


1. WELCOME

- 1.1 Present Brooke Anderson, Cheryl D'Amico, Loraine Seper, Tracy Smith, Andrew Ridout, Sarah Johnson, Caroline Walters, Greg Behrendt, Gavin Bryce, Sally Wernham
- 1.2 Apologies None

2. CONFIRMATION OF MINUTES (Previous Meeting – 19.7.17)

- 2.1 *Confirmation of Minutes*
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QACI PC Minutes
19.7.17.docx
- Meeting for August cancelled. "Supporting your QACI Student" meeting held instead on Thursday, 31 August 2017
- Moved: Caroline; Seconded: Tracy; Carried*

3. BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING – 19.7.17

- Discussion was held around these items:*
- 3.1 Should the minutes be published in a language other than English?
- 3.2 Brooke is to check if a grant is available for the music department to purchase a marimba percussion instrument.
- 3.3 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).
- 3.4 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. **ACTIONED**
- 3.5 Karen Casey is to check with Gavin Bryce whether QACI can put 'Wear It Purple' as a day of action that QACI celebrates.
- 3.6 Karen Casey is to check with Debbie Williamson that no-one is out of pocket for the Chaplin's Recharge Plan. **REPORT RECEIVED**

- 3.7 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.
- 3.8 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. **ACTIONED**
- 3.9 Karen Casey and Lachlan will take as an action item whether a gold pin for the QACI Alumni should be presented to Alumni members.
- 3.10 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. **ACTIONED**
- 3.11 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.
- 3.12 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.
- 3.13 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.
- 3.14 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. **ACTIONED**
- 3.15 Caroline Walters is to prepare a P&C dinner run sheet (food, drinks, location (refectory?), who is serving, etc). **ACTIONED**


4. ACTION ITEMS FROM BUSINESS ARISING FROM PREVIOUS MINUTES

- 3.1 *Discussion was held around these items and the following action items (or NFA – no further action items) have resulted:*
- 3.1 **NFA:** *There is not one predominant language because the student demographics are wide. Any request received in future for one language will be considered on its merits when received.*
- 3.2 **ACTION ITEM:** *Gavin Bryce is checking with Michael, Instrumental Teacher, about how this item can be actioned.*
- 3.3 **ACTION ITEM:** *Gavin Bryce is to have badges made and distributed to Vincent D'Amico and Emelyn Kirkegaard.*
- 3.5 **ACTION ITEM:** *Cheryl D'Amico is to follow up with Mat Christensen about process. It is a student led process.*

3.6	NFA: Report received and no-one is out of pocket for the Chaplin's Recharge Plan.
3.7	NFA: Report received and theatre night was a complete success.
3.9	ACTION ITEM: Gavin Bryce will follow up with Jo Evans and Alumni about what item they think is most appropriate.
3.11	NFA: John Jose (Foundation Principal) is invited each year.
3.12	NFA: The removal of the urn is for health and safety reasons and will not be replaced; or replaced by any similar device (kettle).
3.13	ACTION ITEM: In progress.

5. ALL CORRESPONDENCE (PERIOD FROM 20.7.17 TO 4.9.17)

	<i>Discussion was held around these items:</i>
21.7.17	Joanna Evans – Advised that QACI Alumni Association event on 25.8.17 will use P&C glasses and will wash and return them for Visual Arts TRIPTYCH Exhibition on 26.8.17. NFA
21.7.17	Margaret Leary – P&C QLD Metro North Event on “Courageous Conversations” at Ferny Grove State School on 27.7.17. NFA
24.7.17 (and dates up to 26.8.17 – event)	Caroline Walters – contacted Karen Stevens, QACI, regarding the Visual Arts TRIPTYCH Exhibition on 26.8.17 for Year 12 exhibits. P&C internal correspondence around organizing for this event. NFA
26.7.17	“Supporting Your QACI Student” P&C internal correspondence. NFA
26.7.17	Renark – Brisbane South Network Meeting, 6.9.17 on “Budgets and Planning”. NFA
26.7.17	Robyn Kelso – Renark - P&C Networking Meeting on “Budgets and Planning” at Morningside on 6.9.17. NFA
27.7.17	Cheryl D’Amico – to Julie Wilson, QACI – P&C meeting scheduled for 22.8.17 is cancelled. The P&C Executive will consider all correspondence out of session. NFA
27.7.17 (and dates up to 25.8.17 – event date)	Cheryl D’Amico to P&C Executive, Gavin Bryce, Debbie Williamson, Julie Wilson – please advise thoughts about QACI Music request for Recall 10 Alumni Music Celebration. Email from Kate Freeman received 21.7.17 asking for P&C support by supplying and serving drinks during interval. Date is 25.8.17 from 7.50 to 8.10 pm. P&C internal correspondence around this up until event date of 25.8.17. NFA
31.7.17	P&C QLD Team – Registration for P&C QLD State Conference in Brisbane on 8/9 September close 4.8.17. NFA

