

<b>MORANBAH STATE HIGH SCHOOL P&amp;C GENERAL MEETING MINUTES</b>	
<b>AGENDA ITEM</b>	
<b>Date of General Meeting:</b>	Monday 7 March 2022
<b>Members Present:</b>	Tracey Croce, Leisa Westerman, Rebecca Huggett, Melissa Westcott, Hennie Jordaan, Hank Ivan-Fish, Rachel West, Stacey Dolan, Dallas Gostelow, Keri Gostelo, Michelle Bosel, Tanya Crawley, Angela Peterson, Suzannah Nicholas, Nikki Pilcher, Rachael Lewis, Kylie Otago, Tim Knox, Jackie Wood, Matthew Huggett, Ashley Spain
<b>Apologies:</b>	Alaina Earl
<b>Others Present:</b>	
<b>Previous Minutes accepted:</b>	Motion: Previous minutes tabled and accepted as true and accurate Moved: Mel Westcott Seconded: Rachael Lewis All in favour
<b>Business arising from previous minutes:</b>	<ul style="list-style-type: none"> <li>• Mel provided a uniform update after conversations with Intersport. <ul style="list-style-type: none"> <li>○ Formal boys short with elastic sample provided.</li> <li>○ Formal girls skirt with elastic sample still coming.</li> <li>○ Once we have both, can the school seek students feedback to see if this is something they would be interested in?</li> <li>○ The short shorts have been made longer in the new order.</li> <li>○ Intersport would like the new logo to order new items including the winter jumper (Stacey has been in contact with Intersport).</li> <li>○ Intersport would like a letter from the school to show parents that purchasing the old logo is fine and the new logo is not compulsory on the uniform until January 2026.</li> </ul> </li> </ul> <p>Actions: Mel to get the new uniform to Rachael. Action: Rachael to show the uniform to kids and get feedback. Action: School to write a letter for Intersport to show parents.</p> <ul style="list-style-type: none"> <li>• AGM date: <ul style="list-style-type: none"> <li>○ New membership form completed</li> <li>○ New constitution completed</li> <li>○ Positions and AGM advertised</li> <li>○ Auditor as sent a request for some info that Lauren has provided. Still awaiting report.</li> </ul> </li> </ul>
<b>Correspondence</b>	
<b>Inward (as listed)</b>	Email – WEX Australia Email – P&C Qld Insurance invoice Email – Marsh Insurance invoice Email – School Captain World Compliment Day Email – Zoe Thomas newspaper article on staff shortages
<b>Outward (as listed)</b>	

<p>Business arising from the correspondence</p>	<ul style="list-style-type: none"> <li>• P&amp;C Qld insurance and Marsh insurance discussed. <ul style="list-style-type: none"> <li>○ P&amp;C is standard and has public and product liability.</li> <li>○ Marsh is additional and includes management, employment and volunteers.</li> </ul> <p>Motion: That we continue to pay for both the standard P&amp;C policy and the additional Management Liability from Marsh.  Moved: Rebecca Huggett  Seconded: Mel Westcott  All in favour.</p> </li>   <li>• News paper article <ul style="list-style-type: none"> <li>○ Matthew responded and gave information to the tv and print media about the teacher shortage at MSHS. There were several news stories about this. Dale Last (State Member for Burdekin) and Dan Coxen (QTU) were also interviewed.</li> </ul> <p><i>Comments on this situation happened throughout the meeting and are recoded here.</i></p> <ul style="list-style-type: none"> <li>○ Michelle: Minister Grace stated in questions time that there is no staff shortage, and there are 5000 teachers available in Qld. Michelle has been in Brisbane putting pressure on the department to fill positions at MSHS.</li> <li>○ Matt: some comments on the stories are pushing the idea that there is a shortage due to vaccination mandates.</li> <li>○ Michelle: This is not a new problem, nor is it a Moranbah problem. Schools like Dysart, Mackay, Sarina also have staff shortages. We have four teachers till undertaking their studies with permission to teach, Mackay High has ten. We are borrowing from the future graduates. Regional positions have been an ongoing issue for a number of years, across numerous schools.</li> <li>○ Rebecca: the transfer system incentives are not enough to get teachers from the south-east out to regional areas.</li> </ul> </li>   <li>• World compliment day <ul style="list-style-type: none"> <li>○ The morning went well and there were a large number of messages given to staff from students.</li> </ul> </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><b>Account Balances at 28<sup>th</sup> February 2022:</b>  Bright Kids Account: \$8,103.84  Tuckshop Account: \$ 97,342.01  General Account: \$ 194.37  Business Account: \$ 23,100.00  <b>TOTAL: \$128,740.22</b></p> <p>Motion: Treasurer's report accepted  Moved: Rebecca Huggett  Seconded: Mel Westcott  Voted all in favour</p>

