

Queensland Academy for Creative Industries
Parents and Citizens Association
General Meeting
23 April 2014
Minutes



Meeting Opened: 7:30pm

1. WELCOME: President Simon Hutton welcomed those people attending.

- 1.1. Attendance (per Attendance Book)
- 1.2. Apologies (per Attendance Book)

2. CONFIRMATION OF MINUTES

The minutes of the previous meeting held on 19 March 2014 were tabled and reviewed.

Motion: Accept the minutes of the previous meeting held 19 March 2014 as tabled.

Moved: Simon Hutton Seconded: Rachel Barley Carried

3. BUSINESS ARISING FROM PREVIOUS MEETING

- 3.1. Feedback on staff appreciation gifts. This item was discussed. Gifts would be provided on an as-needs basis. John will organize Maria, the QACI Marketing Officer to contact Beth Duncombe as the P&C may be able to leverage off the work done already here. This item can be closed.

4. CORRESPONDENCE

- Inwards** – one Membership Form only.
- Outwards:** no correspondence

5. REPORTS

5.1 Principal's Report: Principal John Jose tabled a written report and discussed major points:

(i) Enrolment 2014 as at 23 April 2014:

Year	No Students
Year 10	117
Year 11	130
Year 12	116
Total	363

(ii) Staff Update

- Suzanne Jones Long service leave 4 weeks until 22 May – Sue Longden replacing
- Angela Lapham not returning term 2.
- Head of Department – 3 positions being recruited term 2.

(iii) Operations and Directions

- 13-16 May – A full academy audit (finance and procedural) will be undertaken
- June 4 – School discipline audit
- Theatre – Muse and year 12 Independent theatre productions – Theatre review 2013
- IB World student Conference July 6

(iv) Matters for Discussion/Endorsement/ Follow Up

- The Responsible Behaviour Plan for Students is being reviewed with some structural changes that reflect QACI's values, without changing the intent of the document. John made available some drafts and it will be brought back to the May P&C for endorsement.
- One of the students has asked the P&C for approval for a red food day - they are having a bake sale to raise funds for the Pyjama Foundation on 20 May – they are allowed one red day a term.

Motion: Endorse bake sale for Pyjama Foundation.

Moved: Simon Hutton **Seconded:** Donna Lloyd **Carried**

- There will also be Free dress day 13 July – this will be a pyjama dress day.

Motion: accept Principal's report.

Moved: Simon Hutton **Seconded:** Mariela Alarco **Carried**

5.2 President's Report: President Simon Hutton provided a verbal report.

He outlined that the Executive had met and discussed the work for the year ahead. He also reiterated the purpose of the P&C and described how the P&C had operated in the past and the potential focus this year. Simon confirmed the support of functions for this year being:

- Muse (June)
- The Vocal Showcase (July)
- Triptych (October)

Support is provided by assisting with volunteers and providing catering at those events, as required. Simon outlined that Donna Lloyd from the Executive will be the liaison officer and coordinate all input and decisions from the P&C.

Simon also congratulated the nominees for the School Council and also thanked everyone who put their hand up to help the school.

Motion: Accept President's verbal report as discussed.

Moved: Simon Hutton **Seconded:** Janette Rowland **Carried**

5.3 Treasurer's Report: Treasurer Prakash Srinivasan tabled a written report.

Bank Balance – as at 23 April 2014: \$9441.71

No of contributions received to 19 March 2014: 34

Previous Year: 2013 Full Year – 98 contributions

Value of contributions received YTD: \$1900.00. Previous Full Year \$6220.00

- There was a discussion about the mobile EFTPOS machine. It was agreed that it would help facilitate payments at functions and other events as often people don't have cash. Prakash also outlined that we would need to keep a \$200 float as well.

Motion: *Endorse that the P&C acquire a mobile EFPTOS machine for the purpose of facilitating the voluntary contributions at a cost of \$30 to \$35 per month, plus standard transaction fee.*

Moved: *Simon Hutton*

Seconded: *Sophia Daoud*

Carried

- There was a discussion about how to increase the % of voluntary contributions. We have less than 10% of our school population who have contributed (\$50 donation) to date, compared to 30% last year, so we need to think about how to get the message out about the contributions. Mariela asked if she could post the electronic contributions form onto the Facebook page with commentary and it was felt this would be a good idea. Simon outlined that we need to get a letter out to all the parents in the school describing that this was our major form of fundraising and also about how we use the money.

Motion: *Accept Treasurer's written report as tabled and discussed.*

Moved: *Simon Hutton*

Seconded: *Barry Hopkins*

Carried

6. GENERAL BUSINESS

Donna encouraged parents to attend the 2 May P&C social function – the aim of this function was to provide parents an opportunity to meet other parents. Donna requested approval to supply cheese and biscuits for the function.

Motion: *Approve up to \$200 to purchase cheese and biscuits for the P&C social function.*

Moved: *Simon Hutton*

Seconded: *Sophia Daoud*

Carried

7. APPLICATIONS FOR MEMBERSHIP

There were no new applications for memberships as these were approved at the previous Special General Meeting.

8. NEXT MEETING: 21 May 2014

Meeting Closed: 8.45pm.

These minutes are a true and accurate record of the meeting held 23 April 2014

President QACI P & C

Date