

**Queensland Academies Creative Industries Campus
Parents and Citizens Association
General Meeting
19 July 2017**

Minutes

1. Welcome and introductions - meeting opened at 6.00 pm

- a) **Attendance:** As per attendance book: Brooke Anderson, Cheryl D'Amico, Karen Casey, Greg Behrendt, Sarah Johnson, Gordana Mihajlovic, Andrew Ridout, Kim Gervais, Carl Gervis, Norida Harvey, Caroline Walters, Tracy Smith, Jenifer Lim.
- b) **Apologies:** Gavin Bryce.

2. Confirmation of Minutes from 17 May 2017

Motion to confirm minutes

Moved: Greg Behrendt **Seconded:** Brooke Anderson **Carried**

3. Action List and Business arising from previous minutes and meeting:

- Business from previous minutes: Brooke is carrying over checking if the grant is available for the music department to purchase a marimba percussion instrument.
- The languages other than English suggestion are also carried over.

4. Correspondence

4.1 Correspondence in - from 18.5.17 to 21.6.17 inclusive

- 19.5.17 Email from Debbie Williamson to Brooke:
Theatre event: beer purchased through a student's Dad. The 'Dad' will be asked to invoice the P&C. Bar only open pre-show for 20 minutes. If red wine is needed for QACI stock, this Dad can provide wholesale prices.
Gallery submission: Was submission lodged?
- 19.5.17 Email from Loraine Sepers to Brooke agreeing to put request (refer to 4.2.3) on face book.
- 19.5.17 Email from Brooke to P&C, (Karen Stevens, Debbie Williamson), to state that the Gambling Community Fund Application for the Gallery upgrade has been lodged. Application reference no: APP-003570.
- 22.5.17 Email from Julie Wilson, Marketing and Communications, QACI, to state that she has received the minutes and agenda from 19 April and 17 May meetings. She stated that the minutes from a previous meeting and the

agenda for an upcoming meeting is preferred to be sent two weeks prior to the next P&C meeting.

- 24.5.17 Email from P&Cs QLD Administration: CEO Update: Images and 'Meet Your P&C QLD Team' flyer.
- 26.5.17 Email from P&Cs QLD Administration: Election for Area Coordinators: one for each of the eight P&C QLD Areas.
- 30.5.17 Email from Jacqui Campbell, P&Cs QLD Admin, requesting that their 2017 member survey for affiliated P&Cs is completed.
- 30.5.17 Email from Debbie Williamson, Deputy Principal, QACI, to thank Brooke, Caroline, Sarah, Greg, Andrew and P&C members for their support in setting up, supplying and serving the alcohol and snacks at QACI's Art Opening for the tenth year celebration.
- 3.6.17 Email from Caroline Walters asking P&C for decision regarding parents or guardians or citizens wanting to join face book before the student starts at QACI.
- 3.6.17 Email from Robyn Kelso from Renark to send the June newsletter and a policy template that P&Cs can personalise to use for Debit Cards.
- 6.6.17 Email from Brooke, in reply to Caroline Walters, to suggest that the name wanting to join face book, along with the future student's name, should be sent to Karen Larkin, QACI (refer to email received on 3.6.17).
- 6.6.17 Email from Caroline Walters to P&C to advise that Karen Larkin has agreed that we (P&C) can send names to her of parents, guardians, or citizens who want to join QACI's face book before their student starts the following year.
- 6.6.17 Email from Penni Davidson, P&C QLD, to request information to assist her to plan for events for P&C's QLD Metro North next year.
- 9.6.17 Email from Robyn Kelso, Renark, to attach the June newsletter and provide a policy template that P&Cs can personalise for the use of Debit Cards.
- 16.6.17 Email from Education, Tourism, Innovation and Small Business Committee to request written submissions for their enquiry into how to improve respectful relationships and ex education relevant to the use of technology in Queensland State Schools by 4.00pm Monday 14 August 2017. Contact details are: Committee Secretariat (07) 3553 6657.

