



PARENTS AND CITIZENS ASSOCIATION VERESDALE SCRUB STATE SCHOOL

Veresdale Scrub School Rd, Veresdale 4285
School Ph: 07 55431227 Fax: 07 55432226

President: Rachel Nicholson
Secretary: Sandy Millar (Acting)

Vice-President:
Treasurer: Crystal Hollis

P&C Newsletter – February 2016

P&C Meeting

Thank you to the people who attended the last meeting. The P&C meetings are due to be held on the 2nd Monday of every month at 5.30pm in the Library. All parents are welcome to attend. Children are welcome, but not supervised. The next meeting is scheduled for Monday the 14th March 2016. We are always looking for new people to join. Please know you can place any ideas, suggestions or issues you have into the P&C box at the Office. This can be done anonymously or you can leave your name.

This year's executive committee is as follows:

| | | | |
|-----------------------|-----------------------|-------------------------|--------------------------------------|
| President | Rachel Nicholson | Treasurer | Crystal Hollis |
| Vice President | Position to be filled | Acting Secretary | Sandy Millar (position to be filled) |

Other positions now filled are:

| | |
|---------------|------------------------------|
| Narelle Terry | Uniform Convenor |
| Mel Cash | Assistant Uniform Convenor |
| Lou Hurchalla | Grants Co-ordinator |
| Sandy Millar | Student Banking Co-ordinator |
| Sharon Conway | Book Club Co-ordinator |

URGENT VOLUNTEERS AND COMMITTEE MEMBERS REQUIRED!!!!

We are still looking for people to take up the positions of Secretary, Vice President, Tuckshop Convenor, Playgroup Co-ordinator and Fundraising Co-ordinator.

Secretary – Sandy has volunteered to stay on as acting until the position is filled. Sandy has been the Secretary for 3 years and would really like a break. If someone is keen to fill this position, Sandy will provide complete training. Please see below for position details:

- shall be a member of the executive committee and attend meetings
- cannot hold the office of Treasurer
- shall register members existing and new
- shall notify QCPCA and the Director-General in writing, through the Regional Office, of the names and addresses of elected executive officers
- will record all proceedings of any meeting of the Association by way of full and accurate minutes
- receive agenda items prior to the meeting and assist the President in preparing an agenda for each meeting
- shall collate agenda papers for each meeting - including subcommittee reports
- shall maintain attendance records and a register of members including life Members
- shall prepare and present agenda of P&C at each general meeting, approved by the President prior to the meeting
- shall prepare and present minutes of P&C at each general meeting
- shall record and deal with correspondence in/out as directed by the P&C
- will generally organise, record and maintain information pertaining to the activities of the P&C
- will maintain custody of P&C Association documents
- be a record-keeper
- maintain an up-to-date copy of the constitution

- maintain up-to-date membership records
- notify Education Qld and QCPCA of executive details after the AGM and of any changes throughout the year
- notify MIS administrator of P&C email changes as they occur
- ensure that all documents are archived appropriately
- ensure that all P&C documents are kept in an orderly fashion, for example in a filing cabinet within the school, preferably in a space designated for P&C use
- ensure P&C information is kept updated on the school website
- maintain the attendance book and register of members
- be familiar with, and have a copy of, the constitution available for easy reference
- present the minutes of the previous meeting for confirmation
- take notes of the meeting that indicate the main points of the discussion
- accurately record motions by checking with the mover and members
- present the inward correspondence for reception and the outward for endorsement
- assist the progress of the meeting by formulating motions from the discussion points

Tuckshop Convenor, please see below what this position involves:

