



Minutes

Malanda State High School P&C Association

General Meeting

Date/Time:	February 18, 2020 @ 6:30pm	Meeting Type:	General meeting
Venue:	New classrooms near hall	Secretariat:	Gillian Hinrichsen
Attendees:	[16] Penny Johnson, Jodie Porter, Roma Starczewska, Gary Toshach, Belinda Grose, Jean Tierney, Rob Clarkson, Leanne Hales, Bronwyn English, Reg Huston, Lou Gobius, Gail Barton, Monique Connolly, Kristy Whitewood [TRC], Georgina Breeuwer [TRC], Gillian Hinrichsen	Apologies:	Paul Delben, Nat Brugh
		Signed:	

Item #	Agenda Item	Tabled By	Decisions/Actions	Resp. Officer	Time-frame	Status
1.	<u>Meeting opened</u>		Any items of general business to discuss later were requested. Meeting opened @ 6:35 pm. Welcome			
2.	<u>Apologies</u>		As recorded: Paul Delben, Nat Brugh			
3.	<u>Confirmation of previous minutes</u>	Chair	<p>that the minutes for the MSHS P&C general meeting held November 19, 2019 be accepted as a true and correct record and that the apologies be accepted.</p> <p>Moved: Gillian Seconded: Jean Carried.</p>			
4.	<u>Actions completed or progressed</u>		<p>Gary:</p> <ul style="list-style-type: none"> to send proposed plans of playground area changes to exec and Rob. No longer necessary. Tables/chairs already placed; external gym equipment will be placed in Jack May Park by the Malanda Mens Shed. <p>Penny:</p> <ul style="list-style-type: none"> [along with Rob & Paul] to put 2 online tuckshop options to Nat/Monika. Progress? Not addressed – rolled over. 			



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			Rob: <ul style="list-style-type: none"> • See Penny re: setting up of a portal for MSHS P&C with Microsoft. In progress • to look at what's needed for the playground changes. Not necessary. • to register an expression of interest for a container refund point for MSHS. School awaiting dimensions to decide on location. Action: Penny to follow up finding a suitable location for recycling.			
			Reg: <ul style="list-style-type: none"> • grant application for hall fans. Progress? Application submitted to RATCH. GCBF grant closes Feb 29. Action: Reg to submit an application to GCBF for hall fans.			
5.	<u>Calendar of events</u>		<ul style="list-style-type: none"> • Marshall Insurance - Insured amount appropriate for uniform/tuckshop stock levels etc? Due to changing operation – won't need Marshall Insurance. • Audit- audit is well under way. • P&C Files archived- Arrange for someone to see office about archiving P&C files. Move files to another location away from uniform shop. Suggestion to use confidential destruction bin at Elders for expired files. Action: Before end of February, Penny to organise to complete file archiving/destroying and find new location for P&C file storage. <ul style="list-style-type: none"> • Payment of P&C insurance/membership P&Cs Qld membership and insurance renewal to be paid [must be before end of March] invoice to come?? • School Implementation Plan? 			
6.	<u>Correspondence In + Arising business</u>	Chair				
	a. Student leaders formal uniforms		Email: 21/11/19 from Stacey re: when student leaders can arrange formal uniforms.			
	b. Big Ass fans sale		Email: 22/11/19 from Gary re: Big Ass fan sale			
	c. Uniform agreement		Email: 22/11/19 from Andrea re: outsourcing uniform agreement and extended trading hours			
	d. P&C employees rates of pay		Email: 27/11/19 from Penny re: P&C employees changes to rates of pay			



