FRENCHVILLE STATE SCHOOL
PARENTS AND CITIZENS ASSOCIATION

General Meeting Held –14/02/2013

Meeting was called to order by Matt at 7:05pm.

ATTENDANCE
14 people were in attendance as per the attached attendance sheet and there were no apologies.

BUSINESS ARISING FROM MINUTES
Traffic DVD - Complete – Crazy Talk video has been included in the final DVD. Copies were distributed at the PREP open day held on the 7th December 2012.
Child care vans/Parking on Frenchville Road - Complete – A letter has been sent to council to request the possibility of extending the current bus zone signs time limit from 5 to 15 minutes along Frenchville Road.
Please refer to General Business for additional information on this item.
4WD’s parking on the grassed island - Complete – Councillor Fisher’s donation of a number of mature trees has been approved to plant on the island. Current works by Fitzroy River Water have held off planting to date.
School Security Camera’s - Complete – No update has been received on this item to date.
EZ Cover Fundraiser - Complete – Fundraising info was distributed with all book packs for this fundraiser.
Tuckshop not stocking all uniform options all year round - Complete – Leisa has added this clause to the uniform order form online.
Uniform sales on prep open day - Complete – A good number of volunteers were available to help out with uniform sales on this day.
Geordie Street pedestrian crossing complaints - Complete – No complaints have been received by Michelle in regards to the crossing being slippery.
Window shade options - Complete – Plans were circulated for this however were very expensive.
Please refer to General Business for additional information on this item.
Patron Resignation - Complete – A gift was not purchased for Jeanette as we had no forwarding address for her to receive this gift which was our acknowledgement of her contribution to the school.
Tennis court keys and liability cover - Complete – The courts are now not available for any public use.
Joyce Hardy Parking proposal - In Progress – P&C to persist with pressure for a response on this issue from both Council and Federal Member. Parent support with similar letters on this issue could also assist with our request.
Please refer to General Business for additional information on this item.
Seat belt signs- In Progress – Trevor Neumann will donate two ‘buckle up’ signs for installation on loading zones.
Action: Colin to follow up on progress with Trevor Neumann.
Draft P&C Financial Support Policy – In Progress – Executives to finalise the two current drafts into one final agreed policy.
Year 7 camp fundraising guidelines - In Progress – Angie to draft a set of guidelines for comment.
Shade structure over the handball area - In Progress – Leisa has received two quotes however very expensive. Leisa is currently drafting a funding application for this structure.
Action: Pam to forward Leisa the details of the business on Main Street for additional quote.
Tuckshop credit card purchases - In Progress – Kylie to look into tuckshop purchases showing on the customer statements as FSS P&C opposed to the current Frenchville State School to save future confusion.
Uniform Supplier - In Progress – Chris is waiting on a response from the fabric supplier for our FSS shirts, as to how many metres are left.
Action: Pam to follow up with Gavin on supplying quotes for shirts, shorts and socks which includes detailing the delivery timeframes.
MINUTES OF PREVIOUS MEETING
The minutes of the previous meeting held on the 8th November 2012 were circulated.
Motion: Minutes of the meeting held on the 8th November 2012 were a true and accurate representation of the proceedings of that meeting and be accepted. Moved by Angie, seconded by Mick. Motion carried.

CORRESPONDENCE
Both Inward and Outward correspondence reports were presented. There was no further discussion.

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

EXECUTIVE DECISIONS
There were no executive decisions external to this meeting.

REPORTS

Treasurer’s Report
One report was submitted at this meeting for the 9th November 2012 – 14th February 2013 period. See attached Treasurer’s Report for full details. A summary from the report includes:

Main item of income-
- $2629.40 Year 7 Bunning’s sausage sizzle
- $108.12 interest received.

Main item of expenditure –
- $60 Audit certificate fee from the Commonwealth Bank

Our cash at bank = $176,866.09

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

Principal’s Report
No report was received as it was tabled at the previous Annual General Meeting.

Parent Club Report
The dance party is on schedule for the 8th March 2013.
Action: Leisa to secure DJ Lofty.

The Year 7 sausage sizzle requires a coordinator for this event. Glow sticks will also be available on the night.
Action: Leisa to purchase glow sticks for sale.

All proceeds from both the sausage sizzle and glow sticks go towards the year 7 camp.

Tuckshop Report
Fridge repairs have been implemented over the school break. A generator has also been purchased for future unsavoury weather conditions to prevent any potential spoilage.
Air conditioners are due for a routine service.
Action: Chris is to proceed with the necessary arrangements for this to occur.
Another set of sliding screens/windows are currently broken.  
**Action:** Mick to look into quotes to replace the remaining sets of these windows.

