***Minutes of the general meeting held Tuesday, March 23, 2021***

**Opening**

Reegan C. opened the meeting and welcomed all in attendance at 7:16pm.

**Present**: Reegan Cunningham, James Watt, Stacey Seed, Codie Hughes, Terri Williams, Trina Morley, Jessica Dunn, Tammy Pengelly, Julie Blake, Lisa McAulay, Jason Hubner, Richelle Skiller, Eloise Rafftery, Kelda Krafft, Vicky Stibbard, Gina Hawkins

**Apologies**: Sherri Brunke, Col Morley, Sally Koenig, Trina Morley, Karyn Cunningham

The minutes of the previous meeting held Tuesday, November 10, 2020, 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 Stacey S. seconded that the minutes be adopted as a true and correct record, and the motion was carried.

**Business arising from the minutes**

**Disco**

We are still under COVID restrictions. James W. will check the current limitations to see whether we can hold a disco in the near future.

**Correspondence since the previous general meeting**

**Inward (as listed)**

* Remittance Advice – Containers for Change
* Muster Volunteers – Erin Skiller
* Containers for Change – app Scheme ID – Stacey S. will advertise our ID number
* Mr Showbags – advert
* Aegis Business Accountants Audit Quote
* Brown Macaulay & Warren Audit Quote
* P&C QLD membership
* QAST (tuckshop) Renewal
* Insurance renewal
* Sugar Free Free -zies
* Invoice Cooloola Softdrinks
* Parent-talk

**Outward (as listed)**

* Welcome letter to parents - home

***Business arising from correspondence:***

***Cans***

*Codie will check with the Phoenix Hotel whether the school can collect recyclables..* Stacey S. will advertise our scheme ID number so that people can donate their cans etc. and donate the money to the school’s P&C.

*Moved by Jess D. and seconded by Seconded Stacey S. seconded 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** |
| **Enrolment Update** | At the start of 2021 we reached our enrolment capacity of 450 students. At the end of 2020 we had a waiting list of approximately 30 students. |  |
| **Student Resource Scheme** | Mainly due to Covid-19, we had surplus money in the SRS in 2020. We would like to discuss with P&C tonight that we purchase 15 Ipads for the new Junior Lab and use this money to support the classrooms with their learning outcomes ie science activities and also craft such as special day crafts such as Mother/Father’s Day and Easter etc. |  |
| **Junior Lab** | The Junior Lab is nearing completion. The room has been painted, new carpet laid, new block out curtains hung and the computers have arrived. We are just awaiting the arrival of the computer desks which should arrive next week.  The lab will be ready to start at the beginning of term 2. |  |
| **Playground** | The playground got off to a fantastic start but the rain has now slowed the timeline down. There is a chance that they equipment may need to be realigned in one or two areas due to the rain during installation. As soon as the weather permits we will lay the Softfall. Hopefully this will be done before the end of term. |  |
| **Canberra /Cairns Trip**  **2022** | Both trips have been highly successful. We need to decide on the 2022 destination to begin student EOI’s and parent payment plans.  Following discussions with teachers around the curriculum and social benefits it was decided any of the options would be able to fit curriculum demnads.  Options:   1. Return to Canberra and a similar itinerary to previous years (possibly extra time at the snow). 2. Travel to Cairns again to extend the reef, rainforest and indigenous experiences. 3. Look at outback QLD (brochures). 4. Split the trips into two. Year 5 to Cairns, Year 6 to Canberra. Possibly reduce days to help with costs? |  |
| **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** | Mr Usher will leave at the end of term to pursue a new opportunity.  Mrs Mansfiled will start maternity leave from her STL&N position.  Mrs Coates will return to work at STL&N  Mrs Cushieri will also begin her maternity leave.  Mrs Drury will return from leave.  Yr 1 TBA |  |
| **Grounds Projects 2021** | We are having quotes drawn up to upgrade the garden area near the grounds shed and the new stage/ANZAC area between the oval and the office. |  |

*Moved by James W.. and seconded by Seconded Terri W. seconded 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:**

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.

**TREASURER’S REPORT 23 March 2021**

**Income** February 2021 **$25,257.30** $6,242.85 - Tuckshop

$0.75 - Interest

$18,915.90 - OSHC Income

$97.80 - Container Refund Scheme

**Payments** February 2021 **$12,489.99** $2.55 - Bank Fees

$90.00 - Xero accounting software mthly fee

$163.48 - Net Wages admin

*Tuckshop Expenses*

$1,056.10 - North Coast Foods

$231.81 - Cooloola Softdrinks

$297.77 - Woolies

$101.80 - Bakers Delight $2,520.60 - Net Wages

*OSHC Expenses*

$27.50 - Our Xplor

$359.53 - Woolies

$7,638.85 - Net wages

**Bank Balance** as at 28 February 2021

**Main Ac** $71,906.09

**OSHC** $34,452.02

**Fundraising Card** $500.04

**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.

* Brown Macaulay & Warren Audit Fee $715.00.
* P&C Qld Insurance $2,435.89
* QAST $330.00 for 18 months membership
* Student Congress – platter provided by the tuckshop

All agreed and approved.

**General treasurer news:**

*Nil*

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

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

**EASTER RAFFLE**

The Easter raffle will be drawn on the 25th March the last parade. As usual our sales haven’t been great however we have received some fabulous donations.