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e.	Uniform stocktake sheet		Email: 28/11/19 from PC Uniforms - Kathy			
f.	Monetary commitment		Email: 28/11/19 inquiry into \$10,000 - \$15,000 commitment investigation in November minutes.			
g.	questions to PC uniforms		Email: 2/12/19 from Penny re: setting up of PC Uniforms taking over ready for 2020			
h.	Uniform orders		Email: 20/1/2020 from Penny re: uniform orders			
i.	Uniform shorts order		Email: 21/1/2020 LW Reid uniform shorts sizing order enquiry			
j.	Uniform issues		Email: 22/1/2020 from Penny re: uniform shop issues [PC Uniforms]			
k.	Uniform shop		Email: 22/1/2020 from Gary			
l.	Online ordering enquiry		Email: 22/1/2020 LW Reid			
m.	Meet & Greet meeting		Email: 30/1/2020 from Penny re: meet and greet meeting			
n.	Grant submitted		Email: 31/1/2020 from Reg: grant application submitted to RATCH for BigAss fans in hall.			
o.	Grant application received		Email: 3/2/2020 from RATCH re: grant application received			
p.	Start of 2020 school year		Email: 5/2/2020 from Gary			
q.	Uniform shop queries		Email: 6/2/2020 from Gary re: uniform supply queries			
r.	Student ID cards		Email: 10/2/2020 from Gary re: suggested addition on student ID card query requested 2019.			
s.	Student polo shirt		Email: 13/2/2020 from Kathy PC Uniforms re: sublimated polo shirt to cover end of March orders [then lead into panelled shirts order.]			
t.	Student polo short		Email: 14/2/2020 from Penny to exec and Gary re: sublimated polo shirt			
u.	Uniform update		Email: 18/2/2020 from P&C Uniforms – update on take-over date & polo order to sign-off.			
7.	<u>Correspondence Out + Arising business</u>					
a.	November 2019 minutes + actions		Email: 25/11/19 November minutes emailed to all P&C members			



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b.	Uniform shop questions answered		Email: 2/12/19 from Brett PC Uniforms			
c.	Skilling QLDers for work info session		Email: 9/1/2020 from Penny re: her interest in attending workshop. DESBT had advised that the next funding round for Skilling Queenslanders for work will likely open on 2nd February 2020, accepting applications for up to 8 weeks. DESBT Cairns will have an information session on the 5 February for NFP's and Councils. If there is community interest and demand DESBT have offered to run an information session on the Tableland			
d.	PC Uniforms polo shirt		Email: 14/2/2020 from Penny re: sublimated polo shirt order			
<u>MOTION</u>			That the inward correspondence be received and the outward be endorsed. Moved: Gillian Seconded: Jodie Carried.			
8.	<u>Executive decisions tabled</u>		nil			
9.	<u>Treasurer's report & any business arising</u>		<p>Reports presented and made available for the month of January.</p> <p>Bank Balance as of January 31, 2020: (full report attached)</p> <p>Tuckshop Account: \$ 7,152.48</p> <p>Term Deposit Account: \$ 20,689.57</p> <p>Uniform Account: \$ 44,675.11</p> <p>Profit and Loss YTD till January 31, 2020: (full report attached)</p> <ul style="list-style-type: none"> o General \$ 57.52 o Tuckshop \$ -1,839.46 o Uniform \$ 3,788.21 Total \$ 2,014.27 <p>January payments:</p> <p><i>Tuckshop account –</i></p> <p>16/01/2020 Lisa J Bookkeeping -25.00</p> <p>16/01/2020 Malanda Bakery -59.85</p> <p>16/01/2020 Malanda SPAR 230346 -158.96</p>			



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			<p>Total for Tuckshop Account \$ -243.81</p> <p>Action: at March GM, decide whether to put some money from Uniform account into term deposit when term deposit is due for renewal in April.</p> <p>that the treasurer's report for January be accepted and payments as listed be endorsed. Moved: Jodie Seconded: Bronwyn Carried</p>			
10.	<p><u>Other reports:</u> <u>Uniform shop</u></p> <p><u>Tuckshop report</u></p> <p><u>Motion</u></p>		<p>Present report/s for adoption</p> <ul style="list-style-type: none"> Issues? Unfortunate & unforeseeable hold-ups with hand-over etc. Update from P&C Uniforms – take-over is March 4; Chinese New Year and possible coronavirus outbreak delays; production can begin on replacement sublimated polo and deliverable from March 31; Physical Samples deliverable on 21 March +-1 week; Main stock batch deliverable 27 June – 11 July assuming signoffs are immediate. 1 person is needed to be recruited – possible 8-10hrs /week work. More hats ordered: 20 each of sizes 54,56,58 Smaller senior shirts ordered: 15 each of sizes 12 & 14 <ul style="list-style-type: none"> Training requirements for tuckshop staff eg HACCP training; safe food handling; 1st aid training. <ul style="list-style-type: none"> Healthy foods: look at guidelines; use independent company "Qast". <p>Action: Gary to facilitate meeting between Nat, Monika & P&C executive. For P&C executive to look at a Qast membership to help with everything that is required for the running of a tuckshop. Moved: Rob Seconded: Bronwyn Carried</p> <ul style="list-style-type: none"> First aide training: offer to complete along with school staff Sept 4 <p>Action: Gary to offer to complete first aide training along with school staff- Sept 4.</p> <ul style="list-style-type: none"> Process for requesting event catering by tuckshop staff <ul style="list-style-type: none"> Follow line management: requests to come through the P&C. <p>Action: Jodie to create a form for use when requesting catering by tuckshop.</p>			



