



## 2023 GENERAL MEETING - AGENDA

DETAILS

Tuesday 16<sup>th</sup> May 2023 5:30pm

Recorded by: Cassie Fraser

Agenda Item	Details	Minutes
Open and housekeeping	<p>Open meeting and acknowledgement of country.</p> <p><i>I'd like to acknowledge the traditional owners of the land which we walk, work, live and meet today. I pay my respects to Elders past, present, and emerging and extend those respects to any Aboriginal and Torres Strait Islander peoples with us here today.</i></p> <p>MS Teams attendees; Please keep your microphone on mute unless speaking to minimise background noise.</p> <p>Please raise your hand to let everybody know you would like to speak.</p> <p>In order to progress through the meeting in a timely manner please read through all internal and external reports provided before the start of the meeting.</p> <p>A five minute limit will also be placed on all topics on the agenda. At this time a motion will need to be put forward or the topic will be moved to the next meeting, when further information can be provided.</p>	<p><b>Meeting commences:</b> 5:32pm</p> <p><b>Apologies:</b> Troy Best Krystal Caston</p>
Previous Meeting minutes acceptance	<p>Minutes were sent to Kim Hannant and Krystal Caston for review. Email confirmation from both Krystal and Kim.</p> <p><b>1.1 Motion:</b> that the minutes from the previous General Meeting on 14 March 2023 are a true and accurate record of the previous meeting.</p> <p>Can two people please nominate to receive the minutes of this 16/5/23 meeting and reply by email to confirm that they are a true and accurate record, ready for next meeting.</p>	<p><b>1.1 Motion:</b> that the minutes from the previous General Meeting on 15<sup>th</sup> November 2022 are a true and accurate record of the previous meeting.</p> <p><b>First:</b> Jess <b>Seconded:</b> Sheree <b>Carried</b></p> <p><b>Minutes from this meeting to be reviewed by:</b> Kim and Sheree</p>
Review of outstanding action items		
	n/a	
Business Reports		

<b>Canteens</b>	Steph will provide a report on the canteen. Report tabled at the meeting.	A thankyou from Kelsey to Steph for the catering that the Canteen has assisted with the school's Journey night and professional development night for teachers
<b>Uniform shop</b>	Steph will provide a report for the uniform shop. Report tabled at the meeting.	<p>Recent winter sale totalled \$12584.87 in sales over the 2 week period. This is a great amount, even though it was less than this time last year, last year we introduced our new winter uniforms.</p> <p>Sheree enquired about an introductory special sale price on socks?</p> <p>Discussion tabled for the next meeting after looking into mark up amounts.</p> <p>Kelsey thanked Steph for her work with the uniform shop outside shop hours.</p>
<b>Executive update</b>		
<b>Mail in / mail out</b>	<p>We received an email from Charis Mullen's office requesting details of the new P&amp;C and whether there were any fundraising dates she could support.</p> <p>Her office has advised us to keep her in mind to help out at the Colour Run and we have also extended an offer to welcome her to our next in person meeting in June.</p>	
<b>Exec News</b>		
<b>Decisions made</b>		
<b>Treasurer's report</b>	Treasurer's report to be provided by Cassie/Jess	
<b>Fundraising</b>		
<b>Previous event's report</b>	Mother's Day Stall – Cassie to provide an update on the stall held on 9 May.	<p>Thank you to Kirsten Tieken, who took on the majority of the planning for this event. Our profits this year were \$1467.44.</p> <p>The Mother's Day Stall ran really smoothly this year. The main feature being that we allocated stock for each group of classes, so all classes had an equal choice of gifts to purchase.</p> <p>Thank you to Geoff who helped tremendously with the planning</p>

