



Minutes of the general meeting held Thursday 22 June 2023.

Kelli-Anne Dukic opened the meeting and welcomed all in attendance at 6:30pm.

Present: Chris Shevelling, Kelli-Anne Dukic, Deb Smith, Carol Flikweert, Megan Chandler, James Penny, Justine Penny, Deb Smith, Natalie Hyde, Chelsea Parker and Sydney Telford.

Apologies: Sean Connelly

The minutes of the previous meeting held Thursday 25th May 2023 were distributed by Kelli-Anne D via email to all members. A hardcopy was read by those at the meeting who had not seen this.

Megan C moved and Deb S seconded that the minutes be adopted as true and correct record, and the motion was carried, including the below amendments:

Amendments: Deb S presented the budget and the date for tonight's meeting was adjusted to reflect the calendar.

New Members

No new member applications received.

Guests – Year 8 Junior leaders presented their proposal for house shirts. Year 8 students, Chelsea P and Sidney T presented their proposal as well as some colour mock-ups. Questions were asked about how to proceed and whether it was an idea that would be supported by P&C. Discussion included considerations around when the shirt would be worn (uniform policy) as well as where and how they would be purchased / rolled out. Justine P said it was a great idea that would look great if implemented, but to make them viable, it would have to be an accepted uniform throughout the week and not just for sport carnivals. Carol F raised the issue of authenticity of indigenous designs. Nat H responded that appropriate avenues would be followed to ensure they were culturally sensitive. Chris P suggested it would be an opportunity to incorporate the indigenous community and Gubbi Gubbi elders. Chris S noted that the cost of five new designs across multiple sizes is a significant investment that would need to be well-thought-out. Chris S also identified that the logistics around monitoring uniform would need to be considered. Conversation around stipulating days for certain types of uniforms. Nat H added that house pride and school culture were the main factors around the proposal. To be further discussed in General business.

Business arising from the minutes of the previous general meeting

- Decision regarding advertising Tuckshop employee replacement position: Jackson determined that at this stage it was not a requirement and it may assist in keeping costs down and improving profits. Carmel Hensel has since sent a letter asking for casual hours. She was previously employed at the tuckshop and has advised that her personal situation has changed such that she would again be available either part-time or casually.
- Funding finalised for Creative Generations participants and Thoroughgood family: Bank account details have been received from Chaplin and Khan's mum, Toni has been approached. Money will be transferred shortly. P&C have been given details for six accounts for direct payment for creative generations participants. Deb S checked with P&C Qld whether there were any issues with transferring directly into student accounts. The response was that if it had been minuted, supported by executive P&C and Principal, it was okay. Deb S has now transferred the sponsorships.
- Viability of traffic Light system for tuckshop menu: Sample menus were passed around for perusal. Tabled for discussion at next meeting.
- Budget: discussed in General Business.
- Merchant service: Deb S has had to put off negotiations for better fees

***Correspondence since the previous general meeting
(Inward as listed)***

- Letter from Carmel Hensel regarding re-starting at the tuckshop on a casual or part-time basis
- Email from Nat Hyde with proposal for shirts

Outward (as listed)

- Letter to Donna Jenkin stating that we would sponsor the keg for the Cert II Hospitality bar function
- Email to Jodie asking her to order uniforms that had been left to run-out of stock. These have been placed on expedited delivery at an extra fee but will still take four months to arrive. Junior shirts will therefore not be available in the interim
- Letter to Jodie, advising of cease of banking of hours for holiday payment to bring back into alignment with employment contract.
- Letter to Donna, advising of cease of banking of hours for holiday payment to bring back into alignment with employment contract.

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

Business arising from correspondence:

None

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

The Principal's report is below;

Chris S spoke about his start at James Nash SHS. He mentioned he had been well received and the staff were receptive. He has attended many events and has been impressed by the students and their participation. Chris spoke about his professional career and mentioned that this is the second smallest school he has worked in, which has been pleasant. He mentioned that the school has a genuinely good reputation, even in wider circles. Great students, great staff, great community.

Chris S moved and James P 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.

Deb S moved and Kelli-Anne D seconded that the Treasurers Report be accepted.

Tuckshop Report, and any business arising from this:

Tuckshop finances attached.

Tuckshop DR Card Account Balance \$11, 881.28

Main Tuckshop Account Balance \$71, 283.79

Card \$500.00

Motions on Notice

- Nil

General Business

- Budget: Deb S presented the budget as a spreadsheet that demonstrated income and expenditure over the past 3.5 years with charts that demonstrated the KPI's. Analysis shows that profit has been significantly low by comparison to pre-covid years. The projected profit for 2023 is less than \$300 which is unacceptable seeing as this is the school's only official form of funding school projects and extracurricular activities. Discussion around why this may be the case included utilising more bulk suppliers to reduce costs as well as potentially planning orders and getting P&C approval for any purchases.
 - Questions arising from budget included: timing of purchases? stocktaking processes? what is the difference between food cost and food sales –how much profit on actual tuckshop sales? With regard to write-offs, who makes that decision and how is it approved?
 - It was determined that a performance review should be scheduled for employees of P&C where these questions can be addressed. Kelli-Anne D to enquire with CMSolutions about associated fees for an external reviewer to determine whether that is a viable option, or we do the review internally.
- In reflection of the current financial position of the James Nash P&C, the projected profit and the need to reduce operational costs, Kelli-Anne D spoke to P&C Qld regarding their bookkeeping service. Len's wages on average are \$750.00 (inc superannuation), the subscription fee for the accounting program through P&C Qld is approximately \$473.00 plus the accounting program (Xero) approximately \$39.00 per month with the P&C Qld discount.

Debbi S put forward a motion that the James Nash P&C dismiss Len Tighe and engage the services of P&C Qld at a saving of nearly \$250/month. Justine P seconded. All in favour. Motion carried.

 - Kelli-Anne D to prepare a letter to Len to notify him of this decision. Termination conditional of him providing all passwords and access as required.
- Upcoming P&C end of year commitment to expenses:
 - Formal: request to consider upping the amount covered by P&C to \$9000.00 due to increased costs
 - Awards night: approximately \$2,000.00 needs to be budgeted for the prize money that we donate
 - Scholarships at the end of the year: \$300.00 each x 16 awards.
- Zac Green (HOY SS, Y9) would like to hold a BookWeek/Blue Day fundraiser in term 3 to raise money for Legacy. P&C approval sought. All in favour, carried. Carol F to respond.
- Scoping document from Yr 8 students regarding uniform proposal: Lots of things to consider and our understanding is that the uniform is set to be reviewed within the next cycle. Thoughts are that the idea is good but needs to be well-considered. Suggestion to get the Junior captains to survey stakeholders and submit their proposal to be included in the upcoming uniform review. Carol F to respond.

Date of next meeting – *Thursday 27st July 2023 6.30pm, Conference room, Administration building, James Nash.*

Close – *meeting closed at 8:12pm*