



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

Agenda Item	
Date	15 th February 2017
Venue	Aldridge State High School
Opening and welcome by the Chair	Karen Burton
Opened at	6.40pm
Present	Jackson Dodd, Karen Burton, Tracie Rodgers, Chris Whiting, Jenny Milzewski, Leeanne McIndoe and Tayler Gerada Special Guest – David Ethell
Apologies	Robyn Nicol and Raelene Allan
Minutes of last meeting read	Amendment to minutes Canteen Budget – P&C Operations Manager hours per week have averaged out at 5.5 to be included into budget. Should be 6.5 hrs for 2016 Calculation Jun to Dec – $176.36/\text{hrs} \times 27\text{weeks} = \6.53hrs per week Tracie Rodgers moved and Jackson Dodd seconded that the minutes of the last meeting held on the 9 th November 2016 be carried as printed – Carried
Business arising from the minutes of the previous general meeting	Chilled Display Cabinet arrived on 19 th November in good order. Security Camera has been installed outside the Canteen door with appropriate signage. Stove Quotes – Ongoing Herb Garden – Chris to investigate further next year CCTV – on hold Point of Sale Equipment – to be looked at in future Competition – to be discussed 2017 – general business Second EFTPOS Machine to be purchased and upgrade the existing machine – This has been completed in January 2017
Correspondence received since the previous general meeting - Inward (as listed)	<i>Inward</i> CBA Merchant Statements x 4 CBA – Bank Statements x 3 MBO Invoice for calculators MYOB flyer – live services P&C Uniforms Christmas card from Fraser Coast Foodservice REST – Letter LW Reid flyer x 3 Nisbets – December and January Kent Street Bakery – Hot Cross Bun Drive Homestyle Bakery – Easter Drive

<p>Correspondence received since the previous general meeting - Cont.</p>	<p>CBA Deposit Book CBA Bank Statements x 6 CBA – Term Deposits \$10000 x 2 renewal and reinvestment notices CBA – Term Deposit \$50000 renewal notice CBA Merchant Statements x 3 Janet Childs & Associates Healthy Kids Association - Buyers catalogue Fraser Coast Foodservice – Nov & Dec Statement Andrew Bell & Associates – Letter Cadbury Fundraising x 2 Jakes Candy – Lolly Drive Carbine Media - Calendar Planner ASHS – remittance P&C QLD – Parent Talk/Marsh Advantage Insurance/Renewal notice Christen’s Gingerbread – Letter re: gingerbread student – no icing Emails – CBA x 5 Tammy Davis – re cutlery The Wealth Academy – web page for parents</p> <p><i>Outward</i></p> <p>CBA Letter – re new Term Deposit - \$50000 CBA Letter – re Open new BOS Account CBA Letter – Signatories for BOS Account Theresa Hatchman – non-renewal of Employment Contract Commbiz Account Authority Form re Karen Burton CBA Institutional Banking & Markets – re: Upgrade existing EFT machine CBA - Application for Merchant Facilities CBA - Application and Authority for Business Accounts with Verifying Officer x 2 Emails – CBA x 3</p>
<p>Business arising from the correspondence</p>	<p>New Term Deposit for \$50000 has been opened on 14.11.16 and matures on the 14.02.2017. Discuss in General Business. BOS – Business Online Account has been opened on 21.11.16. Leeanne McIndoe moved a motion to renew the P&C QLD membership for 2017, seconded by Chris Whiting – Carried P&C Qld Insurance Package includes</p> <ul style="list-style-type: none"> - General Property - \$15000 (Stock EOY \$11802.08) - Personal Accident – Voluntary Workers - Combined General & Products Liability

