FRENCHVILLE STATE SCHOOL
PARENTS AND CITIZENS ASSOCIATION

General Meeting Held – 9/05/2013

General Meeting was called to order by Matt at 6:30pm.

ATTENDANCE
Eight people were in attendance as per the attached attendance sheet and there was one apology.

BUSINESS ARISING FROM MINUTES

Joyce Hardy Park – Complete – A letter has been sent to both Mr Bob Holmes and Councillor Fisher re obtaining the historical details on the Joyce Hardy park.

Coffee Van for fete – Complete – Matt has secured two barista vans to attend the fete. 15 amp power supply and a level site are required by the vans. A site fee is to be negotiated.

Uniform Supplier - Complete – Documentation has been received, from the fabric supplier of our FSS shirts, which confirmed there is 1810.90 metres remaining. This equates to at least a two year supply of shirts.

Parent Community Engagement Framework - Complete - The framework was outlined in the school newsletter two weeks ago. To date, no comments have been received from the parent community therefore the framework will proceed as is.

New Life members – Complete - Leisa will invite Julie and Peter Lynch to attend the fete. Leisa will schedule their presentation into the fetes program of events to allow the school to publically acknowledge their support to the Frenchville community over the years.

Tuckshop kitchen – Complete - Matt flagged the required installation date with the successful cabinet maker.

Glow in the dark wrist bands - Complete-Kylie has purchased the wrist bands which are due for delivery now.

Water bottles – Complete- The FSS water bottles have arrived and will be sold at the upcoming fete.

School Photos- Complete - Matt met with Advanced Life photography. This item was discussed further in General Business.

Policies- Complete- All policies have been recirculated with the proposed changes. This item was discussed further in General Business.

Mother’s Day Stall- Complete- Angie confirmed with Parent Club that the sale price of gifts will remain at $2.

Tuckshop sliding screens/windows requiring repair- In Progress – The quote for this work has now been received from AB Glazing for $1740. Work is to proceed and is yet to be implemented.

Tuckshop Kitchen - In Progress- QBuild have collected the samples of the tiles located in the kitchen. The work has been paid for however no official results have been received to date.
MINUTES OF PREVIOUS MEETING
The minutes of the previous meeting held on the 17th April 2013 were circulated.

Motion: Minutes of the meeting held on the 17th April 2013 were a true and accurate representation of the proceedings of that meeting and be accepted. Moved by Leisa, seconded by Mick. Motion carried.

CORRESPONDENCE
Both Inward and Outward correspondence reports were presented and are as per the attached.

The only item for further discussion was a request received from a past student seeking fundraising support. FSS will promote selected fundraising events in the future via the school newsletter. Leisa has communicated this offer to the past student.

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

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

REPORTS

Treasurer’s Report
One report was submitted at this meeting for the 15th February 2013 – 9th May 2013 period. See attached Treasurer’s Report for full details. A summary from the report includes:

Main item of income-
- $2353 – Fete raffle
- $1014.95 – Free dress day
- $1856.90 – Year 7 camp easter raffle

Main item of expenditure –
- There were no major payments out for this month.

Our cash at bank = $182,271.88

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

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

- Parent and community engagement framework circulated.
- ANZAC day march was well attended
- Walk to school program will commence 24th May 2013-05-13
- FSS won the regional showcase awards - Prize money is $1000.
- Year 7 transition to high school information nights were held on the 29th April 2013
- Donna Earle-Morrison will be the Acting Principal whilst Leisa is taking extended leave.
Parent Club Report
There was no Parent Club Report presented at this meeting.

Tuckshop Report
Key items discussed in the Tuckshop report are as follows:

- Sport’s day 12th June 2013 arrangements will remain as per last year which includes food options.
- Gazebo’s are required for the tuckshop area on sports day. A number of blow mould tables are also required on the day.
- Coffee van available for parents and citizens. A site fee will be negotiated to attend this day this time around.
- The Tuckshop treasurer vacancy has received two expressions of interest.

Motion: To purchase four 3x3 royal blue gazebos’ and 30 blow mould trestle tables for general use of the school. Moved by Leisa, seconded by Mick. Motion carried.

Action: Pam to purchase gazebos and the 30 blow mould trestle tables and deliver to school.
Action: Matt to organise a coffee van to attend the sports day.

GENERAL BUSINESS

Councilor Fisher update
There was no update provided by Councillor Fisher due to his apology.

Final Draft policies
The P&C team and individual sponsorship policy, P&C School activity centre use policy, P&C Year 7 camp fundraising policy, P&C Gift purchase policy and the P&C Honorary life membership policy were all discussed and circulated for any further additions and omissions. All policies were supported with the noted amendments. Once the amendments are made, the policies will be available on the FSS website. The safe handling of money policy is still to be reviewed.

Motion: To endorse the above five policies and publish on the FSS website. Moved by Leisa, seconded by Kerri. Motion carried.

Action: To review the Safe handling of money policy.

Fundraising for 2013
Fete Term 2
The fete date is the 31st May 2013. Arrangements to follow up with the fete include:

- Seeking a copy of the Public Liability insurance from the rides provider for Marsh insurance.
- Plea in newsletter seeking multidraw raffle prizes. Leisa may offer 75 bonus points to classrooms per donation received for this raffle.

School Photos
The photography package was circulated from Advanced Life photography. The sample provided was of a very high quality, which is on par with this year’s provider, however better value. Further discussion will be had on the sample.
Action: Leisa to take the photograph sample and discuss the options with both Leisa and Bill.

Establishment of Early Act Rotary club
Rachel Sampson presented an overview of what this club can offer our current year 6/7 students. Leisa believed the club will offer further development opportunities to those students who may not specifically seek a leadership
role. FSS would be the first school in the region to undertake this club which is sponsored by the Rotary Club of Rockhampton Capricorn. The early act club enables students to gain an increased awareness and knowledge of both their immediate community and global issues. Rachel would be guiding the club, when they met, to help facilitate and nurture the member’s ideas. Today, Rachel was seeking the P&C support for introducing this program to the school.

The member’s present all supported the introduction of the Early Act Rotary Club to FSS.

**Spellathon prizes**
Final spellathon prizes have been determined. A total of 120 movie vouchers and 7 Amart vouchers will need to be purchased.

*Motion: To purchase the above awards for the top spellathon fund raisers. Moved by Leisa, seconded by Kylie. Motion carried.*

*Action: Matt to purchase 120 movie vouchers and forward to Leisa for distribution.*

*Action: Kylie to purchase 7 Amart vouchers and forward to Leisa for distribution.*

**Shade structure installation**
*Action: Mick to contact QBSA re the insurance required for the installation of this structure.*

Meeting closed at 8:05pm

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

Signed _____________________________________(P & C President)
The next P&C Meeting will be 13th June 2013.