

**General Meeting Minutes  
of Aldridge State High School P&C Association**

<b>Agenda Item</b>	
Date	12 <sup>th</sup> of February 2024
Venue	Aldridge State High School Conference Room
Opening and welcome by the Chair	Opening: Janeen Greaves Chair: Tammy White
Opened at	4.45pm
Present	Amanda Wilcox, Janeen Greaves, David Burns, Sandy Holt, Jo Gaffel, Tammy White, Robyn Nicol, Tracie Rodgers, Megan Maher, Tammy Kingsman, Michelle Hebbermann, Alysha Tranent, Myrna Obedencio & Lindsay Carstairs.
Apologies	Jess Gunn
Minutes of last meeting read	Amanda Wilcox moved and Jo Gaffel seconded that the minutes of the last meeting held on the 20 <sup>th</sup> of November be adopted as printed – Carried
Business arising from the minutes of the previous general meeting	Sponsorship & Fundraising Checklist received Financial's and documentation provided to Janet Childs for auditing Reflection Honour Board – To be followed up Sandy Holt & Robyn Nicol volunteered at Mungar State School Christmas fair Ag Scholarship – Discuss general business Display Boards – Discuss general business
Correspondence received since the previous general meeting	List of correspondence as per tabled overview  Motion to accept inward and outward correspondence  Moved: Robyn Nicol    Seconded: Amanda Wilcox  <span style="float:right">Carried</span>

Business arising from correspondence	<p>Cold room insulation repairs booked in, maintenance being done over school holidays</p> <p>Minutes of meeting with adoption of school fees forwarded to Cynthia</p> <p>Provided Dana Eagers with flyers with information on ASHS P &amp; C Committee and canteen to put into the Orientation Pack for the new grade 7s</p> <p>Lactalis yearly reward points spent on items for canteen – 2 instant hot water dispenser's &amp; tongs</p> <p>Budget Overview Report for Sept, Oct &amp; Nov</p> <p>Lactalis milk price increase</p> <p>Special thanks from Mungar State School P &amp;C for volunteering</p> <p>Discussions with North Coast Region Head Office in regards to infrastructure</p> <p>Jessie Hodgkinson received canteen menu &amp; info and P &amp; C flyer for face book page and web page</p> <p>Janeen requested P &amp;C pay equestrian camp invoice as school had closed books and incorrect details on invoice. School has reimbursed P &amp;C</p> <p>Moved: Robyn Nicol                      Seconded: Tammy White                      Carried</p> <p>Nish Parsad requesting approval to hold free dress day on 14<sup>th</sup> February.</p> <p>Moved: Robyn Nicol                      Seconded: Janeen Greaves                      Carried</p> <p>New volunteer to commence in canteen, full induction completed</p> <p>Confirmation Smart Choices is mandatory in state school canteens</p> <p>Nomination form for P &amp;C Positive Community Partnerships – Discuss general business</p> <p>Mentor day for Equestrian – Discuss general business</p> <p>Registered for Gambling Community Benefit Fund – Discuss general business</p> <p>Speaker for Canteen – Discuss general business</p> <p>School Captain Alysha Tranent suggestion of water chillers – Discuss general business</p>
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Treasurer's report and financial statements for P&C and Canteen, and any business arising from these.

Balance as at 30 <sup>th</sup> November 2023	
Canteen Account	\$ 26,783.27
BOS Account	\$ 46,700.92
Balance as at 31 <sup>st</sup> December 2023	
Canteen Account	\$ 17,292.88
BOS Account	\$ 46,752.74
Balance as at 31 <sup>st</sup> January 2023	
Canteen Account	\$ 20, 677.81
BOS Account	\$ 46,762.67
Term Deposit 50246442 account)	\$10,074.96 (long service leave account)
Interest earned on Term Deposit	\$ 337.51
<p><b>I move a motion to accept the P&amp;C Financial Statements and accounts for payment to be ratified.</b></p>	
<p>The President and Treasurer to certify original bank statements for all Bank accounts.  Moved: Robyn Nicol    Seconded: Tammy White    Carried</p>	
<p>Treasurer's report -P&amp;C Financial Reports to be endorsed and accounts for payment be ratified. Original bank statement to be certified by the President</p>	

Canteen Report

The canteen daily average is approx. \$1300, we have recently had catering for the staff briefing meeting and the year 12 graduation, which boosted our takings. As student numbers dwindle we can expect these figures to slow. We are now cutting back on stock for the upcoming holidays.

On a personal note, I started here 6 months ago in May, hopefully for a lot longer, as I love it. I would like to thank our wonderful staff and volunteers in the canteen for the great job they do. And thank you also to Robyn for all her hard work and extra jobs, behind the scenes, making sure it all goes smoothly.

Hope everyone has a safe and happy holiday break and see you all in 2024.

Sandy Holt

Principal's Report

Principals Report read by David Burns

Current Enrolment 636 - Year 7 Enrolments 2024 - 99 students (at Day 8)

Despite the future enrolment indicating over 100 enrolments for year 7 prior to school returning, 99 students were counted at Day 8 in the official enrolment collection. Many of those who did not begin at Aldridge, moved to other schools in other towns. Three students were dual enrolments and eventually began at Maryborough State High School. The first three weeks were smooth for our year 7 students, well supported by the various departments and in Dana's expert care.

