

NORTH ROCKHAMPTON STATE HIGH SCHOOL
PARENTS AND CITIZENS ASSOCIATION



General Meeting held 20 July 2015 at 5.00pm in the Admin Block.

Meeting was called to order by Sue Levitt (President) at 5.10pm.

GENERAL MEETING

ATTENDANCE

Twelve people were in attendance and there were three apologies.

Attendance:

Janet Young (A/Principal)
Kim Applewaite (Tuckshop Convenor)
Michael Neaton
Leisa Neaton (Secretary)
Karen Rogers
Sharon Nunn (Treasurer)
Deb Addison
Aaron Schick (Chappy)
Michelle Lyons (Deputy Principal)
Andrea Maxwell
Sue Levitt (President)
Sharyn Murray

Apologies:

Cynthia O'Sullivan (Deputy Principal)
Kylie Butler (A/Deputy Principal)
Sandi Brown
Michelle Rixon

MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting held on the 25 May 2015 were circulated and had previously been circulated via email.

Motion: Moved Mick, seconded Kim that the minutes be accepted as read. Carried.

BUSINESS ARISING FROM MINUTES

Nil – the meeting resolved the last meeting was so long ago that most issues had been addressed in the course of the following months.

CORRESPONDENCE

Inwards: See summary over page.

Date Received by Secretary	Sender	Dated by Sender	Subject	Copies Given to:						To be distributed at meeting	
				Tuckshop Convenor	Funding Committee	Principal	Treasurer	To be discussed at meeting	Emailed to Exec.		No action needed
25/05/2015	COMMONWEALTH BANK	1/04/2015	MERCHANT STATEMENT								
	REST INDUSTRY SUPER FUND	UNDATED	SUPER CONTRIBUTIONS RETURN - NO PAYMENTS MADE								
	COMMONWEALTH BANK	18/05/2015	COMM BIZ SECURITY TOKEN ADVICE - NO SACHEL RECEIVED								
4/06/2015	COMMONWEALTH BANK	19/05/2015	TEMP LOG IN FOR COMMBIZ								
	KINETIC SUPER	28/05/2015	SUPERANNUATION - CAROLE PATTERSON								
	BUBBLE SPORTS	UNDATED	FUNDRAISER IDEA								
	COMMONWEALTH BANK	24/03/2015	ALTERATION TO DEPOSIT								
10/06/2015	CLIFFORD FOOD SERVICES	29/05/2015	INVOICE - TUCKSHOP								
	PETERS	UNDATED	PRICE LIST								
17/06/2015	AUSTRALIAN CHARITIES & NOT FOR PROFITS COMMISSION	4/06/2015	NOTICE OF REVOCATION OF CHARITY REGISTRATION								
	PETERS S	31/05/2015	TATEMENT \$3853.80 AS AT 31/5/15								
	HANLY CONFECTIONARY	29/05/2015	INVOICE \$140.45								
	PFD	15/06/2015	INVOICE \$2992.65								
	PAC PLUS	31/05/2015	STATEMENT \$798.96 OWING								
	AIRAC SALES AND SERVICES	5/06/2015	SERVICE TO AIR CON IN COLD ROOM STATEMENT \$462								
	AIRAC SALES AND SERVICES	5/06/2015	SERVICE TO AIR CON IN COLD ROOM STATEMENT \$674.55								
	COMMONWEALTH BANK	May-15	MERCHANT STATEMENT \$35.35								
	COMMONWEALTH BANK		MERCHANT STATEMENT \$59.84								
	DETE		BLUE CARD INFO STATEMENT								
15/07/2015	ATO	1/07/2015	FAILURE TO LODGE ACTIVITY STATEMENT ON TIME (BY 31/3/15)								
	COMMONWEALTH BANK	16/06/2015	COMMBIZ TEMPORARY LOG IN REBECCA HACK								
	IFYS	1/07/2015	REMITTANCE ADVICE FOR \$95 REFERENCE: P NORSCH								
	COMMONWEALTH BANK	1/07/2015	MERCHANT STATEMENT JUNE 2015								
	WORKING WITH CHILDREN CHECK	12/06/2015	BLUE CARD POSITIVE NOTICE - ALANA EVANS								
	WORKING WITH CHILDREN CHECK	12/06/2015	BLUE CARD POSITIVE NOTICE - KIM APPLEWAITE								
	AIRAC SALES AND SERVICES	19/06/2015	REPAIRS AND SERVICE AIR CONDITIONERS INVOICE \$572								
	ACNC QUARTERLY	Jun-15	NEWSLETTER FROM NOT FOR PROFITS COMMISSION								
	REST INDUSTRY SUPER FUND	Jun-15	UNALLOCATED PAYMENTS \$90.16, \$443.57								PRESIDENT
	REST INDUSTRY SUPER FUND	30/06/2015	UNALLOCATED PAYMENTS \$90.16, \$443.57								PRESIDENT
	KINETIC SUPER	30/06/2015	REQUEST FOR BREAKDOWN OF PAYMENT FOR CAROLE PATTERSON								PRESIDENT
	CMS	7/07/2015	GUIDE TO CANTEN AND TUCKSHOP MANAGEMENT								
	J&T ACCOUNTANTS AND ADVISORS	3/07/2015	CHARTERED ACCOUNTANT SEEKING BUSINESS								
	ATO	Jun-15	LODGEMENT OF END OF YEAR PAYMENT SUMMARIES								

Email: Requests from Aaron Schick and Deb Addison for funding.

