***Minutes of the general meeting held Tuesday, April 20, 2021***

**Opening**

Reegan C. opened the meeting and welcomed all in attendance at 6:42pm.

**Present**: Sherri Brunke, Trina Morley, Richelle Browne, Kelda Krafft, Vicki Stibbard, Reegan Cunningham, James Watt, Tammy Pengelly, Lisa McAulay

**Apologies**: Jessica Dunn, Stacey Seed, Jason Hubner, Codie Hughes, Col Morley, Julie Blake

**New Members**

Welcome new members:

The minutes of the previous meeting held Tuesday, March 23, 2021, were distributed by Jessica Dunn via email to all members. A hardcopy was read by those at the meeting who had not seen this. Jess D. moved and Kelda K. seconded that the minutes be adopted as a true and correct record, and the motion was carried.

**Business arising from the minutes**

**Sports Day this year will be held on June 25, 2021.**

Further discussion was had regarding the marquees discussed at the last meeting. Tammy P. noted the quotes she received were more than the $1500 estimated at the last meeting. Lisa M. advised that the committee approved up to $4,000 for the marquees.

The current quote for 2 3x6M marquees plus 1 each – roof, valence, wave banner, wave banner pole, base and custom table cover is $3838.00. Kelda K. points out needing two table covers. Tammy P. recommends a second wave banner. Everyone agrees the budget should be upped to $5,000 to include an additional table cover and wave banner.

Kelda K moves the motion that the previous motion to allow for the purchase of marquees by the Jones Hill P&C up to $4,000 be increased to $5,000 to accommodate for additional purchases. The motion was seconded by Vicki S. All voted in favour and the motion was carried.

**Correspondence since the previous general meeting**

**Inward (as listed)**

**Read by Sherri B.**

* Remittance Advice – Containers for Change
* 6 responses from Welcome Letter
* P&C QLD – COVID update, invitation to provided feedback on QCE

**Outward (as listed)**

* Email to all parents who responded to the Welcome Letter

***Business arising from correspondence: Nil***

*Moved by Sherri B. and seconded by Gina H. that the inward correspondence be received and the outward endorsed and the motion was carried.*

**Principal/Deputy Report, and any business arising from this:**

|  |  |  |
| --- | --- | --- |
| **ITEM** | **DETAIL** | **FOLLOW UP** |
| **ANZAC Day** | Service will be conducted at school on Friday.  School will march on Sunday. Notes have been sent home today for dawn service and march. |  |
| **Junior Lab** | Lab has been completed and is ready to use.  Ipads will be ready end of next week.  Teachers will trail what works best with the combination of devices. |  |
| **Playground** | Playground completion has slowed to a stop. Contractors have not returned. We have followed up with them several times and are waiting on a commitment to return. |  |
| **Canberra** | We have been in discussions with Educatours regarding booking the 2022 Canberra trip.  They will be sending draft itineraries through shortly and we ill be contacting parents this term to begin the process. |  |
| **Camps** | Year 4 will travel to Barambah early next term (they missed out with COVID as year 3’s).  Year 3 will trial an overnighter at Luther Heights camp. |  |
| **Regional Facilities Visit** | I recently invited Regional Infrastructure Manager, Trevor Schultz and Infrastructure Advisor, Wendy Cowie to visit our school yesterday. My aim was to give them a better understanding of our facilities and future planning around SEP, staffroom spaces and other facilities. |  |
| **Staffing for term 2, 2021** | Amanda Elson has started this week in year 1. She will remain on the class for the rest of the year.  Katrina Drury has returned from leave and will partner with Rebecca Crow and Rob Callaghan.  Fiona Calvert will take over year 6GU for the rest of the year. |  |

*Moved by James W. and seconded by Tammy P.*

*that the principal’s report be received and the outward endorsed and the motion was carried.*

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

**Income** March 2021 **$37,135.81** $10,322.60 - Tuckshop

$0.78 - Interest

$26,730.34 - OSHC Income

$82.10 - Container Refund Scheme

$3,160.20 - Book Fair

**Payments** March 2021 **$21,034.80** $2.96 - Bank Fees

$92.00 - Xero accounting software mthly fee

$110.32 - Net Wages admin

$715.00 - BMW Accounting Fees

$2,435.89 - P&C Membership & Insurance

$8.25 - Kingstons Office National

*Fundraising Expenses*

$150.00 - Pocket Money Treasures -MD stock

*Tuckshop Expenses*

$1,169.50 - North Coast Foods

$3,589.51 - Cooloola Food Service

$1,367.57 - Woolies

$485.80 - Bakers Delight

$151.12 - Christen’s Gingerbread

$20.15 - Coles $2,603.96 - Net Wages

*OSHC Expenses*

$27.50 - Our Xplor

$549.47 - Woolies

$7,555.80 - Net wages

**Bank Balance** as at 31 March 2021

**Main Ac** $71,995.49

**OSHC** $53,623.83

**Fundraising Card** $500.05

**Predicted Purchases & Payments – FOR APPROVAL AT MEETING**

The following orders and purchases have been requested for fundraising activities. In addition, there will be standard ongoing tuckshop & OSHC purchases & expenses. Please raise any other proposed expenditure at the relevant part of the meeting for approval.

