

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

<b>Agenda Item</b>	
Date Venue Opening and welcome by the Chair Opened at	25 <sup>th</sup> July 2023 Aldridge State High School  Janeen Greaves 4.35pm
Present	Amanda Wilcox, Janeen Greaves, David Burns, Megan Maher & Sandra Holt
Apologies	Cheryl Totivan, Dan Lourigan, Jo Gaffel, Tracie Rodgers, Robyn Nicol, Lisa Tinney & Tammy White
Minutes of last meeting read	Amanda Wilcox moved and Janeen Greaves seconded that the minutes of the last meeting held on the 22 <sup>nd</sup> of May be adopted as printed – Carried
Business arising from the minutes of the previous general meeting	Business arising from last Minutes Canteen staff being paid now on Wednesday the last day of the fortnightly roster. Support Letter for Volleyball Senior Schools Cup emailed to Jett Nickson Support Letter for Volleyball Junior State Championship emailed to Jett Nickson Support Letter for Japan Study Tour emailed to Sue Buck Support Letter for Year 10 Sports & Recreation Hike emailed to Terry Doneman Julie French donation of \$500 given from P & C for catering for school musical Grease. Transferred to school account and Cynthia notified. Work Cover premium updated Red Day calendar & canteen survey to be organised
Correspondence received since the previous general meeting	List of correspondence as per tabled overview  Motion to accept inward and outward correspondence  Moved: Amanda Wilcox    Seconded: Janeen Greaves    Carried

<p>Business arising from correspondence</p>	<p>Correspondence &amp; Business arising from correspondence</p> <p>Perm Part Time Canteen Convenor position vacant- position filled by Sandra Holt</p> <p>Equestrian Challenge invoices</p> <p>Equestrian Challenge First Aide Management</p> <p>Approval for purchase of platters from Mungar P &amp;C for Equestrian Challenge</p> <p>Food Safety Supervisor requirements in tuck shops have changed and could impact canteen, QAST will advise of new food safety requirements when all information obtained. Will become enforceable in December 2023.</p> <p>Jacque Grant Year 12 Formal Committee request for Slime Day on Sports Day &amp; donation of \$50 on receipt of purchases for ingredients.</p> <p>Moved: Tammy White                      Seconded: Tracie Rodgers                      Carried</p> <p>Breanna Hawkins request support for 11 students attending Woodford Show</p> <p>Moved: Tracie Rodgers                      Seconded: Janeen Greaves                      Carried</p> <p>Paid school excursions not needing P &amp; C approval, only needs to be mentioned by Principal in report</p> <p>Adam Hodgkinson – Donation school formal – discuss general business</p> <p>School uniform shorts – discuss general business</p> <p>Asbestos toilet cubicles – discuss general business</p> <p>Equestrian Challenge changed from school run event to P &amp;C run event – discuss general business</p> <p>Equestrian Challenge dates 2024 – discuss general business</p> <p>Volunteer reimbursement for Janeen Greaves – discuss general business</p> <p>Rec camp safety and emergency protocol for staff – discuss general business</p>																		
<p>Treasurer's report and financial statements for P&amp;C and Canteen, and any business arising from these.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"></td> <td style="text-align: right;">Balance as at the 31<sup>st</sup> May 2023</td> </tr> <tr> <td>Canteen Account</td> <td style="text-align: right;">\$22,397.67</td> </tr> <tr> <td>BOS Account</td> <td style="text-align: right;">\$55,836.86</td> </tr> <tr> <td></td> <td style="text-align: right;">Balance as at the 30<sup>th</sup> June 2023</td> </tr> <tr> <td>Canteen Account</td> <td style="text-align: right;">\$33,274.70</td> </tr> <tr> <td>BOS Account</td> <td style="text-align: right;">\$49,530.04</td> </tr> <tr> <td>Term Deposit 50246442</td> <td style="text-align: right;">\$10,074.96 (long service leave)</td> </tr> <tr> <td colspan="2"> <p>Moved: Amanda Wilcox    Seconded: Janeen Greaves                      Carried</p> </td> </tr> <tr> <td colspan="2"> <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> </td> </tr> </table>		Balance as at the 31 <sup>st</sup> May 2023	Canteen Account	\$22,397.67	BOS Account	\$55,836.86		Balance as at the 30 <sup>th</sup> June 2023	Canteen Account	\$33,274.70	BOS Account	\$49,530.04	Term Deposit 50246442	\$10,074.96 (long service leave)	<p>Moved: Amanda Wilcox    Seconded: Janeen Greaves                      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>	
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<p>Canteen Report</p>	<p>Canteen started term 2 with quite good takings and slowly dropped as the term went on due to the cooler days as drinks always seem to bring in the higher takings with warmer weather.</p> <p>I have needed to cut back my days to only 2 days a week due to personal reasons and also needing time to undertake all paperwork involved in the canteen and operational role. The shared manager convenor role was advertised internally and Sharon Holt was successful in obtaining the role due to her past experience of many years working within the hospitality industry. Sandy will be working Monday, Tuesday and Wednesdays.</p> <p>Student numbers seemed to have dropped also as the term went along and the last week of school was pretty quite. Canteen stayed open during the last week with limited hours on the Thursday for Sports Day and also the last day of school. Over the school holidays the cold room was having maintenance work done so on the last day of school all our freezer stock had to be taken over to Home Ec to be put in their cold room. A big thanks to Sandra and Jo for organising this.</p> <p>For the last 2 days of term 2 the canteen undertook the catering for the Aldridge Equestrian Challenge. It saw us make a profit of approx \$1000. It was a tremendous two days of hard work and commitment and fun along the way. A big thanks to the helpers in the canteen. Lisa Tinney and Michael , Cheryl, Jenny and her husband Tracy. We also were lucky for Dan to have organised for us an Aldridge student Daisy to help on the Friday. We are looking forward to 2024 and also hoping to make this a yearly event and fundraiser for our P &amp; C. A big thanks to Janeen for making all of this possible, it is amazing what goes on behind the scenes to make this event run so smoothly and become a success.</p> <p>For the first week back for term 3 we have had additional students from other schools compete in the volleyball which saw the canteen make approx. \$500 extra for the day, drop in sales down to approx. \$1300 to \$1400 per day, some days taking a bit more but we are adjusting hours to accommodate. The soup and croutons has not sold well at all, maybe 2 cups a day if we were lucky, so we have decided to take it off the menu.</p> <p>Looking forward to term 3.</p>
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<p>Principal's Report</p>	<p>Attached Principals Report read by David Burns</p> <p>Year 7 Enrolments 2023 – 97.4 students. Enrolments continue to flow in for 2024. Question and Answer Session was held in May. Enquiries from parents for school tours, specifically of the Ag Farm. Dana developing the transition agenda for our new students and families.</p> <p>School Improvement Work – Reviewers from the Education Improvement Branch attended the school for Phase 4 Check-in. They heard a report from leadership team, reviewed data and visited classrooms to speak with HOD, teachers and students. Next step is to undertake a three-year Strategic Place. Congratulations to everyone.</p> <p>Recruitment &amp; Selection Processes – Duncan Inglis is the new Deputy Principal. Duncan takes up on the role on the 7<sup>th</sup> of August. His role predominately in junior school. Thanks to Dan for his significant work while in DP Role. Steve Whittaker on a period of leave and Andrew Tsakasiris in the temporary HOD.</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 79% Average across all year levels. Significant numbers of students have maintained 100% attendance.</p> <p>School Sport – Congratulations to Mr Rossiter for a great day of competition in the annual Track and Field competition held in term 2. Students who qualify can compete at District Trials in week 3.</p> <p>School Chaplaincy – The funding arrangement for Chaplaincy is due. New submission required to support the Chaplaincy Program</p> <p>Moved: Amanda Wilcox    Seconded: Janeen Greaves    Carried</p> <p>School 50<sup>th</sup> Year Celebrations – A meeting is planned for the 50 years celebration for next Tuesday.</p> <p>The Arts – Production of Grease a huge success. Special mention to Tammy who stepped into the Director's chair. The Aldridge Album work is well advanced. Students can nominate to work with an industry partner mentor.</p> <p>Principal Absence – Special mention and thanks to Shane for stepping into the Principal role in my absence.</p> <p>Report as tabled to be accepted</p>
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General Business

