

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

<b>Agenda Item</b>	
Date Venue Opening and welcome by the Chair Opened at	15 <sup>th</sup> of July 2024 Aldridge State High School Conference Room  Opening: Janeen Greaves  4.34pm
Present	Janeen Greaves, Robyn Nicol, Megan Maher, Sandy Holt, Jo Gaffel & Shane Haddow
Apologies	Jenny Milzewski, Tracie Rodgers, Tammy White, Amanda Wilcox & Jess Gunn
Minutes of last meeting read	The minutes of the last meeting held on the 20 <sup>th</sup> of May be adopted as printed –  Moved: Robyn Nicol                      Seconded: Jo Gaffel                      Carried
Business arising from the minutes of the previous general meeting	QAST yearly renewal of \$238 paid on the 10/6/24  Walk & Talk Fundraiser for the 17 <sup>th</sup> of June was presented and supported by the P & C  Seat Donation total cost \$768, health money \$100, school donation \$334 and P & C to donate \$334.  Larger display boards to be replaced, looking where to install for better visibility.
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: Sandy Holt                      Carried

Business arising from correspondence

Business arising from correspondence

Work cover wages to be declared by the 31<sup>st</sup> of August

Invoice for vendors and liberty lessons for Equestrian received, invoiced and been paid.

Term deposit has been reinvested.

Invoices received and paid to Fraser Coast Regional Council & Pony Club Hire Equipment for the Equestrian Challenge.

Need to hire food warmer and deep fryer from Deluxe Party Hire for 3 days for the Equestrian Challenge, cost \$517.

Moved: Robyn Nicol                      Seconded: Tracie Rodgers                      Carried

New menu and roster changes being implemented to further save expenses in the canteen. Specials provided on a fortnightly rotation system and staffs changes, instead of 2 full shifts and 1 x ½ shift per day, it is now 2 full shifts a day. Staff provided with rosters, menu, job descriptions and Offer of Employments.

Moved: Robyn Nicol                      Seconded: Amanda Wilcox                      Carried

Volunteer Reimbursement to be paid for the Equestrian Challenge.

Moved: Robyn Nicol                      Seconded: Janeen Greaves                      Carried

New parent interested in volunteering in school canteen, Robyn has emailed volunteer and will be commencing her volunteer work with us in Term 3.

Request donation from Adam Hodgkinson for Costume Day & Music Bingo to assist with formal costings – Discuss General Business

Feedback provided to Caroline Novakay and David Burns in regard to recent lock down – Discuss General Business

Treasurer's report and financial statements for P&C and Canteen, and any business arising from these.	Balance as at 31 <sup>st</sup> of May 2024		
	Canteen Account	\$	9,344.81
	BOS Account	\$	46,801.43
	Term Deposit 50246442 account)	\$10,074.96	(long service leave)
	Balance as at the 30 <sup>th</sup> of June 2024		
	Canteen Account	\$	6,505.46
	BOS Account	\$	46,811.37
	Term Deposit 50246442 account)	\$10,074.96	(long service leave)
	Term Deposit matures on the 17 <sup>th</sup> of May 2025. Earning 4.55%		
	P&C Financial Reports to be endorsed and accounts for payment be ratified.		
Moved: Robyn Nicol	Seconded:	Megan Maher	Carried
The President and treasurer to certify original bank statements for all Bank accounts			

Canteen Report	<p>Report read by Sandy Holt</p> <p>The new term has seen some changes in the canteen, this being Monday having three staff and the rest of the week with only two staff.</p> <p>Also some days having only 1 special food option. Hoping with these changes the P &amp; C can save a few more dollars. It is all a bit of a trial at the moment to see how things work and what can be done at certain times.</p> <p>I have to admit I have been running sometimes and that is not a pretty site.</p> <p>Last Friday we had an extra 130 kids here for sport and took a massive \$2100. Pretty good outcome to Robyn and the canteen staff for there efforts. Also \$700 in vouchers last week.</p> <p>Average daily taking is approximately \$1400</p>
Principal' Report	<p>Principals Report presented by Shane Haddow (no written report)</p> <p>Graphs were presented showing how student attendance and engagement in schools is important to learning. Studies show with regular attendance kids have a far better opportunity to successfully achieve a pass in schooling.</p> <p>Lower attendance is recorded state wide from North of Gympie, strategies are being implemented to encourage school attendance in these areas. Low attendance can effect a child's report card and results achieved.</p> <p>QParents is a secure, online portal that has been created by the department of Education to provide parents of Queensland State School students with 24hour access to their child's information, it allows you to securely access information about your child and communicate directly with your child's school.</p>

General  
Business

Email was forwarded to all staff for their feedback on the proposed Senior & Junior Day Uniform, Winter Senior & Junior Uniform & Formal Uniform. Only 3 people emailed Megan back but she received a lot of support verbally from staff. Students gave feedback suggesting a "formal uniform day" but this appeared unrealistic as every student would need to buy them. David Burns has supported the new uniforms and just needs to sign off on it. School Captains will go to B & H Designs to purchase the new uniforms. The upcoming year 6's will be encouraged to buy the new uniforms to start their senior year of grade 7. The new uniforms will take approximately 3 years for the transition to happen and thus will effect the year 7,8's & 9's.

Received an email for ideas on gifts for our senior graduating year 12 students. The gift ideas included photo frames, pens & signature bears. In past years the graduating students have received a key ring engraved with their name. Decision to stay with our existing key rings.

Adam Hodgkinson requested a donation from the P & C for the Music Bingo – Formal Fundraiser. Approximately 100 people will be attending and prizes include a \$300 cash prize and \$200 JB Hi Fi vouchers. Food and drinks (non alcoholic) will be provided on the night. Donation of \$500 to be transferred to the school account and also food and drinks will be donated by the canteen. Robyn to organise transfer of money to school account.

Moved: Megan Maher

Seconded: Janeen Greaves

Carried

Equestrian Challenge was a huge success and positive feedback was provided. Entry nominations were higher from last year. Will be organising a meeting with the stakeholders when David returns in order to begin preparations for the 2025 Equestrian Challenge.

Some students volunteered at the Equestrian Challenge and students also volunteered in the canteen at the showgrounds for the days the event was held. Logan and Noah volunteered in the canteen and helped also to pack up and take stock back to the school at the end of the event. Tuck shop vouchers to be given to students who volunteered. \$15 for Noah and Logan and \$5 vouchers for other students. Robyn to contact Dan Lourigan to get names of volunteers who assisted at the event itself.

Moved: Robyn Nicol

Seconded: Megan Maher

Carried

School financial's and financial position was presented at tonight's meeting. The spreadsheet needs further explanation and suggestion of inviting Cynthia the Business Service Meeting to our next meeting to discuss.

The Aldridge Ambassadors are looking at starting their next project and a suggestion was made from them to start a Cash for Can project. The funds collected would go to the P & C and a percentage of the income from the cans could be used by student leaders for works around the school. Collection points would need to be looked at

Date of next meeting	19 <sup>th</sup> of August 2024 4.30pm in Conference Room
Meeting Close	6.05 pm
	<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 hire deep fryer &amp; food warmers from Deluxe Party Hire – Carried</p> <p>Motion to restructure staff/rosters in canteen and menu – Carried</p> <p>Motion to pay volunteer reimbursement for Equestrian Challenge – Carried</p> <p>Motion to donate \$500 and food to Adam Hodgkinson- Carried</p> <p>Motion to donate tuck shop vouchers for students for Equestrian Challenge – Carried</p> <p>Motion to support the Cash for Cans project - Carried</p>

Minutes endorsed as True and Correct	President  Janeen Greaves
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