



# VICTORIA POINT STATE SCHOOL

## P & C ASSOCIATION

School Road, Victoria Point 4165  
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President: Mrs M Harvey  
Secretary: Mrs K Purdie  
Treasurer: Mrs A Woodall  
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### PARENTS' & CITIZENS' ASSOCIATION GENERAL MEETING

**DATE: 11 March 2009**

**VENUE: Community Rooms**

**CHAIRPERSON: Megan Harvey**

#### **OPENING**

The meeting opened 7.40 pm.

**APOLOGIES:** Kylie Freeman, Carol Johnson

**PRESENT:** Kylie Purdie, Megan Harvey, Carolyn Felmingham, Katherine Triandis, Shannon Kent, Robert Mogg, Angela Woodall, Lex Bowden, Peter Dowling, John English MP

#### **PREVIOUS MINUTES**

The minutes of the previous General Meeting held on February 11 2009, were read by Kylie Purdie. Kylie Purdie moved that the minutes be accepted as a true and a correct record of the meeting.

Seconded Robert Mogg

Passed.

#### **BUSINESS ARISING OUT OF THE MINUTES**

- **cash a can** – Lex met with Deb Adams in regards to this..At best, we would raise \$1000 a year from this. (Lifeline Bins provide approx \$5000 per year) With problems regarding the placement of the bins to allow access to the public and the truck and concerns about additional rubbish around the school, it has been decided to pass on the cash a can idea.
- **Cube a thon** – time constraints make this difficult at this time. It may be revisited later.
- **Election BBQ** - Saturday 21 March – coordinated by Shannon with Julie Rawding doing cake stall. Help will be required. We will approach the student council and ask for their assistance in manning the stalls.
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- **Entertainment books** – flyers have been distributed.

#### **CORRESPONDENCE**

Correspondence for this month has not been completed. It will be tabled at the next meeting. Kylie Purdie apologised for this and mentioned the majority of the correspondence this month has been fundraising and promotional advertising.

## REPORTS

### Treasurer's Report

Angela Woodall tabled the attached report

Angela Woodall moved a motion that the treasurers report be adopted and the accounts be confirmed and the payments ratified.

Seconded: Megan Harvey

Passed.

### Uniform Shop Report

Shannon Kent tabled the attached report

### Tuckshop Report

Kylie Purdie and Angela Woodall tabled the attached report on behalf of the Tuckshop committee.

The report included the minutes of the AGM for the Tuckshop committee held on Monday March 2. At this meeting, a new committee was formed for 2009.

POSITION	OFFICE HOLDER
Chairperson	Sherri Freese
Secretary	Carol Johnston
Treasurer	Renee Johnson

Kylie Purdie moved that the 2009 Tuckshop committee be accepted and ratified by the P&C.

Seconded: Angela Woodall

Passed

Angela Woodall moved a motion that the financial report of the tuckshop be adopted and the accounts confirmed and the payments ratified

Seconded: Kylie Purdie

Passed

### Craft Group Report

Kylie Purdie tabled the attached report on behalf on Carol Johnston.

After investigation into the management of a bank account for the craft group, it has been decided to keep the debit card Carol set up at the end of 2008. This will attract at \$3.00 per month fee, but it is felt this is a small price to pay for the security of the money

### Multi purpose court Report

Shannon Kent tabled the attached report.

## GENERAL BUSINESS

- **Uniform shop** – we have received an offer from one of our suppliers, LJ Apparel to take over the running of the uniform shop. They would buy all our current stock and then assume complete responsibility for the running of the uniform shop. We would receive a commission from them based on their sales. We would retain control of second hand stock. Shannon will be meeting with them on Tuesday to further discuss the venture.
- **Craft fair** – we have been approached by a group who want to run a craft fair on the school grounds on the 2<sup>nd</sup> and 4<sup>th</sup> Sunday of each month. This would raise \$200 per month for the school. We would also be able to provide food and drinks at the event. As it is impractical for us to run two BBQ's a month, we are looking at ways to offer the opportunity to other community groups. We would need to run the first 3 ourselves in order to see how we could package this for other groups. The first craft fair is likely to run in April.
- **Boaties BBQ** – This is on March 15. The coordinator of this event has stood down. Robert

Mogg and Shannon Kent have taken over coordination of the event. The committee thanked them for doing so on such short notice.

