

<b>MORANBAH STATE HIGH SCHOOL P&amp;C GENERAL MEETING MINUTES</b>	
<b>AGENDA ITEM</b>	
<b>Date of General Meeting:</b>	Monday 23 October 2023 6:04pm
<b>Members Present:</b>	Rebecca Huggett, Gabby Halverson, Stacey Dolan, Ashley Spain, Kylie Otago, Amanda Smith, Tanya Crawley, Jackie Wood, Michelle Pole, Matthew Huggett, Hans Binnekamp
<b>Apologies:</b>	Rachael Lewis
<b>Others Present:</b>	Rena Turner, Lauren Parish, Natalie Davis, Victoria Baldwin, Connie Payne, Dr Margaret Swenson, Stacey Large, Belinda Shears, Dee James, Amanda Rose, Shaun Rose
<b>Previous Minutes accepted:</b>	Motion: Previous minutes tabled and accepted as true and accurate Moved: Michelle Seconded: Jackie Carried
<b>Executive Motions:</b>	Approval to fund two Cert II IDMT trainees for the high school. Approval for liquor licence for MDC Dance concert.
<b>Business arising from previous minutes:</b>	<ul style="list-style-type: none"> <li>• Certificate III in IDMT               <ul style="list-style-type: none"> <li>○ Gabby and Rebecca met with the school and MRAEL to find out more</li> <li>○ Executive motion passed due to last meeting being cancelled to go ahead with two trainees.</li> <li>○ School advertised and have put on a Year 10 and Year 11 student. Cost will be approx. \$12,000 over the next 12 months.</li> <li>○ MRAEL will be managing this for us and we will pay a fortnightly bill for them.</li> <li>○ MRAEL advised us that incentives may apply:                   <ul style="list-style-type: none"> <li>▪ Hiring incentive – 2 x \$875 payments. Payable at 6mths &amp; 12 month points of the training contract.</li> <li>▪ User choice funding may also apply.</li> </ul> </li> </ul> </li> <li>• Masterplan 2023 – 2028               <ul style="list-style-type: none"> <li>○ Final version received</li> <li>○ Now it's time to prioritise the works Action: Michelle to bring info on the Masterplan to the next meeting on 27 November</li> </ul> </li> <li>• Alcohol to be served and/or sold at hired events at the school hall               <ul style="list-style-type: none"> <li>○ The P&amp;C does need to approve alcohol on the premises</li> <li>○ Requests are often made between meetings</li> <li>○ Serving alcohol with dinner and selling alcohol to make a profit are different.</li> </ul> <p>Motion: That all events/organisations seeking permission to sell alcohol on premises must have community liquor licence, even if they are exempt as per the CLP checklist. Applicants serving a small</p> </li> </ul>

## MSHS P&C Meeting October 2023

	<p>amount of alcohol as part of a dinner do not need to have a CLP. The executive committee are able to give permission outside meetings by way of an executive vote.          Moved: Rebecca Huggett          Seconded: Amanda          Carried</p>		
<b>Correspondence</b>	Date	Inward	Outward
	14 Aug	Email: Briana Edwards RE. Isaac donation for Careers Expo	Donation form completed and returned to Briana
	14 Aug	Email: Alaina Earl re: bullying stories	
	24 Aug	Email: MSHS letter re. Awards night prize for P&C inspiration award	
	28 Aug	Email: MRAEL re: traineeship incentives	
	30 Aug	Email: Invoice from MSHS for the Careers Expo	
	12 Sep	Email: Mel Westcott asked to be removed from the email distribution list	Email: advised Mel that this has been done
	28 Sep	Email: CLP for Moranbah Arts musical	
	28 Sep	Email: MRAEL re: traineeship paperwork	Email: documents returned to MREAL
	3 Oct	Email: Invitation for P&C president to speak at Moranbah State High School awards night	
	7 Oct	Email: MSHS re: test and tag done in the tuckshop during the holidays. Pie warmer failed but the electrician repaired it at no extra cost.	
	12 Oct	Letter: High Country – letter about Community Support donation.	Email: to High Country with bank details
	13 Oct	Email: CLP for MDC dance concert	
	13 Oct	Email: MRAEL re: traineeship commencement	Email: documents returned to MRAEL
	19 Oct	Email: MRAEL online paysheet approval	
	20 Oct	Email: Moranbah State High School request to fund student booklets and certificate for Year 7 and 10 Teen Mental Health First Aid	
<b>Business arising from the correspondence</b>	<ul style="list-style-type: none"> <li>○ Alaina's email forwarded to Michelle</li> <li>○ Careers expo invoice paid using IRC grant</li> <li>○ Mel removed from email list</li> <li>○ Trainee paperwork completed and returned</li> <li>○ Awards night attended by president</li> </ul>		