- attend majority of monthly meetings or provide reports regarding all aspects of the tuckshop
- be available to open the tuckshop on designated days and times, approved by the P&C
- be familiar with the *Education Qld's Smart Choices* legislation. *Smart Choices* is all about supplying healthy food and drink choices to students in Queensland schools.
- review regular menu, treat day items and prices, for approval by the P&C
- observe the policies and procedures
- organise volunteers to help serve or donate cakes/muffins etc. for regular tuckshop and for events
- make volunteers aware of the duties and responsibilities require prior to starting
- receipt and tally monies to hand to the Treasurer for banking each week, as per P&C policies
- plan menus for sports days, school events and fundraisers
- be available to run catering at sports days, school events and fundraisers, including order of stock etc
- regular stocktakes and ensure stock levels for continuous supply and rotation of stock/use by dates
- keep the tuckshop in a clean and orderly manner, as per food health, hygiene & safety requirements
- be available to attend open day, and open shop longer during busy periods or other events you may be required
- communicate with Secretary for notices about the tuckshop for newsletters etc
- be responsible for the maintenance of equipment in the tuckshop, ie defrosting of freezers, equipment list and advise P&C of any repairs, replacements etc
- be familiar with the students with food allergies and ensure those foods are not used in the tuckshop, as per the P&C's policy

Vice President, please see below what this position involves:

- attend monthly meetings
- become familiar with P&C operations, rules and meeting procedures
- provide support and assistance to the President
- Chair meetings in the absence of the President
- be available to attend, support and participate in fundraising ventures and school events as organised by the P&C and the school
- speak in public at events and on parade where required

At meetings

- Chair those meetings from which the President is absent
- Carry out any duties that have been delegated by the President
- Provide essential support for the President and possibly assist the Secretary or the Treasurer in some of their tasks

Fundraising Co-ordinator

This year we are looking for a person or persons to fill the new position of fundraising co-ordinator. This person would be the organiser of the raffles, stalls, chocolate drives and Bunnings Fundraisers. The Co-ordinator would oversee the volunteers and the running of these events. If you are interested, please see Rachel Nicholson.

Playgroup Co-ordinator

We are still looking for someone to assist with Playgroup. The Playgroup operates in the Hall on Tuesday mornings from 9am. Please see the Office if you are available to help with Playgroup. The Playgroup Co-ordinator assists Mrs Amanda Maas (Teacher Aide employed by Education Qld) in organising and running activities on the day.

Easter Raffle

The P&C's first fundraiser of the year will be our Easter raffle. In past years, with the help of lovely families donating wonderful raffle prizes, this raffle has proven very popular. Once again we would appreciate donations of gift boxes/baskets/cellophane, Easter Eggs, and anything you might come across that fits with the Easter theme. In past years we will have been able to wrap up 20 or more prizes. Raffle tickets will go home about 2 weeks before the draw. The raffle is scheduled to be drawn on the last day of Term 1. Thank you for your support in this fundraiser.

Tuckshop

Unfortunately, until the position of Tuckshop Convenor is filled, we will be unable to open the tuckshop. If anyone is interested in filling the position, please see Rachel. The Tuckshop gives the kids a treat and something different for lunch each week and is a big fundraiser so it would be wonderful to get it up and running again!

Uniform Shop

The uniform shop will be open on Monday afternoons 2.45pm – 3.15pm and Friday mornings 8.30am – 9am. If you need to place an order on other days, please leave your order in the uniform box in the office with payment and your mobile number. We will let you know when the order has been filled and is ready for collection.

Student Banking

If you currently do not have a Dollarmite account, you will find an info pack attached to this newsletter. All the information you will need is in the pack, you can open an account online, at your nearest Commonwealth Bank or fill in the forms and the Banking Co-ordinator will send it in for you. Student banking day is on Fridays. If you require further help or information please see Sandy on Friday mornings at the hall. It's very easy to get started and the P&C receives \$5 for each new account opened and 5% commission from each deposit.

Playgroup:

The Playgroup operates in the Hall on Tuesday mornings from 9am. Please see the office for further enquiries.

Regular Reminders:

- Student banking is Friday.
- Next P&C meeting: 14th March, 2016 @ 5.30pm in the Library.

Cheers,

P&C Executives – 2016