Outwards: Back pay & superannuation letters to tuckshop employees, 2015 executive details sent to P&C Qld, correspondence to unsuitable applicants re tuckshop employees, contracts and emails to successful applicants, ATO - TFN declarations forms x2 for the new employees, Blue Card Services - Blue Card application for new employee.

Motion: Inward and outward correspondence reports are accepted. Moved by Leisa, seconded by Sue. Carried.

TREASURER'S REPORT

Sharon Nunn reported that \$36 165.01 is the profit recorded as of 30/6/15. Tuckshop recorded a loss for the month of June of \$5797.70, uniform shop recorded a profit for June of \$3237.50. Both the Tuckshop and Uniform Shop are recording profits for the year to date.

Bank balance as at 30/6/15: \$130 587.63.

Major income for June - tuckshop \$34352.70. Uniform shop: \$4376.90. Major expenses for June: Tuckshop purchases \$24631.14, tuckshop wages \$12 707.64.

Motion: Moved Sharon, seconded Leisa that the financial report be accepted as tabled. Carried.

Follow up actions: Leisa expressed concern about the loss for tuckshop in June. It was noted that there had been several repairs and maintenance issues which needed to be addressed during this period. The meeting resolved to recheck financial position of tuckshop at next meeting to ensure it is turning a profit as this is our only fundraising mechanism currently.

EXECUTIVE DECISIONS

Leisa provided a brief outline of issues addressed in the tuckshop to meet DET, award and audit requirements regarding employee entitlements and financial management processes which needed to be addressed urgently before the end of financial year. Two meetings were conducted to address these issues. The P&C Executive was enquiring into employing a firm to specifically manage employee entitlements to avoid any future issues for any incoming Executive teams. In addition

superannuation was now being managed through the Superannuation Clearing House, thanks to Sharon's follow up.

Motion: Moved Leisa, seconded Sharon that the executive decisions be ratified based on the verbal summary provided, as it was not appropriate due to privacy issues, to go into particular employee entitlement issues resolved. Carried.

REPORTS

Principal's Report

- Staffing: Michelle Lyons has been appointed as deputy principal, Desolee Murdoch appointed as HOD senior schooling, Kaitlyn Worsley employed as contract teacher on English/Social Science.
- Facilities work undertaken since last meeting includes installation of disability toilet, additional seating for year 11s, tree lopping following cyclone, replacement trees being planted using CommBank Recovery money, H block external painting, and the HPE grandstand will be installed on oval near shed in near future.
- Student Success: SUN program - two students in year 11 doing well achieving high distinctions in semester one, one year 12 student performed as a featured vocalist throughout the four shows of Creative Generation 2015, plus Futsal Team selected to play in National Competition in Brisbane in September holidays, 24 students participated in Cert II Tourism course during the September school holidays.
- School Opinion Survey: currently open. Closes 31/7/15. Parents encouraged to complete survey to provide feedback.
- Key calendar dates: Parent Teacher Interviews 22/7/15, Year 7&8 Circus Rewards Event 28/7/15, Year 8-11 2016 Subject Selection Evening 29/7/15 (5pm to 6.30pm), Year 11 & 12 Exam Block 7-11 September.
- Meeting with Frenchville Sport Club re future development intentions. No further work planned for 2015 due to Cyclone repairs at Frenchville Sports Club but hope for further development work in subsequent years.

Tuckshop Report

- Maintenance issues: break in on first night of holidays. Roller door damaged. Phil has ordered a new one.
- Request for casual hours: 40h training time requested. Leisa queried if this had been requested through Executive as neither Sharon nor Leisa were aware of these additional hours. Kim replied she was using the hours for training. Leisa reminded Kim that any additional hours requests needs to come to the P&C Executive before proceeding.
- 80% of the furniture required for uniform shop has arrived after cyclone damage. Shelving was being erected and stocked by employees.
- 2 additional employees were appointed working 10h each.

Motion: Tuckshop report is accepted. Moved by Kim, seconded by Sue. Carried.

Chaplain Report:

- Chappy reported that he had been focussing on preparations for programs and maintaining a positive presence in the school.
- Strength Program: Two groups of year 8 just finished, year 10s about to start.
 - Shine Program: requesting funding. Run by Oasis Church and supported by NRSHS staff member Tina Ratcliffe. \$2400 was requested by Aaron for total program which includes all resources and graduation dinner. It is a secular program. Janet emphasised that is a very worthwhile program which targets at risk year sevens.

