</sup> August at Coorparoo Primary- suggested P&C pick up a table. Liaise with David (DB) if attending- 10 needed for a table.

## 13. Application for New Members

- Nil

**12. Next Meeting** Monday 18<sup>th</sup> August 2014 6:30pm

**15. Meeting Closed 8.10pm**