

JAMES NASH SHS P&C ASSOCIATION

President: Kelli-Anne Dukic
Secretary: Carol Flikweert
Treasurer: Deb Smith
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JAMES NASH
State High School
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Minutes of the general meeting held Thursday 25 May 2023.

Kelli-Anne Dukic opened the meeting and welcomed all in attendance at 6.31pm.

Present: Kelli-Anne Dukic, Megan Chandler, Tori Lidbetter, James Penny, Justine Penny, Deb Smith, Tracey Devereaux, Len Tighe, Lance Cavanagh, Belinda Cavanagh.

Apologies: Jackson Dodd, Carol Flikweert, Sean Connelly.

The minutes of the previous meeting held Thursday 27th April 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.

In Carol's absence, Kelli-Anne D moved, Lance C seconded that the minutes be adopted as true and correct record, and the motion was carried.

New Members

New member Tracey Devereaux was present and welcomed by the committee and all in attendance. Note that no form completed. Kelli-Anne D to send to Tracey D complete.

Business arising from the minutes of the previous general meeting

- Uniform Pricing: Update - Kelli-Anne D spoke to Jodie regarding pricing of the smaller items. Jodie's response was no on ties, yes on hats. Kelli-Anne D suggested to committee no on the hats, and committee as a whole agreed due to current cost of living issues a suggestion be put forward to not increase these items. \$5 increase for other uniform items remain to come into effect 1 July 2023.
 - Kelli-Anne to ask new marketing officer to advertise new price items list on all platforms.
- Review of tuckshop processes (discussed in general business).
- Account keeping software: Deb S has approached Len T requesting if current software can provide the required breakdown of expenses, for eg; questioned what other software options may be suitable. Len T reported he has provided breakdown (see Treasurer's Report); Current software annual subscription approx. \$470, other options MYOB, Xero, QuickBooks, for eg, significantly more expensive; need to consider size of Assoc. At this point Deb S, and committee agreed to remain with current software.
- Bank fee charges investigation: Deb S followed up with Westpac (see Treasurer's Report).

Correspondence since the previous general meeting

(Inward as listed)

- Letter from Head of Hospitality - request for donation Y12 Cert III Hosp – one keg of beer @ approx. 350.00
- Letter from Westpac - notice of change of members
- Letter requesting financial support: Rani Chandler – Creative Generation 2023
- Letter requesting financial support: Florence Penny – Creative Generation 2023
- Letter from SRC Coordinator – requesting financial support – Thoroughgood family
- Letter from Coleen Tanner, Tuckshop Assistant – resignation
- Email from Jackson – Canteen Inspection response – matter now closed
- Request for financial support – STEM excursion
- Email - Gympie Muster – requesting response regarding our engagement with the Muster

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Outward (as listed)

- Email to Gympie Muster – Kelli-Anne notified them of Committee decision to not volunteer at the 2023 Muster.
- Email to Justine Penny re process for application of supplementary funding for representative students
- Email to Environmental Health Officer – response from the canteen inspection.
- Email to P&C Qld – Notification of Change of Exec Team.
- QCPCA – response to their email re: Special General Meeting – Voted ‘Yes’ on click option within email to appoint new auditors.
- Letter to Len T – requesting further information relating to software, expenditure, statements, employment contracts, stock.

Kelli-Anne moved and Tracey D seconded that the inward correspondence be received and the outward endorsed, and the motion was carried.

Business arising from correspondence:

- Decision and response re 2 x Creative Generation funding requests. (Actioned in General Business.)
- Decision and response re Hospitality donation. (Actioned in General Business.)
- Letter from Coleen Tanner, Tuckshop Assistant – resignation. (Actioned in General Business.)
- Letter from SRC Coordinator – requesting financial support – Thoroughgood family. (Actioned in General Business.)

Principal’s Report, and any business arising from this:

Kelli-Anne read Jackson’s report in his absence.

PRINCIPAL’S REPORT

P&C 25 May 2023

Good evening

My apologies for my inability to attend what would have been my last P&C meeting for the year.

Many of you will know that I have accepted a position with North Coast Region leading a Junior Secondary Project. This is a passion of mine and an opportunity to good to pass up. The position continues for semester 2 with a review at the conclusion of that time. It is not anticipated that this would be a permanent position. Thank you for your support of both James Nash and myself and your willingness to give of your time to support the students of our school.

All the best for the remainder of the year.

Jackson

Kelli-Anne D moved and James Penny seconded, that the Principal’s report be accepted.

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

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.

