

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

Agenda Item	
Date:	18 th of March 2025
Venue:	Aldridge State High School Conference Room
Opening and welcome by the Chair	Opening: Megan Maher
Opened at:	4.35pm
Present:	Robyn Nicol, Sandy Holt, David Burns, Amanda Wilcox, Tracie Rodgers, Emily Baumann, Ella Fitzgerald, Megan Maher & Jenny Milzewski
Apologies:	Jess Gunn, Michelle Wolter
Minutes of last meeting read	The minutes of the last meeting held on the 17 th of February 2025 be adopted as printed: Moved: Tracie Rodgers Seconded: Amanda Wilcox Carried
Business arising from the minutes of the previous general meeting	Quotes obtained for upgrade to P &C accounting software. Quotes obtained from MYBO, Xero and Quick Books. Decided at this time to stay with current accounting software. Calculators purchased to also sell in canteen with the new uniforms.
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: Sandra Holt Carried

Business arising from correspondence

Withdrawal of applicant for position of retail assistant in canteen.
Interviews held for retail position and trial of applicants in canteen.
New employee to commence work in 2025 and induction paperwork completed. New employee has since resigned, and we have trialled another applicant to fill the position. Another applicant was successful and will have all induction paperwork completed prior to her commencing employment in the canteen on the 3rd of March.
Will Gunn requested support from P &C for fundraising on Valentines Day 2025 and gold coin donation. It was a successful fundraiser day. Raised approximately \$1,016.
P &C requested to provide details of new Executive Officers if any, still current Executives.
Obrien Electrical and Solar informing canteen display fridge is due for yearly service, service organised and completed. Noted during service display fridge needed new electrical cord, new cord to replace quoted at \$247.50.

Moved: Robyn Nicol **Seconded:** Megan Maher **Carried**

Calidad happy to send new ink cartridges free of charge due to fault.
Jessie Hodgkinson requesting P &C meeting dates for 2025, Robyn to provide dates.
Documentation received and what is required for 2025 AGM.
All paperwork provided to Janet Childs for auditing.
Parent requested special dietary foods be available in school canteen for his child. Managing Convenor advised parent canteen can provide the requested dietary items. Have had no further correspondence back from parent.
QAST & P & C QLD received concerns from the Operational Manager in regard to costing for canteen of wages and HR roles and request DOE or government support.
Premier Queensland – Nominations open for Reconciliation Awards.
P & C Qld – Annual Membership and Insurance Renewal total \$3297.18, needs payment before the 1st of March.

Moved: Robyn Nicol **Seconded:** Janeen Greaves **Carried**

Shanay Manitzky – Transforms and Extends Excursion.
Janeen requested P & C pay for equestrian break up last year and school will reimburse funds.

Moved: Robyn Nicol **Seconded:** Amanda Wilcox **Carried**

Proposed hire requirements & fees for Equestrian Challenge from Fraser Coast Regional Council – Discuss general business.
Megan Maher provided a copy of the formal letter to be sent to the new school leaders parents and invoice provided to P &C for payment – Discuss general business.
Amanda Wilcox forwarded email in regard to meeting with John Barounis LNP member – Discuss general business.
Received email from Cynthia Jones with concerns of pricing and complaint of food – Discuss General Business.