		<p>stages. Having the stall in the library worked well and we would like to continue using that location moving forwards. Based on the rush of the day, doing the stall over 2 days would ease the rush on volunteers and classes.</p> <p>It was a last minute decision to add a pop-up stall at the Mother's Day Breakfast event, which had a fantastic outcome and secured 46% of the profits. Would be something we would like to continue with Father's Day too.</p> <p>This year was a bit of an experiment with budget, as we had doubled the budget from previous years to \$5000. We spent Approximately \$4600, and have some stock remaining we can utilise next year.</p> <p>Moving forward, we would recommend a \$4000 budget being adequate for Mother's Day.</p>
Upcoming events	<p>A. At this stage we have 4 events that do not have a date attached:</p> <ul style="list-style-type: none"> <li>○ Father's Day Stall - propose stall held in the week commencing 28/8 (to be confirmed with the school)</li> <li>○ Primary disco – we have a group of school parents interested in getting this going so the sooner we can lock in a date the better.</li> <li>○ Jnr secondary disco – what is the appetite for this?</li> <li>○ the 5c challenge</li> </ul> <p>B. Update on the Colour Run from Krystal</p> <p>C. Father's Day Stall - We need a volunteer to coordinate the event, as well as additional helpers on the stall day, and to help pack pre-orders. In previous years, the Father's Day Stall makes less sales than Mother's Day. Last year the budget was \$2000 and we ran out of stock. Purchasing will need to begin soon.</p> <p><b>Motion 2.1</b> to approve spending up to \$3000 for the Father's Day stock purchasing this year.</p>	<p>Kirsten suggested selling leftover father's day stock at a Christmas stall. Christmas Stall to be discussed in the future.</p> <p>Kirsten will co-ordinate the Father's Day Stall this year.</p> <p><b>Motion 2.1</b> to approve spending up to \$4000 for the Father's Day stock purchasing this year.</p> <p><b>First:</b> Sheree <b>Second:</b> Jess <b>Carried</b></p> <p><b>Father's Day Stall Date:</b> Cassie will liaise with Pamela Kondys on Father's Day Stall Date. Suggested date to be 28/8/23.</p> <p>Discussion with Kelsey to put a survey out for the Junior secondary disco. Left with Kelsey to look into this.</p> <p>Sheree suggested to utilise the Primary disco, and utilise the space and after Primary has used it. This will save money and effort of volunteers.</p> <p>Lee suggested doing a Silent disco.</p> <p>Sheree warned of a potential cost of</p>

		<p>\$20. Lee will reach out to other local schools and see which company they have used and compare cost. Utilising Primary and Secondary discos all on the same night may have a cost benefit overall.</p> <p><b>Primary Disco Date:</b> Before the end of term 3. Pamela and Kelsey will Liaise and suggest a date. Lee mentions that Monday, Tuesday, Wednesday and Friday have facility hire in the Hall and suggests Thursday to be the date. A reminder that due to the YMCA, a month's notice is required to use the space. Greg suggests running the disco during the day.</p> <p><b>5c Challenge Date:</b> Sheree shared that traditionally done in week 2 of term 3. Doing over 2 weeks worked well, and utilising year 6 students to do a collection each day. Also offering an exchange at the canteen Minimum volunteers needed would be 5 (3 with Sheree and Angela) for 1 hour assistance each morning for the 2 weeks. Lee suggested a spare change challenge. Lee shared concerns about the security of the funds and the proper place for them to be stored.</p> <p>The P&amp;C will come up with a plan for the security of the funds. The school will look at dates and come back with ideas.</p>
<b>Donations</b>	<p>A proposed spending plan by the P&amp;C exec for 2023 has been circulated with the committee, and school staff.</p> <p>We are seeking endorsement at this meeting to move forward with making these donations to the school.</p> <p>Any questions about the proposal?</p> <p><b>Motion 3.1</b> – The committee endorse the spending proposal put forward by the executive committee for 2023, which includes a proposed \$17,000 be</p>	<p><b>Motion 3.1</b> – The committee endorse the spending proposal put forward by the executive committee for 2023, which includes a proposed \$17,000 be invested in addition to the \$68,300 already committed for 2023.</p> <p><b>First:</b> Sheree <b>Second:</b> Kim 8 votes to carry, 0 votes against, 0 votes abstaining. <b>Carried</b></p>

