

**Queensland Academies Creative Industries Campus
Parents and Citizens Association
General Meeting
17 May 2017**

Minutes

1. Welcome & introductions - meeting opened at 6.20 pm

- a) **Attendance:** As per attendance book: Brooke Anderson, Cheryl D'Amico, Debbie Williamson, Greg Behrendt, Sarah Johnson, Gordana Mihajlovic, Andrew Ridout, Jane Cobbold.
- b) **Apologies:** Gavin Bryce, Caroline Walters

2. Confirmation of Minutes from 19 April 2017

Motion to confirm minutes

Moved: Sarah Johnson

Seconded: Brooke Anderson

Carried

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

Karen Stevens, Senior Visual Art Teacher and QACI Gallery 61 Director, has made an application to the P&C. Since the last meeting, she has sought input from a variety of sources: QUT, Griffith, Primary Schools, Lighting Companies, Digital Display Manufacturers and has completed the online Gambling Community Benefit Fund for Round 93 (due by 30 May). Karen's aim is to make the Gallery more spectacular, and appealing, by including lighting, chairs and additional display resources.

4. Correspondence

4.1 Correspondence in - from 19.4.17 to 17.5.17 inclusive

- 19.4.17 Email from Margaret Leary, P&C QLD, about the upcoming 'grants, strategic reviews and how they match up' talk planned for Thursday, 27.4.17 at QACI.
- 20.4.17 Gratitude letter from Joanna Evans, IB Programs/Communications and Marketing, regarding the QACI Alumni Association Information Meeting donation to sponsor catering for the event.
- 25.4.17 Email from Robyn Kelso, CEO, Renark (P&C Business Support) regarding two networks coming up in Brisbane. One is Brisbane South Network on 7.6.17 at Morning State School and the other is on Wednesday, 24 May 2017, at Sandgate District State High School.
- 3.5.17 Email from Julie Wilson, Marketing and Communications QACI, to P&C confirming that the P&C Executive details will be updated. The Executive is Brooke, Cheryl, Greg, Sarah, and Andrew. The facebook contact is Lorraine Sepers and the Grade 12 representative is Carolyn Walters.
- 3.5.17 Email from Caroline Walters to P&C requesting whether a dinner for parents is possible whilst the year 12 students attend the formal.

- 4.5.17 Email from P&Cs QLD Administration, to request the QACI P&C to fill in their online 2017 member survey for affiliated P&Cs.
- 5.5.17 Email from Margaret Leary, P&C QLD, about the upcoming metro north area P&C meeting at McDowall State School on 25.5.17 to plan for the 2017-8 year.
- 6.5.17 Email from Matthew Rowan (matthew@processpa.com.au) to advise the P&C that he has devised a tool for P&C to use to assist with getting more done in less time.
- 9.5.17 Email from Margaret Leary to include a flyer for the South East Area meeting featuring Taj Pabari on 17 May 2017 at Browns Plains State School.
- 10.5.17 Email from P&C QLD to provide some templates for P&C use (in reply to Cheryl's request for a minutes and agenda template).
- 11.5.17 Debbie Williamson email to Brooke (President) to connect Brooke with Lauren, QACI's Chaplain, ahead of the meeting planned for next week to discuss the 'Recharge Plan'.
- 11.5.17 Debbie Williamson's email request for \$160 to pay for drinks for the upcoming QACI Epic Cabaret theatre performance and get volunteers to assist with serving.
- 12.5.17 Email from Renark, P&C Business Support, to advise about changes to the new accounting manual and offer a link to the manual.
- 16.5.17 Email from Joanna Evans, International Bacculaureate Programs Marketing and Communications, to advise that QACI is preparing a submission for this year's DET Showcase Awards in the Excellence in Global Engagement category. Endorsement from the P&C is sought to support the submission. Brooke is requested to sign the submission.
- 17.5.17 Email from Gavin Bryce that he is unable to attend the meeting tonight and Debbie Williamson will be attending for him. Gavin attached the Principal's Report for tonight's update.
- 17.5.17 Email from Karen Stevens, Senior Visual Art Teacher, QACI Gallery 61 Director, about a Gallery funding application. Since the last meeting Karen has received input from a variety of sources: QUT, Griffith, Primary Schools, Lighting Companies, Digital Display Manufacturers. She has compiled an online Gambling Community Benefit Fund application for Round 93.

