

| <b>MORANBAH STATE HIGH SCHOOL P&amp;C<br/>GENERAL MEETING MINUTES</b> |   |
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| <b>AGENDA ITEM</b>  |   |
| <b>Date of General Meeting:</b>                                       | Monday 9 May 2022   |
| <b>Members Present:</b>   | Rebecca Huggett, Brianna Baggow, Melissa Westcott, Matthew Huggett, Tanya Crawley, Ashley Spain, Kylie Otago, Jackie Wood   |
| <b>Apologies:</b>   | Michelle Pole, Stacy Dola, Rachael Lewis  |
| <b>Others Present:</b>  |   |
| <b>Previous Minutes accepted:</b>                                     | Motion: Previous minutes tabled and accepted as true and accurate<br>Moved: Rebecca Huggett<br>Seconded: Jackie Wood<br>All in favour   |
| <b>Business arising from previous minutes:</b>                        | <ul style="list-style-type: none"> <li>• Hiring the hall               <ul style="list-style-type: none"> <li>○ Over 18 months since the hall was completed</li> <li>○ Community centre not taking any bookings, even though it probably won't be upgraded until 2022</li> <li>○ MSHS hall is the only hall with safe facilities for getting disabled people onto the stage (one dance company has a girl in a wheelchair)</li> <li>○ P&amp;C could contact Dale Last to see if he can put some pressure on to get the rectifications finished</li> <li>○ Michelle to bring it up with the ARD to get the rectifications scheduled</li> <li>○ Check with Kelly Cripsin about the rectification process and subsequent hiring out of the Blue Shed (although that was over 10 years ago)</li> <li>○ <b>Information POST meeting:</b></li> <li>○ <i>Stacey: MSHS has now received all manuals and warranty information from the Building contractor, rectifications have now been completed on what was the last of the defects. Therefore the hall is now officially signed off.</i></li> <li>○ <i>Michelle is currently off sick – ELT will discuss an official opening ceremony and will liaise with P&amp;C and regarding this at a later date.</i></li> <li>○ <i>The school has purchased from school funds a Marketing and Events Officer who will commence on the 30th May. Part of this position's role will be to work with Stacey to create a process around hiring of the hall facilities to the community including a costing guide and to manage hall bookings. We are hopeful to be able to have our hall available for hire by Term 4. Possibly earlier depending on the workload of this position.</i></li> </ul> </li> </ul> |

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|  | <ul style="list-style-type: none"><li>• Uniform –<ul style="list-style-type: none"><li>○ Still no girls skirt.<br/>Action: Mel to meet with Rob this week.</li><li>○ Parents are having trouble getting shorts.</li><li>○ School to speak to Intersport about increasing the orders to hold more stock for during the year.</li><li>○ Teacher house shirts being ordered now.</li><li>○ Possibility of student house shirts. Increase culture. School decisions.</li><li>○ <b>Information POST meeting:</b></li><li>○ <i>Stacey asked which specific items/sizes are hard to get and she will discuss with Rob.</i></li></ul></li><br/><li>• SRS invoices<ul style="list-style-type: none"><li>○ All went out, was a bit confusing, but having the final invoice was good.</li></ul></li><br/><li>• Quotes for bubbler and mower<ul style="list-style-type: none"><li>○ No comments this month<br/>Action: Stacy to present quotes next month.</li><li>○ <b>Information POST meeting:</b></li><li>○ <i>Stacey two quotes for the mowers they are around \$25000 after a \$4000 trade in on our current mower</i></li><li>○ <i>Looking at upgrading ASAP due to ongoing maintenance issues with our current mower which is impacting our grounds. I would like to move forward with the official quoting process could you please advise if the school will be completing the purchasing process or the P&amp;C ?</i></li><li>○ <i>Rebecca: So far we have quote of \$28,000 for bubblers with another quote on the way. Once you get the second quote we can discuss the mower and bubbler at the next meeting and put forward the motion.</i></li></ul></li><br/><li>• CBF grant – to finalise this, we are purchasing 5 vocal microphones, stands, and cables to be used onstage when needed. This was accepted as suitable by the CBF and has been ordered. Payment will be made once the records transfer from the old software to XERO is complete.<br/>Motion: That the P&amp;C purchase a lectern stand for the hall.<br/>Moved: Rebecca Huggett<br/>Seconded: Jackie Wood<br/>All in favour<br/>Action: Rebecca to organise purchase of lectern stand.</li><br/><li>• The school has made a change to the lunch duty to provide more coverage of the tuckshop</li></ul> |