Refrigerated water chillers. Hold over to discuss at next meeting.

School uniform. Hold over to discuss at next meeting.

Concerns with the school uniform in regard to the length of the school shorts. Ideas of targeting the individual by the Year Level Coordinator and the Year Level Coordinator can follow up.

The volleyball jacket is not the school uniform and should only be worn when away with volleyball.

Aldridge Equestrian Challenge for 2023 became a P &C run event as of 3 weeks before the event had been scheduled, prior to this, it was a school run event.

Profit for Equestrian to be provided at the next P &C meeting.

Looking at next years Equestrian Challenge and restructuring who to hold the event. Once a decision is made on who will hold the event for 2024 we will need to check with our Insurance Policy if a 3<sup>rd</sup> party involved.

Volunteer Reimbursement to be paid to Janeen through the profit from the Equestrian Challenge. Janeen took unpaid leave for week 10 to finalise and hold the event, she is claiming 50hrs of volunteer reimbursement which is far less then the actual hours. This is due to the fact that previously her payment was approved by the school prior to it becoming a P &C event.

Moved: Amanda Wilcox      Seconded: Sandra Holt      Carried

Renewal of QAST is due, yearly renewal is \$280. Robyn to action and make payment.

Moved: Amanda Wilcox      Seconded: Janeen Greaves      Carried

Adam Hodgkinson requested a donation of \$2,000 for the Major Formal Fundraiser. This amount assists with hire equipment, raffle prizes and BBQ food. Robyn to action and make payment.

Moved: Amanda Wilcox      Seconded: Sandra Holt      Carried

Asbestos has been noted and effected due to a recent incident in the G block toilets. At this stage unsure on how many other toilets at school may contain asbestos. Asbestos is safe if untouched. Need to ensure toilets are kept in good condition and cleaners to notify if any issues are found. If any breaches occur within the school, Q Build is notified.

At a recent Rec Camp a student which had not followed protocol had an incident. But due to the quick thinking of 2 ASHS students they assisted and helped the situation. The principal was aware of the whole situation but would like to follow up exactly who helped. Lisa Tinney wanted to acknowledge those students and maybe we look at giving them a student award or something similar. Will discuss further at the next P &C meeting.

School fete is still requiring vendors/stalls and invoicing for fete night. P & C to organise the vendors/stall and to invoice for the night.

Moved: Amanda Wilcox      Seconded: Janeen Greaves      Carried

Date of next meeting	5th of September 2023 4.30pm Conference Room
Close	6.30 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 support donation for Slime Day Sports Day - Carried</p> <p>Motion to support students attending Woodford Show - Carried</p> <p>Motion to support the funding arrangement for the School Chaplaincy - Carried</p> <p>Motion for a volunteer reimbursement for Janeen Greaves - Carried</p> <p>Motion to renew the QAST yearly membership - Carried</p> <p>Motion to donate \$2000 to Adam Hodgkinson for the Year 12 Formal – Carried</p> <p>Motion to organise vendors/stalls fete night - Carried</p>

Minutes endorsed as True and Correct	President  Janeen Greaves
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