



Grovely State School

AGM P&C Association Minutes 20th March 2019

Date: **20th March 2019**

Location: **School Staffroom, Grovely State School**

Time: **7.05 pm**

Bryony welcome to everyone

Apologies: Nebula Wild

Confirmation of Minutes from previous AGM:

Motioned by: Mel Sandhar

Seconded by: Leanne Duncan

Ratification Passed

Receipt and adoption of the Association's audited Financial Statement and Treasurer's Report (to include all relevant subcommittee's audited Financial Statements)

Audited by Bit accountants and presented at the meeting.

\$86013.00 total

Motioned by: Sue McIvor

Seconded by: Melissa Sandhar

Ratification Passed

Receipt and adoption of the President's Annual Report (as attached)

Ratification Passed

Motioned by: Leanne Duncan

Seconded by: Melissa Sandhar

ALL MEMBERSHIPS LAPSE

Meeting chaired by Leanne Duncan

Applications for Membership (to include renewals)

Requests for Membership: As per membership forms completed and handed in.

All present have completed new Membership Forms for the 2019 year.

Election of Officers/Executive Committee

President: Belinda Douglas

Supported: (All present support Election)

Vice President: Helen Lauder and Carolyn Ellaway- Murray

Supported: (All present support Election)

Secretary: Claire

Supported: (All present support Election)

Treasurer: Narelle

Supported: (All present support Election)

QCPCA Representative: Helen

Supported: (All present support Election)

Confirmation of continuing Subcommittees of the Association (including appointment of members of Subcommittees) No sub committees

Auditor: Investigating a change of auditor to align with changing auditors every few years.

GENERAL BUSINESS:

Meeting Closure: 7:23pm

Minutes Prepared by: Melissa Sandhar **Date: 20/03/2019**

Secretary

Minutes Approved by: Belinda Douglas **Date: 20 /03 /2019**

President

General Meeting: 7:25pm

Welcome to everyone and a special welcome to the Arana Leagues club.

Motion of minutes February 6th 2019

Motioned: Bryony

Seconded: Claire

Principal report: as attached

Excursions: Science Centre excursion 20th June Upper school students

Motioned: Helen

Seconded: Charlotte

Treasurer report: as per AGM

Service Manager's report: as per attached.

Motioned: Claire

Seconded: Charlotte

YMCA Report:

Growth of 20% up to 40 children on average. In the process of hiring staff at the moment looking for 3-4 staff. Looking to engage in the community more and asking for parent feedback. Connecting with home with having students taking things home to share what they have been doing.

Motioned: Sue

Seconded: Helen

Fundraising: Pub Choir update Saturday night.

300 tickets are sold. The fundraising goal is \$6000. Matt is organising the alcohol. Danny doing the tech and food supplier coming to provide food.

Need more volunteers to serve alcohol and ticket tables.

Other Business:

- **Traffic management** – Discussion about Dawson Parade and how we can work together to ensure the safety on Dawson parade. Discussion of if the right turn is legal or illegal

Motion to explore the first steps to having a resolution of this. Stakeholders to get together and contact Andrew Wines, Mark Furner.

Motioned: Alastair

Second: everyone

- **Thank you to Glyn Wallis, CEO Arana Leagues Club for donation Ice for pub choir.**
We also thank them for supporting with a staff member to help to serve alcohol.
- **Nut Aware school update...** Allergan awareness policy. Sharing with P&C. based on the anaphylaxis policy. And start with sharing with the families on the school community that it affects.
- **No Dogs allowed on school grounds signs** have been put up and entry locations.
- **Sun Safety Strategy**
- **Future fundraising goal-** ventilating/cooling school hall update. Carried forward to the next meeting
- **P&C Facebook page and webpage-** Charlotte will add the new executive to the Facebook administration. Helen will take over running the P&C website.
- **Meeting closed at 8:38pm**

**Grovely State School
P & C Annual General Meeting
Treasurer's Report - 20/03/2019**

Due to some successful fundraising events over the last 2 years, the P&C was able to achieve their goal of upgrading the tuckshop at the end of last year.

Our fundraising from events for 2018 was \$22,298 profit, with the majority coming from the Big Spring Thing and the Fun Run, which both recovered approx. \$7,500 each.

We hope that our major 2019 events – Pub Choir, Trivia Night, Fun Run, Disco and Christmas Raffle – are supported by the school and local community and will prove to be as successful as 2018.

We are looking at options for our next major fundraising goal including fans for GPAC and landscaping/softening the area in front of the tuckshop , but need to investigate costs and feasibility before a final decision can be made.