ADDITIONAL ITEMS TO AGENDA THAT WERE RECEIVED BY EMAIL BY THE P&C EXECUTIVE AND DISCUSSED

- 10.7.17 Email from Robyn Kelso, Renark, to provide the July newsletter and to provide a textile clothing and footwear annual report template to use.
- 10.7.17 Email from P&C QLD team, from P&Cs QLD, to suggest a friendly reminder that the early bird registrations and expressions of interest for part-funded places for the P&Cs QLD conference in Brisbane on 8 and 9

September close this Friday, 14 July 2017. Also, to advise that the P&C of the Year nominations are now open and close Friday 14 July 2017. Details are on the website: www.pandcsqld.com.au.

- 11.7.17 Email from Joanna Evans, QACI Liaison representative for the QACI Alumni Association, who works in QACI in Marketing and Communications. She is working closely with members around planning the official launch as a post event to RECALL 10 Music Alumni Showcase on Friday 25 August. The event is expected to start at 9.00pm as a paid ticketed event for the alumni on Level 4 Deck. She is currently negotiating catering with the refectory operator and intends serving drinks. She seeks P&C consideration of the loan of glass wear for approximately 120 guests.
- 17.7.17 Email from Joanna Evans, QACI Marketing and Communications, advising that Lachlan Snow (President, QACI Alumni Association) will attend this week's meeting.
- 17.7.17 Email from Margaret Leary, P&C QLD, to advise that there are P&C QLD Metro North meetings on 20.7.17 and 27.7.17. The topics are 'Effective Meetings (20.7.17) and Courageous Conversations (27.7.17).
- 18.7.17 Email from Trudie Bailey, Executive Services Officer, QACI to forward the Principal's Report to the P&C Executive and necessary QACI staff.
- 19.7.17 Email from Gavin Bryce, Principal, QACI, to advise that he is unable to attend the P&C meeting on 19.7.17 and Karen Casey will attend for him and provide the Principal's Report.

ADDITIONAL WRITTEN LETTER THAT WAS RECEIVED BY THE P&C EXECUTIVE ON THE NIGHT, 19.7.17

- Letter from Simon Birmingham, written on 8 May 2017, to advise about the Turnbull Government's commitment to deliver on Mr David Gonski AC's recommendations for fairer, needs-based schools funding from 2018 and what it means for QACI. QACI is estimated to see an increase of \$40 400 funding from 2017 to 2018.

4.2 Outwards – Dates of correspondence from 18.5.17 to 21.6.17 inclusive

- 18.5.17 Email from Andrew (Treasurer) to Brooke and Sarah about P&C Metro North Invoice.
- 19.5.17 Email from Brooke to Andrew about P&C Metro North Invoice. Brooke is happy with invoice and asks Andrew to forward to Penny.
- 19.5.17 Email from Brooke to Caroline Walter and Loraine Sepers. Seeking assistance with 27.5.17 at 6-8pm for visual art exhibition (set up, drinks service and need to order platters); and with 1.6.17-2.6.17 for theatre showcase drinks service.
- 19.5.17 Email from Brooke to Debbie Williamson in answer to email received

from Debbie on 19.5.17.

Theatre event: Brooke will ask Andrew (Treasurer) if he is buying stock or wants a quote instead.

Reference to face book message sent – refer to 4.2.3 above.

Gallery submission: Brooke emailed Karen (QACI) for password. Rooke needs a password to endorse the application.

- 19.5.17 Email from Brooke to (P&C,) Karen Stevens and Debbie Williamson, to state that the Gambling Community Fund Application for the Gallery upgrade has been lodged. Application reference no: APP-003570.
- 6.6.17 Email from Caroline Walters (P&C Face book portfolio holder) to Karen Larkin to request whether it is possible to send the names of parents or guardians or citizens who request to join QACI's Parent's Facebook group to check if the student has been offered a placement at QACI. (Refer to correspondence in on 3.6.17 and 6.6.17.)