* Quarterly Superannuation& PAYG will be paid.

Cash Flow Management report and budget overview was received from Business Services Manager at the meeting.

The Treasurer’s report was received at the meeting. Future payments, purchases and orders were approved as listed.

*Moved by Lisa M. and seconded by Sherri B. seconded that the Treasurer’s report be accepted.*

**Fundraising Report, and any business arising from this:**

**EASTER RAFFLE**

Not the most successful Easter raffle that we have held, however we had some great prizes donated and made $324.50. Let hope if we can get the QKR app working we will sell more tickets next year.

**MOTHERS DAY STALL**

Due to other commitments we have needed to reschedule the mother’s day stall until Friday the 7th May, this allows us time to set up Thursday evening for Friday morning. There was also one of the classes missing on an excursion on the Thursday so moving it to the Friday will still allow them to purchase. I will be calling for volunteers to run the stall on the day and possibly to help set up Thursday afternoon.

Kelda K.

**DISCO**

At this stage there has been no change to holding a disco.

James W. will clarify the current rules with the Department around holding a disco.

**PIE DRIVE**

I will be sending out order forms after the mother’s day stall for our midyear pie drive.

There was a discussion around

*Kelda K. moved and Trina M. seconded that the Fundraising report be accepted.*

**Tuckshop Report, and any business arising from this:**

Report sent to Jess.

Staff have been standardising processes to get food out more quickly and this is working well. Wrap prices for adults have increased to $7 but will stay $6 for students.

Sport Day will feature a pre-order sausage sizzle again. Trina M suggests making and selling a limited amount of food for adults on the day. Kelda K. notes this needs to be advertised in the newsletter/letter so parents are aware this is an option. Staff will be able to pre-order from a limited menu. An email will be sent to staff regarding this.

Kelda K advised that she and Lisa M cleaned out the old storage area and offered OSHC the shelves that were in there. Tammy P. to find out if they are needed by the OSHC.

Trina M advises the committee that the freezer they ordered last month has yet to arrive. Trina M to follow up with Stacey S and Jason H. regarding the freezer.

*Trina M. moved and Lisa M seconded that the Tuckshop report be accepted.*

**OSHC Report**

On Tuesday, March 20, I met with Allison Duggan from the ECEC. We discussed performance plans for staff, behaviour management and risk assessment. As a result, we will be running a two hour session on Wednesday, May 5 from 9:30 – 11:30am. I will ask all OSHC staff to attend and they will be paid for the two hour session. The session will cover risk management, behaviour management and if time allows, Performance Development plans. The sessions with Allison are invaluable and allows us faster, easier and accurate information regarding the service.

Vacation care was a wonderful success and all of the staff who worked at the service can pat themselves on the back for an amazing job. The feedback is outstanding and with the implementation of SeeSaw, the communication with parents is far better. Phil and the team are certainly leading a quality service. The commitment, dedication, caring and excellence of our team is just awesome.

Vicky, Phil and I have worked on the fee matrix and emergency evacuation procedures and these need to be updated in the policies. The next policy that we hope to focus on is the behaviour.

We are still looking for casual staff to be part of the Koala Kids team.

The staff shirts have been ordered but will not arrive until the end of term.

Tammy P. begins a discussion about getting a debit card for OSHC leader Phil Suteviski similar to the one Kelda K has for fundraising. It is agreed a debit card would be needed for ad hoc purchases for the OSHC.

Tammy P moves the motion that a separate bank account is opened for the purpose of providing a debit card to Phil Suteviski for necessary OSHC purchases to a maximum amount of $500 such as no more than $1000 will ever be held in the account.  All receipts of purchases must be provided for account reconciliation.  The motion was seconded by Kelda K. All were in agreement and the motion was carried.

**Tammy** *moved and Sherri B. seconded that the OSHC report be accepted.*

**Motions on Notice**

**General Business**

**Gympie Music Muster**

Reegan C. detailed his correspondence with the organisers in December 2020 and March 2021 where he was told ‘it was all good and we would hear soon’. Reegan C. to follow up regarding the P&C requesting more money because it was not worth the $3 per hour for the effort.

**Lowes Uniform Contract**

James W. advised the Lowes contract was up for renewal and there was a brief discussion about the pros and cons of the current arrangement. All agreed the convenience is the best part, the high price was a negative. James W. said Lowes controls the price of the uniforms and they will be going up. Despite this, all are happy to renew the Lowes contract for JHSS uniforms.

**Date of next meeting** – Tuesday, May 11 at 6:30pm

**Close –** *Reegan C. closed the meeting,* **8:00pm**