4.2 Outwards – Dates of correspondence are from 19.4.17 to 17.5.17 inclusive

- 20.4.17 Email from A Ridout, P&C, to P&C regarding the Netflix production '13 Reasons Why'.
- 3.5.17 Email from Brooke, P&C, to Julie Wilson, to request that the P&C Executive is updated (refer correspondence in on 3.5.17).
- 5.5.17 Brooke sent an email to Gavin about concerns regarding tutoring offered by QACI to some, but not all, students, free of charge. The primary concern being about an elite group of students with predicted 40+ scores also receiving free tutoring. A question is asked whether small group tutoring could be considered to offer this free tutoring to a wider number of students.
- 10.5.17 Email from Margaret Leary, P&C QLD, to Cheryl D'Amico in reply to her request about suitable templates to use for minutes and agendas for P&C associations of Queensland schools.
- 11.5.17 Email from Brooke, in reply to Debbie Williamson, about agreeing to meet with Debbie, and Lauren, QACI's Chaplain, to discuss the 'Recharge Plan'.

Discussion about correspondence

Invoice for the Metro North event is to be followed up by Andrew Ridout (Treasurer). The school wants to invoice P&C for the catering and this needs to be closed off. Andrew will send an invoice for payment.

Motion to accept correspondence

Moved: Debbie Williamson **Seconded:** Greg Behrendt **Carried**

5. Reports

5.1 Principal's report: See Report Attached

Discussion Points

- Debbie requested that the wonderful service of Madham Catering be mentioned in the minutes.

Moved: Debbie Williamson **Seconded:** Cheryl D'Amico **Carried**

- P&C request for a donation and to assist with setting up for the 27.5.17 'Visual Arts RECALL Exhibition 6-8 pm' event. Wine may be left over in QACI store room for this? Decision to 'do on receipts tendered'.
- P&C request for a \$160 donation for the theatre Epic Cabaret nights on 1 and 2 June. Volunteers are requested to assist with serving. Cheryl offered but realised those nights are the Sydney Eisteddfod. Sarah offered to assist to set up and serve. Kirkguard was suggested as the provider and it is agreed that when the bill is provided, P&C will pay. Bags of ice are recommended to be purchased.

Moved: Brooke Anderson **Seconded:** Sarah Johnson **Carried**

5.2 President's Report:

- There were limited parent and citizen nominees for QACI's community engagement strategic planning session offered by Gavin. Cheryl asked why? The session is on during the day. Cheryl asked if such important sessions could be planned for an afternoon after work hours. In this instance, it is due to a consultant being involved who is available during business hours.
- Brooke, on 5.5.17, sent an email to Gavin about concerns regarding tutoring offered by QACI to some, but not all, students, free of charge. The primary concern being about an elite group of students with predicted 40+ scores also receiving free tutoring. A question is asked whether small group tutoring could be considered to offer this free tutoring to a wider number of students. Debbie explained that the current tutoring program is based on a 'stretch' (5 to 6 or 6 to 7) and 'lift' (get over the line and pass) basis. The equality of this program was discussed extensively at this meeting - including that such a program left out many students. Brooke asked whether such a program is breaking the 'cohort' standards and principles. Debbie explained that the model is taken from the Science Maths campus. Cheryl asked

whether this made tutors who were suggested on the QACI circulated list less available for other students who were paying for their services. Debbie explained that 24 students were picked this year. Debbie offered to look at this program. Perhaps next time, an expression of interest will be held for the 'stretch' students.

5.3 Treasurer's Report:

- Andrew said approximately \$12 500 is in the P&C account. Andrew said that the Chaplin's Recharge Plan will need to be considered.

5.4 Motion to accept reports:

Moved: Greg Behrendt

Seconded: Sarah Johnson

Carried

6. General Business:

- New Business: A grant for a marimba percussion instrument for the music department is sought. Brooke will take this as an action item.
- Metro north P&C QLD 'grants, strategic reviews and how they match up' talk on Thursday, 27.4.17 at QACI had about 10 participants.
- The Alumni association has been formed.
- The year 12 students have received their jerseys and received some catering.
- Caroline has handed over the facebook and communications portfolios to Loraine.
- Missing lesson content – Debbie Williamson advised that students will need to go to teachers to ask what work has been missed and to check on blackboard. Ms Jenke is not able to record all individual teacher sessions. Students must be proactive and ask. Any need for recording would need a special request.

7. Date of next meeting 21 June at 6.00 pm.

Meeting closed 8.00 pm

To the best of my ability, these minutes are a true and accurate record of the meeting held on 17 May 2017.

*Brooke Anderson
President QACI P and C*

Date

May 2017 Action list

- Should the minutes be published in a language other than English?*
- Brooke to check if grant is available for music department to purchase a marimba percussion instrument.*