School Improvement Planning

The school improvement agenda is well documented in the Strategic Plan 2024-2026 and the 2024 Annual Improvement Plan. Strategic priorities align with Equity and Excellence and address the school review recommended improvement strategies. The Strategic Plan and the Annual Improvement plan will be tabled in the School Council for endorsement.

Maximising Learning Days for Students

The school behaviour management system has now been redesigned and is being implemented across the school. The aim is greater consistency, less learning time lost as a consequence of student behaviour and greater engagement. The approach relies on three tiers of support, consistency of messaging and positive communications with students.

School Attendance and Engagement

The attendance management process has been reconfigured to ensure alignment with policy and efficiency of delivery. Student attendance is the singular factor that will impact learning outcomes for every student. The systematic approach to managing attendance is a priority for the school.

Mobile Phone Policy Change

The change in mobile phone policy has been well received by the majority of students and parents. There have been few requests for exemptions and generally, the policy compliance has been great with few exceptions. There have been less conflicts to previous years and less School Disciplinary Absences applied as a result of conflicts.

Year 12 Student Graduation

Year 12 students completed their school year with 100% attainment of QCE / QCIA. This is a tremendous achievement and the result of diligent work on the part of the senior schooling team who work closely with the case management of individual students.

Japan Trip

I accompanied 10 students and Sue Buck as we travelled to Japan for the re-signing of the sister school agreement at Kasukabe Junior High School. This sister school agreement is now one of the oldest and more enduring agreements reaching the 25 year milestone.

General  
Business

Emailed nomination forms for Aldridge State High School Council as requiring parent representatives. Official Member Janeen Greaves and Megan Maher Teacher representative on School Council. Requiring parents to join School Council.

No money from school available to subsidise school excursions. P & C may need to subsidise the excursions and we need to decide on best practices to put into place when requesting monies for excursions and P & C's financial availability. If mandatory excursions for curriculum activities and a requirement of syllabus who is required to fund those excursions. Carried over to next meeting.

Equestrian Coordinator has applied for a grant through the Gambling Community Benefit Fund for \$25,000 to assist in the 2024 Equestrian Challenge. Only 1 grant can be applied for at a time. There is several grants available through the year from the GCBF so further grants can be written for future projects.

Received a request to apply for a grant through the GCBF for gym equipment. Another grant also has been written for an extension of the gym.

The gym equipment grant can be applied for at future rounds available during the year. Janeen Greaves has already begun submission of the grant application for this round. Gym extension grant may have also been approved by then too. Support of application for Equestrian Event through GCBF.

Moved: Robyn Nicol                      Seconded: Amanda Wilcox                      Carried

No P & C member available at this stage to write grants due to time restraints and experience. Options of staff member writing grants. Discuss next meeting.

Ag Scholarship – Present next meeting.

Other display boards need replacing under C block, options of replacing more display boards around the school. First display board replacement cost was \$404. Robyn to obtain further quotes and present at next meeting.

Alysha Tranent our School Captain attended our meeting on behalf of the year 12s and would like to work with the P & C to provide a chilled water outlet in the school grounds. Further quotes are required in regard to costings eg, costing of unit, plumbing, cameras, filters, on going maintenance. Amanda to obtain costings.

Alysha Tranent would like the use of the canteen eftpos machine for their cupcake day on the 14<sup>th</sup> of February to coincide with the Free Dress Day. Eftpos available.

Moved: Robyn Nicol                      Seconded: Sandy Holt                      Carried

Infrastructure ongoing including walk ways, storm water drainage, shade sails, seating and shade. Amanda to action letter to our Business Service Manager for an infrastructure Plan detailing funding amounts included in budget and infrastructure projects.

Moved: Tammy White                      Seconded: Janeen Greaves                      Carried

Contacted P & C Qld to see how long P & C minutes need to be displayed on Web page. This is at the Discretion of the P & C committee. One year voted on

Date of next meeting	AGM 18 <sup>th</sup> of March 2024 4.30pm in Conference Room General Meeting 18 <sup>th</sup> of March 2024 in Conference Room
Meeting Close	6.00pm
	<p><b>Motions from the meeting:</b></p> <p>Motion that the minutes of the last meeting held be carried as printed – Carried</p> <p>Motion to accept inwards and outwards correspondence – Carried</p> <p>Motion to accept the P &amp;C financial statements and accounts for payment to be ratified – Carried</p> <p>Motion to accept Principals Report - Carried</p> <p>Motion to pay for Equestrian Camp and School to Reimburse P &amp;C - Carried</p> <p>Motion to hold a free dress day on the 14<sup>th</sup> of February - Carried</p> <p>Motion for grant application to be submitted to GCBF for Equestrian - Carried</p> <p>Motion for seniors to borrow canteen eftpos machine for Swimming Carnival - Carried</p> <p>Motion for Secretary to compile letter to Business Service Manager for infrastructure plan and budget</p> <p>Motion to pay yearly membership of \$154.99 for Single Touch Payroll - Carried</p> <p>Motion to use petty cash and credit for canteen staff reimbursement - Carried</p>

Minutes endorsed

as True and Correct

President

Janeen Greaves