FRENCHVILLE STATE SCHOOL
PARENTS AND CITIZENS ASSOCIATION

General Meeting Held – 9/08/2012

Meeting was called to order by Angie at 6.08pm.

ATTENDANCE
15 people were in attendance as per the attached attendance sheet and there were 2 apologies.

SAFE ST
Traffic DVD – Year 5 are currently developing one more video, using the Crazy Talk program, to add to the current DVD. The final project will then be a high standard, informative project that Frenchville School can be proud of.

Four E Strategy – This strategy will be available on the new and improved FSS website which is due for completion by the end of August.

Walk to school strategy – This program will continue until the end of Term 3. The second iPad draw will take place on the 10th August 2012. The walking group numbers, meeting at the zones, has gradually dwindled over the duration of the program.

Bag Tags – The Department of Transport has received the bag tags to forward to FSS. These will be used in an up and coming reducing traffic congestion incentive once details have been finalised.

STOP, DROP & GO signs – Signs have been received and installed on the Frenchville Road drop off zone. To date it is difficult to determine whether they have made significant change in driver behaviour. No change in driver behaviour has been noticed in Geordie Street where there was one ‘2 minute drop off zone’ sign installed.

Action: Trevor to follow up the possibility of getting FSS one more set of signs for this zone.

Traffic Cat Suit – As there is currently no funding opportunities available for this program it will be parked.

Child care vans – A conversation has been had with Sunbus to confirm the child care buses are entitled to park in the Frenchville Road bus zone.

Action: Trevor will follow up on the possibility of extending the current signs time limit from 5 to 15 minutes. This will allow the carer’s adequate time to drop off their children in a safe and compliant manner.

Action: Pam to draft a letter to Sunbus confirming the details and outcome of this issue. The letter will also confirm this issue has been discussed at the Safe ST meeting with confirmation from Queensland Transport.

Joyce Hardy Parking proposal – A letter acknowledging our request has been received. FSS’s request has been placed in the system and allocated request number: 182912.

Action: P&C to persist with pressure for a response on this issue.

General Business Actions include:

Action: Leisa to place a reminder note in the newsletter to buckle up your children on departure from the school.

Action: Leisa to email Trevor Neumann a copy of the Microsoft Data that is now complete.

Action: Pam to resend the remaining Safe ST meeting dates to all Safe ST committee members.

Safe ST meeting closed at 6.35pm.

General Business meeting opened at 6.40pm.

ATTENDANCE
9 people were in attendance as per the attached attendance sheet and there were 2 apologies.

MINUTES OF PREVIOUS MEETING
The minutes of the previous meeting held on the 12th July 2012 were circulated.

Motion: Minutes of the meeting held on the 12th July 2012 were a true and accurate representation of the
proceedings of that meeting and be accepted. Moved by Chris, seconded by Mick. Motion carried.

BUSINESS ARISING FROM MINUTES

- **Crazy Camel Fundraiser - Complete** – This fundraiser will be implemented in Term 4. Calendars will be available for $10 each.
- **Working bee to paint tuckshop - Complete** – This project has been deferred as a working bee will be required to construct the shade structure which is currently in the approval process.
- **Tuckshop Assistant - Complete** – Angie circulated all documents as planned and applications have been received.
- **Traffic DVD - In Progress** – As per the above Safe ST minutes. Bill Smith and Kent Murray will then arrange for DVD’s to be copied.
- **Draft P&C Financial Support Policy – In Progress** – Executives to finalise the two current drafts into one final agreed policy.
- **‘Sour Pops’ – In Progress** – Christine seeking supplier.
- **Year 7 camp fundraising guidelines - In Progress** – Angie to draft a set of guidelines for comment.

CORRESPONDENCE

There was no business arising from Inward and Outward correspondence. Both the Inward and Outward Correspondence Reports are attached.

*Motion: Inward and Outward correspondence reports are accepted. Moved by Pam, seconded by Mick. Motion carried.*

EXECUTIVE DECISIONS

There were two executive decisions external to this meeting which are as follows:

1. The cent sale class incentive prize was won by 3TG. The executives confirmed the class would receive $150 to go towards their pizza party. This value is in line with all previous pizza party incentive prizes.
2. An order was placed on behalf of the tuckshop for blue knit collars for our current FSS shirts.