Discussion about correspondence

Cheryl briefly read through all of the correspondence.

Action from Correspondence

P&C Executive agree that glass wear can be used by Joanna Evans for the QACI Alumni Association on 25.8.17. Joanna will need to take responsibility for getting the key, washing the glasses and returning them. (Refer 11.7.17 correspondence in.) Karen is to check whether glass wear is all that is being sought from the P&C Executive.

Motion to accept correspondence

Moved: Jenifer Lim **Seconded:** Caroline Walters **Carried**

5. Reports

5.1 Principal's report: See Report Attached



Principal Report 19th
July 2017.docx

Discussion Points

- There is a typing error in the start time for the year 11 and 12 parent teacher interviews. The session is to commence at 2.00pm (not 3.00pm).

- Cheryl asked when the year 10 parent teacher interviews were scheduled. These will commence in approximately week 10. In the meantime, Karen Casey suggested that year 10 parents can contact teachers as required.
- There is a QACI Student Council meeting on 26 July. Cheryl asked whether there could be a badge made for the Student Representatives to identify this role within the student body to encourage student communication with their representatives. The student representatives are Vincent D'Amico (year 10) and Emelyn Kirkegaard (year 11). Brooke (who is also on the School Council) will take this as an action item to the meeting.
- **Additionally**, in the key dates, there is a "Schools Cup" volleyball tournament on 4-6 August. Vincent D'Amico, year 10, is part of a team which has nominated to enter.
- 22.8.17: Cheryl asked whether the Student Leadership Nominations Open included the year 10 students. In year 10, there are connect group leaders, in year 11 there are house leaders and in year 12 there are ICT, CAS and the 'P' leaders.
- There is an art night scheduled for Saturday, 26 August 2017, that is not yet added to the key dates because the next P&C meeting comes before it. There was additional discussion about this in the General Business and an action item has resulted.
- NAIDOC week celebrations were discussed and Cheryl asked whether diversity celebrations at QACI included days of action for LGBTI+ (lesbian, gay, bisexual, transgender, intersex, plus)? Cheryl announced that in the ATO, she is Chair of ATOMIC, a national network of over 1300 staff that support and work nationally towards LGBTI+ inclusion. She suggested that the upcoming 'Wear It Purple' day on 25.8.17 could be considered to implement in QACI as a day of action. It is about showing rainbow young people that they are supported, celebrated and respected exactly as they are. The idea is simple - wear it purple if you agree. Karen Casey is taking this as an action item to check with Gavin Bryce.
- The Institute of Culinary Excellence has arrived in QACI. It is getting great reviews and allows EFTPOS transactions. Students enjoyed the 'Mexican Madness' themed event. Acknowledgement is given to the great job done.
- Mathias, a theatre teacher, is on leave in term 3 and is planning to return in term 4.

Moved: Brooke Anderson **Seconded:** Cheryl D'Amico **Carried**

5.2 President's Report:

- Brooke stated that there are no items to discuss in the President's Report.

5.3 Treasurer's Report:

- Andrew said approximately \$12 481 is in the P&C's bank account.
- Andrew said that the Chaplin's Recharge Plan will need to be considered. There was a discussion around this and Karen Casey is taking an action item to check with Debbie Williamson that no-one is out of pocket for this event.
- There was one donation from a parent received tonight.

- Andrew asked if the theatre night was profitable. \$200 was paid to the ‘Dad’ and there has been no follow up. Karen Casey is taking this as an action item.
- No other significant ingoings or outgoings.

