



Minutes of the general meeting held Thursday 23 November 2023.

Kelli-Anne Dukic opened the meeting and welcomed all in attendance at 6:03pm

Present: Chris Shevelling, Kelli-Anne Dukic, Deb Smith, Carol Flikweert, Megan Chandler, Jodie Morris, Carmel Hensel

Apologies: Justine Penny, James Penny, Tracey Devereaux, Sean Connelly, Lance Cavanagh, Belinda Cavanagh

The minutes of the previous meeting held Thursday 7 September 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.

C Flikweert moved and *M Chandler* 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

- Menu trial has been happening. Detailed in Tuckshop report

Correspondence since the previous general meeting

Inward (as listed)

- Email from Gympie Times requesting access to formal photos
- Letter from DP Y Francis on behalf of the student services team requesting financial support to change Chaplaincy provider from Scripture Union to VIRB (Virtues Improving Relational Behaviour). Request for P&C to contribute \$4500 to assist with making this happen. Moved to general business for discussion
- Letter from DP B Nilon requesting Formal date be moved to Term 3 to avoid conflict with external exams. Moved to general business for discussion
- Email from DP B Nilon requesting an increase of gift card amount for award recipients. Moved to general business for discussion

Outward (as listed)

- Email to all suppliers requesting communications be sent through to central P&C email
- Email to J Morris to streamline tuckshop weekly reporting processes

C Flikweert moved and *D Smith* 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;

- Annual Improvement Plan looked at. Much of the priorities of 2023 have been addressed and are well on the way to being embedded, others will need to remain focus areas moving into 2024. Next AIP is due end of this year / beginning of next year
- Discussion regarding Gympie Times requesting access to Y12 formal photos and the final decision to release the images for publication
- Finances
 - SRS: 88.44% participation rate. \$261,800 invoices issued. \$229,700 invoices paid. (87.72% paid)
 - What we own - \$1,361,084.29. What others owe us - \$68,159.64. What we owe \$535,081.69 (this includes funds we are committed to spend and funds we hold for other bodies).
- Facilities
 - Works completed in 2023:
 - New floor coverings in ss, B17, B18, F3, L block, A block
 - Storage in PA
 - B block sliding doors
 - E block veranda resurfaced
 - New concrete stairs in H block
 - New concrete footpath to bus stop from J block and at CO/PA
 - Removal of dangerous trees
 - D block roof re-sheeted
 - B block re-sheeting including clear panels to lighten area
 - Landscaping at front of school
 - Works to be completed during summer vacation
 - Completing of study area between A & H block (postponed until term1)
 - Landscaping to gardens outside I block
 - Replacement of fixed seating in the PA
 - Carpet replacement in B block classrooms
 - Planned maintenance 2024
 - Resurface epoxy flooring in D block
 - External repaint of MPS
 - Grants applied for
 - Tuckshop upgrade – awaiting outcome
 - Go For Gold – new amenities block, lighting and tiered seating on Elphinstone oval – awaiting outcome
 - School Subsidy Scheme – resurface of MPS, installation of additional shade structure, seating and artificial turf outside MPS – awaiting outcome
- *C Shevelling* confirmed he will not be returning to JNSHS in 2024 and that as yet the decision on who will hold the principal decision has not been confirmed. He thanked the P&C for the work they have completed in 2023.

C Shevelling moved and K Dukic seconded that the principal's report be accepted.

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

XERO 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 \$63,114.62
- Card Account: \$298.55

- Long service leave balances adjustments made resulting from an investigation of records by the bookkeeping team
- Superannuation had not been paid since June. That has now been rectified and will be paid out monthly
- ATO paid
- Stocktake is now due and figures will need to be put into the system

D Smith moved and K Dukic seconded that the Treasurer's report be accepted.

Tuckshop Report, and any business arising from this:

- Sales average \$10k
- Wastage has been reduced as a result of menu adjustments and ordering control
- Difficult to know how many students will attend in the next two weeks
 - *K Dukic* to ask *A Crabtree* to set a social media post announcing operation hours for week 10: closed Wednesday and Friday, limited menu on Thursday
- New menu trials: Chicken stir fry was preferred by teachers over students. Burritos were a hit. Adjustments made to some recipes to keep it fresh. Sushi bowls were a big hit. Costing is still being worked out to find a balance between affordability and profit.
- Uniforms: jackets are preferred over jumpers and therefore there's a surplus.
- Prices (as previously agreed) will be enforced from the beginning of the year (2024)
- Uniform days in January will be 17th 8am-1pm, 18th 1pm-5:30, 19th 7am-2pm
- Shipment due between 10th-18th January
 - *J Morris* to organise delivery of what is needed for uniform days to arrive at school after 15th January to ensure someone is onsite to receive it
- What is in the warehouse will be shipped to school before the end of the year.
 - *J Morris* to arrange delivery
- All employees are now food safety accredited
- No hot water – ongoing issue. *K Dukic* expressed desire for grant to come through to address this and other service (building/equipment) concerns

Business arising

- Float for uniform day.
 - *D Smith* to organise it for *J Morris* to collect on Tuesday 16th January
- Aircon in tuckshop broken. No response as yet on when it will be repaired
- Question regarding how to assign transactions that include scholarships
- Question regarding redemption of gift vouchers to ensure transactions are fully recorded within the POS
 - *J Morris* to look into options
- Cardboard collection costs for service –can we invoice for this?
- New menu was distributed for discussion. It was well received with a lot of thought put in to make it both interesting and healthier. Questions around compliancy with the traffic light system.
 - *J Morris* to get the menu check done again to ensure we hit the green.

Motions on Notice

- Nil

General Business

- Discussion around moving the formal to week 8, Term 3. *C Shevelling* explained that many schools are moving away from the end of year formal and finding that many Y12 students who are only “holding on” to attend the formal, are able to move into the next chapter earlier. Moving the date also enables those academic students to focus fully on their final exams.
 - *K Dukic* moved that the formal date be moved forward. All in favour. Carried.
- Discussion around chaplaincy change and subsequent request for financial support.
 - *C Shevelling* moved a motion for P&C to contribute \$4500 annually to the chaplaincy program to allow it to run for two full days each week. All in favour. Carried.
- Discussion around increasing the gift card amount for recipients of awards from \$250 to \$400. More discussion required in relation to our ability to fund this and also in maintaining equity across total amount of each different award.
 - *D Smith* moved a motion to change HR from CMS to P&C Qld. All in favour. Carried.

New Members

No new member applications were received at this meeting

Date of next meeting – TBA

Date of AGM – 23 February 2024

Close – meeting closed at 7:21pm