<p><b>Tuckshop report:</b></p>	<ul style="list-style-type: none"> <li>• The tuckshop has now been operating for 4 weeks. They will continue to operate as per the current schedule until the end of term. We will discuss options for a new roster at the next meeting (beginning of Term 2).</li> <li>• On Friday it became evident that our boxes needs replacing – the top element has gone in one and the bottom element in the other.             <ul style="list-style-type: none"> <li>○ The electrician recommend that we purchase new hot boxes.</li> <li>○ We could order 1 initially and combine the working parts into the second hot box.</li> <li>○ 1 quote received from Ronz \$4575.78 ex-GST.</li> <li>○ Rebecca will seek a couple of other quotes and then order one.</li> <li>○ Down the track we may need to order a second one if the other one also fails.</li> </ul> </li> </ul> <p>Motion: That the P&amp;C replace one hotbox and get the other one repaired as soon as possible.          Moved: Rebecca Huggett          Seconded: Mel Westcott          All in favour</p>
<p><b>Principal's Report:</b></p>	<p>Michelle Pole presented her report to the P&amp;C (in file). Summary:</p> <ul style="list-style-type: none"> <li>• P&amp;C operations:             <ul style="list-style-type: none"> <li>○ The main purpose of the P&amp;C is to:                 <ul style="list-style-type: none"> <li>▪ foster community interest in education</li> <li>▪ Bring cooperation between the school and parents</li> <li>▪ If asked by the principal, give advice on school operations</li> <li>▪ Assist in giving financial and other resources or services to the school.</li> </ul> </li> <li>○ At times the meetings have been aggressive and not supportive.</li> <li>○ The P&amp;C is not responsible for the day to day running of the school such as the formal date.</li> <li>○ Can the P&amp;C please develop a code of conduct for members of the P&amp;C. An example was supplied. This could be done by the new P&amp;C after the AGM.</li> </ul> </li> <li>• Teaching and learning             <ul style="list-style-type: none"> <li>○ It is now week 7 and we are still looking for 10 more staff members. 8 teachers, an English HOD and a guidance officer. Teaching positions include 2 industrial technology, 1 design technology, 2 maths/science, 1 arts, 1 senior English, 1 SWD (students with disabilities).</li> <li>○ Recruitment has started again for permanent English HOD (vacant), HPE and IT HOD (acting) and Head of Special Education Services (acting).</li> </ul> </li> </ul>

