

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

<b>Agenda Item</b>	
Date	22 <sup>nd</sup> May 2023
Venue	Aldridge State High School
Opening and welcome by the Chair	Janeen Greaves
Opened at	4.45pm
Present	Amanda Wilcox, Jo Gaffel, Tracie Rodgers, Robyn Nicol, Janeen Greaves, Tammy White, David Burns, Megan Maher, Lisa Tinney & Sandra Holt
Apologies	Cheryl Totivan & Dan Lourigan
Minutes of last meeting read	Robyn moved and Tracie seconded that the minutes of the last meeting held on the 20 <sup>th</sup> of March be adopted as printed – Carried
Business arising from the minutes of the previous general meeting	<p>Grant writing – needing to source out and pay person to write grants for P &amp; C as we are missing out on much need money in order to support the school with future projects.</p> <p>Display/photo boards under C Block – David to follow up with Cynthia, if items already arrived and paid for and if 2 boards were being replaced. Originally quotes to be obtained and P &amp;C were looking at donating the cost to have them replaced.</p> <p>Survey for students/teachers menu options – Amanda to follow up.</p> <p>Red Day – Amanda to follow up and provide a calender for school staff to allocate the days they may require. Only 2 red days per term and if not used that term, the days can not be carried over.</p> <p>Seat Donation for Megan – This is being placed on hold and looking at organising a second seat to be made.</p>
Correspondence received since the previous general meeting	<p>List of correspondence as per tabled overview</p> <p>Motion to accept inward and outward correspondence</p> <p>Moved: Robyn Nicol    Seconded: Jo Gaffel    Carried</p>

Business arising from correspondence	<p>Correspondence &amp; Business arising from correspondence</p> <p>P &amp; C Membership &amp; Insurance paid \$2944.33.</p> <p>Wayne Mooney support for Futsal Regional Tournament 28<sup>th</sup> April. Support letter emailed.</p> <p>Moved: Tracie Rodgers    Seconded: Janeen Greaves    Carried</p> <p>Wayne Mooney support for Regional Soccer Tournament 16<sup>th</sup> May. Support letter emailed.</p> <p>Moved: Robyn Nicol        Seconded: Amanda Wilcox    Carried</p> <p>Employment of Sandra Holt in canteen, included Offer of Employment &amp; Inductions and application for P &amp;C membership.</p> <p>Asbestos video viewed by staff/volunteers not present at AGM Meeting 2023, signed Asbestos Register.</p> <p>Fraser Coast Well Being and Resilience Grant approved to value of \$20,000 to assist with organisation of Aldridge Equestrian Challenge.</p> <p>All Staff Mandatory Training forwarded to canteen staff to complete.</p> <p>Notification to all suppliers/contacts of new postal address 47 Boys Avenue Maryborough instead of PO Box.</p> <p>Invoices for equestrian event and payments made.</p> <p>Theresa Hatchman – Updated Anaphylaxis Management Plan for Canteen</p> <p>Adam Hodgkinson support for excursion to Golf Range 4<sup>th</sup> May. Support letter emailed</p> <p>Mark Rewald Regional Director – Audited financial's 2022 &amp; P &amp; C Executive Member Details</p> <p>Perri Lee Furber support for Volleyball Senior Schools Cup – Discuss General Business</p> <p>Perri Lee Furber support for Volleyball Qld Junior State Championship-Discuss General Business</p> <p>Sue Buck support for Japan Study Tour – Discuss General Business</p> <p>Julie French request donation for School Musical – Discuss General Business</p> <p>Moved: Robyn Nicol                      Seconded: Tammy White    Carried</p>
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<p>Treasurer's report and financial statements for P&amp;C and Canteen, and any business arising from these.</p>	<p style="text-align: right;">Balance as at the 31<sup>st</sup> March 2023</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Canteen Account</td> <td style="text-align: right;">\$25,242.28</td> </tr> <tr> <td>BOS Account</td> <td style="text-align: right;">\$46,354.17</td> </tr> <tr> <td>General Account</td> <td style="text-align: right;">closed</td> </tr> </table> <p style="text-align: right;">Balance as at the 30<sup>th</sup> April 2023</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Canteen Account</td> <td style="text-align: right;">\$22,780.87</td> </tr> <tr> <td>BOS Account</td> <td style="text-align: right;">\$46,402.24</td> </tr> <tr> <td>Term Deposit 50246442</td> <td style="text-align: right;">\$10,074.96 (long service leave)</td> </tr> </table> <p>Moved: Tracie Rodgers    Seconded: Jo Gaffel    Carried</p> <p>Treasurer's report -P&amp;C Financial Reports to be endorsed and accounts for payment be ratified. Original bank statement to be certified by the President</p>	Canteen Account	\$25,242.28	BOS Account	\$46,354.17	General Account	closed	Canteen Account	\$22,780.87	BOS Account	\$46,402.24	Term Deposit 50246442	\$10,074.96 (long service leave)
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<p>Canteen Report</p>	<p>Canteen takings pretty consistent with Term 1, averaging around \$1600 to \$1700 per day.</p> <p>Canteen made at least \$600 extra on top of the daily takings when other schools competed at the volleyball. Other schools were quite impressed by our menu choices.</p> <p>No major breakdowns but ice cream fridge had a broken sliding door so was replaced free of charge, again due to us stocking their product. Also had the old air-conditioner replaced with a new one near the stove in the serving area.</p> <p>Welcoming new staff member Sandra Holt. Learning all roles at the moment and is a great asset to our term</p> <p>Sales may fall due to cooler months with not as many drinks being sold, so adding soup with croutons, chicken gravy rolls and hot apple crumble and custard.</p> <p>Also operating the canteen at the showgrounds on the 22<sup>nd</sup> and 23<sup>rd</sup> June for Aldridge Equestrian Challenge.</p>												