- **Disco** – we have engaged a new DJ, Adam Schmidt for the April 30 disco. Adam is a parent at the school . We are also investigating the possibility of local business sponsoring the disco.
- **Advertising** – Lex is looking into the possibility of offering advertising space to business on the fence of the tennis courts.
- **Bruce Carruthers** - will be retiring end of term 1. While Lex knows who the replacement is, he is currently unable to release the name. He will let the community know as soon as he is able to.
- **Budget** – traditionally the P&C has provided the school with approximately \$28,00 per year. Lex is seeking for a similar amount this year. The money provided by the P&C will be spent on things that enhance and support the education of our children. This includes computers, books, sporting equipment, teacher aid time and small scale landscaping projects .Proposed Budget attached.  
Lex moved that the P&C provide financial support to the school at the sum of \$28,000.  
Seconded Angela Woodall                      Passed.
- **Federal Government Funding Support** – we have been notified that as part of the Federal Governments stimulus package, we will be receiving approximately **\$4.1 million** to spend on building a hall, extending or rebuilding the library and extending or rebuilding ICT facilities. While we have yet to receive final details about the funding we are very excited to be able to start thinking about these projects. The P&C will be actively supporting these projects, looking to raise funds for things such as furniture for the hall, lighting, whitegoods for the kitchenette and other items that are not covered by the \$4.1 million.

#### **NEW MEMBERS**

No new members

#### **NEXT MEETING**

The next meeting of the Association will be held on Wednesday 13 May 2009.

#### **CLOSURE**

There being no further business, the Chair closed the meeting at 9.10 pm.

Minutes endorsed as true and correct .../..../....

President's Signature:



## BUSINESS ARISING FROM THE CORRESPONDENCE

- **Fun Run** – The fun run will be our one of our fund-raisers for term one. It will be run in conjunction with the cross country. Jeff Jasch (PE teacher) is providing support for this event. Sponsorship forms will be distributed four weeks before the event.
- **Sun block fund-raiser** – This will take part in term four to coincide with the swimming program.
- **Insurance claim** – an insurance claim has been lodged with Marsh for the replacement of a gazebo damaged by wind at the Family Fun Fair last year. Delays have been caused through communication troubles with Marsh.

## REPORTS

### Principals Report

Lex Bowden tabled the attached report.

### President's Report

Megan Harvey tabled the attached report.

### Treasurer's Report

Angela Woodall tabled the attached report

Angela Woodall moved a motion that the treasurers report be adopted and the accounts be confirmed and the payments ratified.

Seconded: Shannon Kent

Passed.

### Uniform Shop Report

Shannon Kent tabled the attached report

### Tuckshop Report

Kylie Purdie and Angela Woodall tabled the attached report.

Angela Woodall moved a motion that the financial report of the tuckshop be adopted and the accounts confirmed and the payments ratified

Seconded: Kylie Purdie

Passed

### Craft Group Report

Carol Johnston tabled the attached report.

The issue of funding the craft group was raised in the report. Currently, Carol Johnston has opened an account to hold the money with a debit card attached. Investigations will be made to see if the account can be changed to a P&C account.

**ACTION:** Investigate if the P&C is able to hold a debit card account within the guidelines of the Accounting Manual. (Angela)

### Multi purpose court Report

Shannon Kent tabled the attached report.

The report raised the issue of taking bookings during school hours. This can be done in consultation with Lex to ensure the school does not need the space at the time. It would only be workable for pre booked or permanent bookings.

## GENERAL BUSINESS

- **Positions for the AGM** – all positions will be spilled for the AGM to be held on March 11 at 7.00pm. We are required to fill the following positions: President, Vice President, Treasurer and Secretary. A general meeting is suppose to follow the AGM, however, a decision has been made that if the AGM goes later than **(Megan, we need to insert a time here. I was thinking 8??)**, the general meeting will be postponed until **(again, we need a date. The week after maybe?? March 18???)**

- **Entertainment Books** – This has been suggested as a fund-raiser Lee Simpson is already running it with the staff and has said she would be willing to assist running it across the school.
- **Cube-a-thon** – Lex Bowden will talk about this further with Liam before a decision is made.
- **Cash a Can** – This was also suggested as a fund-raiser It would require the school placing a large cage on the school grounds where people could place empty cans. They are then collected and the school given money depending on how many cans were donated. Concerns were raised in regards to security of the cage and people dumping stuff other than cans in the bin. In light of these concerns, we have decided not to go ahead with the cash a can fund-raiser
- **Election BBQ's** – There will be 2 elections this year. It was suggested that the P&C run a BBQ/ cake stall at these events. Robert Mogg offered to coordinate the BBQ and Shannon Kent will coordinate the cake stall. All offers of help at this event will be gratefully received.
- **Big Cheque** – investigations are continuing into getting a large novelty cheque to use at parade for donations from the P&C.