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	<ul style="list-style-type: none"> <li>○ Bank details sent to High Country</li> <li>○ Motion: That the P&amp;C fund the booklets and certificates for the Teen Mental Health First Aid Moved: Rebecca Huggett Seconded: Amanda Smith Carried Action: School to invoice the P&amp;C for \$3015 for Teen Mental Health First Aid resources</li> </ul>
<p><b>Treasurer's report:</b> Financial statements, and any business arising from these.</p>	<ul style="list-style-type: none"> <li>● Attached Treasurers Report</li> </ul> <p>Account Balances at 30<sup>th</sup> September 2023: Tuckshop Account: \$33,614.83 General Account: \$6,084.37 Business Account: \$23,100.00 TOTAL \$62,799.20</p> <p>Motion: Treasurer's report accepted Moved: Gabby Halverson Seconded: Amanda Smith Carried</p>
<p><b>Tuckshop report:</b></p>	<p>Nil</p>
<p><b>Principal's Report:</b></p>	<ul style="list-style-type: none"> <li>● Awards night             <ul style="list-style-type: none"> <li>○ Celebration of success of students</li> <li>○ School captains for 2024 announced</li> </ul> </li> <li>● Compass platform             <ul style="list-style-type: none"> <li>○ Staff have been introduced to a new electronic platform</li> <li>○ Will be used to do achieve multiple tasks including communication with parents</li> <li>○ More information to come in the near future</li> </ul> </li> <li>● Uniform             <ul style="list-style-type: none"> <li>○ Two uniforms, formal and sport</li> <li>○ P&amp;C decided the uniform and the school enforces the uniform standard as per the policy</li> <li>○ Parents have commented that the formal boys shorts material is too thick, and chafes.</li> <li>○ Suggest we talk about elastic waist substitute</li> </ul> </li> <li>● Staffing for 2024             <ul style="list-style-type: none"> <li>○ Workforce reform to add in a 3<sup>rd</sup> deputy principal and another head of department student services</li> <li>○ This will allow linear case management from Year 7 to Year 12</li> <li>○ New roles are Deputy Principal 9/10 and Head of department student service 7/8</li> <li>○ Staffing will be:</li> </ul> </li> </ul>

		Transition	Engagement	Pathways
	Deputy Principal	Rachael Lewis	Being advertised	Ash Spain
	Head of Department	Freya Spooner	Rebecca Fontyn	Tanya Blake
	Head of Year	Being advertised	Gretchen Bucher	Lauren King
	<ul style="list-style-type: none"> <li>• Alternative program               <ul style="list-style-type: none"> <li>○ We currently have staff visiting Brisbane investigating different alternative programs</li> <li>○ We are looking at developing a program off campus aimed to re-engage disengaged students</li> <li>○ Taking students off campus allows us to work in a more individualized manner and takes inappropriate behaviour away from disrupting students who are learning</li> </ul> </li> <li>• New counsellor               <ul style="list-style-type: none"> <li>○ Celine Cronin has started 3 days a week, shared with the primary school</li> <li>○ Celine comes from child safety and is well versed in how to work with youth</li> </ul> </li> </ul> <p>Motion: That the principals report be accepted.            Moved: Michelle Pole            Seconded: Stacy Dolan            Carried</p>			
<p><b>General Business:</b></p>	<ul style="list-style-type: none"> <li>• GP in school               <ul style="list-style-type: none"> <li>○ Dr Mags attended to share info on this program</li> <li>○ Running in QLD for &gt;5 years</li> <li>○ Parents seem really involved in primary but less so in high school</li> <li>○ This can lead to young adults having unexpected health issues that they don't know how to deal with it, and suffer from a range of issues because of it</li> <li>○ Program started with 20 schools, then 50 schools</li> <li>○ Program allows free access for students to attend an appt once a week for each student</li> <li>○ Wellbeing in schools package introduced, including psychologist, but Moranbah schools have been unable to source one. Counsellor and school based youth health nurse are great additions but not at the same level as doctors and psychologists</li> <li>○ Oak Tree are private billing but also do 40% bulk billing with younger patients and low income areas</li> <li>○ Benefits of the program are especially applicable to 14-15 year olds, which is also the age that doctors can determine if the patient is competent to make their own decisions in Australia</li> <li>○ Oak Tree now have a level of staff that they can provide a male and female GP in this program</li> </ul> </li> </ul>			