REPORTS

Treasurer’s Report

One report was submitted at this meeting for the 1st January – 9th August 2012 period. See attached Treasurer’s Report for full details. A summary from the report includes:

Main item of income –
- $5911.00 was banked from our cent sale held at Bauhinia House.

Main item of expenditure –
- $170.50 for the Bauhinia House hall hire.

Our cash at bank = $165,905.06

*Motion: The Treasurer’s Report and all payments out are accepted. Moved by Kylie, seconded by Mick. Motion carried.*

Principal’s Report

See attached Principal’s Report for full details. A summary from the report includes:

- Mt Archer P&C has requested to use our SAC tables and shade covers for an event on the 1st September 12. NB. The members present at this meeting endorsed this use.
- Schools out has requested permission to install a path to the shed and install two noticeboards within the
• Tennis Court processes need to be reviewed.
• Quote for $5315 has been received to alter the gutter to allow for emergency access to the oval.

**Parent Club Report**

No Parent Club report was presented at this meeting.

*Action: Leisa to place a note in the newsletter for donation of Father’s Day gifts.*

**Tuckshop Report**

• Reorder of fabric collars
• Text books left over from book packs for 2012 ie Spelling Rules

*Action: Chris to forward these to Leisa for use at the office.*

**GENERAL BUSINESS**

**McDonald’s red day**
This day has been cancelled for 2012.

**Financial support to school groups**
Funding is occasionally sought from FSS families with children representing CQ and/or State for primary school sport and/or events. The current policy around this financial support is $50 for children representing CQ and $100 for state. The capped contribution is therefore currently $150.

*Motion: To amend the current policy to increase the financial support for children representing the primary school, in a school sponsored or recognised event, at state level to $200. Similarly, the financial support for children representation at CQ level will remain at $50. This redrafted policy will be effective immediately and reviewed again in February 2013. This sponsorship from the P&C is limited to school sponsored events and therefore excludes events such as the ARL development and Challenge Cup. Moved by Matt, seconded by Mick. Motion carried.*

*Action: Kylie to transfer $3000 to a ‘Sporting Representative’ line item which will be reflected in the Balance Sheet. This will enable provision and a clear record of this sporting representative sponsorship.*

*Action: Pam to add agenda item to the February 2013 AGM meeting– ‘Maintaining funds for sporting representative sponsorship’.*

**Uniform Order Form**
An order form was discussed and will be drafted to become available on the renewed FSS website. The aim of the form is to reduce congestion at the tuckshop at peak periods and have a detailed document available for distribution at the Prep information days. All orders will be prepacked and paid on collection from the tuckshop.

*Options to consider for inclusion on the document include:*
• Nominated collection date
• Possible pre-payment via visa/mastercard
• Order can be emailed to P&C address or a printed copy can be delivered to the tuckshop.

**Shade structure/Frenchville Road pick up zone**

The assessment is currently in progress and needs to be completed prior to setting the working bee date.

*Action: Pam to add this working bee to the September agenda.*

**Fans and general maintenance in the SAC**
Motion: To proceed with the quote and installation of the second fan in the SAC building. Moved by Leisa, seconded by Mick. Motion carried.
Action: Leisa to organise the quote.

The SAC also currently requires repainting and new carpet.
Action: Leisa to organise a quote from QBuild for repainting the interior.
The members present discussed and agreed on making provisions with ongoing rental money to consistently maintain the SAC as required over the coming years.

Tennis Courts

The tennis court key process is currently due for renewal.
Motion: To increase the twelve month rental to $40 per year ($50 includes the $10 refundable key deposit). All current locks will be replaced and 30 new keys purchased. Moved by Matt, seconded by Kylie. Motion carried.
Action: Ros to call existing key holders and advise of change.
Action: Kylie to purchase new locks and keys.
Action: Pam to confirm liability cover with QCPCA.

Meeting closed at 8:20pm

These minutes are a true and correct record of the meeting:

Signed _____________________________________(P & C President)
The next P&C Meeting will be 13th September 2012.