

Queensland Academy for Creative Industries
Parents and Citizens Association
General Meeting
15 October 2014
Minutes



Meeting Opened: 6:30pm

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 17 September 2014 were tabled and reviewed.

Motion: Accept the minutes of the previous meeting held 17 September 2014 as tabled.

Moved: Dolores Cummins Seconded: Prakash Srinivasan Carried

3. BUSINESS ARISING FROM PREVIOUS MEETING

There were two actions from the previous meeting.

- Letter regarding voluntary contributions – covered in the Principal’s report.
- Parks and exercise equipment – the outcome of this is that the park in question is not owned by Council. Given there is another park with exercise equipment nearby (although not optimal), it is unlikely that any other parks would be successful in obtaining additional exercise equipment. The item was closed.

4. CORRESPONDENCE

Inwards: no correspondence
Outwards: no correspondence

5. REPORTS

5.1 Principal’s Report:

Glen Donald tabled a written report and discussed major points

(i) Enrolment 2014 as at 24 July 2014:

2015 Enrolment - Round 1- 32 accepted, Round 2 - 16 accepted, Round 3 - 14 accepted, Round 4 - 31 interviews.

| Year | No Students |
|---------|-------------|
| Year 10 | 110 |
| Year 11 | 126 |
| Year 12 | 117 |
| Total | 353 |

- (ii) Operations and Directions
- 9/10/11 Oct – Triptych
 - 15 Oct – Japan Ministry of Education visit
 - 17 Oct – Creative Ensembles Showcase (Chaplain fundraiser)
 - 20 Oct – Student Free Day – teacher to QAHS for PD
 - 23 Oct – Aspire
 - 25 Oct – Open Day 1pm – 4pm
 - 27 Oct – 3 Nov – SWOT VAC
 - 31 Oct – World Teachers Day Qld (QACI 24 Oct)
 - 4 Nov – 21 Nov - Year 12 Exam block
 - 9 Nov – 2015 Cohort Orientation Day 3-7pm
 - 14 Nov – G20 Public Holiday – discussion about plans
 - 19 Nov – P&C meeting
 - 22 Nov – Round 5 Interviews
- (iii) Matters for Discussion
- Triptych feedback – Glen thanked P&C for making it a success by providing food and drinks throughout the early evening of the event. It was a very successful night.
 - Triptych Art Award
 - BBQ Open Day – 25 Oct – Open Day – discussion on the arrangements for this are covered in General Business.
 - BBQ Orientation Day

Other discussion

• **Alumni event**

The P&C discussed how to establish an alumni program for the school. Parents shared their ideas on what other schools do ie have a regular event every year that past students could attend – a lot of interest in this as it gives people a chance to link back in with colleagues/friends. One approach might be for the school to poll the current year 12 cohort to see if there would be interest in driving this forward. The first step would be to get feedback on whether there is interest in establishing this and if so, how to take it forward. Action: Glen Donald offered to talk to the current year 12 cohort and talk to the school marketing team about potentials for a school alumni program.

• **3 November Year 12 Assembly**

There was discussion about the timing of the Year 12 assembly on 3 November. It could be disruptive given the G20 and exam commitments. Glen wasn't sure if it could be moved given the tight calendar of commitments already in place however offered to look into it and if there was any opportunity to make change (after discussion with the leadership team/year 12 reps), would look at this.

Motion: Accept the Principal's Report.

Moved: Prakash Srinivasan

Seconded: Patrice Kaddatz

Carried

5.2 President's Report:

President Simon Hutton provided a verbal report.

- Triptych

Simon outlined that Triptych was a great night. He thanked a number of people from the P&C for their efforts in catering for Triptych. It was also noted that the estimation of food (platters) was spot on and there wasn't much left over. Donna outlined that the costs were \$425 so \$25 over budget which was good. The platters were \$341 but that included cups and serviettes and so this was good value. More importantly it was received well. There was some discussion about improvements. We need a sign stating that the P&C were providing the food and drink for this event, to promote the usage of donations. Many parents would have thought the school was providing this catering rather than the P&C. Action: Patrice Kaddatz to look into developing a sign for this use.

- Learnings

The P&C discussed the need to document learnings and the approach/guidelines etc for every function that the P&C holds so we can transfer this knowledge to the next Executive. The Executive would put this together as part of the handover to the new Executive for next year. There were also some suggestions from parents such as only providing platters rather than a BBQ as they work well; having small events linked with performances etc. One of the main discussion items was whether the Visual Arts area could have their own event similar to theatre. However one of the issues is that the QACI calendar is very full and already students participate in a lot of after school events, as do teachers. One idea might be to piggy back onto another event. Another might be to just hold a small art exhibition – here is the date; open for these 2 weeks and have an opening night that the P&C caters for – but just for Visual Arts. Action: Glen Donald offered to have a discussion with the Art Department to understand if there were options here the future, including an assessment of current constraints.

- Donations

Simon also thanked Patrice for her work on the donation letter. It raised another 4 donations which was fantastic. There was also discussion about how to improve the number of donations for next year. It would be good to collect donations on uniform collection day ie have a desk with P&C rep, the EFTPOS facilities etc. This will be looked at for next year.

There was also some discussion about the correspondence that goes into the orientation pack. Action: Patrice and Simon to look at improving the correspondence that goes into this pack.

- Open day

The arrangements for the open day on 25 October were discussed. It was agreed there would be a sausage sizzle that the P&C would sponsor.

Motion: That the P&C set aside \$300 to cater for the Open Day on 25 October.

Moved: Prakash Srinivasan

Seconded: Beth Duncombe

Carried

- P&C Sponsorship Sign

There was also a need to develop a sign saying that this event was sponsored by the donations from the P&C. Action(s): Patrice Kaddatz offered to look into this and report back. Kanchana Bishop also offered to look into a pull up banner.

Motion: *Accept the President's Report.*

Moved: *Simon Hutton*

Seconded: *Prakash Srinivasan*

Carried

5.3 Treasurer's Report:

Prakash Srinivasan tabled a written report.

Bank Balance – as at 23 April 2014: \$8776.60

No of contributions received to 15 October 2014: 60

Previous Year: 2013 Full Year – 98 contributions

Value of contributions received YTD: \$3185.00. Previous Full Year \$6220.00

Contribution Letter: Prakash thanked Patrice for her contribution letter and shared the result – there was immediately 8 contributions and that is a lot more than last 3 months. However we are still well done from last year 98 – we have 60 this year so quite a big drop down. Next year we will need to have contributions sorted from different year levels so that will be a role for the Executive for next year.

Paypal: Prakash also outlined that he has been in touch with Paypal and there is a small issue with Paypal being used in nonprofit organizations but he is in correspondence with them and if it is possible there will be another easier method to pay.

Motion: *Accept the Treasurer's Report.*

Moved: *Prakash Srinivasan*

Seconded: *Mariela Alarco*

Carried

6. GENERAL BUSINESS

- Parking

Mariela provided a brief update on the parking. They are still waiting on information from Council. Coral has been following up but no update yet.

- Dinner after final meeting

A discussion about dinner after the final P&C was undertaken. Action: Donna/Simon will look into a dinner reservation and let everyone know.

7. APPLICATIONS FOR MEMBERSHIP

None.

8. NEXT MEETING:

Next meeting will be 19 November 2014.

Meeting closed 9pm

These minutes are a true and accurate record of the meeting held 19 November 2014

President QACI P & C

Date: