MINUTES OF
TIN CAN BAY P-10 STATE SCHOOL PARENTS & CITIZENS ASSOCIATION
GENERAL MEETING
HELD AT TIN CAN BAY P-10 STATE SCHOOL
TUESDAY 19TH JULY 2016

MEETING OPENED: 18.01

IN ATTENDANCE: Shan Reeve, Megan O'Driscoll, Dorothy Hogan, Annette Bailey, Desley Kirby (Principal), Jenny Lumby, Megan Groves, Rebecca Reibel, Rob Neisler, Robyn Cottrell

APOLOGIES: (Chappy) Ronnie Tipperon, Bev Whish Wilson, Karen Knight

BUSINESS ARISING FROM PREVIOUS MEETINGS MINUTES:

Popcorn Machine purchased for Tuckshop - George Foreman $33 from Harvey Norman

Contacted QTAS WRT in regards to menus for Tuckshop - Menu to be sent to them for it be checked and rated according to their Star Ratings

Contacted FlexiSchools with regards to setting up Online ordering for Tuckshop

Stocktake undertaken in Tuckshop for start of Term 3

IGA Community Chest has now been set up and running - once we have over 5000 points accrued they can be put towards our account or vouchers to be used for fundraising purposes. Suggested to be used as vouchers for fundraising.

CORRESPONDANCE IN: According to Mail Book

QAST Membership Renewal due. Cost $220 for the year.

Motion for same to be paid.

Moved: Jenny Lumby, Seconded: Rebecca Reibel, ALL IN FAVOUR. Motion passed

CORRESPONDANCE OUT: NIL

EXECUTIVE MEETING / MOTIONS:

Secretary Jill Ranuve resigned from her position effective immediately from Friday 15th July 2016.

Position to be announced. Nominations to be called for position at next meeting.

Desley motioned for a letter to be sent to Jill to thank her for her work and effort - for her role as Secretary in the P&C for the previous year and for her time in the Tuckshop.

Moved: Jenny Lumby, Seconded: Annette Bailey, ALL IN FAVOUR. Motion passed.

TREASURERS REPORT:

BANK BALANCE as at time of meeting: $14,686

OUTSTANDING BILLS TO BE PAID: Scholastic, Bidvest, TOTAL $1606

Moved: Annette Bailey, Seconded: Jenny Lumby, ALL IN FAVOUR. Motion passed.
Discussion regarding setting up Internet Banking on account. Easier to pay bills, allow us to pay Tuckshop Convenor without delay.

Motion: If approved at Finance Training with Regional on Friday, Internet banking can be set up on account.

Moved: Annette Bailey, Seconded: Jenny Lumby, ALL IN FAVOUR. Motion passed.

ADDIT: - Approval given at Finance Training session on Friday 22nd July 2016. Also recommend by Lisa Beu – from North Coast Regional Finance Team that a second bank account be opened for the Canteen to operate as it’s own entity and for Flexischools. – Executive Decision to open a bank account for the Canteen made by Robina and Fiona 22nd July 2016.

SUBCOMMITTEE REPORTS

CHOIR:
Eisteddford Performance on 4th August.
Lions bus has been booked. Cost for bus $100.

Motion to pay for bus -
Moved: Rebecca Reibel, Seconded: Jenny Lumby, ALL IN FAVOUR. Motion passed.

KidSing - to be held at Gympie Civic Centre on 4th September.
Cake / Sausage Sizzle held on Athletics Carnival day.

$ 419.50 was raised.

$232.00 - NET PROFIT once bills paid

VOLLEYBALL:
Volleyball Raffle drawn on Wednesday 13th July by Robina, Bev and Fiona

1st Prize -(DAYS BBQ BOAT HIRE) - Helen
2nd Prize - (FISHING TRIP) -Michelle from the Gold Coast. She was here on holidays and is now looking forward to the next time she comes up to use the fishing trip.
3rd Prize - (BOWEN MASSAGE) -Nikki from WHATEVER.

These will be published in the Bay Bulleting and the school newsletter.

Bev has notified all the winners.

$ 426 banked for the month - Water Sales, Raffle money

Water is currently being stored down in High School section - in the road. Dave Arthur / Bev Whish Wilson to be contacted to move the water to the P & C storage room in the Main Hall.

TUCKSHOP:

WELCOME to Megan - our new Tuckshop Convenor.

