



Minutes of the general meeting held Thursday 7 September 2023.

Kelli-Anne Dukic opened the meeting and welcomed all in attendance at 5:57pm

Present: Chris Shevelling, Kelli-Anne Dukic, Deb Smith, Carol Flikweert, Sean Connelly, Megan Chandler, Deb Smith, Lance Cavanagh, Belinda Cavanagh, Tracey Devereaux,

Apologies: Justine Penny, James Penny

The minutes of the previous meeting held Thursday 27 July 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 C Flikweert, T Devereaux 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

- Digital storage of files for tuckshop
 - Data entry required. Discussed in general business.
- POS training for tuckshop employees
 - Staff are now more informed about use and function of software
- Stocktake for uniform. Admin team helped K Dukic look over what was likely to be needed for start of year stock. Order has been placed. Some items were very low or out of stock.
 - Hats are to be sourced through a different supplier to try and get them quicker
 - L Cavanagh asked if there was a minimum stock amount that once reached a re-order is required
 - Look back over orders to date to determine threshold numbers
 - Cut-off dates for start of year delivery need to be known and adhered to
- Menu audit came back at rating of 1/5 – to be discussed in general business
- Internet service to tuckshop.
 - Cameron Brown has suggested we buy a SIM card that runs on 5G to help boost connectivity for POS.
 - No further hardware required according to POS trainer that came in on the SFD.
- “Missing items” on previous records from tuckshop sales has been identified as the POS item that was being used for products sold that were not entered into the system. For example “catering”

Correspondence since the previous general meeting

Inward (as listed)

- Email from Shelley Boyd thanking P&C for contribution to daughter Charlotte’s Creative Generation experience. 10/8/23
- QAST menu check certificate – rating 1/5, and categorised initial recommendations. 11/8/23
- Performance management processes and forms from cmsolutions to assist conducting performance review for tuckshop staff
- BAS agent request to change signature process on BAS returns (QldP&C)
- Teacher Jo Shepherd request to support World Vision World Toilet Day – discussed in general business
- HR support Service Team email informing of delay re Qld State Awards wage rates update
- Uniform stocktake received

- Email from Justine Penny regarding upcoming Headspace “Go Green” for youth mental illness week – discussed in general business

Outward (as listed)

- Email request to QAST to complete menu health check 9/8/23
- Email request for EBE to conduct one day training in POS for tuckshop staff on the student free day. 10/8
- Invoices to JNSHS for catering
- Email to Jodie requesting uniform stocktake information prior to August meeting. 18/8/23
- Email to Jodie requesting uniform order for 2024.

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

Business arising from correspondence:

See general business.

Principal Report, and any business arising from this:

The Principal's report is below;

- Celebrations:
 - Girl's Rugby Union Finals
 - James Nash Jaguars. Taking ownership of this name that was originally the volleyball team and was later adopted by the netballers, and adopting it across all school level sporting teams. Positives include:
 - Alliteration
 - Colours
 - PRIDE
 - Ferocity when it's game on
 - Queensland Lawn Bowls Gold Medalists
 - Hospitality events after-hours for students
 - Academy of Creative Arts events
 - Teachers giving a lot of time to create opportunities
 - Thank you to everyone for making this time available.
- School performance:
 - Attendance is at 83.4%. It's hovered between 83.4% and 83.2% since I arrived.
 - More recent negative media posts that named us as a school and a few of our staff. We had these taken down with an hour of finding them.
 - Despite the incidents, the school remains positive compared to like-schools.
 - Wednesday afternoon during Learning and Wellbeing in Period 5 was a hot spot for incidents. One toilet block has been left open during class time to reduce incidents. This is monitored by two DPs. Significant decrease in incidents during this time.
 - Defiance remains the number one behaviour from students.

- Restorative Room being trialled in term 4 to 'teach' behaviour and restore the harm that has been done.
- Explicit improvement agenda 2023
 - Website updates. Looking from an outside perspective. Lots of updates, alignment to the Strategic Plan, and more to come.
- Key projects for 2023
 - INTAD Refurbishment meetings.
 - Successful in \$250,000 for upgrade of outside area. Thank you, Tori.
- Resourcing
 - Facilities:
 - Carpet in the library being corrected next week.
 - Designs are in place for a tuckshop refurbishment.
 - Finance:
 - Budget Overview Report
 - Balance Sheet Summary Report
 - Cash Flow Management Report
 - School Financial Snapshot
 - We own \$1,741,520.17
 - We are owed \$78,650.43
 - Equalling \$1,820,170.60
 - We owe and have committed to \$619,869.50
 - Owing others
 - Committed to spend
 - Holding funds for other bodies
 - Faculty budgets end next week, unless there is something specific in term 4, or prepping for the first couple of weeks in term 1.
 - Human:
 - Over-allocated in DPs and HODs
 - Working in this space to see what we can do for 2024
 - Some staff are taking leave and will need to be replaced anyway.
 - School-funded human resources have a wage + 30% onboarding cost associated. E.g., a Deputy Principal is just under \$200,000 if school funded.
 - Looking in to options for a 2nd Guidance Officer.
 - A02s being moved to A03s. \$50,000 cost to the school. Valuing people.
- Calendar
 - Nothing new to add this meeting
 - Awards Night is Week 2 Term 4
 - Would like to get to the point where the calendar is similar each year to reduce 'new' items.

