

## MORANBAH STATE HIGH SCHOOL P&C - ANNUAL GENERAL MEETING

### MINUTES – 28<sup>th</sup> MARCH 2022

AGENDA ITEM	
Attendance:	Rebecca Huggett, Jackie Wood, Lauren McCulloch, Stacey Dolan, Michelle Pole, Ash Spain, Craig Dent, Matthew Huggett
Apologies:	Hans Binnekamp, Alaina Earl, Brianna Baggow, Melissa Westcott, Rachael Lewis, Angela Petersen
Confirmation of minutes:	Motion: That the previous AGM minutes be accepted as true and correct. Moved: Lauren McCulloch Seconded: Jackie Wood All in Favour
Business arising from previous AGM:	NIL
Receipt & Adoption of the P & C's audited Annual financial Statement and Treasures report.	<p>Treasurers report</p> <p>Current Assets</p> <ul style="list-style-type: none"> <li>• Tuckshop assets: 2 x cash register</li> <li>• P&amp;C Assets: Finance laptop.</li> </ul> <p>Tuckshop</p> <ul style="list-style-type: none"> <li>• Sales \$309,557 (up from \$253,562 in 2020)</li> <li>• Cost of food sold \$151,249</li> <li>• Operating expenses \$83,089</li> <li>• Net Profit \$68,219</li> </ul> <p>Grants, sponsorship and donations received: \$90,926 Donations to MSHS \$149,877 (the president will detail these in his report) P&amp;C Net loss for 2021 \$44,207 Bank balance 31/12/2021 \$118,573</p> <p>Auditors report: Some actions and recommendations from the auditor's report:</p> <p>Actions:</p> <ol style="list-style-type: none"> <li>1. Superannuation guarantee was not met (9.5% not 10% from July). Amounts have been calculated for current and previous staff. The version of MYOB the P&amp;C is using did not automatically update superannuation guarantee %, Zero will.</li> </ol>

	<p>Late 2020 – present</p> <p>Leesa Aspinall: \$41.52          Maria Laidsaar \$112.69,          Sharon Dempster \$683.05          Jayne Adler \$382.62 (check super account)          Heather Roberts \$253.59 (check super account)</p> <p>Motion: that the amounts listed above be paid into the appropriate super accounts and the error be rectified in the new accounting software.          Moved: Rebecca Huggett          Seconded: Lauren McCulloch          All in favour</p> <p>2. Annual and sick leave entitlements were being over-accrued, as a % of hours work rather than fixed for the period. This should be rectified when the Zero file is set up.          Motion: That the leave be left as currently calculated and rectifications are made for the future.          Moved: Rebecca Huggett          Seconded: Lauren McCulloch          All in favour</p> <p>3. MYOB record of transaction for a transfer that didn't happen (LSL allowance for Bright Kids, automatic transfer was stopped but the MYOB transaction is still listed. Lauren will rectify in the accounting software.</p> <p>Recommendations:</p> <ol style="list-style-type: none"> <li>1. Signed employee agreements unable to be provided for 2 long term tuckshop staff members. Lauren will organise this.</li> <li>2. Audit could not confirm that all expenditures were authorised by a committee member independent of the payment authorisation process.              Motion: That all operational expenditure, minor asset purchases, and maintenance/repairs up to \$5000 be immediately accepted without requiring ratification of the committee on the invoice.              Moved: Rebecca Huggett              Seconded: Lauren McCulloch              All in favour</li> </ol>
<p>President's Annual Report:</p>	<p>Matthew Huggett to Report</p> <p>Last year was an eventful one for our P&amp;C. We are proud to have played a part in shaping change in the school through monetary support of several initiatives.</p>

In January, P&C members presented at the induction ceremony for the 2021 school leaders to celebrate the wonderful students of our school.

In February, due to the ongoing difficulty of finding and retaining qualified childcare staff in Moranbah, the P&C engaged the services of a childcare advisor to help source staff and provide information about the future options of the service. I would like to thank BMA, Anglo American, Dyno Nobel and the CFMEU for their donations to help with the cost of this process.

In March, the P&C decided to seek out a provider to take over the After School Care arrangements. Thankfully, MELC were willing to become the owners of the Bright Kids service, and the changeover was completed efficiently.

In April, the P&C obtained a gambling grant for \$35,000 which was used to purchase wireless headset microphone and additional lighting for the performance hall. An additional \$5,000 community grant was awarded from the Isaac Regional Council towards the costs associated with the school musical.

Unfortunately, there were no nominations for any of the executive positions at the 2021 AGM. Thank you to member Rachael Lewis for approaching the current committee, who began their positions in May.

In August the Isaac Regional Council awarded the P&C a grant for \$8,000 to go towards the Careers Fair, hosted by the high school. This grant will continue for the next 2 years.

In September, the P&C organised the purchase and installation of further lighting units for the Performance Hall with the gambling grant funds.

In November, members of the Executive Committee were able to represent the P&C at the Annual Awards ceremonies, the Year 12 Graduation ceremony

We also received donations and support from several local businesses including High Country Enterprises, and BMA/CSIRO thanks to the Local Voices survey campaign.