4 applicants for position. Interviews took place. Megan appointed to Convenor role.

CHANGE OF DAYS - Tuesday and Thursday as of next week.

Jill, Fiona and Robina have cleaned the kitchen from front to back at the end of last term. Defrosted freezers,
cleaned ovens, cleaned fridges, tidied up the stock room. Threw out stock that was out of date.

Stocktake was done, Megan will be monitoring what is selling and what is not, so we can look at updating the menu.

FRIDGE in Tuckshop needs repairing. Quote received for $700 to repair it.

Trying to find documentation to see who owns the fridge - P&C or School

Megan showed the new menu to the P&C for approval of the new items. Everyone approved of the new items on the menu. Once we are a QAST financial member again, Megan will send the menu to them for a Rating.

FLEXISCHOOLS -

Robina has contacted the QLD rep - Emma Stone - regarding setting up same.

FlexiSchools is the preferred supplier by the Government for online ordering.

SET UP COSTS - $490 - this includes label printer and labels (After which we never pay again for labels)

Computer and printer is needed for the label machine and the "Picking Sheet" for orders.

Transaction fee of 2.2% of sales per week = $22 on sales of $1000

Parent Order Fee of $0.29 - this can be passed onto the parent or the school can pay for it.

Can also be set up for extra events (DISCOs etc) at no charge - the 2.2% fee still applies.

Emma Stone is happy to come and visit to show us how to use the system. She suggests to have it set up by the end of Term 3 for use to a small number of people so that the users (parents / tuckshop) are used to using it, then launch it to the whole school for term 4.

MOTION - FlexiSchools to be set up.

Moved: Rob Neisler, Seconded: Jenny Lumby, ALL IN FAVOUR. Motion passed.

MOTION - Made by Megan that the Tuckshop purchase a blender to make the smoothies.

Moved: Annette Bailey, Seconded: Rebecca Reibel, ALL IN FAVOUR. Motion moved.

FUNDRAISING:

ELECTION DAY SAUSAGE SIZZLE

Woolworths donated 96 sausages, 4 loaves of bread, 4 onions and sauce for the day. We sold them for $2 or $2.50 with onion.

Robina donated some drinks.

We had a great response for the day. It had only just been set up and people were asking for a snag and they hadn't been cooked yet.

EXTRA purchase of onion and loaf of bread required - COST $3.98

ALL Sold out by 12:07 - and we still had people asking for more.

We had people just donate money without purchasing a snag (One person donated $10). This totaled $15.05

IN TOTAL - we made $252.05 and it only cost us $3.98!!
GREAT SUCCESS !!

Thank you to Lisa, Megan and Allison Sands for helping the day to be successful. And to Fiona - she planned to do the afternoon shift and turned up as they sold out - for helping to clean up.

Rebecca looking into general fundraising - brochures for Krispy Kreme etc

PRINCIPALS REPORT:

Meeting to check on where the school is at with its Action Plan. Programs in place to continue with same.

BULLYING POLICY

For same to be put into action, endorsement of same required by P & C.

MOTION - by Dorothy Hogan for the Bullying Policy to be accepted and endorsed.

Moved : Jenny Lumby, Seconded : Rebecca Reibel, ALL IN FAVOUR. Motion passed.

GENERAL BUSINESS

Accountant for Audit - can we look at getting quotes for new auditor. Costs increasing and want to ensure getting fair deal. Same to be looked at closer to end of year.

Question asked to Fiona : Have we got the Group Certificates done for the year yet? Concerns as if same not done on time, we could be fined.

Fiona is working on same. We are still needing details from Jill Runuve for her Superannuation, address for Krys McKinley. Fiona to ring ATO regarding same.

Assistance for Helen with the grounds - Shan informed us that applications have been done for a "Work for the Dole" volunteer. Just awaiting word back from RTOs about same. Procedures to be followed to ensure right applicants.

COFFEE CLUB - Ask that there is more communication with same to avoid clashes. Don’t want to be selling the same items.

BREAKFAST CLUB - Question asked regarding serving of some foods - Is it acceptable with the Smart Choices program? Milo and Juices not on accepted list, same being served. Same to be looked into.

NEW MEMBERSHIPS: Megan O' Driscoll

Moved : Annette Bailey, Seconded : Jenny Lumby, ALL IN FAVOUR. Membership accepted.

NEXT MEETING : 10 th August at 6 pm

MEETING CLOSED : 19:26