- Email – Deb provided print out to all in attendance – her list of questions to Bookkeeper Len T and the corresponding responses. One query regarding PAYGW not responded. Deb S queried why no April accrued payable. Len T confirming it is only recorded quarterly. Deb S put forward a query if potential for more frequent reporting. Len T advised yes it is doable, but the process could take quite some labour time.
- Bank Statement additional fees query: Deb followed up Westpac and they explained these noted are merchant fees (3 x machines). Deb queried further by phoning merchant hotline, who confirmed rate per customer card purchase.
- Clarification on expenses – Deb S referred to the Profit & Loss dated 1st Jan to end of April. Queries and Len T's responses below:
 - Advertising - Jodie purchased a board to advertise price list
 - Sundries; Subscriptions – Waste Management, CMS

Deb S moved and Tracey D seconded that the Treasurers Report be accepted.

Tuckshop Report, and any business arising from this:

Tuckshop finances attached.

Tuckshop DR Card Account Balance \$571.83

Main Tuckshop Account Balance \$48,491.92.

- Queries raised by Deb S to Bookkeeper Len T relating to purchases, covered in print out of Email responses in Treasurer's Report.

Motions on Notice

- Nil

General Business

- Tuckshop employee resignation.
 - Discussions around replacement of someone, timeframe is quite tight with resignation occurring on 16 June. Len advised no one currently employed that can step up.
 - Hrs are casual, as 2 other staff members have core hours – (Donna & Jodie do all prep work same time in the morning)
 - Need to discuss with Jackson – we request as P&C to advertise for this casual role. Tori will discuss with Jackson.
 - Kelli-Anne D moved to accept resignation, Tracey D seconded, all in favour.
- Food Compliance Certificate – required for Barambah – noted can be done through QAST – Tori to follow up.
- Kelli-Anne D discussed what QAST offers – tuckshop advice, compliance related matters. All agreed to pay for the QAST membership. Kelli-Anne to request invoice. Moved by Kelli-Anne D, Justine P seconded.
- Excursion – ratified by Tracey.
- Creative Generation request for funding – only 2 applications received to date, noted there were 8 students from James Nash. Kelli-Anne D put forward motion to pay for each student - 8 in total – Lance seconded. Justine P to seek confirmation on each student still participating. Each student to receive \$100 for participation in 2023. Justine will communicate to these families and request for their bank acc details. Justine to forward to P&C.
- Kelli-Anne discussed Thoroughgood donation - request from Donna Jenkin SRC Coordinator.
 - Discussed issues with increasing food items, how to monitor. Noted other school fundraising events will be happening in addition to support family financially.
 - All present agreed \$200 VISA generic card to enable family to choose what they need at the time. Deb and Kelli-Anne to look at best way to purchase. Kelli-Anne to report back to Donna J. Moved Kelli-Anne, seconded Megan C.
 - Kelli-Anne moved the purchase request for keg \$350 – for Cert III Hospitality. Tori seconded. Noted this event includes P&C invitation to attend - 21st June.

General Business – Tuckshop matters:

Kelli-Anne read request from Jackson:

- Jackson as per last meeting requested employment contracts – timely to review position duties in tuckshop roles. With a view to this Jackson would like to request the motions to be discussed:
 - Len - Receipt management through point of sale processes
 - Expenditure control through purchase reconciliation processes – ensuring all payments are signed off - Invoices stamped and signed by Jodie & a P&C Exec.
 - Len to organise order. Tori L moved, seconded Kelli-Anne D.
 - Len T to create a budget control for Semester 2, seconded Lance C.
- Kelli-Anne D introduced discussions around traffic light system in tuckshop - red food items and what sells, pricing. How to introduce healthier items. All in attendance agreeing to seeking out ideas for implementing change. Megan C recommended talking to other schools, discussing issues and what worked for them. Tori L will research ideas from other schools – menus, trouble-shoot, report back to committee.

Other general business:

- Deb spoke about bank fees to Wetspac. Merchant fees are different – 3 EFTPOS machines.
 - Merchant service hotline requires a person to be approved to talk to them. Deb put motion to request her to be the approved person to speak to this hotline. Kelli-Anne seconded. All in favour.
 - Deb explained fees difference – VISA and Debit. Other ideas - a cheaper POS option. Deb sourced other rates through other banks, all higher rates. All in attendance agreed no need for any further research, but suggested Deb to revisit Westpac once she is noted as the authorised person, to request lower merchant fees and see if any lower offers presented.

Date of next meeting – *Wednesday 21st June 2023 5.30pm – 7.00pm, The Pavilion (note change of date).*

- *Function being provided by James Nash SHS Hospitality students.*

Close – *meeting closed at 8.18pm.*