

Coorparoo Secondary College
Parents and Citizens Association - General Meeting Minutes
Monday 16th November 2015 – Staff Common Room, 1st Floor, Administration
Block

1. Meeting Opening and Welcome – 6.37 pm

2. Attendees and Apologies

- **Present** – Kristie de Brenni (KdeB), Dan Farelly (DF), David Brook (DB), Helen Lindert (HL), Kerri Phillips-Smith (KP), David McFadden (DMcF), Belinda Compton (BC)
- **Apologies** – Georgina Kinchin (GK), Judy

3. Confirmation of Previous Minutes: 12/10/2015

Moved: KPS Seconded: DF

4. Business Arising from Minutes

- James Cook University Internships (DB) Progressing well. Reconciliations up to date- working through some errors. Has commenced projections (budget forecasts etc) for next year. P&C encouraged to take another intern for term 1 next year.
- Canteen- Judy still away. Covered for this week.
- Bequest- perpetual award to commence \$250 per year. (DF) Look at term deposit to maximize interest on capital amount. Intern could be asked to set this up. Auditor suggested we should keep this in a separate account. (DB) Need details of bequest letter- will consult with GK.

Moved (DB)

Seconded (KPS)

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

In: (email)

12/10/15 (GK) Letterhead template
13/10/15 Bequest
16/10/15 QAST Tuckshop days 6th & 7th Nov
19/10/15 (GK) Confirming colour & logo on scarf
22/10/15 (KdeB) School Resource Scheme

28/10/15 (KdeB) School Update

Out: (email)

In (mail)

01/10/15 CMS Statement
20/10/15 CSC Certificate of Appreciation to P&C
01/11/15 (HA) Introducing Nicole Lessio- standing for Councillor, Gabba .
29/10/15 CSC Receipt P&C Donation
11/15 CMS Guide to Canteen & Tuckshop Management
CMS Workplace Bullying & Harrassment Toolkit Order Form
CMS Tax Invoice
LJ Apparell- Outsourcing your Uniform Shop
P&C Qld Parent Talk magazine

Out (mail) Nil

Moved (HL)

Seconded (DB)

6. New Member Applications

- Application of Belinda Compton and appointment as Treasurer. To be 'Acting' in the role until next AGM due to audit requirements.

Moved DB

Seconded KPS

7. Treasurer's Report

- \$20, 211 in canteen account. Some outstanding invoices to be paid. Recommendation that around \$10,000 be kept in account as part of contingency planning.
- Blazers
Motion: The P&C approves the purchase of school blazers for donation to the college from Williamson International on invoice no. 56597 to the value of \$892.00

Moved DB

Motion carried unanimously

KdeB thanked P&C for their donation

- Nomination of authorized signatories to P&C bank accounts and online banking.
Motion: The P&C approves the following members as persons authorised to operate all of the P&C's bank accounts and each member to establish access to the P&C's accounts and banking via NetBank and/or CommBiz as soon as is practicable. All members previously authorised to operate the P&C's accounts are rescinded.
 - President: Georgina Kinchin
 - Vice-President: David Brook
 - Treasurer: Belinda Compton
 - Secretary: Helen Lindert

Moved DB

Motion carried unanimously

8. Principal's Report

Attached.

- Appointment of permanent Principal – Jeff Barnett. Former Acting Principal of Boonah SHS. P&C expressed their sincere thanks to KdeB for her achievements and commitment to CSC throughout the year.

- Focus areas-Whole school reading program 2016. Aspley State School have implemented this program and are willing to share resources with us.
- Introduction of peer coaching
- Year 12 results- might not achieve 100% QCE due to one student not submitting (not attending). Will affect % adversely due to small school size.
- A relocatable building for adults will be supplied in November thanks to negotiations between KdeB, Dept of Education & BSDE. Adults will have their own space, and teaching area in the library now available to students. BSDE are taking the staff common room in E block.
- Scholarship application letter has been updated and sent to parents. Also the Facebook ad has been 'boosted' to appear to residents aged 20-50 that live within 10 km radius of CSC.
- Leadership UN day 24/11/15 Will have media coverage
- CSS Science program for 2016 will be ½ day per week, targeting years 4, 5 & 6.

Moved KdeB

Seconded DB

9. Arts Support Group.

- Overall, a good year with focus on 'big' events, raffles etc. \$2500 raised- monies towards props/costumes area behind stage, soundproofing to music rooms and improving dressing rooms for musicals.
- Need to fundraise for improvements to auditorium (\$20,000) This will require grant applications. (DF) will write applications. (KPS) need to emphasise contribution to wider community e.g. Vocal Maneuvers, Hand bells, Creative Generation.

Moved KPS

Seconded KdeB

10. Chaplaincy Report

N/A

11. Local Member's Report

N/A

12. Fundraising Activities

- Need for strategic planning next year. (GK) has template for this.
- Grant applications (DF) has volunteered to write grants applications.
- KPS Suggestion for 'Wishing Tree' to give parents opportunity to donate towards/purchase items for the school.
- DMcF- Carina Leagues Club has a grant committee and offers support for school events.

13. New Business

14. Next Meeting TBA

15. Meeting Closed 19.48 pm

Georgina Kinchin

President

Coorparoo Secondary College Parents and Citizens Association