Chris S moved and T Devereaux 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 \$31,165.91
- Tuckshop Account \$77,191.97
- Card Account: \$381.35
- The tuckshop staff all completed TFN declaration form and superannuation form for bookkeeper

- Now paid fortnightly rather than weekly
- Bega claimed that there was an outstanding invoice (\$88.24) from October 2022. Since paying this, it has been discovered that the previous bookkeeper had been corresponding with the company to ask them to look into the payment as it was paid as issued. D Smith has also tried to request that the double payment is looked into. This has fallen on deaf ears.
Decision made, considering the hours already invested in trying to recoup this overpayment with no traction, to let this go rather than continue to try and chase it up.
- A similar double payment error was made to JJ's Waste and Recycling. This has now been rectified
- Tuckshop staff have completed QAST certification Safe Food Handler Training. Donna and Jodie will need Food Safety Supervisor Course. Options are: \$139 ea (online, self paced), or \$300+ face-to-face
 - D Smith moved a motion that Jodie and Donna complete the online training. Seconded K Dukic. All in favour. Carried.

Deb S moved and L Cavanagh seconded that the Treasurer's report be accepted.

Tuckshop Report, and any business arising from this:

- Unknown events such as the recent Yr 10 Set Planning days that affect sales.
 - Discussion around how best to share school calendar with tuckshop staff. Looking into providing a physical calendar (white board style) for reference
 - Establish systems and processes to be aware of what's planned
- Front door not fixed (currently taped). This is from the break-in at the start of term
 - Currently getting quotes to get this fixed
- Fire drill went into lunch break, meaning there was stock left after the bell to return to class. Donna and Jodie weren't on the staff list of onsite staff
 - K Dukic to check why
- Hot food is discounted at the end of 2nd break to avoid dumping old stock
- Will start keeping a record of what food is disposed off when it can't be kept or sold
- The screen that separates students from the tuckshop oven is broken
 - Fixed since receiving this report
- The POS training was beneficial and should improve and streamline processes
- Pest control is scheduled to occur over the holidays. K Dukic to notify Jodie so she can prepare the area.
- How is the process for change over from manual to digital to happen? Data entry etc.
 - K Dukic moved a motion that casual staff come in for up to 6 hours to cover Jodie while she finishes stocktake and enters data into POS. Seconded M Chandler. All in favour. Carried. D Smith to contact Jodie about arranging the casual staff to cover her time so that she can complete this before the end of term.

Business arising

- Training in food safety
- Pest control
- Data input
- Stocktake

Motions on Notice

- Nil

General Business

- Occasionally, gift vouchers are received as part of the tuckshop supplier's incentives schemes. Total cost of what we have at present is \$60.85.
K Dukic moved a motion that they are donated to Chappy Jimmy to use for his breakfasts. And that, ,

any gift cards acquired in the future that could be used for food purchases to be distributed/donated in the same manner. Seconded D Smith. All in favour. Carried.

- Tuckshop menu. As a start the following has been removed:
All Large flavoured milks
 - All Large Juices
 - Iced Tea
 - Juice Bombs
 - Powerade
 - Up & Go
 - Lifesavers
 - All Maxibons
 - Mini Drumsticks
 - Zing Sticks
 - Milo Cups
 - Fruit Ice Sticks or Icy Poles
 - Other things need to be looked at. Discussion around how it would be easier and more efficient if there were less options on the menu, moving forward. Made on site would be more cost efficient, last longer and we know what ingredients are in the products sold.
 - Deanna Stevens, HOD Home Ec, to be consulted around updating the menu and perhaps helping to determine recipes and processes that are manageable
 - Discussion around how extra staff or extended hours might be managed if more prep and cooking is required. Potential to boost staff through volunteers, trainees or maybe utilising the hospitality students (though this could not be an ongoing or daily option).
 - Discussion around how best to tackle the necessary changes and how to stage it. Decision to look at the menu each meeting and make small, simple changes.
 - K Dukic to ask Jodie to look at the menu and provide alternative options that could be made on site.
 - Look into what equipment the tuckshop has and whether we need to purchase anything to help process. K Dukic to ask Jodie to list what they have and make a wish list of what she would want
 - Discussion around using term 4 to trial recipes and get feedback from staff and students before finalising a menu for 2024
 - Items to be removed this month:
 - A list of red foods to be removed will be forwarded to Jodie.
- Letter received from teacher Jo Shepherd and her Year 9 Care class asking for support and permission to run a series of World Vision, World Toilet Day fundraisers in Term 4. P&C are happy to support the staff only number board, Halloween gold coin stall and the staff nominated “flushing” fundraiser. Have passed the decision over to Exec team to deliberate and respond. C Shevelling to take to exec meeting in week 10
- Email received from Justine Penny inviting us to participate in the Headspace Go Green for Youth Mental Health campaign. Discussion around the logistics of making it happen considering it is scheduled for the first week back after holidays. Suggestion that maybe it could be incorporated into the National Mental Health awareness week. Regardless, the decision will need to be made by the exec team due to its affect on uniform for the day. Suggestion also that it could be passed to SRC to manage. C Shevelling to take to exec meeting in week 10

New Members

No new member applications were received at this meeting

Date of next meeting – *Thursday 26 October 2023 6:00 pm*

Close – *meeting closed at 8:01pm*