Principal's Report	<p>Attached Principals Report read by David Burns</p> <p>Year 7 Enrolments 2023 – Enrolments coming in for 2024. Dana is currently visiting year 6's at schools. Monday 29<sup>th</sup> of May is Question and Answer afternoon.</p> <p>School Improvement Work – Making good progress with our Priority Support Action Plan. We are on track to meet the PSR Timelines.</p> <p>Recruitment &amp; Selection Processes – Three recruitment and selection processes running. The Deputy Principal, HOD Mathematics and Vacancy for an Agricultural Assistant.</p> <p>Maximising Learning Days for Students – Currently a line of enquiry is happening in North Coast Region looking at School Disciplinary Absences and how these are used in schools on the Fraser Coast.</p> <p>School Attendance and Engagement- School attendance is sitting at 81% Average across all year levels. Significant numbers of students have maintained 100% attendance.</p> <p>School Sport – Students will compete in the annual school Track and Field competition in week 10.</p> <p>School Facilities – Approximately \$500,000 has been allocated to facilities maintenance works including painting, floor coverings and seating upgrades. The school's ICT infrastructure plan has been completed</p> <p>School 50<sup>th</sup> Year Celebrations – A meeting is planned for the 50 years celebration for next Tuesday.</p> <p>ASHS Equestrian Day – The Equestrian Day will go ahead as planned</p> <p>The Arts – The production of Grease is well advanced and is showing on the 6<sup>th</sup> of June. The Aldridge Album work is well advanced with students recording their compositions.</p> <p>Report as tabled to be accepted</p> <p>Moved: Amanda Wilcox    Seconded: Janeen Greaves    Carried</p>
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General Business

Discussions regarding refrigerated water chillers. Further investigation required and requiring quotes to install, maintenance, filters and pricing of units. Amanda to bring to next meeting.

Moved: Amanda Wilcox      Seconded: Janeen Greaves      Carried

Comprehensive Review of School Resourcing – Is it still appropriate for this day and looking at updating. Unions consolidating with department also. Resources at school at 80% now and looking at 100% models. Janeen to complete feedback survey.

Uniform update – Amanda and Megan have to B & H Designs and are narrowing out samples, will bring to next meeting to finalise

Canteen fortnightly roster ends on a Wednesday and pays are done in MYOB and ready to authorise in Commbiz and yet pays do not go through until Friday. Robyn suggested pays are done and authorised on Wednesday also.

Moved: Robyn      Seconded: Janeen Greaves      Carried

Speakers for Graduation Day have been followed up with Adam Hodgkinson and organised for this years formal.

Julie French has asked for a donation towards the School Musical Grease to assist with the catering. Janeen suggested a donation of \$500. Robyn to action.

Moved: Amanda Wilox      Seconded: Tammy White      Carried

Perri Lee Furber requesting support for Jett Nickson for Volleyball Senior Schools Cup at Gold Coast on 3<sup>rd</sup> to 6<sup>th</sup> of August. Robyn to send Letter of Support.

Moved: Robyn Nicol      Seconded: Lisa Tinney      Carried

Perri Lee Furber requesting support for Jett Nickson for Volleyball Junior Schools Cup at Gold Coast on 24<sup>th</sup> to 25<sup>th</sup> June. Robyn to send Letter of Support.

Moved: Robyn Nicol      Seconded: Jo Gaffel      Carried

Sue Buck requesting support for 2023 Japan Study Tour on 2<sup>nd</sup> of December to 19<sup>th</sup> of December. Robyn to send Letter of Support.

Moved: Amanda Wilcox      Seconded: Tracie Rodgers      Carried

Terry Doneman requesting support for Year 10 Sports & Recreation Hike on 7<sup>th</sup> of June to 9<sup>th</sup> of June. Robyn to send Letter of Support.

Moved: Tammy White      Seconded: Amanda Wilcox      Carried

Date of next meeting	17 <sup>th</sup> July 2023 4.30pm Conference Room
Close	5.30 pm
	<p><b>Motions from the meeting:</b></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 &amp; C financial statements and accounts for payment to be ratified – Carried</p> <p>Motion to accept Principals Report - Carried</p> <p>Motion to obtain further information with refrigerated water chillers - Carried</p> <p>Motion to support canteen staff being paid wages on the last day of roster – Carried</p> <p>Motion to donate \$500 to Julie French for Catering for School Musical Grease - Carried</p> <p>Motion to support Jett Nickson for Senior Volleyball -Carried</p> <p>Motion to support Jett Nickson for Junior Volleyball -Carried</p> <p>Motion to support Sue Buck for Japan Study Tour -Carried</p> <p>Motion to support Terry Doneman for Year 10 Sports &amp; Recreation Hike - Carried</p>

Minutes endorsed as True and Correct	President  Janeen Greaves
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