

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

1. Meeting Opening and Welcome – 6.40pm

2. Attendees and Apologies

- **Present** – Joe Kelly (JK), Margie Gamble (MG), Kerri Phillips-Smith (KP), Gavin Bryce (GB), Helen Abrahams (HA), Georgina Kinchin (GK), David Brook (DB), Dan Farrelly (DF), Helen Lindert (HL), Ian Kaye (IK), Sarah Round (SR), Ian Kaye (IK)
- **Apologies** Lynne Phillips (LP), Tamar Mullholland (TM), Alison Tumini (AT), Linda Steuer (LS).

3. Confirmation of Previous Minutes: 20/10/2014

Ammendment: Kerri Phillips-Smith present- was listed in apologies in error. (KP)

Adjustment to prior minutes: 11. (para.7) New Business (GK) Canteen and Uniform

Operations. Should read: *"The Executive notified the canteen staff of a change to their hours to 30hrs each per week. This was ahead of the QAST report but after approaching P&C QLD and CMS who suggested 40 hrs/week in total should be the target.*

Meetings were held with Canteen staff to negotiate a roster and hours of operation to meet the reduction in hours.

The canteen staff tendered their resignation primarily because there were no safeguards or documented procedure for one person to count the money and handover to school staff.

They also believed the changes would reflect poorly on themselves due to reduced service and the canteen operation in general." (DF)

Moved: GK Seconded: KP

4. Business Arising from Minutes

- (GK) Online tuckshop ordering. (GB) Local college reports online system is working well- ID cards are used online to make the system easier and trackable by parents. Cost benefits have been associated with time savings and less wastage.
- (GK) Car stickers- (GK) **Should be ready early next term**
- (DB) Winter uniform- (DB) **Carried over.**
- (GB) Bucket hats. These have been ordered- 100 of each colour. Initially they will be part of the junior-secondary uniform packs (parents looking to pre-order). A volunteer is needed to be available for orientation day 5th December- (GK) has organized this and will confirm with (GB)
- Bookfair- **carried over.**

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

In: (email)

23/10/14 Della Kriis- parent inquiry re. uniforms
28/10/14 Alison Stuart f/w secure parking fundraising opportunity
28/10/14 Ian Kaye- invitation to Parliament House- for P&C exec.
30/10/14 P&C Qld P&C Issues Survey (state election) by 25/11/14
05/11/14 P&C Qld re. Tuckshop Day 7th Nov.
12/11/14 T.Baily re. Uniform Price List/Order Form

Addit (GB) Dennis put in local council grant & requested letter of support from school- passed to P&C. P&C has written letter of support.

(mail)

01/11/14 Commonwealth Bank Merchant Fees Statement
01/11/14 Commonwealth Bank Statement
Nov 2014 LWR Wholesale School Uniform Catalogue
Nov 2014 Parent Talk: Keeping P&Cs Informed
Nov 2014 MYOB a/c invoice & statement

Out: (email)

29/10/14 (GK) Trent at QAST re. invoice from QAST
03/11/14 (GK) Dennis at Coorparoo Jnrs re. lighting grant
03/11/14 (GK) Greenslopes Electorate Office- acceptance of invitation.
12/11/14 (GK) T. Baily re. Confirmation of uniform price list/order form
12/11/14 Gerry at Official- confirmation of order for bucket hats.

6. Treasurer's Report Moved DF Seconded GK

Attached.

Addit. ? stagger payments for uniforms- probably can, need to know how. 100+ enrollments- need uniforms. Invoice usually paid December- DF to contact DB when it arrives, due to lack of available funds.

7. Principal's Report Moved GB Seconded GP

Attached.

Addit. (GB) The School Leadership Program has been nominated for the John Priestley Award- there have been only 2 successful nominations in the region- CSC and Aspley.

(DB) request to include link to Master Teacher in newsletter.

8. **Arts Support Group Moved KP Seconded GB**

- Congratulations on the success of Arts Week- \$1400 raised- arts have requested \$1000- may need to encourage people to make a contribution to the goal (camera). Need to double funds.
- Information night included year 8 performances- provided encouragement to year 6's and was very impressive to potential new parents. (suggestion to include again next year).

9. **Chaplaincy Report**

(TM) absent

(GB) email received from RD re. next year's chaplaincy. Rob Cowen from Scripture Union- supportive of school's who already have a chaplain- will put in application to keep Tamar next year.

10. **Local Member's Report**

- (HA) Clubs meeting with Council on Thursday- fields upgrading, car park, access issues will be on agenda- no sketch available at present.
Thanks to P&C for involvement in keeping school, securing community support and helping growth of school.
- (IK) Thanks for good work done by P&C. Ian has contributed a box of books for book fair next year. Reported G20 last week went well- protesters able to voice concerns. Ian spoke with Indian PM yesterday regarding their first democratic election since '64 and mandatory voting. Informed P&C that a student at Coorparoo Primary had been hit by a car in Leicester Street sustaining #leg. Council is installing flashing school lights. Congratulated students on fantastic music night & great talent exhibited by students. Also the good opportunity re. Master Teacher nomination. GRG moneys estimate for 2015 is \$168,000, dependent on numbers. Works est. \$6-8 million.
- (JK) Usually attends Greenslopes State School P&C. Joe works as rehabilitation nurse at QE2 hospital. GSS are celebrating 125th year celebrations next year with a year long program including a major event in the 3rd term- CSC encouraged to support.

11. **New Business**

- (GB) Uniforms- current shirt for girls is a primary school shirt and waistband is too tight for secondary girls. Photo of senior shirt- different shape. Will look at changing for next year.
- (GB) Partnership with BDSE- blended delivery
- (GK) Feedback from students and family at TRED
- (GB) Will sort contract for agreement for uniform and pass to treasurer.
- (GK) Canteen- 1 convenor has been employed from ICE. Thanks to teachers for taking over the running of the canteen- Trudie, Melissa, Sarah and others. Looking at reviewing menu, involving students, kitchen garden, outside area. Alison Taate involved with branding, coffee machine, fresh yoghurt making. Currently 35hrs/week- school still supporting running of canteen. ICE has an apprentice supporting operations- need ongoing

15 hrs/week ?volunteers. Also need someone for uniform shop. Form will improve process for uniforms- need to “tidy up” procedure around payment.

13. New member applications Nil

14. Next Meeting TBA

15. Meeting Closed 8.10 pm