	<ul style="list-style-type: none"><li>○ One new teacher (digital technology/math/science) starts tomorrow.</li><li>○ BHP volunteer are looking at helping with industrial technology subjects, but they are also facing some shortages themselves.</li><li>○ Staff illness is also affecting the provision of teachers in front of classes. Teachers at home in isolation or quarantine are continuing to provide lessons in the class OneNote for students.</li><li>○ Starting this week, the principal and both deputies will commence teaching classes.</li></ul> <ul style="list-style-type: none"><li>● IT Infrastructure<ul style="list-style-type: none"><li>○ The connectivity project that is underway between GW3, Smart Transformations, Telstra and BHP has floated the idea of a tower being installed on council land at the back of the school. I have given my approval to the team to move forward with planning.</li><li>○ Our students are 21<sup>st</sup> century learners and mastery of the digital space is integral to future roles in the workforce.</li></ul></li><li>● How can we build the school?<ul style="list-style-type: none"><li>○ Our students should have the same opportunities and access as metropolitan schools.</li><li>○ We need to develop our grounds and infrastructure to match those elsewhere.</li><li>○ We are working with a company to develop a plan for gardens, facilities, play areas, sensory areas, exercise pathway and car park.</li><li>○ The completed plan will be brought to the P&amp;C for feedback.</li><li>○ It would be great to have youth utilise our facilities on weekend and during lunch breaks.</li><li>○ We only have 1 working cold water trough, and additional ambient temperature troughs. Can the P&amp;C provide additional cold, water units through our suppliers?</li><li>○ Would the P&amp;C purchase a mower / small tractor with an air conditioned cab?</li></ul></li><li>● Key dates<ul style="list-style-type: none"><li>○ Available in the school newsletter</li></ul></li></ul> <p><b>Discussion:</b></p> <ul style="list-style-type: none"><li>● Code of conduct<ul style="list-style-type: none"><li>○ Rebecca: The P&amp;C already has a code of conduct that is on the reverse of the membership application form. It is the model code of conduct provided by P&amp;C Qld.</li></ul></li><li>● Funding request</li></ul>
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	<ul style="list-style-type: none"><li>○ Matthew: The P&amp;C would be amenable to funding some of the schools wish list. We have asked twice before for an itemised wish list of small – large projects with costs.</li><li>○ Rebecca: please source your quotes and let us know how much the cold water units are.</li><li>○ Mel: the tractor probably isn't going to be effective here with the amount of precision mowing you need to do. A zero-turn mower would be much more effective. The only large area you have is the oval.</li><li>○ Michelle: we just spent thousands getting the oval graded to remove potholes from animals etc.</li><li>○ Mel: Can you get some quotes and bring them to us for funding? We would prefer the purchase be researched and made by the school and we can donate the funds.</li></ul> <p>Action: School to provide quotes for bubbles and mower for P&amp;C consideration.</p> <p>Action: School to provide wish list once it has been finalised.</p> <ul style="list-style-type: none"><li>● Teacher shortage<ul style="list-style-type: none"><li>○ Michelle: There are many schools with vacancies (Sarina, Mackay, Mackay North, Rockhampton and Moranbah are classes as critical schools). Many metropolitan schools are also looking for IDT and English teachers.</li><li>○ Michelle: Permission to teach teachers, university students are teaching and still completing their uni. We have 4, Mackay SSHS has 10.</li><li>○ Parent: Can parents with particular skills come and help out in the classroom (ITD): Ash: If you know someone who has expertise to offer, please ask them to get in touch and I will discuss it with them.</li><li>○ Some part time teachers are doing extra hours. We have one supply teacher in time.</li><li>○ We are currently facing a large amount of staff off due to Covid close contact rules as well.</li><li>○ Teachers are currently not essential workers and must be at home if they are close contacts.</li><li>○ Kylie: Should parents start writing letters to minister Grace to express our anger over our kids not having a full complement of teachers.</li><li>○ Rebeca: We need continuity thought – having short term teachers attached to the school coming and going is not good for the kids either – no relationship building or ownership of the learning.</li><li>○ Rachael: the kids are coping ok at the moment, they are being cooperative and understanding.</li><li>○ Parent: Could kids choose to work from home and lessen the number of students at school. If they have had enough of sitting in the hall with a bunch of classes.</li><li>○ Michelle: unless it is a system wide approach, the student would still have a penalty absence.</li></ul></li></ul>
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- Parent: Can the school advertise their positions on local Facebook groups or contact past teacher who are not currently teaching?
- Parent: what effect does this have on Y11/12 students?
- Rebecca: the whole cohort of year 11 and 12 this year are having interruptions with Covid and floods etc. State wide this will impact on grades which will be considered by QTAC when they decide on ATARS.
- Michelle: this is something we are monitoring and actively assessing regularly to ensure we have assessment dates made at suitable times based on students learning.
- The school will help students who use QTAC apply for extra ATAR points associated with educational circumstances in rural settings.

Action: School to advertise positions on FB

- Indigenous support

- Parent: Indigenous support officer, do we have one, or are we getting one?
- Michelle: We are only funded 2.5 hours per week. Dani and Sam have done it in the past on top of their other roles but they have both left. Luarna Walsh has reached out about a project with local schools and local indigenous groups to have Phil Fisher travelling between the schools. Project looking at funding at the moment.
- Parent: how many students are indigenous at the school?
- Michelle: about 9.6% identify as ATSI. (72/747)
- Parent: in 2012 I worked full time at Blackwater with indigenous students, why is it different at Moranbah?
- Rachael: the funding has been reduced – fewer hours each year until there was no viable position.

- Parent communication

- Parent: There has been a bit of a lack of communication from some teachers to parents about assessment and content this year. Last year, teachers were emailing the task sheet home and this year none.
- Rebecca: my daughter was a bit lost on two of her assignments, so I asked her to show me the task sheet. Everything is spelled out in the task sheet. They are in OneNote.
- Mel: could the school run some information sessions for parents about OneNote and where to find the task sheets etc.

Action: School to run parent info session about ICT in the school and accessing task sheets et.