### **NEW MEMBERS**

No new members

### **NEXT MEETING**

The next meeting of the Association will be held on Wednesday 11 March 2009.

### **CLOSURE**

There being no further business, the Chair closed the meeting at 9.10 pm.

Minutes endorsed as true and correct .../.../....

President's Signature:

## REPORTS

# VICTORIA POINT STATE SCHOOL P & C ASSOCIATION

## TREASURER'S REPORT

11 MARCH, 2009

Statement of Receipts and Payments for months of February – see attached

Significant expenses:

Disco suppliers	\$ 1750	Disco expenses
On Focus Group	\$ 770	Audit Fees

Notable receipts:

• Disco	\$3806	Total takings
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Bank reconciliation for months of February – see attached

Opening Balance	\$41303.15
Less Debits	\$ 4714.74
Plus Credits	\$ 8118.90
Closing Balance	\$44707.31

3. Payments to be tabled this month for approval:

Listed below.

- Budget review – cashflow figures YTD.
- Our term deposit of \$15609.16 held with WBC matured at the end of February and was reinvested for a further term of 3 months 29 days to mature at the end of June at a rate of 4.2%.
- It was discovered that the insurance premium did not cover us for our entire stock of uniforms, tuckshop, craft and general items so the insured amount was increased subject to the next stocktake and amended to a more accurate figure at the end of March. We will need to keep a record of all assets and items held by the association to better account for this in future.

Angela Woodall  
Treasurer

Payments to be ratified this month and approved for payment:

Payments to be tabled this month for approval:

- |                                |           |                                  |
|--------------------------------|-----------|----------------------------------|
| ● #300724 Robert Mogg          | \$ 333.15 | Uniform shop storage boxes       |
| ● #300725 Musgrave Hill SS P&C | \$ 70.00  | Car raffle deposit               |
| ● #300727 Burgo's Fruit Barn   | \$ 36.80  | Boaties supplies                 |
| ● #300728 Shannon Kent – Cash  | \$ 330.00 | Boaties expenses                 |
| ● #300729 Cash float           | \$ 300.00 | Float for Boaties Market         |
| ● #300... Megan Harvey         | \$ 40.00  | Boaties/election supplies approx |
| ● #300... Burgo's Fruit Barn   | \$ 28.00  | Election BBQ supplies approx.    |
| ● #300... Shannon Kent         | \$ 250.00 | Election BBQ supplies approx.    |

- #300... Shannon Kent \$ 130.00 Election drink supplies approx.
- #300... Julie Rawding/Burgo's \$ 70.00 Election cake stall supplies app.
- #300... Cash float \$ 500.00 Float for Election stalls x 2
- #300... QCPCA \$ 2687.64 Insurance premium
- #300... Petty Cash \$ 100.00 Petty cash top up approx.
- #300... 1 x cheque for sale of 2<sup>nd</sup> hand uniforms – amount and name TBC

We will need very similar expenses to be catered for the BBQ at the Craft Market starting in April.

### **UNIFORM SHOP REPORT 11 MARCH 09**

The uniform shop had total sales of \$3912.00 for the month of February. The emergency stocktake took place on the 18<sup>th</sup> feb 09 and came back with a figure of \$66453.00. I then backtracked our sales since the last stock take and costed them up at \$8286.00 giving us a figure of \$74739.00 as the true and accurate stock value for the end of 2008.

The sales are now being tracked and I have an up to date stock figure and value at all times. I am now only opening the uniform shop on Tuesday mornings.

### **Multi purpose Court Report 11 March 2009**

We only had one booking in February hence only making \$8.00. The problems with the phone have now been completely sorted. We still have no permanent bookings, but I have already had 3 bookings for march so hopefully it will start to pick up again. However I would like to stress if you have put your hand up to be a court manager, could you please ensure you make arrangement to swap the phone or pick up from the office.