<p>Business arising from the correspondence</p>	<p>We can keep selling the gingerbread student with icing until the new Smart Choices guideline is enforced.</p> <p>3 Fundraisers were discussed, this type of fundraisers is time consuming and it was decided not to do any.</p> <p>Email Tammy Davis - P&C decided that it was a good idea for hospitality to safe guard the cutlery. Chris also discussed that hospitality was also using the Canteen to heat food etc. on Swimming Carnival Days. While it is fine now (because the kids use the Maryborough City pool) it will need to be revised when the carnival is moved back to the school. Leeanne to email Tammy with above information</p> <p>The Wealth Academy – no action needs to be taken</p>																											
<p>Confirmation of executive committee's decisions</p>	<p>It was decided to change the pricing of the magnetic fridge pockets from 1 for \$7 to \$5 and 2 for \$12 to \$9. The office has been advised. It was decided to donate the magnetic pockets to Year 7 – need 210 pockets – Leeanne will investigate and liaise with Therese Dixon.</p>																											
<p>Treasurer's report and financial statements for P&C and Canteen, and any business arising from these.</p>	<p>Financial Statements Attached</p> <p>General Account</p> <table data-bbox="603 898 1106 1030"> <tr> <td>November 2016</td> <td>\$</td> <td>279.31</td> </tr> <tr> <td>December 2016</td> <td>\$</td> <td>278.57</td> </tr> <tr> <td>January 2017</td> <td>\$</td> <td>263.17</td> </tr> </table> <p>Entitlements account \$ 3.13</p> <p>Canteen Account</p> <table data-bbox="603 1126 1106 1258"> <tr> <td>November 2016</td> <td>\$</td> <td>23380.22</td> </tr> <tr> <td>December 2016</td> <td>\$</td> <td>134.64</td> </tr> <tr> <td>January 2017</td> <td>\$</td> <td>13186.96</td> </tr> </table> <p>BOS Account</p> <table data-bbox="603 1308 1106 1440"> <tr> <td>November 2016</td> <td>\$</td> <td>10050.00</td> </tr> <tr> <td>December 2016</td> <td>\$</td> <td>16581.93</td> </tr> <tr> <td>January 2017</td> <td>\$</td> <td>15766.33</td> </tr> </table> <p>Term Deposit 1 \$ 90000.00 19.04.17</p> <p>Term Deposit 2 \$ 10000.00 21.01.18</p> <p>Term Deposit 3 \$ 50000.00 14.02.17</p> <p>Financial Statements for 2016 have been audited and returned ready for the AGM. There are no issues that need to be addressed.</p> <p>Student Personal Accident & Injury Insurance Forms have been done for Senior volunteers in the Canteen.</p> <p>Sales for January 2017 were \$13637.70 in 6 days, last year \$5781.65 in 4 days. Great start to the year.</p> <p>Max Employment have been asked to complete the Head Agreement for the Youth Bonus – 24.01.17.</p>	November 2016	\$	279.31	December 2016	\$	278.57	January 2017	\$	263.17	November 2016	\$	23380.22	December 2016	\$	134.64	January 2017	\$	13186.96	November 2016	\$	10050.00	December 2016	\$	16581.93	January 2017	\$	15766.33
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<p>Treasurer's report and financial statements for P&C and Canteen, and any business arising from these.</p>	<p>Authorities to pay accounts – We now have 3 authorities on accounts in Commbiz. President, Treasurer and P&C Operations Manager all have tokens. Invoice payments to suppliers will be raised and authorised by P&C Operations Manager and authorised by one other party. Wages/superannuation payments will be raised by P&C Operations Manager and then authorised by both President & Treasurer to safeguard from any misperceived mishandling concerns as per P&C policy.</p> <p>Motion to accept the P&C Financial Statements and accounts for payment to be ratified. The President to certify original bank statement for all Bank accounts. Leeanne McIndoe moved and seconded Tracie Rodgers seconded - Carried</p>
<p>Canteen Report</p>	<ul style="list-style-type: none"> • 2017 has been a very busy start for the Canteen. • Our current WFD members have fulfilled their obligations and have moved on. There are no suitable candidates at the moment to replace those volunteers. • Menu has remained relatively unchanged • Introduced lasagne and Veggie stacks with side salad • New Orchy drinks • \$2 bottled water has not been available this year – sourced 1 litre bottles instead, selling for \$2.50 • Peter's Ice Cream have contacted us to try and sell Frosty Fruits but not convinced they would be popular • Trialling 320ml Ice Break – not popular • Milk deliveries now Monday, Wednesday and Friday • 2 new staff members Graham and Tayler and Fill in staff – Robyn • Uniform sales are very slow, hats are the main items sold. <p>Chris to visit other schools to model different business models, maybe in Term 2.</p> <p>Chris Whiting moved a motion that we sell our current stock of uniforms and continue to only supply hats and calculators, Jenny Milzewski seconded – Carried</p> <p>It was discussed that we have a small supply of A4 exercise book for sale to accommodate emergency situations for students – further investigations needed</p> <p>Canteen Report Attached</p>
<p>Principal's Report</p>	<p>Performance and Planning</p> <ul style="list-style-type: none"> - 2016 School Report Card - DRAFT AIP - I4S PLAN <p>Key Priorities</p> <ul style="list-style-type: none"> - SIP - Collaboration - Digital Learning <ul style="list-style-type: none"> o Yr10 BYOx o Daymap o Infrastructure upgrades o Master Teacher