Our school tuckshop continues to run 5 days per week, thanks to our hardworking staff members Sharon Dempster, Maria Laidsaar and Leesa Aspinall, who provide hot and cold food, ice-creams, and beverages to our staff and students at first and second breaks.

This year, the P&C donated over \$100,000 to the school to contribute to a range of projects including:

- \$10,000 for sporting equipment
- \$25,000 for installation of classroom phones and upgrading the bell system
- \$40,000 for security CCTV installation
- \$5000 for microphones for the school musical (these were purchased before the grant was awarded)

	<p>I would especially like to thank Melissa Westcott, our Vice-President for sharing her prior P&amp;C experience with me, treasurer Rebecca Huggett for acting as secretary also, and committee member Lauren McCulloch for volunteering her time to do the accounts each week, a significant time investment.</p> <p>Motion: That the presidents report be accepted.                  Moved: Matthew Huggett                  Seconded: Ash Spain</p>																									
<p>Applications for Membership (to include renewal)</p>	<p>Belinda Rogers, Nikki Pilcher, Rebecca Huggett, Stuart Pilcher, Matthew Huggett, Jackie Wood, Lauren McCulloch, Craig Dent, Stacey Dolan, Amanda Raymond, Ash Spain, Melissa Westcott</p>																									
<p>Election of Officers/Executive Committee</p>	<p>Nominations:</p> <table border="1" data-bbox="464 869 1477 1167"> <thead> <tr> <th>Position</th> <th>Nominee</th> <th>Nominated by</th> <th>Seconded By</th> <th>Vote</th> </tr> </thead> <tbody> <tr> <td>President</td> <td>Matthew Huggett</td> <td>Rebecca H</td> <td>Jackie W</td> <td>All in favour</td> </tr> <tr> <td>Vice President</td> <td>Mel Westcott</td> <td>Rebecca H</td> <td>Matthew H</td> <td>All in favour</td> </tr> <tr> <td>Secretary</td> <td>Rebecca Huggett</td> <td>Matthew H</td> <td>Jackie W</td> <td>All in favour</td> </tr> <tr> <td>Treasurer</td> <td>Jackie Wood</td> <td>Rebecca H</td> <td>Matthew H</td> <td>All in favour</td> </tr> </tbody> </table>	Position	Nominee	Nominated by	Seconded By	Vote	President	Matthew Huggett	Rebecca H	Jackie W	All in favour	Vice President	Mel Westcott	Rebecca H	Matthew H	All in favour	Secretary	Rebecca Huggett	Matthew H	Jackie W	All in favour	Treasurer	Jackie Wood	Rebecca H	Matthew H	All in favour
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<p>Motion to change bank signatories to the newly elected officers</p>	<p>Motion: That bank signatories be changed as follows:</p> <ul style="list-style-type: none"> <li>- Tracey Jarvis be removed as signatory from all four bank accounts.</li> <li>- Tracy Jarvis be removed from online authorisation of all four accounts.</li> <li>- Jackie Wood be added as signatory on all four accounts</li> <li>- Jackie Wood be added as online authoriser of transactions for all four accounts.</li> </ul> <p>Moved: Rebecca Huggett                  Seconded: Lauren McCulloch                  All in favour</p>																									
<p>Appointment of Associations Auditor</p>	<ul style="list-style-type: none"> <li>- The audit took a long time this year. Lauren sent the electronic files in January. Rebecca delivered the hardcopy files on the 2<sup>nd</sup> of Feb. Audit was returned 23 March. Invoice was for \$2860 .</li> <li>- Rebecca reached out to some other P&amp;C's for recommendations on auditors they work with.</li> <li>- Quote received from Fiona Balkin from FAB Financial Services in Gladstone. After looking at our 2020 auditors report and our 2021 MYOB file (as the</li> </ul>																									

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	<p>audit was not yet complete), FAB Financial Services returned an indicative quote of \$1500 - \$1800 for auditing our financials for 2022. Fiona also made some recommendations about moving to Zero online instead of MYOB, which will save \$50-\$70 per month, and has offered to help get it set up free of charge.</p> <p>Motion: That the MSHS P&amp;C appoint FAB Financial Services as the 2022 auditor.</p> <p>Moved: Rebecca Huggett                  Seconded: Lauren McCulloch                  All in favour</p>
<p>Adoption of new model constitution</p>	<p>P&amp;C Qld have written a new model constitution. Changes summary attached.</p> <p>Motion: That the 2022 model constitution and the MSHS P&amp;C Student protection risk management strategy be endorsed by the P&amp;C.be accepted.</p> <p>Moved: Rebecca Huggett                  Seconded: Matthew Huggett                  All in favour</p>
<p>Honorary life membership awards</p>	<p>Jackie Wood 2017/2018?                  Rebecca to look back at the minutes to find the date of this.</p>
<p>General Business</p>	<p>Budget for 2022 presented for perusal (attached).</p>
<p>Meeting Close:</p>	<p>7:00pm</p>