<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 the 30th of November 2024</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Canteen Account</td> <td style="text-align: right;">\$55,708.46</td> </tr> <tr> <td>BOS Account</td> <td style="text-align: right;">\$ 1,855.51</td> </tr> </table> <p style="text-align: right;">Balance as at the 31st December 2024</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Canteen Account</td> <td style="text-align: right;">\$41,224.83</td> </tr> <tr> <td>BOS Account</td> <td style="text-align: right;">\$ 1,855.89</td> </tr> </table> <p style="text-align: right;">Balance as at the 31st of January 2025</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Canteen Account</td> <td style="text-align: right;">\$46,171.76</td> </tr> <tr> <td>BOS Account</td> <td style="text-align: right;">\$ 1,856.28</td> </tr> </table> <p>Motion to accept the P&C Financial Statements and accounts for payment to be ratified.</p> <p>Moved: Tracie Rodgers Seconded: Megan Maher Carried</p> <p>The President and treasurer to certify original bank statement for all Bank accounts.</p>	Canteen Account	\$55,708.46	BOS Account	\$ 1,855.51	Canteen Account	\$41,224.83	BOS Account	\$ 1,855.89	Canteen Account	\$46,171.76	BOS Account	\$ 1,856.28
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<p>Canteen Report</p>	<p>Report by Sandy Holt</p> <p>Another year has begun and a few changes have been made in the canteen. We have had to put some of our prices up to sustain a bit of a profit. We have had staffing issues as well, as Julie who began first day back resigned after just 2 weeks. We have another lady Michelle whom can start in March, all going well. With that we have all been doing extra hours. A special thanks to Jenny for her volunteer effects, she is amazing. Our daily takings at the moment are \$1450.</p>												
<p>Principal' Report</p>	<p>Principals Report by David Burns</p> <p>Current Enrolment: 642</p> <p>Year 7 Enrolments 2025, 97 students (at Day 8)</p> <p>97 students were counted at Day 8 in the official enrolment collection. The first three weeks have been smooth for our year 7 students, well supported by the staff working to Dana's expert planning and organisation. While numbers are healthy, there are only 60% of students from the Aldridge SHS catchment attending the school. This means there are 40% of year 6 students attending other schools (private, out of catchment) or in home schooling.</p>												

There has been a smooth beginning of the year for all students. Kaye Hoyes, admin assistant has communicated her decision to retire this month after a long career in the public service, the last 25 years here at Aldridge SHS. Kaye has been a tremendous asset to our administration team and will be missed. We wish Kaye every many kilometres of safe travel in her retirement. At the end of 2024, we made arrangements for Holly Donald and Jessie Hodgkinson to relocate to other school sites due to decreased staffing levels. Holly will remain with us in Kaye's position. Jessie is working part time at Parke SS as Business Manager.

School Improvement Planning

Strategic priorities align with Equity and Excellence Strategy. The 2025 Annual Improvement Plan has been finalised. The two improvement priorities are to increase the A-C achievement of students in Year 7-9 and to increase the engagement and attendance of all students. Both priorities refine the work that has been done in the school over the past two years regarding moderation processes and multi-tiered layers of support. A key pillar of the Equity and Excellence Strategy is improving the outcomes for indigenous students and closing the gap on achievement and attendance. Our work with shared decision-making and strategies to enhance learning and engagement continues to raise interest with state education.

Maximising Learning Days for Students

The work undertaken over the last two years to redesign student engagement continues to evolve. The approach is based on three tiers of support. Throughout 2025, teams will refine the tiered systems of support, define supports, define the triggers and monitor the outcomes of these supports.

School Attendance and Engagement

Student attendance remains a priority with a focus moving from a monitoring and management of attendance to a relational approach where student feel welcome, known, recognised and included in their learning.

2024 Year 12 Outcomes

The 2024 Year 12 students completed with 100% attainment of QCE / QCIA for the second year in a row. 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. We believe an Aldridge student had the highest ATAR on the Fraser Coast, with 98.35 and five students over 90. 61 of the 86 graduating students attained a VET qualification with some students receiving multiple qualifications.