	<ul style="list-style-type: none"><li>○ Funding – Oak Tree cannot access medicare in a second location, would need funding from other sources. Oak Tree can source some and the school/P&amp;C would need to source some.</li><li>○ Room would need to be outfitted with desk and bed/curtain</li><li>○ School should be able to access information about the most successful ways of implementing this</li><li>○ Some parents for the idea, some opposed to the idea.</li><li>○ Michelle Pole is looking into it with the GP in school unit</li><li>○ This is the initial consultation to see if parents are in support</li><li>○ Rebecca: this is something that needs to go out to the full parent body, not just the P&amp;C. Action: Michelle will bring more information about GP in school program back to the P&amp;C at the next meeting as a starting point for more discussion.</li></ul> <ul style="list-style-type: none"><li>● New secretary<ul style="list-style-type: none"><li>○ No interest</li></ul></li></ul> <ul style="list-style-type: none"><li>● Safe for tuckshop money, lock box doesn't lock, float and takings<ul style="list-style-type: none"><li>○ The tuckshop staff currently leave the \$ in the school safe but sometimes if the office ladies are busy, the money is left out on the bench until someone notices it</li><li>○ The lock box doesn't lock properly either</li><li>○ Can the P&amp;C purchase a safe and install it in the tuckshop. Action: Matthew to look into safe for tuckshop money</li></ul></li></ul> <ul style="list-style-type: none"><li>● Rachael Lewis, year 7 expo BBQ<ul style="list-style-type: none"><li>○ Friday 24 November 7:30am-8:30am</li><li>○ Last year we spent around \$500 and got a page full of email addresses from interested people, but did not get a single person come to any of the first 3 P&amp;C meetings, and not a single member signed up to the P&amp;C. They were emailed membership forms and invites to the first two meetings, and the minutes afterwards, and for the third meeting they were emailed an invite, membership form, and a note saying that if we didn't hear back, we would remove them from the list as we did not want to spam them. They were also invited to continue to read the monthly minutes published on the school website after each meeting.</li><li>○ Hopefully we will get some interest this year Motion: P&amp;C support year 7 expo with bacon and egg burgers on 24 November Moved: Matthew Huggett Seconded: Michelle Pole Passed Action: Stacey Large has offered to donate eggs for 24 November Action: Michelle and Michael able to cook the BBQ again Action: Someone needs to order bread rolls and bacon for 200 bacon and egg rolls</li></ul></li></ul>
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Action: Matt will see if he can get time of work to come speak to people about the P&C.  
Action: Rebecca to update the P&C flier for him to hand out.  
Action: Matt to check if he can get a coffee van there

- Uniforms

- Rebecca: Before we start discussing the uniform, for those new tonight, there are a few points to be aware of.