**MOTHERS DAY STALL**

Purchases have been made with a few more items to be purchased during the school holidays. The stall is on the Thursday 6th May

**DISCO**

Has there been any changes to the COVID restrictions. James W. to check COVID restrictions.

**COLOUR RUN**

Bek Crow has booked the colour run. We are using slime this year instead of powder. It is booked in for term 4.

*Kelda K. moved and Jason H. seconded that the Fundraising report be accepted.*

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

The trade in the 1st Term this year seems to have taken off quicker than previous years, with last Friday being one of our biggest days ever (over $1100).

The Tuckshop requires a chest freezer to be purchased to replace the ice cream freezer that is on consignment from Home Icecream. As we are not buying their product anymore, it will need to be returned. (The kids don’t seem to like the options that we were able to stock under the new health guidelines). The chest freezer will be for Zooper Doopers, and will also provide space for other products.

There is a further need for an additional stainless steel work bench to be purchased in order to extend the length of the current one, as we are finding less and less space to prepare meals with the increased tuckshop trade and diverse menu.

We have happily found a new volunteer to add to the mix; Emily, she worked with us last Friday and if we didn’t scare her off with how crazy it was, she will be back this week.

*Richelle moves the motion that we purchase a chest freezer for the Tuckshop for the cost up to $1000. All agreed and motion was carried. Tuckshop convenors to coordinate the purchase.*

Quotes to be sources for the stainless work bench extension.

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

**OSHC Report**

It has been a very busy time at OHSC over the past few weeks. We are still growing in numbers and have taken children from other schools for our Vacation Care which will run from April 6 to April 16, 2021. We held our first OHSC staff meeting on Saturday 13 March (minutes attached) where all staff attended and were paid for the two hours. This was a very productive meeting and we also got to discuss 3 or 4 policy areas.

On Tuesday 16 March, Allison Duggan from ECEC (Early Childhood Education and Care) paid the service a visit. Vicky Stibbard, Phil Sutevski and I met with Allison. The session with Allison was very worthwhile and will continue on with monthly visits for the next few months. We discussed the need to work on our own OHSC philosophy and reflect the community goals as well as the service goals.

We discussed how to respond to the QIP with critical reflection and success measures. We will work on doing a staff appraisal or performance development plan for staff at our next meeting. Phil has been asked to complete a risk assessment for an activity that will happen through the vacation care. Allison can come and instruct all staff on risk assessment if required. I think this would be a good idea as everyone needs to be aware of risks involved in day to day activities. We investigated Child Protection courses with NAPCAN – online. I have given this to Phil to send out to the staff. We also discussed what is entailed with being a Responsible Person within the service.

In our service Phil will not only be the service Coordinator, he will also be the Educational Leader. Once the service grows we envisage this to become two separate roles.

We had hired Jess Cochrane as an educator but Jess has since found more steady work in a centre. Next term, Toya Pellinkhof will join our team working on Monday afternoons. Toya will be helping us with our journey of embedding culturally inclusive practice. Toya will be bringing Japanese culture to our service. We are very excited to have her onboard.

This Sunday 28 March, we are asking for volunteers to help sort out the storeroom and office in the hall. This will start at 9am.

We have been purchasing new items/resources for the service and I will need to transfer that money back to the school. I think we have spent around $1000. I will also attach a list of purchases.

We had an incident on Monday 22 March with an unauthorised person on the school grounds at the hall. I have attached the report that was sent to the Regulatory Authority.

I would like to purchase a shirt each for every staff member and if the would like a second one, then they need to purchase this. The cost of a shirt is $27 each with the Koala Kids logo. This will make staff instantly visible to parents and visitors to the service.

Now the service is running much better we need to concentrate on getting our planning and admin work up to speed. I would like to extend Philip Sutevski’s hours to start at 2pm each afternoon to cover this. We will also need to continue working our way through the policies and procedures and update our QIP. Philip is still on three months’ probation. I propose that we look at the at the end of the probation to see if he is meeting his obligations and that it is value for money.

We all agree that the service is growing in every sense of the word. We have a great enrolment base that should see us add around $2,000 to $3,000 every fortnight, sometimes it could be more. I think we could start tagging some of the money for P&C use but would like to keep a reserve of $20,000 to use for unforeseen things, like wages that we may need to support in the upcoming Vacation Care.

**Tammy** *moved and Gina H.. seconded that the Tuckshop report be accepted.*

**Motions on Notice**

Tammy P. moved a motion that we pay Philip Sutevski from 2:00pm each afternoon to do all the administration and planning work that is required for the service. All agreed and the motion was carried.

Tammy P. moved a motion that OHSC supply a single shirt to all the employees through CNC promotions at a cost of $27 per shirt. All agreed and the motion was carried.

Tammy P. moved a motion that we pay the school back for items purchased for OSHC as per attached invoices. All agreed and the motion was carried.

Reegan C. moved the motion that we purchase two, 6x3m marquees and feather (JHSS sign) for up to the cost of $4000. All agreed and the motion was carried.

**General Business**

**Fundraising**

Kelda K. suggested that the fundraising go towards to school camps. The idea was discussed.

**Muster**

We are awaiting to hear from the Gympie Music Muster regarding our contract. Jess to ask Col to resend the letter to the Music Muster asking for $5000.

**New Members**

Welcome Eloise Rafftery

**Date of next meeting** – April 20th, 2021 8:40pm at the Library

**Close –** *Reegan C. closed the meeting, 8:36pm.*