The 2018 financial accounts have been audited by B.I.T. Accountants and are tabled at this meeting.

Main sources of income were from Tuckshop \$30,340 and Uniform Shop \$8,764 along with Fundraising, Bookpacks and Coffee Shop. Total Gross Profit for the year was \$86,013. This is understated, as we have 2 years of costs for bookpacks included in this year's figures. Previously the bookpack income and relevant costs were included in different years – income in Nov/Dec of one year, and the expense in Feb/Mar of the following year. This year we have brought these items back into line, by taking up an estimate of cost of the bookpacks in December to match with the income.

The main expenses incurred for the year included wages and superannuation for the running of the tuckshop, uniform shop and coffee shop totalling \$57,730, fundraising expenses \$22,711, accounting/audit fees \$8,874 as well as expenses such as insurance, membership, and bank fees. Total expenses for the year were \$102,023.

Grovely State School P&C Association
President's Annual Report
20th March 2019

I am pleased to present my President's report to the 2019 AGM covering our achievements in the 2018 year.

2018 was a busy and rewarding year for the P&C and I am thankful to have had the opportunity to contribute in the role of President. It has been a privilege to volunteer alongside the wonderful individuals who assist the P&C to enhance the learning environment for our children and build a strong and vibrant community for all.

Some of our 2018 key achievements include: operations

- Review and streamlining of P&C business Upgrade of the Tuckshop facilities
- Hosting a successful second Big Spring Thing School Fete
- Wine and Cheese Night
- Disco
- Trivia Night
- Colour Run
- Volunteer Celebrations
- Christmas Raffle
- And numerous sausage sizzles!

The upgrade of the Tuckshop facility was a major fundraising goal and many years in the making. Aside from the functional improvement, it has reinvigorated the service, with a marked increase in orders and volunteer support. At the heart of the Tuckshop's growing success is our Tuckshop Manager Peita, appointed in mid-2018, she has relaunched the Tuckshop, harnessing its potential and operating as an organised and efficient service to the community.

I gratefully acknowledge the support received by the Principal throughout the year. Leanne has worked closely with the P&C, valued our ideas and feedback on matters concerning our community.

Thank you to the 2018 executive committee who have made all this possible, it is a pleasure to work with such capable and dedicated people. Thank you for always being innovative and embracing new and challenging ways to fundraise and engage with, and meet the needs of our community. We have had an enormous year of change and growth with many valuable rewards and lessons learned along the way.

Thank you, as always to the YMCA for their support, to our community leaders, and the volunteers for their commitment to enhancing our vibrant school community.

5 years ago, I unexpectedly joined the P&C executive and have learned an incredible amount through this remarkable experience. I am not re-nominating for an executive position in 2019 as I am going to pursue other endeavours. There is so much I am sad to leave behind, particularly the people; I will miss the close working relationships with everyone involved in the P&C.

It has been an honour to be the President of the P&C and I am incredibly proud of our many achievements. I look forward to seeing 2019 continue the upward trend of success.

Thank you.

Bryony Roschitsch

President

Grovely State School P&C Assoc.

Services Managers Report

Uniform Shop

- All going well, not much to report
- Official are able to provide us with Tote Bags with our logo and socks with our school name printed on them at affordable prices. Might be worth looking in to.

Coffee Shop

- Several people have undertaken barista training, but we have hit a wall because I am not available to train these keen volunteers in the actual running of the coffee shop. It may be worth considering moving morning coffee to the tuckshop . This way the volunteers do not need to be trained in the till, counting the money, shutting down the coffee machine etc.

Tuckshop

- Term one is going quite well, and we have had a couple of exceptionally high trading Fridays.
- The tuckshop volunteer roster is hit and miss. We have never had a volunteer come in on a Thursday, and some Fridays we get too many volunteers, and sometimes we get none. Fridays' are a concern because the volume of orders cannot be done by one person.
- Ongoing problems with Friday sports orders:
 - We need better communication; explicit instructions given when kids sign up for interschool sports
 - Possibly trial a specific 'sports' menu on QKR!
- Currently, mainstream kids can come and buy over the counter at 11:15am but there seems to be a problem that the tuckshop area is not supervised during this break. I'm happy to do whatever, but would like to be aware of the rules
- Children tend to play ball games directly in front of the tuckshop at lunchtime. I don't think this is appropriate, as I see the younger kids fearful to approach at times, and also, balls often hit the glass display cabinet and have also come into the tuckshop itself. I would like to see some definitive rules set around this.

Thank, you,

Peita Bevan

Services Manager