First: the current uniform was introduced about 10 years ago as the formal and sports we have today

Second: each year we discuss the uniform. For instance, from February last year we spent about 4 months looking at getting options with elastic for the formal shorts and skirt. We ultimately decided against it for the following reasons:

1. Very few students were interested in a survey
2. The items would be about \$5 more than the current uniform items
3. The sports shop would need to stock minimum amounts in a variety of sizes
4. The school or P&C would need to purchase back unsold items if they were discontinued as per the contract
5. There is a unisex short option with elastic

This year we simplified the shoes by discussing with the school whether practical classes needed leather upper shoes or if canvas would be sufficient and, in the end, removed the leather upper requirement from the policy.

Also, this year the school asked to simplify the sock and shoe colour to make it easier and we had a discussion around this that included the p and c and other parents/students that were at the meeting and decided on the plain black shoe and sock options.

Second, the uniform policy for each year is actually decided in the first half of the previous year. So we have already approved the uniform policy for 2024. This is so that the sports shop has time to source suppliers and make orders that will arrive for the beginning of the school year. We are not able to make changes now for next year, because again, the school or P&C will be responsible for buying out unsold stock on a discontinued item.

- Parent: Small sizes are not stocked at the shop
- Stacey: Rob said the issue with the small sizes is that they have to order a minimum amount, but that costs a ridiculous amount. Best option is to purchase the smallest size and have it altered. This would be cheaper than the cost of the size due to minimum order amounts.
- Parent: Can we apply for a grant to get an order of smaller sizes partially paid for so the end customer pays the same cost?

	<ul style="list-style-type: none"><li>○ Rebecca: it's a possibility, the P&amp;C can look at what grants are available and see if there is anything available. Maybe other parents have contacts they could talk to?</li> <li>○ Parent: Formal shorts are terrible for the boys.</li><li>○ Stacey: There is a unisex formal short in place of either the skirt or the short in the formal uniform. It was added to the uniform in 2021.</li><li>○ Parent: we were told by the sports shop that girls have to wear skirts with formal.</li><li>○ Parent: we were told there was only one option for boys shorts.</li><li>○ Stacey: Rob will be going over the uniform with his staff so that they are all aware of the correct information and what options there are.</li> <li>○ Parent: what if families can't afford the cost of the uniform</li><li>○ Michelle: families facing financial hardship can speak with the school admin team and we can work with the family look find a solution, including providing uniform items.</li><li>○ Parent: why can't we just use best and less shorts?</li><li>○ Rebecca: the sports shop has a contract with the school to be the supplier of the school uniform. They are responsible for finding suppliers of quality items that meet Education Qld's standards and stocking it for parents.</li><li>○ Rebecca: when looking at the uniform the Moranbah State High School embroidered on the sports bottoms really stands out and makes it obvious the student is wearing the incorrect uniform, which will be pulled up.</li><li>○ Michelle: if the student needs to wear an altered item due to sensory, religious issues etc, the school admin team are happy to discuss this with the family to see what can be done to accommodate students' needs.</li> <li>○ Parent: Why can student be suspended for not wearing the uniform.</li><li>○ Michelle: The consequences listed are for multiple instances of failing to follow the school rules.</li> <li>○ Parent: Can we take out the part about neutral coloured bras, and can we survey students about the shorts next year when we look at the wording of the policy</li><li>○ Parent: the bright or dark coloured bras really stand out under the formal shirt</li><li>○ Ash: we haven't had an issue with this, but if it did become an issue it is in the policy as a point to start the conversation with the child/parent.</li><li>○ Rebecca: We can look at the wording of the policy for next year for 2025. We will do so early next year. All parents are welcome to become P&amp;C members and vote on any changes. A survey of students/parents regarding changes to the uniform would be a great idea.</li></ul>
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- Parent: Can we at least allow sports bottoms with formal shirt? This isn't an item change, it's just a substitution.
- Rebecca: That is a change to the policy that would need to be discussed next year. If it is changed it would take effect in 2025. That would allow the sports shop to plan when ordering items for 2025.
  
