



Minutes of the general meeting held Thursday 27 April 2023.

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

Present: Kelli-Anne Dukic, Carol Flikweert, Jackson Dodd, Deb Smith, Megan Chandler, Sean Connelly, Lance Cavanagh, Belinda Cavanagh

Apologies: Justine Penny, James Penny

The minutes of the previous meeting held Tuesday 28 March 2023 were distributed by Melinda J via email to all members. A hardcopy was read by those at the meeting who had not seen this. Deb S moved, Megan C 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

- Deb S sought clarity around the uniform price increase to determine whether the \$5 increase was to be applied to all components of the uniform, or just the main items. Kelli-Anne D to check with Jodie and report back. Jackson D to ensure that the new prices are posted on the school website.

Correspondence since the previous general meeting

Inward (as listed)

- Letter from Justine Penny requesting financial support for students representing James Nash at Creative Generations State Schools Onstage 2023.
- Jackson D has stated that finance assistance requests are considered on a case-by-case basis and that individual student's parents or carers are required to direct their request for support independently. There is an allocated maximum amount determined, depending on the level of representation.
- (Email) Gympie Muster Committee have asked us to have a look at their service agreement and have requested that we commit to providing volunteers this year.

Outward (as listed)

- Nil

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

Business arising from correspondence:

- Carol F to respond to Justine P regarding application for financial support for students attending Creative Generations.
- Muster request to be considered in general business, below.

Principal Report, and any business arising from this:

The Principal's report is below;

- Celebrations:
 - ANZAC day turnout was exceptional
 - Combined IM program was very well received
- School performance: Report card outlining term 1 performance
 - Highlights include performance of Year 7 and Year 12 students – at or above 90% A-C and the excellent results associated with our G4G program
 - Challenges include our Year 10 performance with students achieving 74.3% A-C
 - Attendance rate sits above 83% --highest in 3 years
 - SDA data shows considerable increase in numbers; SWD and Indigenous are still overrepresented
- Explicit improvement agenda 2023
 - Reading links success with first round of students graduating
 - Q Parents being explored to support a suite of functions including 3rd party website permissions
- Key projects for 2023
 - Uniform review
 - Tuckshop update
- Resourcing
 - Facilities: project manager appointed to INTAD upgrade project
 - Finance: Budget report attached (parent debt, financial commitments, outstanding purchases, assets and replacement schedule)
 - Human: enrolments total 1166
- Calendar
 - Parent teacher interviews to be held Tuesday 9 May

Jackson D moved and Lance Cavanagh 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.

- Balance March \$12,481.28
- Deb S moved a motion to begin a review of the process of the report from bookkeeper to committee.
All in favour. Carried
- Deb S moved a motion to request the employment agreement for all of the employed staff of the P&C for review. *All in favour. Carried*
- Deb S moved a motion to investigate the viability of the account keeping software. *All in favour. Carried*
- Jackson D requested a breakdown of the wages/salary, and the purchases for resale to be included in the monthly report to see where and how these funds are being spent (motion moved in general business)
- Kelli-Anne D queried the bank charges fee being so high. Deb S said she will question the bank when she is in there later this week.

Deb S moved and Sean C seconded that the Treasurer's report be accepted.

Tuckshop Report, and any business arising from this:

- Tuckshop finances attached. No report received.
- Tuckshop DR Card Account Balance \$380.50
- Main Tuckshop account Balance \$49,067.77

Motions on Notice

- Nil

General Business

- Gympie Muster: community service agreement offers payment of \$4000. Manage Tavern Bar for 4 days, 10am – 9pm. Problem in 2022 was that we could not get volunteers from the community and we had to fill positions with staff who then had to be replaced at TRS cost to school. Other negative affects to consider are the impacts on students who lose their teacher for a day etc. This is not a viable event and has in the past ended up costing us money. Kelli-Anne D ***moved a motion*** to decline the offer. Seconded Deb S. *All in favour. Carried*
- Jackson D ***moved a motion*** to review tuckshop processes in light of recent Qld Health complaint and stock management queries. Stocktake list, ordering procedure, and food prep and storage processes to be requested. *All in favour. Carried.* Jackson D to follow up with tuckshop management and report back.
- Discussion was held around problems arising from tuckshop staff having access to Daymap and determining whether this is a necessity and what alternative could be used to avoid any potential for student personal information being accessed or misused. Thoughts around the benefit of tuckshop management having access to real-time attendance figures to accurately cater for the day's requirements. Potentially this could be communicated on a daily basis from student services staff.
- Discussion around necessary changes associated with updating the uniform. Considerations need to be made in regards to gender neutrality as well as distinguishing between junior and senior students. Thoughts also around whether a formal day be introduced where students wear the formal uniform on certain days. Pros and cons discussed. Next step is to form a sub-committee group to establish the scope of the review and begin a consultation process. Group members should be drawn from all stakeholders: parents, staff and students. Kelli-Anne to put out an invite to interested parties. Plan is to have some initial decisions made by September with the view of enacting change by 2025, with a three-year transition. Jackson D to develop a project scope for sub-committee to work within.
- Deb S highlighted the tight turnaround of receiving audited books from accountant and being able to prepare reports before AGM. Potential that AGM is moved to February to push out the timeline a little. Accountants to be notified of required timeline, in advance.

New Members

No new member applications were received at this meeting

Date of next meeting – *Thursday 25 May 2023 6:30pm*

Close – *meeting closed at 8:16pm*