



Minutes of the general meeting held Thursday 27 July 2023.

Kelli-Anne Dukic opened the meeting and welcomed all in attendance at 6:31pm

Present: Chris Shevelling, Kelli-Anne Dukic, Deb Smith, Carol Flikweert, Megan Chandler, James Penny, Justine Penny, Deb Smith, Lance Cavanagh, Belinda Cavanagh

Apologies: Megan Chandler

The minutes of the previous meeting held Thursday 22 June 2023 were distributed by Carol F via email to all members. A hardcopy was read by those at the meeting who had not seen this. Carol F moved, Carol Flikweert, J Penny 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

- Carmel Hensel appointed on a casual basis in the tuckshop
- P&C Qld Bookkeeping engaged to manage records and wages in the tuckshop

Correspondence since the previous general meeting

Inward (as listed)

- Letter from the Minister for Education, Minister for Industrial Relations and Minister for Racing (funding assistance up to a maximum subsidy of \$264,524 for the Outdoor Learning Hub project).
- WorkCover Certificate of Currency 1 July 2023 – 30 June 2024
- Signed employment contract received – Carmel Hensel (tuckshop employee)
- Letter from Hospitality classes thanking P&C for donation of beer keg and supplying the invoice to be paid

Outward (as listed)

- Email response to Y8 student leaders regarding their sport house uniform proposal.
- Email correspondence (to and from) Bookkeeping at P&C Qld to establish practices and transfer records etc.
- Notification from tuckshop employees regarding a wage error and corresponding communication with bookkeeping to rectify
- Email to cancel Cashflow subscription (bookkeeping software)
- Letter to Thoroughgood family regarding donation for Khan.

Carol F moved and D Smith seconded that the inward correspondence be received and the outward endorsed and the motion was carried.

Business arising from correspondence:

- Outdoor Learning Hub project. A design proposal has been received and will be actioned now that the funding has been approved. This is in relation to upgrading the current turn-around area between A and H blocks and utilising the space for senior study and outdoor learning.
- Tuckshop employee wage error to be fixed in the next pay cycle

Principal Report, and any business arising from this:

The Principal's report is below;

- Celebrations:
 - So much sport: Athletics, Hockey – Boys won and Girls second, Rugby Union
 - Grants and facilities. Lots of great work being done to secure grants and update facilities
- School performance:
 - Attendance: 83.4% over all. For context, 90% is one day off a month.
 - Behaviour: Toilets damaged frequently. \$30,000 of vandalism occurred over the holidays, not covered by our insurance. 5 youths were found to be responsible. The region is going to fund a night guard over the holidays to mitigate this potential threat moving forward
- Explicit improvement agenda 2023
 - Community involvement in strategic direction. Acknowledgement that we are holding course as per the 2023 plan that has been set.
 - Working through aligning the school's website with the current strategic plan and wording
- Key projects for 2023
 - ITD refurb still in the early planning stages. Budget yet to be locked in.
 - Need to tighten process for locking in calendar items for 2024
- Resourcing
 - Facilities: see celebration point #1 above
 - Finance: What we own: \$1,450,353.69. What others owe us: parents - \$81,442,69; others - \$14,626.91. Funds committed, owing and in hold for other bodies: \$558,116.19
 - Human: Region is supplementing the position of an extra Deputy Principal at 0.6. Rachel Pelling has been appointed in this position
- Calendar
 - Parent-teacher interviews Tuesday 1/8/23 from 3.30pm
 - Locking in school photo provider and time for 2024
 - Looking to preparing event calendar for 2024
 - Request for inter-house basketball competition on 10 August. All in favour. Carried.

Chris S moved and K Dukic seconded that the principal's report be accepted.

Treasurer's report and financial statement, and any business arising from these:

Cash Flow Management report and budget overview was received from Business Services Manager at the meeting.

The detailed Treasurer's report was distributed at the meeting and the current account balance and scheduled payments were discussed. Future payments, purchases and orders were approved as listed. All in favour.

- P&C Balance \$11,439.38
- Profit and Loss for 6 months ended 30 June 2023: Net Profit – \$25,113.14
- Current accounts payable: \$3,213.31

- Current Tuckshop reporting & keeping records need to be reviewed. The process needs to be transparent, time-efficient and cost-effective
- Possibility of storing financial records in iCloud or Dropbox
 - P&C Qld bookkeeping and ATO accept digital records. Potential to save stationery costs if we reduce printing and hard-copy filing.
 - K Dukic to ask business manager whether EQ has any stipulations around maintaining hard-copy records
- CashFlow Manager Gold (issues and cancelling of our subscription) – Now complete
- Xero has been instated as the new platform for record management
- School Captains held a fundraiser stall for the Formal. P&C are holding this amount for them: \$120.10

Deb S moved and J Penny seconded that the Treasurer's report be accepted.

Tuckshop Report, and any business arising from this:

- Tuckshop finances below. No report received.
- Tuckshop DR Card Account Balance \$414.55
- Main Tuckshop account Balance \$90,172.37
- Business arising
- SwiftPOS (reports, etc)
 - Purchased in 2019 for almost \$15,000. Not being used to its full capacity, mostly only used as a cash register.
 - For approx. \$750 a technician can set it up to send reports to Xero, Bank etc. Includes 4 hours of training. Can be actioned within a week or two.
 - K Dukic asked whether this could coincide with the pupil free day on September 1.
- Internet service in the Tuckshop
 - Is there an option to upgrade internet service?
 - K Dukic to enquire with school IT technicians
- New Tuckshop casual employee, Carmel Hensel - started beginning of term 3 (mainly working on Thursday)

D Smith *moved a motion that we engage a technician from EBE (Electronic Business Equipment) to set-up the POS system to fully utilise the equipment available. Seconded S Connelly. All in favour. carried.*

D Smith *moved a motion that we transfer \$20,000 to cover the upcoming expenses (Formal, Scholarship and Awards night). Seconded T Devereaux. All in favour. Carried*

Motions on Notice

- Nil

General Business

- K Dukic moved a motion to ***move the start from 6:30 to 6:00pm. All in favour. Carried***
- Tuckshop menu
 - QAST – Tuckshop tune-up: review and health-check menu, comprehensive financial analysis, review of operations and food safety management, detailed report, including recommendation and action plan, follow-up phone consultations. \$1500 plus travel.
 - Discussion around whether we could try reducing some items such as iced coffee and see what affect that has on behaviour and profit.
 - C Shevelling ***moved a motion that we get the audit done and go from there. All in favour. Carried. Seconded D Smith.***
 - K Dukic to contact QAST to engage their services.
- Uniform provider
 - C Shevelling to liaise with executive team to form a uniform committee.
 - K Dukic to ask Jodie to do a stocktake of uniforms so that we can ensure we have sufficient for start of year.

- feedback from CGEN from one of the students who received the \$100 support
 - letter received from Flo Penny outlining her experience at CGEN and the opportunities it has now provided her: performing in the ACEL conference and auditioning for the Lord Mayor's Christmas Carols. On Channel 10, 12pm 28 October.

New Members

No new member applications were received at this meeting

Date of next meeting – *Thursday 24 August 2023* 6:00 pm

Close – *meeting closed at 8:01pm*