

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

Agenda Item	
Date	14 th September 2016
Venue	Aldridge State High School
Opening and welcome by the Chair	Karen Burton
Opened at	6.45pm
Present	Jackson Dodd, Karen Burton, Tracie Rodgers, Leeanne McIndoe, Chris Whiting, Jenny Milzewski and Theresa Hatchman
Apologies	David Burns and Robyn Nicol
Minutes of last meeting read	Theresa Hatchman moved and Jenny Milzewski seconded that the minutes of the last meeting held on the 12 th July 2016 be carried as printed – Carried
Business arising from the minutes of the previous general meeting	Stove- General Business Canteen flyscreens – General Business Graduation Gifts – General Business
Correspondence received since the previous general meeting - Inward (as listed) Outward (as listed)	Inward CBA Merchant Statements x 5 CBA – Term Deposit End of Financial Year Notice x 2 CBA Bank Statements x 5 CBA Deposit Books x 2 Fraser Coast Foodservice statement – June /July/August Ecomist Account Contract – MAX Employment MAX Employment – Risk Management Assessment P&C Qld – Certificate of Currency LW Reid QAST Renewal Nisbet Catalogue P&C QLD – Election CMS – Re new Award Sept/New Award P&C Qld – Parent talk Harlequin Group – ports, bags, hats etc LW Reid – Uniforms Premier of Queensland – Re Anzac Centenary Grant Bradnams – indicative quote Outward ATO – PAYG Payment Summary 2016 Contract – MAX Employment – Signed – emailed

Business arising from the correspondence	<p>QLD Anzac Centenary Grant - discussed submitting a grant in 2017. A possible location could be in front of new administration building. Future discussions with BSM.</p> <p>MAX Employment Work for the Dole – 2 volunteers have started on the program, one on 29th July and the other 4th August. Unfortunately, one volunteer has finished on the 9th of September. Overall the program is working well. It was agreed that a Certificate of Appreciation be printed by the school and given to the volunteer. Another candidate will be found in Term 4.</p>																
Confirmation of executive committee's decisions	<p>A decision was made to order a laptop computer for the P&C to install the new MYOB software.</p> <p>It was decided to go ahead with the security screens quote to ensure they can be installed over holidays.</p>																
Treasurer's report and financial statements for P&C and Canteen, and any business arising from these.	<p>Financial Statements Attached</p> <p>General Account</p> <table data-bbox="513 853 1209 1205"> <tr> <td>July 2016</td> <td>\$ 3345.06</td> </tr> <tr> <td>August 2016</td> <td>\$ 2538.60</td> </tr> <tr> <td>Term Deposit 1</td> <td>\$ 90000.00</td> </tr> <tr> <td>Term Deposit 2</td> <td>\$ 10000.00</td> </tr> <tr> <td>Entitlements account</td> <td>\$ 3.13 Interest</td> </tr> <tr> <td colspan="2">Canteen Account</td> </tr> <tr> <td>July 2016</td> <td>\$ 67074.83</td> </tr> <tr> <td>August 2016</td> <td>\$ 80637.92</td> </tr> </table> <p>The Parents and Citizens Associations Award has been updated from 1st September. It is now an amalgamation of the Children's Services Award, P&C Retail Award, Health and Fitness Awards.</p> <p>There are new pay rates and classifications – Convenors are now Retail Assistants and Managing Convenor classified as Retail Manager. P&C Operation Managers position is still the same.</p> <p>The new computer has been gratefully received and MYOB software has been loaded and all records have been inputted and reconciled to August. The new software is simple to use and we can easily take a "snap shot" of any period/account to report and analyse.</p> <p>Payroll is now fully computerised, helping to eliminate errors and make reports quicker.</p> <p>Stocktake figures will be reported and inputted into the financial statements at the end of each Term now we have the appropriate software.</p>	July 2016	\$ 3345.06	August 2016	\$ 2538.60	Term Deposit 1	\$ 90000.00	Term Deposit 2	\$ 10000.00	Entitlements account	\$ 3.13 Interest	Canteen Account		July 2016	\$ 67074.83	August 2016	\$ 80637.92
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Canteen Report	<p>Financial Report for the Canteen is now combined with the P&C accounts and will be presented all together.</p> <ul style="list-style-type: none"> • Canteen running smoothly this Term, last two weeks have been slower due to exam block and activities week. • Monday night (12th Sept) the canteen was broken into. Damage was minimal and only 4 bottles of milk taken 																

Canteen Report
(Cont.)

- Our procedures have been changed as a direct result of the break in and all money's will now be taken to the office safe at the end of each day.
- 2 Work for the Dole participants have started working for us, one has since dismissed but programme working well.
- Robyn has been a great asset to the team.

The artwork/signage still has not been put up on the Canteen as yet, it is being shown in a shared artwork display first. Should be finalised before end of the year.

Split lunches verse full days where discussed, the ladies reported they prefer the full day option on Thursday and Fridays.

Jackson advised that Year 12 students have approached him wanting to perform playground duty instead of helping in the Canteen. The ladies stated that they are grateful for the help but if the students prefer playground duty that is fine and they are welcome to come in and help any time they wish.

