

Coorparoo Secondary College
Parents and Citizens Association - General Meeting Minutes
Monday 20th April 2015 – Staff Common Room, 1st Floor, Administration Block

1. Meeting Opening and Welcome – 7.30pm

2. Attendees and Apologies

- **Present** – Kristie de Brenni (KdeB), Georgina Kinchin (GK), Helen Lindert (HL), David Brook (DB), Kate Watson (KW)
- **Apologies** – Dan Farrelly (DF),
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3. Confirmation of Previous Minutes: 16/03/2015

Moved HL Seconded GK

4. Business Arising from Minutes

- (GK) Online tuck-shop ordering- not feasible at present. Closed
- (DB) Winter uniform- (DB) to pass on to Judy. Clarified that school jumper is the grey with striped sleeve- no fleeces to be worn. P&C to be advised of any students in financial difficulty who cannot afford the jumper.
- Bookfair (scholastics)- **Carried over.**
- Canteen & uniform shop- (DB) and (GK) are managing changes. Judy
- Uniforms in- Judy managing stock in uniform shop. Pullovers to come in 2nd term. New orders pants & skirts. Clarified no jeans to be worn- just business-style pants, as per picture in canteen. Stock-take completed and information passed to Judy. General clean-up. New EFT device. David is acting treasurer for canteen.
- Bequest monies- **bank details have been sent**
- Internal drop & go- (DB) to check email sent to (HA) with feedback. **Carried over**

Moved HL Seconded (GK)

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

In: (email)

- 18/03/15 QAST new tuckshop menu course & grants 2015
- 22/03/15 P&C QLD P&C documentation- required by 31/05/2015
- 23/03/15 New P&C Constitution- to be accepted by 31/05/2015
- 24/03/15 P&C Qld free webinar available online – Role of Treasurer
- 24/03/15 P&C Qld State Conferenc 11 & 12/09/2015
- 25/03/15 Della Kriis re. scholarships
- 26/03/15 Fundraiser- fun run
- 27/03/15 (DF) Return of keys
- 30/03/15 Della Kriis- canteen keys
- 30/03/15 LWR News- uniform advertising

01/04/15 P&C Qld News for P&Cs
02/04/15 QAST School uni shop news 2015
14/04/2015 Matthew Rowan (Wandall Heights)- request opinion on effectiveness of P&C
16/04/2015 ABACUS calculators advertising
20/04/15 Trudie Baily- confirmation of updated members list for P&C 2015

Out: (email)

24/03/15 A. Chissell P&C Qld (DF) re. help for P&Cs
24/03/15 R. Kelio (GK) Confirmation of constitution 2015
25/03/15 D. Kriis (GK) Scholarship details
Kritie de Brenni (GK) canteen access
02/04/15 Joe Kelly (GK) re. mentoring program

In (mail)

Commonwealth Bank Statement- March 2015
Commonwealth Bank- Merchant Fees
Invoice for uniform shop
Miscellaneous fundraising
Various CMS seminars- (HL) to forward to members

Out (mail)

Nil

6. Treasurer's Report Moved DB Seconded GK

Attached.

- Balance of 40K +
- (DB) to set up internet banking with remote access
- Judy is discussing with supplier re. uniform charging
- (DF) has been training Judy in MYOB
- (DB) to follow up offer from James Cook university & check if other institutions (UQ, QUT) offer similar placements

7. Principal's Report

Attached

- Bike racks- not a high traffic area. Lower level entry. If changed, rack will need to be near school entry so that students don't ride through.
- (KdB) contacted Quest advertising- CSC advertised in week prior to holidays. Another ad has been purchased.

Moved KdB

Seconded DB

8. **Arts Support Group.**

Attached

- BAC grant obtained
- Cookie-dough fundraiser planned

Moved GK Seconded KdB

9. **Chaplaincy Report**

N/A

10. **Local Member's Report**

N/A

11. **New Business**

- (GK) Thanks to Joe Kelly who has offered to fund a business mentoring program for conveyors- +ve impact for P&Cs. To meet with (GK)
- Special meeting to be held immediately prior to next general meeting 18/05/15 to adopt new 2015 P&C Constitution. (HL) to prepare document.

12. New member applications Collected- excel list has been updated. (HL) to contact Trudie to add Kristie de Brenni as she is not receiving emails.

13. Next Meeting 18/05/2015

14. Meeting Closed 9.10 pm