Principal's Report	<p>Enrolments</p> <table border="1" data-bbox="651 264 1264 510"> <thead> <tr> <th>Year 7</th> <th>Year 8</th> <th>Year 9</th> <th>Year 10</th> <th>Year 11</th> <th>Year 12</th> </tr> </thead> <tbody> <tr> <td>207</td> <td>213</td> <td>194</td> <td>155</td> <td>217</td> <td>169</td> </tr> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>1</td> </tr> <tr> <td>207</td> <td>213</td> <td>194</td> <td>155</td> <td>217</td> <td>170</td> </tr> <tr> <td>207.0</td> <td>213.0</td> <td>194.0</td> <td>155.0</td> <td>217.0</td> <td>169.2</td> </tr> </tbody> </table> <p>Total enrolment = 1155.2 Day 8 numbers = 1148.2</p> <p>Student Management - Review Behaviour Management and Attendance</p> <p>Future Pathways</p> <p>Facilities and Finance</p> <p>New Vice Principal – Josh Cleary</p> <p>Endorsement</p> <ol style="list-style-type: none"> 1. Financial Statement 2. Annual Implementation Plan 2017 3. Investing for success 2017 Agreement <p>Motion to accept the above endorsements. Tracie Rodgers moved and Chris Whiting seconded the motion – Carried</p> <p>Report Attached</p> <p>Jenny Milzewski moved and Tayler Gerada seconded that the above reports as distributed and discussed, be adopted - Carried</p>	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	207	213	194	155	217	169	0	0	0	0	0	1	207	213	194	155	217	170	207.0	213.0	194.0	155.0	217.0	169.2
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Motions on notice																															
Applications for membership and recording of new members	<p>Motion was put forward that all new memberships be accepted</p> <p>Leeanne McIndoe moved and Tracie Rodgers seconded the motion – Carried</p>																														
General Business	<p>Asbestos Review – All members have been given a link to view and a training register will be implemented to record that training has been undertaken.</p> <p>There will be no catering for World Teacher's Day – 27th October 2017 due the enforcement of the Department guidelines.</p> <p>Max Employment have advised us today that the Agreement for Services is ready to sign. There is some confusion as to whether they have any volunteers ready to start. Leanne will investigate and get the Contract signed if appropriate</p>																														

General Business

Budget

Due to the \$50000 term deposit maturing on the 14th February 2017 it was discussed as to where the monies will be spent.

IT Infrastructure needs updating urgently

Air Conditioning – A & G Block – Done

B Block, C Block, D Block, E Block – Manual Arts is urgent and F Block need to be done.

Seniors Area – seeing the Senior do not have a room this year, they need to have somewhere to work when they have their spares etc.

Chaplaincy Program – no funding after 2017 - discussed last year

School Grounds – garden beds need attention – discussed last year

It was decided on

- IT Infrastructure
- Air Conditioning maintenance and replacement
- Senior Area - Furniture

The school will determine the breakup of monies on a needs basis.

Leeanne McIndoe moved a motion to donate \$50000 to Aldridge SHS, Tayler Gerada seconded - Carried

Canteen Competition 2017 – It was discussed as to what the prize will be. A fitbit charge 2 was suggested, Leeanne will look at pricing etc. Leeanne suggested that we buy 2, one for Juniors and one for Seniors. The prizes will be drawn on 11th October for the Seniors and the 13th October for the Juniors. The competition will start at the beginning of Term 2.

Fundraising – David Ethell spoke to the P&C regarding fundraising for the volleyball program. It was discussed and David was given information regarding the Charity games categories and the fundraiser checklist that needs to be completed for each activity. David said that he would like to do 2 raffles – one halfway in Term 2 and the other in term 3. Also, there will be a Bunnings BBQ to attend as well. It was discussed how the school handles the monies in and out and are accountable for the fundraiser. Leeanne will email David some more information. David also mentioned that there was a trivia night being planned at the end of last year and offered that to the P&C as well. All monies raised would go to the school.

BYOx

Jackson spoke about the Bring Your Own Device 2017 program stating that they are focussing on the Yr. 10's this year and in 2018 Yr. 7 and 8's. Which will only leave Yr. 12 and the incoming Yr. 7 in 2019. Jackson also said that that the very least a phone will be sufficient.

General Business	<p>Student Representation Policy – Was discussed and will be amended to say “individual” student and emailed for perusal for members and endorsed next meeting.</p> <p>Meeting Dates for 2017 15th February 15th March AGM 17th May 19th July 12th September 8th November</p>
Date of next meeting	15 th March 2017
Close	8.50pm
Minutes endorsed as true and correct	<p style="text-align: center;"><i>K M B. Ken.</i></p> <p>President’s Signature.....</p>