	<p>invested in addition to the \$68,300 already committed for 2023.</p> <p>Little Masterminds borrowed the EFT machine for the Mothers Day Stall. Motion to move the recent money they have made (\$89) to the school so the Little Masterminds club can utilise the funds.</p> <p><b>Motion 3.2</b> The P&amp;C to pay the amount of \$89 to the school so that the Little Masterminds club can utilise the funds.</p>	<p><b>Motion 3.2</b> The P&amp;C to pay the amount of \$89 to the school so that the Little Masterminds club can utilise the funds.</p> <p><b>First:</b> Sheree <b>Second:</b> Jess <b>Carried</b> Motioned Carried</p> <p><b>Motion 3.3</b> The P&amp;C to pay the amount of \$318.60 to the school to be split 50/50 between the student council and sustainability club. To be transferred in 2 separate payments.</p> <p><b>First:</b> Sheree <b>Second:</b> Kim <b>Carried</b></p>
<b>School updates</b>		
<b>Business Manager update</b>	<p>BM update provided by Lee to cover:</p> <ul style="list-style-type: none"> <li>• Playgrounds</li> <li>• Concrete painting</li> <li>• SSS grant / basketball courts</li> <li>• Grant applications</li> </ul>	<p>Basketball court progress put behind a week and will begin soon.</p> <p>Lee to send the new proposal to Cassie and Jess for the concrete painting for endorsing. The aim is to get it finalised within a week to be carried out on the June/July holidays.</p> <p>Wanting to get a second bin to supplement the containers for change</p> <p>\$24,000 grant secured and will be utilised for a gardening area in the Secondary school.</p> <p>Haven't heard back about the Canteen grant yet.</p> <p>Playground update: The yearly comprehensive report will be taken to an independent company within the next few days. Kidsafe QLD to do a full report on the playgrounds.</p>
<b>Principals' reports</b>		
<b>Whole campus report</b>	Kelsey Oakes will provide the whole campus report.	Kelsey flags that the school requires a parent volunteer to be involved in the PBL Committee. Putting the option out to our community if we want to share the opportunity to others.

Secondary school report	Greg Hanrahan will provide the secondary school report	Report details in the supporting documentation
Primary school report	Pamela Kondys will provide the primary school report	Report details in the supporting documentation
Wes-Tec / Compass /BYOD	Alfio Balsamo	<p>West-tec is now the largest trade training centre in the country. We have a cutting edge with new automotive technology. Alfio gives his thanks to those who have helped West-tec reach where they are now.</p> <p>Compass is now connected with 1080 parents and they welcome the P&amp;C to share messages on Compass moving forward.</p> <p>BYOD 87% on students in years 5-12 are connected with BYOD.</p> <p>Once we reach 90%, we will be able to loan out devices to students who are on the SRS.</p> <p>8-12 months timeline on this approximately.</p>
New memberships		
Applications for memberships	Applications to be tabled, including renewals. <b>4.1 Motion</b> to approval all renewals and new applications.	No new applications
New business		
	<ol style="list-style-type: none"> <li>1. School Health Nurse – sexual health service offer – Kelsey to provide an overview</li> <li>2. School dress code and code of conduct review – update to be provided by Jess / Kelsey The current Code of Conduct is in place until the end of 2024 and P&amp;C executive have started conversations with the school in preparation for a new CoC that commences in 2025. The school will start the process of drafting a timeline for the review with key milestones. This will be shared with the P&amp;C at a future date.</li> </ol>	<p>Kelsey updates that the school health nurse has the ability to provide discretionary pregnancy testing and condom distribution when students have individual consultations with the nurse and if the situation is requiring it.</p> <p>This service is optional for the school and the principal will have to sign off for this to occur. Having the P&amp;C aware and support the option would be beneficial.</p>
Meeting close		

	<b>Next meeting dates</b> <ul style="list-style-type: none"><li>• Tuesday 13 June 2023 (in person)</li><li>• Tuesday 25 July 2023</li><li>• Tuesday 29 August 2023</li><li>• Tuesday 17 October 2023</li><li>• Tuesday 21 November 2023</li></ul>	<b>Meeting close:</b> 6:53pm
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