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**MSHS P&C Meeting MAY 2022**

| <b>Correspondence</b>  |  |
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| Inward (as listed)   | Email – MSHS Facility hire agreement for the tuckshop, and request for proof of insurance<br>Email – BSG Quote for microphones<br>Email – MSHS Student code of conduct   |
| Outward (as listed)  | Email – MSHS Tastebuds fundraiser<br>Email – MSHS Signed hired agreement and proof of insurance returned to the school   |
| Business arising from the correspondence   | <ul style="list-style-type: none"> <li>• Tastebuds fundraiser                             <ul style="list-style-type: none"> <li>○ URL set up with the company.</li> <li>○ Advertisement for Facebook and newsletter created and sent to Lauren</li> <li>○ Email home</li> </ul>                             Action: Ash: Follow that up advertising of tastebuds fundraiser.<br/>                             Action: Rebecca to extend fundraiser and email info to Alaina.                         </li> <br/> <li>• Student code of conduct to be endorsed.<br/>                             Motion: That the P&amp;C endorse the student code of conduct.<br/>                             Moved Melissa<br/>                             Second Brianna<br/>                             All in favour                         </li> </ul> |
| <b>Treasurer’s report:</b><br>Financial statements, and any business arising from these. | <ul style="list-style-type: none"> <li>• Attached Treasurers Report</li> </ul> <p><b>Account Balances at 30<sup>th</sup> April 2022:</b><br/>                     Bright Kids Account: \$8,103.84<br/>                     Tuckshop Account: \$89,364.99<br/>                     General Account: \$ 894.37<br/>                     Business Account: \$ 23,100.00<br/> <b>TOTAL: \$121,463.20</b></p> <p>Motion: Treasurer’s report accepted<br/>                     Moved: Jackie Wood<br/>                     Seconded: Rebecca Huggett<br/>                     Voted all in favour</p>  |
| <b>Tuckshop report:</b>  | <ul style="list-style-type: none"> <li>• Needed a new bulb in the hotbox, ordered 2 so we have one on hand.</li> <li>• Purchased 2 x egg cookers</li> <li>• Ronz will work on the old hotboxes when he has time.</li> <li>• Maria to renew her Blue card</li> </ul>  |
| <b>Principal’s Report:</b>   | N/A  |

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| <p><b>General Business:</b></p> | <ul style="list-style-type: none"><li>• Food for students<ul style="list-style-type: none"><li>○ ELAM have secured a grant to provide breakfast and lunch for students in need.</li><li>○ Mon-Thurs groceries to the school. Friday we have brekky club already.</li><li>○ For lunches they would like to have vouchers with the student support team for lunch (\$6)</li><li>○ Tuckshop to accept vouchers and bill ELAM weekly on Friday, paid the following Thursday.</li><li>○ Estimate up to 5 students per day.</li></ul></li><br/><li>• P&amp;C QLD Connect<ul style="list-style-type: none"><li>○ Bec and Matt caught up with Jason and Mel from P&amp;C QLD to see what they can offer</li><li>○ Mel offers a HR service and also mentioned a book keeping service to consider, but while Lauren is helping out we are fortunately covered there.</li><li>○ P&amp;C awards open for nominations now, 5 categories, see Matthew Huggett for more info about this.</li><li>○ They also advertised the P&amp;C annual conference in Brisbane 26/27 August. Sessions cover governance, tuckshop, OHSC, fundraising. \$720 for the two days (limited number of half price tickets rural and remote attendees).</li></ul><p>Motion: That the P&amp;C send Matthew Huggett and up to three others to the P&amp;C conference on behalf of the P&amp;C. Interested members to nominate via email by COB Friday 13 May.</p><p>Moved: Melissa Westcott<br/>Seconded: Jackie Wood<br/>All in favour:</p><p>Action: Rebecca Huggett to email current members to see if there is any other interest.</p><p>Action: Matthew Huggett to sign up for the conference so we don't miss the bursary.</p></li><br/><li>• Fundraising opportunities<ul style="list-style-type: none"><li>○ Pre-packaged foods<ul style="list-style-type: none"><li>▪ Ongoing personal meals (500g)</li><li>▪ \$3 to be made off each one</li><li>▪ Last 10 days</li><li>▪ Potential to sell these through the tuckshop/munch monitor?</li></ul></li><li>○ Slime run for a P&amp;C fundraiser<ul style="list-style-type: none"><li>▪ Open to all students as a fundraiser</li><li>▪ Organised through a company</li><li>▪ Term 3</li><li>▪ Matthew to get more information to present to the P&amp;C about this one</li></ul></li></ul></li></ul> |
