

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

Agenda Item	
Date	18 th of March 2024
Venue	Aldridge State High School Conference Room
Opening and welcome by the Chair	Opening: Janeen Greaves
Opened at	5.10pm
Present	Amanda Wilcox, Janeen Greaves, David Burns, Jo Gaffel, Robyn Nicol, Tracie Rodgers, Megan Maher, Jenny Milzewski, Alysha Tranent & Jessica Gunn
Apologies	Sandy Holt
Minutes of last meeting read	The minutes of the last meeting held on the 12 th of February be adopted as printed – Moved: Robyn Nicol Seconded: Tracie Rodgers Carried
Business arising from the minutes of the previous general meeting	Nomination received from a parent Jessica Gunn to become a member of the Aldridge State High School Council. Yearly subscription fee of \$114.94 paid to Payroller for Single Touch Payroll. Reflection Honour Board in hall to be updated.
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 Carried

Business arising from correspondence	<p>Business Arising from Correspondence</p> <p>Jessie Hodginkson advised the school community the 21st of February of the upcoming AGM.</p> <p>Janeen requested the sale of the equestrian shirts to run through the Tuck Shop Bank Account.</p> <p>Moved: Amanda Wilcox Seconded: Tammy White Carried</p> <p>Membership forms emailed to Tammy Kingsman & Michelle Hebbermann.</p> <p>P & C Minutes for ASHS web page are only displayed for 1 year now.</p> <p>P & C Training and Information workshop being held at the Memorial Club on the 30th of April. Canteen staff are attending.</p> <p>Tammy Davis provided with sustainable practices which the canteen staff follow. Receipt of Annual P & C Membership fee of \$3092.71, paid the 4th of March 2024.</p> <p>Moved: Robyn Nicol Seconded: Jenny Milzewski Carried</p> <p>Procedures provided to Sandy Holt for trialling new menu options. Email executives and Co Manager, ensure meets smart choices and provide costing & profit per serve.</p> <p>Moved: Jenny Milzewski Seconded: Janeen Greaves Carried</p> <p>Meeting held on 26th of February with David Burns, P & C members and Southern Cross Xtreme Cowboys in regard to the future of the Equestrian Challenge. Received Minutes.</p> <p>Canteen staff received Development Performance Reviews and are being held on the 13th of March.</p> <p>Launch of Annual Funding Initiative for Fraser coast schools – Bendigo Bank – Discuss General Business</p> <p>Request received from Janeen Greaves to hold a special meeting in regard to the Equestrian Challenge future – Special meeting to be held the 12th of March, notified members on the 2nd of March. Meeting held on the 12th of March and voted to donate to the Equestrian Challenge the total of \$6000. This money to be returned if any grant applications are successful.</p> <p>Moved: Robyn Nicol Seconded: Sandra Holt Carried</p> <p>Request donation for Art School Excursion from Shanay Manitzky – Special meeting to be held the 12th of March. Meeting held on the 12th of March and voted to donate Shanay \$1695 to assist with the Fairy Tale Excursion. Transferred \$1695 to school account.</p> <p>Moved: Robyn Nicol Seconded: Amanda Wilcox Carried</p> <p>Letter drafted to send to North Coast Region Infrastructure Manager in regards to infrastructure and support for our school. Draft also forwarded to David Burns. - Discuss General Business</p> <p>Jessie Hodgkinson requested dates for 2024 P & C meetings. - Discuss General Business</p> <p>Quotes for display boards – Discuss general business</p> <p>Speaker for canteen – Discuss general business</p> <p>2024 Dates for Gambling Community Benefit Fund for future grants – Discuss General Business</p>
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<p>Treasurer's report and financial statements for P&C and Canteen, and any business arising from these.</p>	<p style="text-align: right;">Balance as at 29th of February 2024</p> <p>Canteen Account \$ 25,555.24</p> <p>BOS Account \$ 46,772.60</p> <p>Term Deposit 50246442 \$10,074.96 (long service leave account)</p> <p>Term Deposit matures on the 5th of April. Motion to reinvest when provided committee with % rates available for term deposits.</p> <p>Moved: Tracie Rodgers Seconded: Jenny Milzewski Carried</p> <p>P&C Financial Reports to be endorsed and accounts for payment be ratified.</p> <p>Moved: Tracie Rodgers Seconded: Jo Gaffel Carried</p> <p>The President and treasurer to certify original bank statements for all Bank accounts.</p>
<p>Canteen Report</p>	<p>Takings for term 1 has averaged around \$1400 a day and some days taking up to \$1600. Students are still complying with the no mobile phone policy and seem to have adapted well without them. We will be working on our winter menu in preparation for Term 2. Thanks to everyone who has ensured our canteen runs efficiently.</p> <p>Robyn Nicol</p>

Principal's Report

Principals Report read by David Burns School Improvement Planning

The school improvement agenda is well documented in the Strategic Plan 2024-2026 and the 2024 Annual Improvement Plan. Both of these strategic documents have been submitted and endorsed by the School Council. In our learning Walks & Talks for leadership team, our focus has been on assessment literate students. We are looking for evidence of consistency of instruction, learning intention and evidence of teachers teaching to the A standard. Students and teachers have completed pulse surveys to give us an indication of how students and teachers are responding to the work. I look forward to the term 1 reporting results as an indication of school performance.

