



*Minutes of the general meeting held Thursday 27 March 2025.*

*K Dukic* opened the meeting and welcomed all in attendance at 6:01pm

**Present:** Jackson Dodd, Kelli-Anne Dukic, Carol Flikweert, Megan Chandler, Sean Connelly, Nat Appleby, Rachel Hockey, Jenny Krafft, Julie Blake, Nick Driver, Louise Irwin, Melinda Greenhalgh, Shelley Gilbert, Scott Smoothey, Ann-Marie Waddell

**Apologies:** Leeanne Williamson, Donna Jenkin, Rob Jackman, Shane Warnes, Su Foster

The minutes of the previous meeting held Thursday 27 February 2025 were distributed by *C Flikweert* via email to all members.

*C Flikweert* moved and *K Dukic* seconded that the minutes be adopted as a true and correct record, and the motion was carried.

#### ***Business arising from the minutes of the previous general meeting***

- Internet connectivity issue has been placed on hold until after refurb. Data point to be connected directly which may solve the issue.
- Cash for cans account set-up yet to be actioned

#### ***Business arising from the minutes of the community meeting (to be discussed in general business)***

- Decision regarding the handover of commercial activities
- Decision regarding the transfer of cash assets – amount to be determined
- Strategic Planning Schedule

#### ***Correspondence since the previous general meeting***

##### **Inward (as listed)**

- Normal operational correspondence from bookkeepers
- Standard operational invoicing, statements and orders for tuckshop
- Invoice for audit received from accountants

##### **Outward (as listed)**

- Correspondence with Bookkeeper – normal operations

*C Flikweert* moved and *M Chandler* seconded that the inward correspondence be received and the outward endorsed and the motion was carried.

#### **Business arising from correspondence:**

- None

## Principal Report, and any business arising from this:

*The Principal's report is below;*

- Facilitating handover of commercial activities
  - Motion “That JNSHS P&C handover the commercial operation of the tuckshop to the school.”
  - This has been considered and accepted by the school
  - There is a checklist of actions that need to occur to ensure this process is thorough and transparent
  - One main consideration is “Consider, in consultation with the Principal, how to support the commercial activity operation of both the tuckshop and the P&C.”
  - P&C need to maintain a financial piece to continue to support things like SRC fundraising and the provision of the keg of beer for bartending course for hospitality students.
    - *S Gilbert* Asked, “Is there anything stopping the P&C from conducting fundraising activities?” *J Dodd* responded that, “No, there isn’t. Traditionally the fundraising has been done by the student body.”
    - *K Dukic* enquired that, “Should P&C decide to hand over (for example) \$10, 000 to the school for operation of the tuckshop and then the school come back in a month or so to ask for more as that amount is insufficient, is there opportunity to adjust the nominated figure?” The discussion that followed concluded that, yes, due to the collaborative and consultative nature of the partnership, this would be acceptable.
    - *A Waddell* asked for clarification around why there was a need for the transfer of operation of the tuckshop to the school. *J Dodd* responded by explaining the difficulty in consistent practice through constant change of executive, upskilling and training newly elected executive in the operations, and a severe shortage of people willing to take on an executive role in the P&C meant the P&C was at very real risk of collapsing. Removing the commercial operation piece was thought to make nomination for executive role more attractive and attainable as well as being a more stable outcome for tuckshop staff. *J Dodd* pointed out that there is scope in the contract that allows for the hand-back to the P&C in the future.
  - There’s a notional cost to run the business that needs to be considered, this all needs to go into consideration when the assets are transferred
  - For tuckshop staff, there is a role name change due to the move from being employed under P&C Qld to Education Qld. Policies and procedures as an EQ employee need to be adhered to, training will be provided.
  - BM is starting to develop a business operation plan to ensure operation is rigid and within the EQ guidelines
  - The contractual indices were discussed at length to ensure that all things have been considered in relation to what each body (school and P&C) will be responsible for and how we will continue to work together
  - Proposed hand-over date is 26 May. This coincides with when the tuckshop moves into the temporary food van space while the refurbishment happens. This is a logical and clean juncture.

After discussion, amendment and additions, motion reads as:

### **Facilitating handover of commercial activities**

- a. Motion - That JNSHS P&C handover the commercial operation of the tuckshop to the school understanding that:
  - i. An operating budget will be required to be sourced from the P&C at start up (upper limit set)
  - ii. The P&C will need to retain a bank account
  - iii. That subsequent return of the commercial operation would require a minimum of 3 year commitment by P&C executive and be initiated by the P&C including first right of refusal.
  - iv. The assets would be gifted to the school
  - v. Staff would be offered a position in the new school tuckshop as:
    - 1. Canteen supervisor and
    - 2. Canteen assistant

As per EQ policy these will be temporary positions initially and a merit process for permanent recruitment would be required to be undertaken within 6 months.

- vi. Staff would be required to have leave entitlements paid out by P&C
- vii. Advice be sought from P&C Qld and QIRC to alleviate the need for redundancy payments due to the offer of like role descriptions in the same location
- viii. That staff would be required to conform with EQ policies and procedures associated with all EQ staff and that training will be provided to enable this.
- ix. That the school fund administrative staff to carry out the “bookkeeper” activities from profits associated with the tuckshop
- x. Ongoing consultation regarding Tuckshop operation, staffing, pricing, menu, processes (ordering), vending machines.
- xi. Maintenance of existing funding processes supported by P&C if profitable enough to do so.
- xii. That the option to outsource the commercial operation is only with consultation with the P&C.