Motion: Moved Sue, seconded Kim that after Aaron follows up on Zonta request for funding, P&C funds the difference for the Shine Program in 2015. Carried.

Motion: Moved Andrea, seconded Sharon that the school investigates future wellbeing programs offered within the community through groups and organisations like HeadSpace and develops a renewed strategic direction in this area. Carried.

- Open Mic Program: currently conducting this program.
- Peer Skills Training: coordinating 40 Hour Famine.
- Currently recruiting for buddy program 2016.
- Chappy is approaching various churches to ask for further funding support for the breaky program. Meeting suggested approaching the Lions and Rotary Clubs in the area. Breaky Club is currently running Monday and Friday.
- Futsal team: currently being trained by Chappy ready for trip away in September. Chappy had sent a previous request for funding to support the seven team members to travel to the comp. Discussion at the meeting included the nature of this competition (State v National representation), distance to travel (comp being held in Brisbane), the lead up to the competition (Chappy reported that the team did not attend Wide Bay carnival as no teacher was available to attend and it was short notice) and number of students participating. The meeting considered the application using the 'Grants for Elite Student Performance' paperwork and what had occurred with previous trips this year.

Motion: Moved Kim, seconded Andrea that we provide \$500 to the team to support travel for the Futsal competition. Carried.

Fundraising Report: nil

GENERAL BUSINESS

-Defibrillator: Sharyn Murray provided information about a school defibrillator program being conducted by a company. Westfund supports Defibrillator purchase. Westfund may match funding \$1 for \$1 depending on fundraising. Sue took documentation away to investigate further and will report back at next meeting.

Update on school payment system: email address on some forms is still incorrect. Principal to revise process with staff for approval and ensure outdated letterhead is not used and that admin approval is signed off before sending correspondence home to parents.

Student Subsidy Update: Leisa will email the 'Grants for Elite Student Performance' form to everyone for further consideration as whilst it had been used tonight as a base for the Futsal decision, due to time it was not possible to discuss further at this meeting and it remained in draft. Feedback on the form should come to Leisa and a final decision will be made at the next meeting once all feedback has been considered.

Year 11 Leadership Camp Funding Request: Deb Addison was requesting funding for this camp to reduce student costs. Aim is to keep cost at below \$250.

Moved Andrea, seconded Karen that we supply \$400 to offset the cost of the camps. Carried.

Speed Limit Update: Janet reported that new school-based police officer Kelly Knight was only recently employed and started today. No update was therefore available. To be addressed next meeting.

Bursary Update: Janet provided a basic overview of previous bursary arrangements and reported it was more complicated this year as there were two cohorts coming in during 2015. Traditionally P&C has offered four bursaries in the first year of high school and then again in year ten, going into year twelve. Bursaries were usually offered for three years. Bursaries areas: cultural, sporting, academic and all rounder. Heading into 2016, P&C would like to fund two lots of bursaries: Year 7,8,9 & Year 10, 11, 12. P&C to pay up front for the bursary holders for the year in November, for the following year. The bursary is only honoured in the current year and the first term of the next year. Recommendations including that bursary updates need to be provided to students to remind them to use their bursary and that a check needs to be made by the school to ensure recipients actually attend the school following receipt of a bursary, and if they don't actually arrive in the following year, the bursary is to be reissued to another student as per the shortlisted bursary process conducted by the school. The Bursary selection panel includes a rep from P&C rep, principal, and year level coordinator.

Tuckshop Recruitment Update: two staff members have been employed casually. Rebecca and Sue ran the process. Leisa thanked these ladies for their time over the school holiday period. Over 40 applications were received.

Red Days: 2015 – term 3 31/7/15, 4/9/15 term 4: 30/10/15, 17/11/15. 2016 - term 1 22/2/16 & 24/3/16 , term 2 23/6/16, 24/6/16, term 3 flexible, term 4 15/11/16.

Early School Leavers Survey – The Statewide destination survey for all year 10, 11, 12 students is being promoted by the Minister Kate Jones. Janet urged parents to encourage their children to complete the survey as it can attract resources to the region to support job creation and future training options.

ENDORSEMENT OF NEW MEMBERS:

Sharyn Murray and Michelle Lyons were endorsed as members and will be added to the 2015 Members' Register.

Meeting closed at 6.52pm.

These minutes are a true and correct record of the meeting: Signed _____ (P & C President)

The next P&C Meeting will be 24 August 2015 at 5.00pm in the Admin Building.

Suggestions for next agenda:

- School sports and representation to push engagement (Andrea Maxwell)
- Historical issues (Michelle Rixon)
- Grants for Elite Student Performance (Leisa Neaton)
- Speed update (Janet Young)
- Defibrillator purchase consideration (Sue Levitt)