Maximising Learning Days for Students

The school behaviour management system has now been redesigned and is being implemented across the school according to three tiers of support (all students, some students, few students). The aim is greater consistency, less learning time lost as a consequence of student behaviour and greater engagement. Each fortnight, there is a focus rule, introduced on assembly, explicitly taught in home rooms, and monitored in walk through s. Despite this work, behaviour incidents remain high.

School Attendance and Engagement

In Term 1, attendance management processes have been bedded down into a strong routine of practice. Attendance is recognised as the greatest influence on student achievement beside the quality of the teaching. Currently, attendance is at 83%. A number of students currently have 0% attendance due to being on our enrolment and unable to be removed. I am looking at the process of removing these students while maintaining our student protection obligations.

Mobile Phone Policy Update

Generally, students have embraced the change in mobile phone policy. Students will always find a way to circumvent the system however, generally, compliance has been good. We continue to monitor those students and areas we believe are at risk of non-compliance. The policy continues to be monitored and reviewed for effectiveness.

Ag Excursion Cancelled

The wet weather has been problematic for our Ag Show preparations. The Goomeri Show entry was cancelled due to animal welfare considerations and interrupted preparations. Our show bulls are currently suffering from a skin disorder we believe has been brought on from wet weather and wet paddocks.

Japan Trip

This week, Sue Buck advertised for home stay families to host a student from Japan when they visit in August. Parents are invited to host a student during their visit to Maryborough, where students attend our school and travel on excursion to local places of interest.

School Governance

One position of parent representative on the School Council is still available. A schedule of renewal will see 1 position changed over each year. Delegates can serve on the school council for a period of two years. Please see me if you are interested in being a parent delegate on the school council

General
Business

Concerns of bird droppings on air conditioners and wall outside of canteen and also dirty pipes. Wondering if any way possible cleaners can clean the security screens out front of the canteen, the windows behind the screens are dirty. Robyn to inform Cynthia of areas which require cleaning.

Megan provided samples of the school uniform and was accompanied with a short video presentation of students wearing the new uniforms. Costings were provided from B & H but will also need to get other quotes from other local business who sell our school uniform. Looking up transitioning the new uniforms over a period of about 3 years and will look at where to display, could display in packs in office area. Endorsement of the school uniform approved.

Moved: Tracie Rodgers Seconded: Janeen Greaves Carried

Dress code for school canteens provided from QAST (Queensland Association School Tuck Shops). Dress code relating to aprons, hair, foot wear and gloves. The code is to be added to our Human Resource Policy and Procedure Manual. Robyn to add and amend our HR Policy.

Quote for speaker in the canteen provided by Allen Gillespie Electrical of \$973.28. David advised the money to install the speaker maybe available under targeted funds. David to liaison with Cynthia.

Discussions regarding grants and looking for someone who is able to assist and write grants on behalf of the P & C Committee. There is funding initiatives available from the Bendigo Bank, Janeen will follow up. This funding could also go towards the Equestrian if successful. Also considering obtaining sponsorship's through the P & C and not the school. These sponsorship could assist with the Equestrian Challenge and Aldridge Got Talent Concert. Robyn to contact P & C Qld and the requirements in regard to obtaining sponsorship's.

Robyn provided quotes from RetailD for lockable outdoor and indoor notice boards. Indoor notice board of 9 x A4 is \$405.50 and outdoor notice board of 8 x A4 is \$225.75. Email was sent to RetailD to confirm if indoor notice boards could be put outside if away from weather. Confirmed by RetailD this was possible. Looking at replacing the old notice boards around the school and providing new lockable ones. Key will be kept in a designated area and all staff will be made aware. Alysha Tranent will look at areas the new boards could be placed at within the school.

Letter to North Coast Region drafted in regard to lack of maintenance and additional infrastructure our school is missing out on. The feedback from North Coast Region would likely be we are allocated depending on student numbers. David presented the P & C with an infrastructure plan detailing funding amounts included in budget and infrastructure projects provided by our Business Service Manager.

Alysha Tranent provided costings and water fillers that are available for the school. Some units included installation and different filters have different flow rates per hour. Alysha will provide further information in regard to the costing of the yearly maintenance. Further costs likely to incur would be security cameras and plumbing. Concerns raised in regard to sales dropping within the canteen and thus effecting our profit for the year.

Date of next meeting	22 nd of April 2024 4.30pm in Conference Room
Meeting Close	7.26pm
	<p>Motions from the meeting:</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 &C financial statements and accounts for payment to be ratified – Carried</p> <p>Motion to accept Principals Report - Carried</p> <p>Motion for sale of Equestrian shirts to be sold through the canteen - Carried</p> <p>Motion of payment of \$3092.71 for yearly membership renewal with P &C Qld - Carried</p> <p>Motion to implement new procedures when adding new foods to canteen menu - Carried</p> <p>Motion to donate \$6000 to the Equestrian Challenge - Carried</p> <p>Motion to donate \$1695 towards Art School Excursion – Carried</p> <p>Motion to donate a wreath for Anzac Day - Carried</p>

Minutes endorsed	
as True and Correct	President
	Janeen Greaves