*J Dodd* moved the motion as read *N Driver* seconded. All in favour. Carried.

- P&C purpose and function discussed. Looking at how to structure the model moving forward. Primarily, the purpose of the P&C will be parent voice. This voice will feed into the School Council which is the peak body that feeds into the strategic operation of the school
- James Nash Strategic Plan Development happening in 2025. Format of forums for input from community and parents. Suggestion to leverage student leaders and have them bring their parents to workshop ideas to feed into the plan. Three distinct groups will be targeted: Senior, Junior, and not-yet-high-school. *J Dodd* asked the group for feedback about best timing of these so as to get the biggest turnout. 5:30pm? Later at night? Lunchtime? Breakfast? Suggestion to run multiple sessions at different timeslot to get the best coverage.

*J Dodd* moved and *N Driver* seconded that the principal’s report be accepted.

#### **Finance report was tabled by the business manager at the meeting.**

School financial snapshot:

What we own

Cash holdings	1,283,317.29
What parents owe us	160,695.93
What others owe us	15,376.01

What we owe others

Payables	-37,814.54
Funds Held in Trust	-100.00

We own more than we owe \$1,421,474.69

What we are committed to spend 200,537.33

Funds we hold for others -72,097.14

Amounts held for future projects

Bank reserve provision	50,000.00
Plant & Equipment provision	71,250.00
Future Projects provision	24,000.00

Total provisions 145,250.00

**Available Funds 1,003,590.22**

#### **Treasurer’s report and financial statement, and any business arising from these:**

In the absence of a Treasurer there was no detailed report.

As of 27 March:

- P&C Balance \$390.18
- Tuckshop Account \$90,012.96
- Card Account: \$1,309.88

- Discussion about, when we remove the income from the uniform sales to Lowes, the tuckshop has a profit of only \$293.69 for the month of February. This is following a loss of 3,944.26 for January due to start up costs and minimal income in sales for that month. Demonstration that the tuckshop is not currently running at a real profit and certainly not generating the income required for P&C to continue supporting students as they traditionally have.

*C Flikweert moved and N Appleby seconded that the Treasurer's report be accepted.*

### **Tuckshop Report, and any business arising from this:**

#### Menu Highlights

- Reviewing the menu for the transition to the food van in Week 6 of Term 2.
- Large milk continues to be the best-selling item.
- Trialling toasted sandwiches and beef sausages for breakfast options.

#### Finance Overview

- Sales for March:
  - Week beginning 3/3: \$6967 (Thursday and Friday had low attendance due to cyclone).
  - Week beginning 10/3: \$8042 (normal week).
  - Week beginning 17/3: \$8106 (normal week).
- Average daily student attendance: Approximately 850-950 (confirmed via phone calls around 9:30-10:00 AM most days).

#### Operations Overview

- Inventory is being gradually reduced in preparation for the holidays.
- No changes to tuckshop hours or staff rosters.

#### Goals and Initiatives

- Develop a Winter Menu and finalize the Food Van Menu.
- Plan operational procedures for the food van, including:
  - Daily setup processes.
  - Ordering system adjustments.
  - Storage solutions for both cold and long-life stock.
- Organizing and preparing for tuckshop refurbishment, including:
  - Packing up and storing equipment.

#### Challenges and Solutions

- Lack of notice for routine changes:
  - Example: Cross Country Day—only open for first break was not communicated in advance.
  - Solution: Request a formal process for receiving schedule changes.
- Cross Country Day Staff Adjustments:
  - May Donna and I start one hour early and finish one hour early on Friday, 04/04/25?
- End-of-Term Stocktake:
  - Clarification needed on whether a stocktake is required on the last day of term.
  - Who should the stocktake report be sent to?

#### Business arising:

- Confirm details for food van setup and menu.
- Establish a more effective communication process for schedule changes.
- Await response on early start request for Cross Country Day.
- Clarify stocktake requirements and submission process.

*C Flikweert moved and N Appleby seconded that the Tuckshop report be accepted.*

## Motions on Notice

- Nil

## General Business

- Decision regarding the handover of commercial activities – formally moved in motion as part of Principal's report above
- Decision regarding the transfer of cash assets – amount to be determined. Further discussion required. *J Dodd* to get BM to prepare a suggested operation budget based on the past few months.
- Strategic Planning Schedule – discussed in Principal's report
- *N Appleby*: The Japan trip for Y10 and Y11 Japanese students seeking approval from P&C to run some fundraising activities. Suggestions were Bunnings sausage sales and Dominoes Doughraiser
- Process and timeframe for discharging the bookkeeper. *K Dukic* to enquire.
- *M Chandler* asked who is responsible for WHS related to operation of the tuckshop out of the van? *J Dodd* replied that the assessment and compliance will fall to the school
  - There are two preferred locations for the food van and hired cold room. Preferred site is the Wunya area beside the tuckshop. Option 2 is where the dental van currently goes near J block. A food van and a cold room have been procured.
- *C Flikweert* raised a request from staff member, *T Brennan*, asking for P&C support to rally Local member and Education Minister about the delay in refurbishment and upgrade of the ITD facility. Members agreed that a letter could be written on behalf of the P&C outlining the impact on student learning. *J Dodd* will enquire as to whether that is the appropriate avenue

## New Members

Member applications are recorded in the AGM that followed this meeting

**Date of next meeting** – *Thursday May 8*

**Close** – *meeting closed at 7:32pm*