	<p>School Governance</p> <p>The is a position for parent representative on the School Council available. Delegates can serve on the school council for a period of two years. Charlotte Morton has agreed to be the `student representative for 2025.</p>
<p>General Business</p>	<p>Local LNP Member John Barounis visited our school, and a tour was organised with school staff David Burns, Cynthia Jones and Amanda Wilcox to show him areas of our school which needed upgrades/maintenance. The tour included the hall, the bird cage area, through C & D block, O block, the agricultural area and our pool. John really engaged and staff appreciated his attentiveness and presence in conversation. The lack of seating and shading was just one of the topics raised, and how students are affected in summer and rainy days. In rainy days a high number of students tend to congregate under the sheltered areas we have and can cause incidents to occur. A list will be compiled and forward to our local member addressing areas which need attending too.</p> <p>Discussion regarding our upcoming 2025 Equestrian Challenge at the Maryborough Showgrounds. Event will run from Monday the 23rd of June till Friday the 27th of June. Bump in/out beginning Monday. Obtained pricing from Fraser Coast Regional Council to hire whole arenas for the week and we would be looking at roughly \$14,000, this fee does not include cleaning of amenities or additional toilet paper, paper towel, soaps etc, additional sawdust for stables if required and arena event preparation. Those fees at this time is not an option. With some changes made Fraser Coast Regional Council provided new fees - \$3460 plus \$10.50 per horse per day facility fees. A meeting is scheduled Tuesday the 25th at 4.30pm in the library to discuss program and events.</p> <p>Janeen has received a grant in the past for the Equestrian Challenge and has also applied for several grants. When applying for grants they need to be submitted earlier as the date when the grant opens, when they decide and the date you will be paid could be after the event itself. P & C is willing to carry over the amount to hold an event if a grant has been approved and can be reimbursed when the grant has been paid.</p> <p>The new formal school uniform is available from our uniform suppliers around town. With 24 school leaders including Captains, Prefix and Sports Captains a letter was sent to parents last year informing them of the new formal uniform. We have had 15 students respond with 9 students remaining. A meeting will be called to follow up with the remaining 9 and once all students have the full new formal uniform it can be showcased during parades and any formal jobs throughout the school.</p> <p>Concerns raised again regarding students not wearing hats and different socks. Staff are noticing students in football, coloured and funny socks. All new enrolments and existing students are aware of the requirements of the school in regard to uniforms. Home group and year level coordinators are aware of the procedures in place if uniform attire is not worn. Certain circumstances can change what students wear to school and the school has available free, socks, shoes, shirts etc if any student requires them. More students are being seen without hats and this may be due to the in previous years all new grade 7 students received a free hat in their welcome pack.</p>

	<p>Emailed received from BSM in regard to direct complaint about the price rise in canteen, what other shops sell items for, and tuckshops should be low costing. Price rise due to rising living costs, fully paid staff, school canteen need to follow Smart Choices and canteens are now being run as business unlike in previous times. Canteen is looking at amending staff hours and restructuring roles. Canteens are closing statewide due to lack of volunteers and costing.</p> <p>Student leaders Ella, Toby and Kiah introduced themselves at our first P & C meeting for the year and also first for themselves. They were wondering where the situation was at in regard to the cold water bubblers that last year's leaders were pushing, as they believe they will be a great asset to our school in the coming warmer months. After further discussions and taking into account the canteens financial situation at present, the water blubbers will be placed on hold. Concerns though as Dress as a Tradie Day was held last year to raise funds towards the bubblers and enquiries have been made to where the funds raised are. As the water chillers have just been placed on hole the monies can stay in the account and keep on adding monies too. Suggesting help from the LNP office if any funding available and suggestion school leaders to apply for grants. The school leaders first Valentine Fundraiser was a great success and are looking forward being involved in the development of the school.</p> <p>Community Bank Hervey Bay Funding Program, "Doing Good is Doing Good" is offering funding back to the school for any community service activities a student undertakes. Each student can receive funding back to the school of \$20 for each hour of "Doing Good": Robyn to forward email on Terry Doneman and Emily Braumann.</p> <p>Amazing Family Carnival is available for hire if the 2025 school fete is to go ahead. Dates would need to be set, and a committee formed to start the organisation. Students have planned the fete in the past and wondering if any information or itinerary is available that past students used previously in the planning. Sharon Moller may have this information.</p> <p>Ideas on how to subsidise school excursions with budgeting cuts. Excursions costs are calculated to cover all expenses for the child, including meals, accommodation, travel, entry fees etc. The numbers of students attending determines the amount each student will pay to attend. If students can no longer attend, this effects the costing for students attending. School has covered these costs in the past so the original costing of the excursion did not change. Suggestions of a deposit to be paid and not refundable, inflate the cost to cover but refund if no changes. Carry over to next meeting.</p>
Date of next meeting	AGM Monday the 18 th of March 2025 followed by General Meeting.
Meeting Close	5.45 pm
	<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 replace new electrical cord for display fridge in canteen – Carried</p> <p>Motion to pay Annual Renewal for P &C Qld & Insurance – Carried</p>
<p>Minutes endorsed as True and Correct</p>	<p>President Janeen Greaves</p>