

NORTH ROCKHAMPTON STATE HIGH SCHOOL
PARENTS AND CITIZENS ASSOCIATION



General Meeting held 23 November 2015 at 6.00pm in the Admin Block.

Meeting was called to order by Rebecca Hack (President) at 6.10 pm.

GENERAL MEETING

ATTENDANCE

Nine people were in attendance and there were two apologies.

Attendance:

- Rebecca Hack (President)
- Kim Applewaite (Tuckshop Convenor)
- Andrea Maxwell
- Sandi Brown
- Michael Neaton
- Leisa Neaton (Secretary)
- Kylie Butler
- Karen Rogers
- Cynthia O'Sullivan (Vice President)

Apologies:

- Janet Youngg (Principal)
- Sharon Nunn (Treasurer)

MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting held on the 26/10/15 were circulated and had previously been circulated via email.

Motion: Moved Leisa, seconded Andrea that the minutes be accepted as read. Carried.

BUSINESS ARISING FROM MINUTES

CORRESPONDENCE

Inwards: See summary over page.

Date Received by Secretary	Sender	Dated by Sender	Subject	Copies Given To:								
				Tuckshop Convenor	Feeding Committee	Principal	Treasurer	To be discussed at meeting	Essential to Exec.	No action needed	To be distributed at meeting	
26/10/2015	WE LIVE WITHOUT BARRIERS VIA NRSHE		CREDITOR REMITTANCE ADVICE - \$570 PAID TO NRSHE IN ERROR									
	BEST INDUSTRY SUPER FUND		SUPER CONTRIBUTIONS RETURN - NO PAYMENTS MADE									
29/10/2015	NRSHE		REIMBURSEMENT FOR 15 COMPENSATED LIMS - BURSARY									
9/11/2015	COMMONWEALTH BANK		STATEMENT									
	ICMS		RECEIPT FOR PAYMENTS									
	CLIFFORD FOOD SERVICES		INVOICE									
	ICMS		STATEMENT \$1293.68									
	PRC OLD		PARENT TALK MAG									
20/11/2015	COMMONWEALTH BANK		MERCHANT STATEMENTS X 4									
	NRSHE		RECEPTS FOR DONATIONS X3									
	ICMS		RECEPTS FOR \$703.68									
	WORKING WITH CHILDREN CHECK	29/10/2015	GUIDE TO CANTEEN AND TUCKSHOP MANAGEMENT									
	GAVIN SHUKER, INTERNO		POSITIVE NOTICE FOR SHARNE EDWARDS									
			DRAFT CONTRACT VIA EMAIL									

Outwards: Email to Gavin Shuker re uniform supply contract, Email to parent re rowing subsidy request

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

TREASURER'S REPORT

Total Profit and Loss (Year to Date to 31/10/15): \$23 084.68.

Tuckshop Profit and Loss (Oct 2015 only): \$10 182.62

Bank Balance as at 31/10/15 \$155 900.98.

Money held in trust with CMS as at 31/10/15 \$62 581.47.

Major income for Tuckshop for October \$45 226.40 and Uniform Sales of \$1709.

The profit and loss, balance sheet, bank rec and bank register of payments and receipts were tabled and presented for approval.

Motion: Moved Rebecca, seconded Karen that the financial report be accepted as tabled. Carried.

EXECUTIVE DECISIONS

The executive team met on 4/11/15 to address some emergent issues and asked that the meeting endorse these decisions.

School Blazers: If there were no school blazers, four are to be purchased for the 2016 school captains. The school will establish a collection of blazers in a range of sizes, building on the collection each year to match captain sizes. Dry cleaning expenses may need to be met by P&C. Blazers will no longer be given to school captains to keep.

Catering for Awards Night: The Executive agreed that a maximum of \$500 should be spent on awards night, with tea, coffee and punch being offered but no alcohol. The meeting noting the catering was sufficient and was well received.

Volunteers' Night: 23/11/15 5pm to 6pm: Catering to be arranged at \$10 a head to include punch, tea, coffee and some snacks. Again, the meeting noted there was sufficient catering and it was well received.

Security Screen in Tuckshop: AB Glazing's quote for \$732 should be accepted. Kim asked to arrange the work. Kim reported it will be done this week.