There were also discussions about establishing a herb garden near the Canteen for planting parsley, shallots etc that could be used in the fresh salads. Will be investigated in Term 4.

Canteen Report Attached

Principal's Report

Key Mantra – At Aldridge SHS we aim to have FUN

F - Focus on the key priorities (Literacy, Numeracy & Social Outcomes)

U - Unrelenting quest for Improvement

N - "No excuses" Mentality

Current Enrolments

Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
217	193	162	234	171	159
0	0	1	0	1	2
217	193	163	234	172	161
217.0	193.0	162.2	234.0	171.2	159.4

Total enrolment = 1136.8

Covered Area (Triple S)

Work on Besser block wall at Bell Hilltop end of facility due to begin at any time.

Hospitality Facility Refurbishment

Completed with room now timetabled back in to full operation. Staff and students looking forward to the opening of the coffee shop.

<p>Principal's Report (Cont.)</p>	<p>Swimming Pool</p> <p>The pool is undergoing a major repair and as such will be out of action for term 4. We expect that this will extend the life of the pool for 10yrs at which time it is due for complete replacement.</p> <p>Aldridge's Got Talent</p> <p>A fantastic array of performances from both staff and students. This is a significant celebration of the skills that exist within our school community and is a wonderful reward for the hard work of our performing arts</p> <p>New proposed improvement agenda</p> <p>2017 is intended to address the Explicit Improvement agendas of Achievement, Behaviour and Effort.</p> <p>Review of Behaviour Management and Attendance procedures</p> <p>Agreement has been reached to develop BM and attendance targets in collaboration with MSHS. This will assist in establishing a state high schooling expectation that is consistent across Maryborough. This in turn will assist our feeder schools to create similar alignment.</p> <p>Excursions:</p> <ul style="list-style-type: none"> 10 and 11 Oct Yr 12 Biology exc to Brisbane 11 Oct Yr 11 Phy and Sci to Dreamworld 13 – 17 Oct Junior schools Cup – Volleyball 17 and 18 Oct Instrumental Music Tour 20 and 21 Oct Year 8 leaders camp <p>Endorsement</p> <ol style="list-style-type: none"> 1. Excursion Schedule 2. Financial Statement/Budget Overview Report <p>Motion to accept the above endorsements. Theresa Hatchman moved and Leeanne McIndoe seconded the motion – Carried</p> <p>Report Attached</p> <p>Tracie Rodgers moved and Chris Whiting seconded that the above reports as distributed and discussed, be adopted - Carried</p>
<p>Motions on notice</p>	

<p>Applications for membership and recording of new members</p>	<p>Motion was put forward that all new memberships be accepted Leeanne McIndoe moved and Theresa Hatchman seconded the motion. Carried</p>
<p>General Business</p>	<p>Graduation gifts for the year 12's were discussed. Approximately 165 students similar to 2015. It was decided that we would like to purchase key rings again this year. Quotes were obtained and discussed. Leeanne McIndoe moved a motion to purchase the key rings from local business – Quail Trophies. Their presentation of key rings in boxes was the best and their price is extremely competitive. Jenny Milzewski seconded the motion – Carried</p> <p>There were discussions regarding the installation of commercial stoves due to the lack of suitable options, we have decided to wait until Term 4 and wait to find the most appropriate stove instead of settling.</p> <p>The issue of the security screens on the Canteen were discussed. We tried to obtain 3 quotes but were unsuccessful. We have only received one quote totalling \$6657.20 less GST of \$605.00 = \$6052.00. It was put to the executives who decided that we accept this quote so that the work can be performed over the September holidays otherwise it will have to wait until Christmas break.</p> <p>It was also discussed that purchasing a commercial oven in the future we would contract the School's contractor Cal from CD & DE Electrics to install 3 phase power in readiness for the new stove. BSM advised that the school has an electrical contractor and being under \$5000 we do not require 3 quotes. Quote came in at \$1053.38 less GST = \$957.62. This work will be carried out over the September school holidays.</p> <p>Due to the lack of sales magnetic pockets were discussed. Members decided to offer them to the primary school students who attend the Transition Day. Leeanne to contact Therese Dixon and organise this for Term 4.</p> <p>Discussions were held regarding The Zenith. Some parents have made comparisons with the MSHS Palma. MSHS sell The Palma for \$20 where as ASHS include The Zenith in the Resource Scheme. Jackson also informed the committee that paperless systems were also being looked at. Next year, once marketing and branding have been implemented, it may be reviewed next year.</p> <p>Policy changes to Smart Choices in 2017 have necessitated that we review our Canteen menu again. It was noted that we come under the private school's umbrella. It was resolved to stop selling packets of chips in 2017.</p>

General Business (Cont.)	Venue options were considered resulting in holding the last meeting of the year at the Westside Tavern at 6.00pm. Jackson was informed that his wife Stacey, was also invited as well as Luned Higgins in Ross Higgin's absence.
Date of next meeting	9 th November 2016 Westside Tavern at 6.00pm
Close	8.48pm
Minutes endorsed as true and correct	President's Signature..... <i>K M B. Jones</i>