5.4 Motion to accept reports:

Moved: Brooke Anderson

Seconded: Sarah Johnson

Carried

6. General Business:

- Old Business: A grant for a marimba percussion instrument for the music department is sought. Brooke has taken this as an action item. In progress.
- Lachlan, QACI Alumni President, addressed the P&C. Joanna Evans is the QACI liaison. The Alumni has 10 committee members and there are only two cohort years missing from 2008 that are in the Alumni. The Alumni is a young committee and expect turnover. The ALUMNI Committee will launch on 25 August 2017 at the theatre downstairs from 9.00 pm to 10.00 pm. There will be drinks before and after. This event is exclusive to the Alumni. Lachlan was asked if the Alumni could mentor current students and he will take this as an action item. Lachlan was also asked about sponsoring an Alumni award and he will take this as an action item. Andrew asked if a gold pin could be made to show that a student is a member of the QACI Alumni. Karen Casey and Lachlan will take this as an action item.
- Caroline Walters is to confirm what is the plan for the Art night on 26.8.17 by sending an email to Karen Stevens, Head of Visual Art, QACI.
- Karen Casey is to follow up about what is happening with the grant for the gallery because nothing has been received by the P&C to date.
- Caroline Walters has suggested a P&C dinner. Caroline will do a ‘run sheet’ for a prospective date of 30.8.17 (or 23.8.17?) – which includes food, drinks, location (refectory?), who is serving, etc. This may be a ‘speaker’ night rather than a P&C meeting. Brooke is to ask Gavin whether this can be done. If so, then the P&C meeting scheduled for 23.8.17 may be cancelled. Any P&C business can be sent to the P&C Executive out of session. No decisions made at this time.
- Caroline Walters suggested John Jose (Foundation Principal) could be a speaker for the next ASPIRE awards in November. Cheryl confirmed that the awards are open to all grades and are a type of ‘speech night’. Karen Casey will follow up this request with Gavin Bryce.
- The urn has been removed from the refectory for safety reasons regarding hot water. The P&C have been advised that many students eat two-minute noodles and would like access to hot water. Karen Casey will follow up what can be done with Gavin Bryce.

7. Date of next meeting may be 23 August – refer to General Business above.

Meeting closed 7.25 pm

To the best of my ability, these minutes are a true and accurate record of the meeting held on 19 July 2017.

*Brooke Anderson
President QACI P&C
Date*

July 2017 Action list

- Should the minutes be published in a language other than English?*
- Brooke is to check if a grant is available for the music department to purchase a marimba percussion instrument.*
- Brooke is to ask School Council, at the meeting on 26 July, whether there can be a 'School Council' badge made for Vincent D'Amico and Emelyn Kirkegaard (current student representatives on School Council).*
- Karen Casey is to check with Gavin Bryce whether QACI can put 'Wear It Purple' as a day of action that QACI celebrates.*
- Karen Casey is to check with Debbie Williamson that no-one is out of pocket for the Chaplin's Recharge Plan.*
- Karen Casey is to follow up whether the theatre night was profitable. \$200 was paid to the 'Dad' by the P&C to support drinks and there has been no follow up.*
- Karen Casey is to check with Joanna Evans whether all that is being sought from the P&C Executive as support for the Alumni Association event on 25.8.17 is the use of glass wear.*
- Lachlan (Alumni President) was asked if the Alumni could mentor current students and he will take this as an action item. Lachlan was also asked about sponsoring an Alumni award and he will take this as an action item.*
- Karen Casey and Lachlan will take as an action item whether a gold pin for the QACI Alumni should be presented to Alumni members.*
- Caroline Walters is to confirm what is the plan for the Art night on 26.8.17 by sending an email to Karen Stevens, Head of Visual Art, QACI.*
- Karen Casey is to follow up about what is happening with the grant for the gallery because nothing has been received by the P&C to date.*
- Caroline Walters is to prepare a P&C dinner run sheet (food, drinks, location (refectory?), who is serving, etc).*
- Brooke Anderson is to ask Gavin whether a P&C dinner is possible for 30.8.17 in lieu of a next P&C meeting and any P&C business can be dealt with out of session for the next month.*
- Karen Casey will confirm with Gavin Bryce whether John Jose (Foundation Principal) can be engaged as a speaker for the upcoming ESPIRE awards in November.*
- Karen Casey will follow up why the urn has been removed from the refectory and whether it can be replaced (or replaced with something) with Gavin Bryce.*