Uniform Selling Days: Kim will start back at work on 20/1/16. Selling days for uniforms should accommodate some after hours times. Tuckshop prep will offset these hours so regular staff can be used.

- The uniform sales will be on Wednesday 20th, Thursday 21st and Friday 22nd with no sales on Monday 23rd
- We approve a total of four staff for each of these sessions, as per your conversation with Janet
- We would like the uniform sale hours to be as follows:
 - Wednesday 20th January – 8am until midday (4 hours)
 - Thursday 21st January – 2:30pm until 6:30pm (4 hours) with arrangements made for security
 - Friday 22nd January – 8am until midday (4 hours)
 - Monday 25th January – no uniform sales and no enrolments. 2 staff approved to get tuckshop ready for sales.
 - Tuesday 26th January - closed
 - Wednesday to Friday – 2 staff 7:30am until 9:30am (for before school / enrolment rush), and 1 person 9:30am until 11:30am each of these days.
- Janet will arrange a flyer and notices on sign/website/newsletter to promote these hours to families. She will also advertise the phone sales as an alternative option for families.

Socks Special: Kim can arrange a sock special with a suggestion of \$5 a pair. Kim reported this has been actioned.

Donation: A donation of \$15 000 is to be made to NRSHS, with the school choosing to put it towards the cost of the fans in the hall. The meeting noted the donation has been receipted and fans installed.

Pizza and Drink Support for Year 12s: On 9/11/15 over the email the exec resolved to support Greta's request for \$600 towards the cost of pizza and drinks for year 12s. The meeting acknowledged the donation to the school had been receipted.

Motion: Moved Leisa, seconded Rebecca that all decisions be endorsed. Carried.

REPORTS

Principal's Report

- Master classes underway 13/11 to 10/12/15. Year 6 into 7 transition day on 1/12/16.
- Year 12 formal, graduation and school awards night were highly successful.
- Senior Privileges Policy was tabled again, after further consultation with staff and students. Parents can examine and provide feedback to Cynthia.
- All year levels will start back at school on 27/1/16. No staggered start in 2016.
- Cyclone trees to be planted. F block roof being redone after ongoing issues.

Tuckshop Report

Staffing hours: 245 ¼ h permanent part time hours and 188 casual hours.

Maintenance: Roller door finally repaired. Thanks Phil.

Kim reported cash register program updates are needed. Kim has a quote for \$50 per register.

Motion: Moved Rebecca, seconded Kylie that the cash registers be updated at \$50 per register. Carried.

Upcoming events: nil

Motion: Moved by Kim, seconded by Andrea that the Tuckshop report is accepted. Carried.

Chaplain Report: nil

Fundraising Report: nil

GENERAL BUSINESS

- a) Uniform shop opening hours are as per the executive decision (already discussed earlier in the meeting).
- b) Sock special – in progress
- c) Uniform contract – Gavin Shuker has provided a copy of a draft contract. Leisa to chase up for further details including a baseline cost. The Principal must sign the agreement once finalised.
- d) P&C AGM data – proposed to hold the AGM on 22/2/16 at 5pm followed by the general meeting. This will be checked against the school calendar. Cynthia to arrange for it to be put into the final newsletter of the year & Sandi to post on social media to ensure sufficient notice is given about the meeting.
- e) Reordering process for uniforms after the holidays – Kim to monitor the sales and work through the executive to reorder after the holidays if needed. Inferno should have some stock on hand.
- f) Hall Revamp – Rebecca suggested that after conversation with Janet Young we engage Stage & Audio to source quotes for a decent audiovisual and lighting system in the hall to bring it further up to standard, after positive feedback about awards night in this venue. Andrea stated that the next P&C strategic plan should identify this project as a possible P&C project. Leisa suggested it may be able to be worked towards a Triple S grant particularly if works such as hall extensions and extra storage are suggested.
- g) Facebook – Sandi will promote the dates and times for uniform sales, booklists and price lists, plus the school start dates. Sandi asked Cynthia to push any other requests to her.

ENDORSEMENT OF NEW MEMBERS: nil

Meeting closed at 6.49pm. Rebecca thanked everyone for their help in 2015.

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

The next P&C Meeting will be held on 22 February at 5pm in the Admin Building.