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	<p><u>Principal's report</u></p> <p><u>Motion</u></p>		<ul style="list-style-type: none"> Date for next themed dinner: Vietnamese – suggestions for Friday night March 13 or March 20. <p>Action: Penny to check with Nat which date for themed dinner: Mar 13 or 20.</p> <p>Included:</p> <ul style="list-style-type: none"> 503 students 15 new staff Tuckshop menu discussion: healthy schools Student code of conduct – being replaced with “Responsible Behaviour Program” which the P&C will endorse P&C handbook idea – for information <p>that the P&C look at context for suggestion of a MSHS P&C handbook in collaboration with Catherine Robertson and Rob.</p> <p>Moved: Gary Seconded: Bronwyn Carried</p> <ul style="list-style-type: none"> MSHS strategic plan explained 2017-2020; find on school website <p>Action: Gary to bring to P&C the previous process review [a general overview] given to school council. [Otherwise: P&C president to bring overview back to a P&C meeting in future.]</p> <p>that the principal's report be adopted.</p> <p>Moved: Gary Seconded: Jodie Carried</p>			
11.	<u>Motions on notice</u>		nil			
12. a.	<u>General Business</u> Skilling QLDers for work		Georgina from disability pathways TRC spoke re: social well-being. Wants to be involved with P&C /schools so as to facilitate community to community connections. Can help with funding for groups. Presented the strategic plan for Tablelands youth. April 6- competitive Frisbee clinic; Gutz and Glory [body & brain challenge eg Shark tank/ Ninja course] – to be held in Malanda in 2020 [possibly May] and is looking for business support. eSports clinics planning with university support is in progress.			



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			Kristy from TRC for VET pathways spoke re: skilling QLDers for work – \$5000 to \$100,000 funding available but grant not open yet [maybe end of February for 8 weeks.] MSHS would like to support women returning to work in the hospitality industry by working in the tuckshop. Malanda RSL / hotel could be involved as partners for trainee. Kristy can help find RTO after our project is identified etc. TRC can provide a letter of support for us. Kristy has templates to use. Bridgette [TRC] is also available for advice and to check application.			
b.	Events: Meet and Greet; swim carnival		Not covered			
c.	Recycling		School based; Return-It container: EQ & MSHS to indicate a suitable space accessible by public and Return-It to clear. Covered in item 4: actions progressed.			
d.	Hall fans		Reg submitted application to RATCH for hall fans. If unsuccessful – other sources? GCBF? Sports clubs' contributions [they maybe can utilise facility] Covered in actions progressed item 4.			
e.	Air-conditioning update		Status report + actions required. No air-conditioning installed as yet, despite government directions to do so. Shane Knuth onto chasing this up so we are awaiting response.			
f.	2020 projects		Prioritise: excursions/resources/ infrastructures/ experiences/ facilities/ equipment Coming up: Malanda show; Malanda bull ride; Christmas street festival Nov 26.			
g.	AGM		Date + seeking nominations March 17 in new classrooms.			
13.	<u>New members</u>		none			
14.	<u>Next GM :</u>	Chair	March 17, 2020 @ 6:30pm includes the AGM			
15.	<u>Meeting closed:</u>	Chair	8:40pm			