The tuckshop improvement wish list for 2013 is as follows:
1. New cupboards
2. Floor resurfacing in the back room
3. Painting
**Action:** Errol to forward Chris plans for the kitchen cupboards.

Tuckshop signatories will have to be updated with Julie’s departure.

**General Business**

**Councilor Fisher update**

Frenchville Road Bus Zone

Councilor Fisher circulated a map detailing the proposed infrastructure change to accommodate both day care buses and sun buses on the Frenchville Road bus zone. Comments from the committee included:

1. Swapping the bus and van parking ends on the FSS side of the road.
2. Plans proposed for the opposite side of the road, should not proceed and remain in their current state.

All comments were taken on board by Councilor Fisher who will amend as necessary and recirculate the amended plan amongst the executive team. Councilor Fisher would like to be able to present the amended plan to the council infrastructure meeting in March.

Joyce Hardy Park Proposal

The need for this proposal may be reviewed once the new Frenchville Road/Thozet Road car park is implemented. Funding for such a project is very limited and would require financial input from a state level.

Frenchville Road / Thozet Road Car Park Plan

A plan for this additional car park on Frenchville Road is currently getting drafted by council. Councilor Fisher hopes to be able to share this with the group at the next general meeting.

Parking Officers Present!

Local laws officers will be around the school over the next 2-3 weeks to ensure the safety of our children.

Drain inspections around the school

Inspections on the drains around the school have been carried out. There will be continued works to occur along Geordie Street.

Woodchip

Councilor Fisher has arranged for free woodchip to be dropped off at the school for use.  
**Action:** Leisa to forward Councilor Fisher an afterhours contact number in case the deliveries are only possible outside of school hours.

Letter of request to council

**Action:** Pam to draft a letter to council addressing the works currently getting completed around the school to infrastructure and the possibility of capitalizing on these works and reducing future costs by improving other areas for additional parking.
Donation to the School Captains
Councilor Fisher will donate a book on the history of Rockhampton to the captains at the ceremony.

SAC
Memorandum of Understanding for Schools Out
The current MOU in place for Schools out expires in March 2013. The new proposed fees, $3,500 per term, will be implemented at the beginning of the new MOU. Schools out need to have a contingency plan in place for alternative arrangements should the SAC become unavailable for any duration. This service must remain open at all times for convenience to FSS families. This requirement will be detailed in the new MOU.

SAC window shades
Quotes from Trueline and Capricorn Screens were circulated for the two window shades for discussion. It was agreed to proceed with installing winter light shades over both windows for a total of $4300. **Motion: To proceed with arrangements and installation of awnings over the two windows on the SAC centre. Moved by Angie, seconded by Kerri. Motion carried.**
**Action: Errol to proceed with the installation.**

Laptop purchase for the Tuckshop
A computer with the Quicken or Quickbooks program installed will be required for the new Tuckshop treasurer that is commencing this year. **Motion: To proceed with purchasing a suitable laptop and program to the value of $1000. Moved by Kylie, seconded by Leisa. Motion carried.**
**Action: Angie to proceed with the purchase.**

Fundraising for 2013
Spellathon
Spellathon arrangements are underway and packs are going home with children next week. Spellathon prizes are as follows:
- Raise $40 and receive a $5 tuckshop voucher
- Raise $50 and receive a movie voucher
- Raise $100 and receive a $20 Amart All Sport voucher or $20 tuckshop voucher
Class incentive prizes will also be available.

Fete Term 2
The fete date is set for the 31st May 2013. A note will be placed in the newsletter to call for interested people to form a committee to organize the fete.

Purchasing sports day coloured shirts
**Action: Pam to contact Kmart for information on stock availability and colours prior to any further discussion.**

Levies
Levies in place for 2013 include:
1. $40 voluntary PREP levy
2. $40 Instrumental music levy
3. $40 One to one laptop program
**Motion:** To endorse these three levies for 2013. **Moved by Leisa, seconded by Kerri.** **Motion carried.**

**School Captains for 2013.**
School captain presentations will be held on the 25 February 2013. A book on the history of Rockhampton will be donated and presented by Councilor Fisher at the ceremony.

**Library wish list for 2013**
Mrs Driscoll has forwarded a list to the P&C for consideration when planning expenditure. **Action:** Pam to add this to the next meeting’s agenda for further discussion.

**Meeting closed at 8:40pm**

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

Signed _____________________________________(P & C President)

The next P&C Meeting will be 14th March 2013.