

MORANBAH STATE HIGH SCHOOL P&C GENERAL MEETING MINUTES	
AGENDA ITEM	
Date of General Meeting:	Monday 16 August 2021
Members Present:	Matthew Huggett, Rebecca Huggett, Michelle Pole, Angela Petersen, Melissa Westcott, Monica Thomas, Tanya Crowley, Hans Binnekamp, Jackie Wood, Jodie, Streeter, Brianna Baggow, Leisa Westerman, Jenny Leach
Apologies:	
Others Present:	
Previous Minutes accepted:	Motion: Previous minutes accepted as true and accurate Moved: Hans Binnekamp Seconded: Angela Peterson Voted all in favour
Business arising from previous minutes:	<ul style="list-style-type: none"> • NAB account limit on Tuckshop changed as per previous minutes • Tuckshop ad was advertised in the newsletter and Facebook, we had three good applicants. Melissa conducted interviews with all three applicants and included current tuckshop staff in the process. Leesa Aspinall was the successful applicant and has commenced work. She is currently working every day to cover Maria's hours while Maria covers Sharon's hours during her long service leave. Once Sharon returns Leesa will work shifts per week based on need and be offered additional shifts to cover leave. • Tuckshop for 2022 with the timetable changes. Melissa has discussed the potential changes with Sharon and Maria. Concerns: <ul style="list-style-type: none"> – What time will the tuckshop change as they still need to do the cooking which is currently done between the breaks. – Suggestion of offering breakfast, this has been trialed at least twice in the past 10 years and hasn't gotten much of a following in any of the previous times we have tried it. It would also lead to potentially more hours required due to the early starts. – Sharon mentioned that reducing hours may be a good change for her once we know where it is going. Suggestion for 2022: <ul style="list-style-type: none"> – We keep the current hours for the first 5 weeks of Term 1 and reassess once we know how the new timetable affects tuckshop operations. • Uniform contract update – the sourcing strategy has been approved from procurement, and P&C can go back to Intersport. Contract can be negotiated as per the offer 10% annually, Stephanie from procurement department looking for a template for the contract but it might be quicker to write our own. Melissa

	<p>will help write it. Must include a logo licence agreement, Stacey will look for a template on that.</p> <ul style="list-style-type: none">• Musical photos – Bec emailed and they are still being edited. Miss Newton has promised to pass them on when they are edited.• 2022 Timetable further discussions Email tabled from Leisa Westerman identifying the following new and previously raised issues<ul style="list-style-type: none">○ health needs of some students, particularly in relation to taking medication○ impact on the tuckshop (traffic and income)○ Timing of pre-school activities, i.e. sports and the arts.○ Parent work rosters and home supervision after school finishes○ Potential of outside school hours bullying○ A roster similar to this new plan has been trialled previously at MSHS and was unsuccessful due to the number of students that were arriving late to school.Further discussion in person:<ul style="list-style-type: none">○ Still some concern about things like early morning sport and other before and after school activities○ When this one break timetable was introduced at Michelle's previous school of 1600 students they school saw a 75% reduction in bullying and negative behaviour incidents○ Impact on families with primary students at MSS where older siblings drop them to school, Michelle said that both primary schools have agreed to have staff on duty for early drop off of primary students so that high school students can still drop their siblings off if required○ Discussion around could we trial it for the first semester only, Michelle explained that the timetables needs to be created for 12 months, and this will be trialled in 2022.○ Impact on sports training, arts clubs, instrumental music etc before school discussed, eg. moving the start times, reducing the training time, switch to afterschool○ Suggestions by Leisa that parents vote on the change, Michelle explained that timetable is an operational Matter and a school decision.○ Discussion around the parent feedback that had been received and suggestion that a FAQ be added to the school webpage and a link be shared with parents via newsletter, Facebook and text that addresses the concerns raised.○ Question raised about how the school will measure the effectiveness of the new timetable. Measure over the 12 months: attendance rates, lateness rates, behaviour incidents, surveys of staff/students/parents. Leisa suggested also getting information from support agencies about the outside school impact. <ul style="list-style-type: none">•
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	<p>Action – Matthew to contact Rob from Intersport about the approval from procurement.</p> <p>Action – Stacey to find a template for the logo licencing agreement</p> <p>Action – Melissa to look at developing a contract, including a licencing agreement for the school logo.</p> <p>Action – Michelle to create a FAQ and publish on the school website.</p>
Correspondence	
Inward (as listed)	<ul style="list-style-type: none"> • Telstra bill for Bright Kids mobile – Bec went to Telstra, need Alex or Danyelle to add Bec to the account so we can action ending this service. • Email from Leisa Westerman (tabled)
Outward (as listed)	<ul style="list-style-type: none"> •
Business arising from the correspondence	<ul style="list-style-type: none"> • Phone account owners need to add Rebecca as owner so she can look into the phone bill situation • See 2022 timetable discussion in business arising
Treasurer’s report: Financial statement, and any business arising from these.	<ul style="list-style-type: none"> • Attached Treasurers Report <p>Account Balances at 30th June 2021: BrightKids Account: \$ 32,995.96 Tuckshop Account: \$ 87,213.04 General Account: \$ 8,064.37 Business Account: \$ 23,100.00 TOTAL: \$151,391.37</p> <p>Motion: Treasurer’s report accepted Moved: Rebecca Huggett Seconded: Melissa Westcott Voted all in favour</p>
Tuckshop subcommittee reports: Financial statements, and any business arising from these	<p>Account Balances at 30th June 2021: Tuckshop Account: \$ 87,213.04</p> <ul style="list-style-type: none"> • Tuck shop floats are stored in the school safe – the tuck shop staff hand the locked cash box to the office staff who store it in the safe • Hire agreement for the tuckshop prepared by Stacey for the P&C. Need to sign and provide evidence of public liability and work cover insurance and evidence of Blue Card for tuckshop staff.
Principal’s Report:	<p>Michelle Pole presented her report to the P&C including</p> <ul style="list-style-type: none"> • The school will be making some changes based on the recent changes to the Australian Curriculum. Staff are doing group planning to plan for these changes. • There is a focus on differentiating the curriculum to engage learners and digital pedagogy. Students are required to have their device every day.