- Parent: Why do they even have a different bottom?
- Rebecca: I was teaching at the school when the uniform came in. I clearly recall voting on the uniform items at a staff meeting, and getting my care class to vote on items as well. I assume parents were consulted but I was only a teacher and not involved in that. I do remember that the P&C approved the formal uniform because they liked the way it looks and the smartness of it, and they opted to change the proposed sports uniform from light shirts for junior and dark for senior to the other way round like we have it now because they thought darker would be better from younger kids.
  
- Laptops
  - Parent: Do Year 7 students and parents have to buy a new computer for next year that is touch screen and pen enabled when they go one only this year?
  - Michelle: The school would prefer a touch screen / pen enabled.
  - Parent: I won't be buying a new one until the current one needs replacing and will look at those specs then
  - Michelle: we have been in talks with Rod and Anthony about having similar specs as ours in the future.
  - Parent: will you let parents and students know that they don't have to buy a new one for 2024 if they already have one
  - Michelle: I will speak to Rod and Anthony.
  
- Toilets
  - How long does it take to get the toilets vandalism fixed? Why are the toilets locked for so long?
  - Stacey: It gets fixed immediately. The issue is the ongoing vandalism means that a block is closed, gets fixed, reopens, and then the same or a different block is vandalised.
  - Parent: It was good to get a letter home this time specifying what happened.
  - Parent: what consequences do the kids get if you catch them?
  - Michelle: we have a variety of consequences, including suspension.
  - Parent: How long a suspension?
  - Parent: Do they have to pay the bill?
  - Michelle: I can't discuss specifics, consequences depend on the student, the act of vandalism, a variety of things



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	<ul style="list-style-type: none"> <li>○ Stacey: Some parents offer to pay for the damage, some have their kid up at the school scrubbing up the mess. Others don't. There is a variety of outcomes.</li> <li>○ Parent: Does locking the toilets and having kids come through the office work to reduce vandalism?</li> <li>○ Michelle: Yes. Far less students choose to use the toilet during lesson time. There is a burden on the office staff to use this system instead of having students access the normal blocks, but it does reduce vandalism to basically 0 during lesson time.</li> </ul>
<b>Motions moved from meeting:</b>	<p>Motion: Previous minutes tabled and accepted as true and accurate</p> <p>Motion: That all events/organisations seeking permission to sell alcohol on premises must have community liquor licence, even if they are exempt as per the CLP checklist. Applicants serving a small amount of alcohol as part of a dinner do not need to have a CLP. The executive committee are able to give permission outside meetings by way of an executive vote.</p> <p>Motion: That the P&amp;C fund the booklets and certificates for the Teen Mental Health First Aid</p> <p>Motion: Treasurer's report accepted</p> <p>Motion: That the principals report be accepted.</p> <p>Motion: P&amp;C support year 7 expo with bacon and egg burgers</p>
<b>Actions from the meeting:</b>	<p>Action: Michelle to bring info on the Masterplan to the next meeting on 27 November</p> <p>Action: School to invoice the P&amp;C for \$3015 for Teen Mental Health First Aid resources</p> <p>Action: Michelle will bring more information about GP in school program back to the P&amp;C at the next meeting as a starting point for more discussion.</p> <p>Action: Matthew to look into safe for tuckshop money</p> <p>Action: Stacey Large has offered to donate eggs for 24 November</p> <p>Action: Michelle and Michael able to cook the BBQ again</p> <p>Action: Someone needs to order bread rolls and bacon for 200 bacon and egg rolls</p> <p>Action: Matt will see if he can get time of work to come speak to people about the P&amp;C.</p> <p>Action: Rebecca to update the P&amp;C flier for him to hand out.</p> <p>Action: Matt to check if he can get a coffee van there</p> <p>Action: Michelle will bring more information about GP in school program back to the P&amp;C at the next meeting</p> <p>Action: Matthew to look into safe for tuckshop money</p>
<b>New Members:</b>	Amanda and Shaun Rose, Natalie Davis, Deanne James, Amber Earl, Stacey Large, Rena Turner, Belinda Shears
<b>Date of next meetings:</b>	Monday 27 November 6pm
<b>Close:</b>	7:48pm
<b>Minutes prepared by:</b>	Rebecca Huggett