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| **MORANBAH STATE HIGH SCHOOL P&C****GENERAL MEETING MINUTES** |
| **AGENDA ITEM** |
| **Date of General Meeting:** | Monday 10 May 2021 |
| **Members Present:** | Angela PetersonHans BinnekampMichelle Pole Rachael LewisStacey DolanMatthew HuggettJennifer CaseyTracey Metcalfe Tracey JarvisJackie Wood Lauren McCullochRebecca HuggettAshley SpainMelissa Westcott |
| **Apologies:** |  |
| **Others Present:** |  |
| **Previous Minutes accepted:** | Motion: Previous minutes accepted as true and accurate Moved: Rachael LewisSeconded: Hans BinnekampVote all in favour |
| **Committee Positions** | **Nominations for P & C Executive**

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|  | **Nominee** | **Nominated by** | **Seconded by** |
| President | Matthew Huggett | Rachael Lewis | Ashley Spain |
| Vice-President | Melissa Westcott | Rachael Lewis | Rebecca Huggett |
| Secretary | Tracey Jarvis | Rachael Lewis | Rebecca Huggett |
| Treasurer | Rebecca Huggett | Rachael Lewis | Lauren McCulloch |

All voted in unanimously |
| **Business arising from previous minutes:** | 1. Uniforms – Uniform Supply Agreement has been supplied for new P&C Executive to review and approve. Procurement process needs to be followed. Michelle Pole to contact Procurement and confirm the process. A tender process may be required.

Motion: Michelle follow up with uniform agreement procurement.Moved: Rebecca Huggett Seconded: Matthew HuggettVoted all in favour1. MELC – Bright Kids, previous discussions regarding a building being provided to MSHS for use for Bright Kids, however this could also be a $520000 provided for renovation of current building. Michelle has also been approached by Rod – Principal of Moranbah East State School who mentioned he would be interested in taking on the OSHC facility on his grounds. Michelle to find paperwork on the promised money and report back.
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| **Correspondence**Inward (as listed)Outward (as listed) | * Inward – Nil
* Outward - Nil
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| **Business arising from the correspondence:**  | * Nil
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| **Treasurer’s report:** Financial statement, and any business arising from these. | Attached Treasurers Report |
| **Tuckshop subcommittee reports,** financial statements, and any business arising from these | * Cash Register – New one provided and another repaired. 2 x new and one back up
* Hired new employee – isn’t working out, is on her last week. Back to the two employees.
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| **Principal’s Report:** | Michelle Pole presented her report to the P&C including Budget Overview report and Balance sheet.Motion: Principal’s report acceptedMove: Hans Binnekamp Seconded: Angela PetersonVoted all in favour |
| **General Business:** | Benefiting my community grant – BHP Jennifer Leach – Community Liaison, $10000 Smarts Transformation Advisory Council – Action Group, potential grant through them.Crossing out the front* Concerns for near miss occurring.
* School staff cannot go out the front gate. This would be a council or transport department. Secondary schools are not allowed a crossing supervisor.
* Looking at 5 year infrastructure plan to include car parking and stop drop and go area.

Signatories on P&C AccountsRebecca and Matthew not to co-sign as husband and wife. Motion to * remove all current signatories and electronic authorisers on all P&C Accounts; and
* add new committee of Matthew Huggett, Rebecca Huggett, Tracey Jarvis & Melissa Westcott as signatories and electronic authorisers on all P&C accounts.
* this includes: Tuckshop account, Bright Kids Account, Business Account, and General Account with NAB bank.

Moved: Matt Huggett Seconded: Melissa WestcottVote all in favourMeeting regularity – Second Monday of the month. 14th June will be the next meeting at 6pm. |
| **Motions moved from meeting:** | Motion: Previous minutes accepted as true and accurate Motion: Michelle follow up with uniform agreement procurement.Motion: Principal’s report acceptedMotion to * remove all current signatories and electronic authorisers on all P&C Accounts; and
* add new committee of Matthew Huggett, Rebecca Huggett, Tracey Jarvis & Melissa Westcott as signatories and electronic authorisers on all P&C accounts.
* this includes: Tuckshop account, Bright Kids Account, Business Account, and General Account with NAB bank.
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| **New Members:** |  |
| **Date of next meeting:** | 14th June 6pm |
| **Close:** | 6.42pm |
| **Minutes prepared by:** | Stacey Dolan |