

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

Agenda Item	
Date	20 th of May 2024
Venue	Aldridge State High School Conference Room
Opening and welcome by the Chair	Opening: Janeen Greaves
Opened at	4.37pm
Present	Amanda Wilcox, Janeen Greaves, David Burns, Robyn Nicol, Tracie Rodgers, Megan Maher, Sandy Holt, Steve Fava & Alysha Tranent,
Apologies	Cheryl Totivan & Jenny Milzewski
Minutes of last meeting read	The minutes of the last meeting held on the 22 nd of March be adopted as printed – Moved: Robyn Nicol Seconded: Amanda Wilcox Carried
Business arising from the minutes of the previous general meeting	Do it for Dolly Day held 10 th May approx \$290 raised. Not all students aware of the event. Students wore just free dress instead of something blue & incorrect footwear. Options of offering incentives to part take in fundraising – suggestion of cup cakes. Individual Competition Challenge for each year level. Canteen catered for Volleyball on the 26 th April, approx \$2000 in sales. Canteen staff paid back pay from 1 st of Sept 2023, pay rate increase.
Correspondence received since the previous general meeting	List of correspondence as per tabled overview Motion to accept inward and outward correspondence Moved: Tracie Rodgers Seconded: Amanda Wilcox Carried

Business arising from correspondence	<p>Support Do it for Dolly Day 10th May</p> <p>Support to Alla Waye for Push Up Challenge</p> <p>Robyn, Jenny & Tracie attended P &C New Beginnings held at Memorial Services Club</p> <p>Fundraiser's done by school can be banked directly into school account</p> <p>Canteen staff provided updated superannuation details and submitted to ATO</p> <p>Invoicing done for stall holders for Equestrian</p> <p>Email forwarded to all staff to attend P &C meeting to discuss future of school and students</p> <p>Ministerial meeting no option of holding in our Wide Bay Region this year</p> <p>Shanay Manitzky – Distribution of funds from Art Excursion – discuss general business</p> <p>Sandra Holt – Lock down light and speaker – discuss general business</p> <p>QAST yearly renewal – discuss general business</p> <p>Walk & Talk fundraiser/ Mental Health – discuss general business</p> <p>Putt for Prom fundraiser for formal – discuss general business</p> <p>Financial & Staffing – discuss general business</p> <p>Donation towards seat – 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.	<p style="text-align: right;">Balance as at 30th of April 2024</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Canteen Account</td> <td style="text-align: right; width: 40%;">\$ 19,464.14</td> </tr> <tr> <td>BOS Account</td> <td style="text-align: right;">\$ 46,791.82</td> </tr> <tr> <td>Term Deposit 50246442 (account)</td> <td style="text-align: right;">\$10,074.96 (long service leave account)</td> </tr> </table> <p>Term Deposit reinvested on the 16th of May for 12 months earning 4.25% interest</p> <p>Moved: Tracie Rodgers Seconded: Amanda Wilcox 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>	Canteen Account	\$ 19,464.14	BOS Account	\$ 46,791.82	Term Deposit 50246442 (account)	\$10,074.96 (long service leave account)
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Canteen Report	<p>The term is nearly half way through and the cooler weather will certainly be here in a few weeks. The new items are not selling as well yet, as I am sure they will increase when the cold weather is here. Takings are around \$1450 and some days do see the increase of up to nearly \$1600. We had good sales when we catered for the volleyball taking just over \$2000, this would be great if we had weekly events held at the school. The staff encountered a real lock down and is probably the first it has happened to any of us. We had issues with the lock down light and also not being able to hear the speakers outside when notifications were coming through. This was quite scary for the staff thankfully it was brought under control with no one being hurt. Staff also saw the water being turned off unexpectedly in the canteen and thus created a bit of pressure on the girls for the day. But like most things that happen I feel the staff are so capable of dealing with any issue that does arise. We as a team are also lucky that we can say we enjoy coming to work.</p> <p>Our next meeting will not be until the 3rd week back in Term 3 and I wish to look at a price increase on our menu due to price rises of stock, low student numbers and also the wage increase staff received. Maybe consider restructuring jobs in the canteen to ensure we don't make a loss for the year. The new prices and staff changes can be emailed to the executives prior to the menu going out at the commencement of term 3.</p> <p>Look forward to see what the rest of the term brings and hopefully everything runs smoothly.</p>
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Principal' Report	<p>Principals Report read by David Burns</p> <p>Current Enrolment 605</p> <p>School Improvement Planning</p> <p>Leaders have met with HODs to discuss the progress of faculties in meeting school targets. Case managed students have been identified from the term 1 data and leaders have been visiting classrooms to have conversations with students about their learning, how they went in the term 1 unit, to reflect on their achievement, to reflect on effective approaches to learning and where to seek support. Case managed students are identified according to anomalies in their achievement, particularly where they are failing in English or Maths.</p> <p>Local Community Engagement Through Co-design Pilot</p> <p>Darren Wallwork, School Supervisor, attended the LCEB meeting last week to view first hand, how a functioning LCEB meeting works. He provided the Board with strong feedback about the success of the co-design process as he has heard about it and viewed in action at Aldridge. This is strong affirmation for the progress Aldridge is making in supporting student success for our most vulnerable students within the Equity and Excellence Priority.</p> <p>Transition Afternoon</p> <p>The Meet and Greet for Parents, followed by a principal tour, was held this afternoon. Parents provided feedback that they appreciated the ability to ask questions and to meet the principal.</p> <p>Dana and the transitions team have visited the schools to meet year 6 students and establish relationships with students transitioning to secondary school.</p> <p>School Attendance and Engagement</p> <p>A review of student attendance data indicates a slight upward trend in attendance in term 2 on the same period in 2023. Processes and follow-up procedures, coupled with incentive draws and prizes for good attendance seem to be finally making a difference. Improvements in attendance were indicated in every year level, with indigenous student attendance at similar levels as non-indigenous and better than state-wide levels.</p> <p>School Lock Down</p> <p>An emergency lock down procedure was required last week in response to an incident where a student was not responding to planned behaviour management approaches. The lock down was undertaken smoothly with support from emergency services. These protocols are put in place to guarantee student and staff safety.</p> <p>Art Exhibition</p> <p>I attended the opening of the combined schools art exhibition at Gatakers Artspace earlier in the month. The exhibition of Maryborough schools is of outstanding quality. Congratulations to Shannay Manitsky for her curation on behalf of the schools.</p>
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General
Business