Motion: Principals report accepted

Moved: Stacey Dolan

Seconded: Mel Westcott

All in favour

<p><b>General Business:</b></p>	<p>1. 2021 SRS Annual Report for endorsement</p> <ul style="list-style-type: none"> <li>• Income <ul style="list-style-type: none"> <li>○ Fees - \$17,67521</li> <li>○ Subject levy - \$7,560</li> <li>○ Govt. textbook &amp; Resource allowance - \$127,450.38</li> <li>○ <b>Total \$152,685.59</b></li> </ul> </li> <li>• Expenses <ul style="list-style-type: none"> <li>○ SRS \$121858.42</li> <li>○ Admin of scheme \$28,008.58</li> <li>○ photocopying \$26,791</li> <li>○ <b>Total \$176,658.00</b></li> </ul> </li> <li>• <b>Overall – school funds used to cover shortfall \$24,122.62</b></li> <li>• A low % of families paid in 2021 but this was partly due to families having credits for the 2020 year and using their credits on the account to cover 2021. The school decided that all students would need access to the resources quickly during the 2020 learning from home 5 week program in 2020. The decision was made to refund anyone who had paid SRS so that all students had access to the online textbooks</li> <li>• Changes for 2022 <ul style="list-style-type: none"> <li>○ The school has made some changes to the texts and online subscriptions for 2022.</li> <li>○ The BM has reviewed fees for other nearby schools to see if the proposed fees are comparable to other schools</li> <li>○ This has led to an increase in SRS for 2022.</li> <li>○ Y7-10 fee increase from \$60 to \$106</li> <li>○ Y11-12 fee increase from \$0 to \$21</li> <li>○ Previously, individual invoices were not sent, parents paid SRS + subject fees which were calculated when parents came to pay, which was a bit unclear for parents.</li> </ul> </li> <li>• Subject levies and VET certificate fees will be finalised and invoices issued before the end of term.</li> <li>• Payment plans can be arranged so that access is given immediately and payment made over the year.</li> <li>• The administration staff will be following up with parents who haven't paid or don't make contact to organise a payment plan.</li> <li>• Mel: Current policy is that Year 12's must have paid all fees to attend formal. A previous principal's policy (~2006) was that they had to have paid all outstanding fees from their 5 years at high school to attend.</li> </ul> <p>Motion: That the 2021 SRS report be accepted and the 2022 fees be approved.  Moved: Stacey Dolan  Seconded: Mel Westcott  All in favour.  Action: When the invoices go out, they will be accompanied by an explanation of the fees and levies.</p> <p>2. Grad committee fundraising approval</p> <ul style="list-style-type: none"> <li>• Ash asked that the P&amp;C help out with the fundraising for the Year 12's. For example: the off road buggy breakfast – with the</li> </ul>
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	<p>shortage, we don't have the man power to help organise a lot of it, can the parents help out?</p> <ul style="list-style-type: none"> <li>• Parent: the kids have lots of ideas</li> <li>• Ash: the ideas have to go through the school for insurance, risk assessments, costs, advertising, manpower etc.</li> <li>• Process: kids/parents have the ideas and take it to admin. Admin gets P&amp;C approval and helps organise the logistics. Volunteers then run the activity.</li> <li>• Mel: are you asking the P&amp;C to fundraise for formal? P&amp;C is supposed to benefit all students not just a group of kids.</li> <li>• Michelle: no P&amp;C would fundraise for school wide things like the water bubblers.</li> <li>• Matt: Year 12 parents would help fundraise for the formal.</li> <li>• Ash: P&amp;C would approve a list of fundraising activities for the formal.</li> </ul> <p>Action: School will come back with the SRC fundraising list at the next meeting.</p> <p>3. Formal 2023</p> <ul style="list-style-type: none"> <li>• Mel: If the 2023 grad is earlier in the year can we have the Year 12 fundraising finished by the end of term 3 and Year 11 start in term 4.</li> <li>• Kylie: Will there be an opportunity for the current Year 11's to have input into when their formal will be held?</li> <li>• Michelle: The school will have some preferred dates for 2023 formal in Term 1/2 and will begin discussions with current Year 11's.</li> </ul> <p>4. Road safety event</p> <ul style="list-style-type: none"> <li>• You Choose Youth Road Safety event (this Wed). Advertised on community noticeboard.</li> </ul>
<p><b>Motions moved from meeting:</b></p>	<p>Motion: Previous minutes accepted as true and accurate.          Motion: That we continue to pay for both the standard P&amp;C policy and the additional Management Liability from Marsh.          Motion: That the P&amp;C replace one hotbox and get the other one repaired as soon as possible.          Motion: Treasurer's report accepted.          Motion: Principal's report accepted.          Motion: That the 2021 SRS report be accepted and the 2022 fees be approved.</p>
<p><b>Actions from the meeting:</b></p>	<p>Action: Mel to get the new uniform to Rachael.          Action: Rachael to show the uniform to kids and get feedback.          Action: School to write a letter for Intersport to show parents.          Action: School to provide quotes for bubbles and mower for P&amp;C consideration.          Action: School to provide wish list once it has been finalised.          Action: School to advertise positions on FB          Action: School to run parent info session about ICT in the school and accessing task sheets et.</p>



## MSHS P&C Meeting Mar 2022

	<p>Action: When the invoices go out, they will be accompanied by an explanation of the fees and levies.</p> <p>Action: School will come back with the SRC fundraising list at the next meeting.</p>
<b>New Members:</b>	Nil
<b>Date of next meeting:</b>	<p>Term 2: Week 1, 2, 3, Mondays are public holidays 18/04, 25/04, 2/05</p> <p>General meeting 28/03/2022 at 6pm at the Workers Club</p> <p>AGM 28/03/2022 immediately after the general meeting</p>
<b>Close:</b>	7:30pm
<b>Minutes prepared by:</b>	Rebecca Huggett