1.8.17	Kevin Goodworth, CEO, P&C QLD Admin – error on ballot paper for election of Directors for the Board. NFA
9.8.17	Gavin Bryce, QACI – to P&C Executive – Request for semester 2 \$500 contribution towards student welfare for approval. This year only require 2 contributions. One already approved at end of Semester 1. There are a number of student based welfare expenses that have occurred or will arise in Semester 2 around uniform, graduation and formal needs. (Cheryl and Andrew supported. Brooke has asked that this is discussed further.) NEEDS ACTION
17.08.17	Robyn Kelso, Renark – Upcoming P&C meeting for Brisbane South Network on 6.9.17 to discuss “Budgets and Planning” at Morningside. NFA
25.08.17	Gavin Bryce, QACI – ICT levies for 2018 proposal - NEEDS ACTION (Bring paper copy – couldn’t attach electronic file.)
29.8.17	Karen Stevens, QACI – Disappointing result for Gallery Grant – but told that if the feedback is “application meritorious” it is worth applying again in the next round. Would you ask if P&C happy to support this. This was Application Number: APP 003570 CBFU 0052249. NEEDS ACTION
31.8.17	Supporting Your QACI Student meeting held by P&C. P&C internal correspondence around this along with flyer issued by QACI. NFA
31.8.17	Andrew Ridout, Treasurer, QACI - \$342 from gold coin donation.
4.9.17	Gavin Bryce, QACI – Recharge Report from Lauren. NEEDS ACTION  RECHARGE Report for PnC.docx
4.9.17	Joanna Evans to Brooke Anderson, President – Student Council meeting is 5.30pm for one hour.

6. CORRESPONDENCE TO ACTION (PERIOD FROM 20.7.17 TO 4.9.17)

	<i>Discussion was held around these items and the following action items (or NFA – no further action items) have resulted</i>
9.8.17	Gavin Bryce, QACI – to P&C Executive – Request for semester 2 \$500 contribution towards student welfare for approval. This year only require 2 contributions. One already approved at end of Semester 1.

	<p>There are a number of student based welfare expenses that have occurred or will arise in Semester 2 around uniform, graduation and formal needs. (Cheryl and Andrew supported. Brooke has asked that this is discussed further.)</p> <p><i>Discussion around the amount being paid by P&C to be used at the Principal's discretion. P&C agreed that contributions should be acknowledged in a newsletter, or similar, for parents and citizens to understand how their contributions assist the school's community.</i></p> <p><i>ACTION ITEM: Andrew Ridout, Treasurer, to disburse \$500 to Gavin Bryce.</i></p>
25.08.17	<p>Gavin Bryce, QACI – ICT levies for 2018 proposal – Bring paper copy.</p> <p><i>Discussion around no changes to last year. P&C not asked to endorse but to note this. NFA.</i></p>
29.8.17	<p>Karen Stevens, QACI – Disappointing result – but told that if the feedback is “application meritorious” it is worth applying again in the next round. Would you ask if P&C happy to support this. This was Application Number: APP 003570 CBFU 0052249.</p> <p><i>Discussion around supporting a subsequent application. P&C agreed that they would support a subsequent application. It was suggested that Karen Stevens could address the P&C about this application. NFA</i></p>
4.9.17	<p>Gavin Bryce, QACI – Recharge Report from Lauren – REPORT ABOVE</p> <p><i>P&C acknowledged that this item had been done in action items. NFA</i></p>

7. ALL CORRESPONDENCE (PERIOD FROM 5.9.17 TO 12.9.17)


	<p><i>Discussion was held around these items:</i></p>
4.9.17	<p>Email from Robyn Kelso, Renark, about Morningside Network Meeting on 6 September about budgets and planning. NFA</p>
5.9.17	<p>Email from Coding Classes about ‘Learn to Code’. Cheryl wrote to Karen Larkin on 5.9.17 to ask whether this should have been sent to her rather than the P&C? Karen replied that this email had been received by her also. NFA</p>
6.9.17	<p>Email from Karen Stevens, Senior Visual Art Teacher, QACI, to Caroline Walters to ask Caroline to pass onto the P&C thanks and appreciation for the wonderful ‘wine and cheese’ provided on exIBit</p>

6.9.17	<p>opening night. “We are so fortunate to have the support of such a hard working group.” NFA</p> <p>Email from Carolyn Kepczyk, Senior Business Management Teacher, about raising money for the USA 2018 trip. The plan is to use the P&C treasury to collect and disseminate the funds. It will be Loraine, with the support of Gavin Bryce, who will address the P&C. NEEDS ACTION</p>
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8. CORRESPONDENCE TO ACTION (PERIOD FROM 5.9.17 TO 12.9.17)

6.9.17	<p><i>Discussion was held around these items and the following action items (or NFA – no further action items) have resulted</i></p> <p>Email from Carolyn Kepczyk, Senior Business Management Teacher, about raising money for the USA 2018 trip. The plan is to use the P&C treasury to collect and disseminate the funds. It will be Loraine, with the support of Gavin Bryce, who will address the P&C. NEEDS ACTION</p> <p><i>Loraine addressed the P&C stating that parents and students are visiting the USA in September 2018 and want to fund raise \$180 000 for this trip. Loraine asked the P&C if the P&C could provide a bank account in which to deposit the funds. Agreement that this USA Business Subcommittee can sit under the P&C Committee and the bank account use would be worked out this way. Loraine is to provide a list of the USA Business Subcommittee members to the P&C.</i></p> <p><i>ACTION ITEM: Loraine to provide list of USA Business Subcommittee members to the P&C.</i></p>
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9. REPORTS