QAST renewal received for 1 year for \$238. QAST has been supporting canteens for over 25 years and offering advice on the whole running's of canteens, including financial, menu checks and staffing. Motion to renew our membership for QAST.

Moved: Robyn Nicol Seconded: Janeen Greaves Carried.

Speaker needs to be installed in canteen and have received a quote. School to pay for installation. Lock down light did not function correctly in the canteen and turned off before lock down was over, need further investigation.

Cover for K Block Transparent sheeting needs to be provided as not providing protection against the elements in relations to students bags and personal items including musical instruments. Maybe come under the upgrade on the walkways funding.

Discussed on replacing the 2 larger display boards at this stage. Will still require a list of areas where the boards need to be provided for better visibility.

Adam Hodgkinson requested support towards the Putt for Prom Fundraiser. All funds raised goes towards lowering the cost of the year 12 formal. Requested donation of \$100 for JB Hi Fi voucher for student and teacher prize.

Moved: Amanda Wilcox Seconded: Tracie Rodgers Carried

Adam Hodgkinson requested assistance from P &C for the Music Bingo – Formal Fundraiser. This will be discussed at our next meeting as we will have a better idea of numbers. Once numbers provided we can determine a donation amount.

Water Chillers – Further investigation still required into costings for replacement filters and how often to be replaced and what does installation exactly include.

Shade structures - School requiring ideas on how to achieve these for our students. Hyne and Son could maybe sponsor the timber for the construction and incorporate into our curriculum as part of the Construction Trade

School Uniform – Samples have been provided and uniforms hopefully implemented by 2027. B & H were under impression previous school uniforms were not available any more, that information has been corrected. Slowly phasing out existing uniforms if new uniforms approved. The Department of Education Optional “Checklist – developing, reviewing and implementing a student dress code” is being completed.

Equestrian Challenge nominations are looking at being more than last year. Cattle provided and also bales of hay. Fees have come in from the Fraser Coast Regional Council and these will be paid out of the nomination fees. Prizes have been sourced including rugs and buckle. Organisation is travelling as planned and canteen menu has been finalised.

Schools financial reports/financials and staffing to be carried over and discussed at the next meeting.

Increasing student numbers to be carried over and discussed at the next meeting.

Date of next meeting	15 th of July 2024 4.30pm in Conference Room
Meeting Close	7.00pm
	<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 to renew QAST membership – Carried</p> <p>Motion to donate to Adam Hodgkinson for the Putt for Prom fundraiser – Carried</p> <p>Motion to donate \$334 towards seat donation – Carried</p> <p>Motion to support the Walk & Talk Mental Health fundraiser - Carried</p>

<p>Minutes endorsed as True and Correct</p>	<p>President</p>	<p>Janeen Greaves</p>
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