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	<ul style="list-style-type: none">• Year 10 to 11 SET plan and subject choices is a focus this term. Parent and student info session held today at the school. Every year 10 will have a meeting with their parents and a school staff member next week.• Timetable structure will be trialled in 2022. School day will commence at 8:30am and conclude at 2:20pm. There will still be 4x70 minute lessons, but only one lunch break.• Year 6 to 7 information evening held 2 September. Transition program underway and will continue.• Logo – two versions of the logo available to vote on (see the school newsletter)• Uniforms – would the P&C be willing to donate money to the school to purchase spare uniforms for students out of uniform.• 1st rewards day for the new PBL ran last week. Students are awarded 1 point per day for attendance, 1 point per day for correct uniform, 2 points for the focus of the fortnight. Sausage sizzle for kids with more than 50 points. Over 300 kids invited to the first rewards day. Students are awarded gotcha slips with weekly draw for kids who get a gotcha in the playground for the correct behaviour. Staff who allocate points go into a draw to win a prize supplied by Michelle <p>Action – The school will provide a rundown to P&C of uniform sizes and \$\$ amount they would like.</p> <p>Motion: Principals report accepted Moved: Rebecca Huggett Seconded: Hans Binnekamp Voted all in favour</p>
General Business:	<ul style="list-style-type: none">• Rebecca asked if anyone has a key to the P&C PO Box. No one does, so we will order 2 from the post office. Rebecca also asked if the school office staff could collect the P&C items once a fortnight and put them in the P&C pigeonhole at the school office.• Mrs Ganya's 10A FSK class would like to run a Cancer Council footie colours fundraiser and sell lolly bags and sausage sizzle. P&C approved the footy jerseys, lolly bags but not the sausage sizzle. Wednesday 8 September (Week 9).• P&C Executive and tuckshop staff have to complete the annual asbestos training.• New logo, advise Intersport about the new logo.

	<ul style="list-style-type: none">• Newsletter – can the school look at the newsletter format to make it easier to read. When viewing on your phone, each individual item needs to be downloaded, it would be better if it was just able to be read in one continuous scroll.• Can the school put together a wish list for the next couple of years from their school plan for the P&C to consider.• Benefiting My Communities grant now open, benefitingmycommunity@bhpbilliton.com• MDSS have the STAR fund and the school can refer families that are unable to purchase uniforms to MDSS• Uniform discussion:<ul style="list-style-type: none">○ Parents raised that the students dislike the current jumper and preferred the previous jacket. Can the school survey the kids about the school jumper○ Parents raised that students don't like the formal short (both the boys short and the girls short). They would like to look at getting samples for a formal boys short with a full or half elastic waist, and a girls formal short that isn't quite as long and has a narrower leg.• Assessment:<ul style="list-style-type: none">○ Melissa queried why the assessment calendars came out later than usual. Michelle explained this is because the school is trialling a new system in OneSchool where each student receives an individual calendar instead of the generic year level one.○ Melissa said that she asked at PTI's when parents will have to see the student's assessment and was told by teachers that if the student submits drafts on time, then the parent won't have to see the assessment. Melissa said that students are being told at school that 'the assessment is being done at school' and the kids are resistant to bringing it home. Can the teachers encourage students to take it home. Michelle will take this feedback to teachers.• The school would like to hire out the hall to community and groups and is in the process of creating a hire document considering special equipment etc. Melissa mentioned that there are halls in Mackay that instruct hirers to use a particular sound and lighting company in the hire agreement.• PO Box key to be ordered and key left with the school• Students with steel caps would like a place where they could store their boots, lockers are being donated that may be able to be used for this.
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	<ul style="list-style-type: none">• Try making the P&C meetings as an event of Facebook. <p>Action – Matt to purchase two PO Box keys Action – Michelle to put together a wish list of items the school wants to purchase over the next few years Action – Asbestos training for exec Monday 23 August 5:30-6:00pm Action – Matthew to advise Intersport that there will be a new logo at some point in the contract Action – School to look at the layout of the newsletter Action – School to survey students about the jumper and the old jacket Action – Matthew to ask Rob to source samples of a formal boys short with a full or half elastic waist, and a girls formal short that isn't quite as long and has a narrower leg. Action – Michelle to talk to staff about encouraging students to show parents their draft assessment</p>
Motions moved from meeting:	Motion: Previous minutes accepted as true and accurate Motion: Treasurer's report accepted Motion: Principal's report accepted
New Members:	Jodie Streeter, Brianna Baggow, Jenny Leach
Date of next meeting:	Monday 13 September, 6pm at the Isaacs room, Moranbah Community Workers Club
Close:	7:24pm
Minutes prepared by:	Rebecca Huggett