9.1	<p><i>The following items were discussed:</i></p> <p>Principal’s Report</p> <div style="text-align: center;">  <p>Principal Report 13th September 2017.doc</p> </div> <p>President’s Report</p> <p><i>Brooke Anderson advised that the P&C night on 31 August 2017 was a complete success with a good attendance. Brooke thanks everyone for</i></p>
9.2	

attending and the P&C for organizing.

Treasurer's Report

9.3

Brooke Anderson gave the report for Andrew Ridout who left the meeting earlier. The balance is \$12 912. There have been approximately 85 contributions and the gold coin donations received total \$465. The outgoings have been to fund events. Katie Fletcher gave the PA system for the night – and the P&C thank her.

Reports moved: Greg; Seconded: Carolyn. Carried.

10. GENERAL BUSINESS

The following items were discussed:

10.1

10.1 Parent Teacher Interviews for Year 10? Cheryl

Cheryl D'Amico asked whether Year 10 parent teacher interviews were to be held early next term. Gavin replied that there are only two parent teacher interviews required for each year under union rules. One of these is for the SET interview.

10.2

10.2 Aspire Awards – Why no nomination awards for Year 10? Cheryl

Cheryl D'Amico advised that the recent Aspire Awards communications were quite confusing with regard to which awards each year level student could apply for. For example, most awards were either for 'graduating students' or selected by teachers/departments. Cheryl raised that the communication for this could be made more user friendly for parents of each year level with specific awards listed for each year level and then a note about whether it is student nominated or teacher/department selected.

10.3

10.3 Shake and Stir – Can QACI apply as a school next year? Cheryl (Vincent D'Amico selected as regional finalist for QLD competition)

Cheryl D'Amico asked whether QACI could become more involved in Shakefest (Shakespeare performances in music, film, singing, and performance)? Gavin offered that Cheryl speak to the theatre department. ACTION ITEM: Cheryl to make a request to the theatre department to consider for next year.

10.4

Brooke Anderson tendered her resignation from President.

10.5

10.4 Melanie Osborne, Connect Coordinator has written to the P&C about her request to the school to provide a school diary for each student in 2018. The students' preference (80% rate) is for a paper diary. The diary will be produced through the Learning Curve and will

10.6

include health and wellbeing, school policies, IB learner profile, 5 school pillars, subject command terms, growth reflection and a timetable. The cost is \$12.50 each and it is estimated 400 will be needed. The request from the P&C is for a financial contribution towards this.

Discussion around this was very favourable. Cheryl D'Amico advised that a similar diary was used at Ormiston College and was very valuable. P&C agreed that the diary would be a benefit. Brooke Anderson asked that the P&C logo be included on the diary. ACTION ITEM: P&C to determine the amount to contribute.

Amenities items were discussed. Joy from QACI is investigating a new sink for the downstairs area. Sarah has a wine fridge that she may be able to donate to help storage and cooling of wine. Brooke asked that dishwasher trays be purchased and a water cooler be investigated for potential purchase. ACTION ITEM: Gavin following up with Joy about sink; Sarah to advise about wine fridge donation; P&C member to purchase dishwasher trays; P&C member to investigate purchase of water cooler.

11. DATE OF NEXT MEETING

11.1

1 November is suggested to coincide with the School Council meeting.

ACTION ITEM: Cheryl to inform Julie Wilson, QACI about cancellation of next scheduled meeting and change of date of next meeting to next School Council date which is 1 November.

12. MEETING CLOSE

12.1

8.05 pm

13. ACTION ITEMS

ACTION ITEM: Gavin Bryce is checking with Michael, Instrumental Teacher, about how this item can be actioned.

ACTION ITEM: Gavin Bryce is to have badges made and distributed to Vincent D'Amico and Emelyn Kirkegaard.

ACTION ITEM: Cheryl D'Amico is to follow up with Mat Christensen about process. It is a student led process.

ACTION ITEM: Gavin Bryce will follow up with Jo Evans and Alumni about what item they think is most appropriate.

ACTION ITEM: In progress.

ACTION ITEM: Andrew Ridout, Treasurer, to disburse \$500 to Gavin Bryce.

ACTION ITEM: Loraine to provide list of USA Business Subcommittee members to the P&C.

ACTION ITEM: Cheryl to make a request to the theatre department to consider for next year.

ACTION ITEM: P&C to determine the amount to contribute.

ACTION ITEM: Gavin following up with Joy about sink; Sarah to advise about wine fridge donation; P&C member to purchase dishwasher trays; P&C member to investigate purchase of water cooler.

ACTION ITEM: Cheryl to inform Julie Wilson, QACI about cancellation of next scheduled meeting and change of date of next meeting to next School Council date which is 1 November.