


P&C Meeting Agenda

1 November 2017, Level 7, Start **6.30 pm**

1. WELCOME

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| 1.1 Present | |
| 1.2 Apologies | |
| 1.3 Guest Speaker? | Refer to Item 10.1 under General Business |

2. CONFIRMATION OF MINUTES (Previous Meeting – 13.09.17)

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| 2.1 | <p>Confirmation of Minutes</p>  <p>QACI PC 13.9.17
FINAL MINUTES.docx</p> <p>Meeting for October postponed to this meeting to coincide with the School Council meeting that is being held on the same date.</p> |
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3. BUSINESS AND ACTION ITEMS ARISING FROM MINUTES OF PREVIOUS MEETING – 13.09.17

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| | <p>Item numbers refer to the item number from the previous minutes</p> |
| 3.2 | <p>3.2 Brooke is to check if a grant is available for the music department to purchase a marimba percussion instrument. <i>Action Item: Gavin Bryce is checking with Michael, Instrumental Teacher, about how this item can be actioned.</i></p> |
| 3.3 | <p>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). <i>Action Item: Gavin Bryce is to have badges made and distributed to Vincent D'Amico and Emelyn Kirkegaard.</i></p> |
| 3.5 | <p>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. <i>Action Item: Cheryl D'Amico is to follow up with Mat Christensen about process. It is a student led process.</i></p> |
| 3.9 | <p>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. <i>Action Item: Gavin Bryce will follow up with Jo Evans and Alumni about what item they think is most appropriate.</i></p> |
| 3.13 | <p>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</p> |

also asked about sponsoring an Alumni award and he will take this as an action item. *Action Item: In progress.*

8.1 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

8.1 *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.*

Action Item: Loraine to provide list of USA Business Subcommittee members to the P&C.

10.3 Shake and Stir Shakespeare – Can QACI compete as a school in 2017? *Action Item: Cheryl to make a request to the theatre department to consider for next year. **DONE. NFA***

10.5 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 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.

10.6 *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.*

11.1 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.

4. ALL CORRESPONDENCE (PERIOD FROM 13.9.17 TO 20.10.17)

13.09.17 13.09.17 Andrew Ridout, Treasurer, advised the P&C Executive and QACI administrative staff that \$500 has been disbursed from the P&C account to QACI. This is for the request made by Gavin Bryce, Principal, on 9.8.17 for Semester 2 contribution towards student welfare. Action item from last meeting done. **NFA**

22.09.17 22.09.17 Brooke Anderson (former P&C President) sent an email to S Skein, Griffith University to state: "Thank you for deciding to use our facility for your function. The QACI P&C is happy to approve the service of alcohol and assumes that such service will comply with the Queensland regulations especially noting the provisions around minors." **NEEDS ACTION – INCLUDED IN 5 BELOW**

2.10.17 2.10.17 Robyn Kelso, CEO, Renark, sent October newsletter. **NFA**

3.10.17 and 12.10.17 3.10.17 and 12.10.17 Margaret Leary, Training and Development Officer from P&C QLD, sent email about an upcoming meeting on 19 October 2017 at Ipswich West SS Library from 6 to 8 pm about strategic planning. **NFA**

12.10.17 12.10.17 "Shaun Ziegenfusz sent email to P&C and QACI administrative staff to advise that Speech and Language Development Australia is a not-for-profit organization supporting young people with Language Disorders. They operate a school and provide advocacy services. They are holding an event in the Gallery and seek permission to serve alcohol (no service requested from QACI to serve the alcohol). Gavin advised P&C that QACI cannot give approval. The P&C is the only way to approve this. Gavin does not see an issue with this. Gavin advised that all organizations have to sign a contract with the department that covers their responsibilities and must have insurance cover. Cheryl wrote to Shaun and reiterated Gavin's requirements. Shaun said all is done. Proceeding to serve alcohol at the event that starts on 20.10.17 and runs to 22.10.17. **NFA**

5. CORRESPONDENCE TO ACTION (PERIOD FROM 13.9.17 TO 20.10.17)

22.09.17 22.09.17 Brooke Anderson (former P&C President) sent an email to S Skein, Griffith University to state that: "Thank you for deciding to use our facility for your function. The QACI P&C is happy to approve the service of alcohol and assumes that such service will comply with the Queensland regulations especially noting the provisions around minors."

6. REPORTS

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| 6.1 | Principal's Report |
| 6.2 | President's Report |
| 6.3 | Treasurer's Report |

7. GENERAL BUSINESS

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| 7.1 | Ken Swan, Director, The Wealth Academy to brief the P&C about his current initiative and resources for QACI families. |
| 7.2 | Discuss the P&C Executive roles that are to be become vacant next year and the process to be taken. |

8. DATE OF NEXT MEETING

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9. MEETING CLOSE

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