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|  | <ul style="list-style-type: none"><li>• Comments about lack of communication from the school:<ul style="list-style-type: none"><li>○ Assessment calendars<ul style="list-style-type: none"><li>▪ Parent – are these going out this term? We haven't got one yet and it is Week 4</li><li>▪ Ash – students should have gotten Term 1 and 2 at the beginning of the year through OneSchool that is personalised for each student</li><li>▪ Parent – the term calendar for each year level is much easier to read, keep track of, and it comes to the parent not just the kid which is netter for those parents wanting to stay on top of things.<br/>Action: Ash to check on assessment calendars for each year level.</li></ul></li><li>○ Student progress<ul style="list-style-type: none"><li>▪ Parent – are we getting a TrackEd statement for Term 1? We got one after Term 3 last year for the first time and thought that it was going to be ongoing.</li><li>▪ Parent: I got no feedback from the teacher that my child had failed a term of a subject.</li><li>▪ Ash: teachers are expected to contact the parent if their child fails an assessment piece.</li><li>▪ Parent: if enough parents contact teachers to get grades and information, will they want to just do reports?</li><li>▪ Parent: It's week 14 of school and we have no idea of where the kids are actually right now.</li></ul></li><li>○ Parent interviews<ul style="list-style-type: none"><li>▪ Parent: lack of interview slots available outside work hours</li><li>▪ Ash: you don't have to do meetings at the PTI timeslot, you can email them for info at any time</li><li>▪ Parent: lack of notice from the school</li><li>▪ Ash: the notice was in line with the other schools in the community</li><li>▪ Parent: there was a lot of conversation in the community about PTI's not being very accessible, and not knowing if you needed to make an appointment because you didn't know how your ids was doing.</li></ul></li></ul></li><li>• Senior jerseys<ul style="list-style-type: none"><li>○ Parent: do we know when they are coming?</li><li>○ Ash: Delay from Struddys<br/>Action: Ash: get David to send a message about the delay from Struddys</li></ul></li><li>• Careers Expo<ul style="list-style-type: none"><li>○ Parents would love to have the ECP day come back where Care teachers met with each student and their parent for 10 minute meeting. They found this a very valuable opportunity for career development with their kids,</li></ul></li></ul> |
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|  | <p>especially Year 10, and felt that having it revisited in Year 11 and 12 was very beneficial as well.</p> <ul style="list-style-type: none"><li>○ Ash: G.O. back on campus to help with careers information.</li><li>○ Ash: School arranges events for kids eg. CFMEU spoke to seniors recently</li><li>○ Ash: Info sessions for QTAC coming up, mock interviews for Year 10s as well as Year 12's this year.</li><li>○ Parent: This year 12 cohort in particular didn't get work experience in 2020 due to covid, so they are feeling a little bit lost.</li><li>○ Parent: can the Year 12's visit the expo first please, as last year some of the exhibitors had already left when they got out there. .</li><li>○ Parent: can the expo have sessions where people talk to the kids as well as the expo?</li><li>○ Ash: Last year we had uni, trade and future of work talks in K block, and organisations like the CFMEU, ELAM / MDSS / IRC in the Blue Shed,</li><li>○ Rebecca: Council provide a grant to help put on the exp and transport kids from Dysart, Glendon, Middlemount, Clermont etc here for the day.</li></ul> <ul style="list-style-type: none"><li>● Positive communication<ul style="list-style-type: none"><li>○ Parent: Work experience leading up to and with the transition between Tracy and Nicole has been really good.</li><li>○ Ash: at least 93 kids out, an excellent effort from the kids and our Careers Transition Officer</li></ul></li><li>● Fundraising ideas for the SRC:<ul style="list-style-type: none"><li>○ Junior disco Term 3 date tba</li><li>○ Car washes 29 May &amp; 26 June</li><li>○ Sausage sizzle at the school and jellybean guesses (dates tba)</li><li>○ Athletics carnival stall</li><li>○ Senior mocktail 3 June</li><li>○ Pyjama day gold coin donations (date tba)</li><li>○ Student house support shirts</li></ul>Motion: That P&amp;C approve the listed fundraisers<br/>Move: Ash Spain<br/>Second: Brianna Baggow<br/>All in favour</li><li>● One Punch Can Kill – Paul Stanley was a great presentation (presentation to Year 11 and 12 in the school hall)</li><li>● Driving presentation: great for Year 10 and Year 11 as Year 12 have their licences already.</li></ul> |
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**MSHS P&C Meeting MAY 2022**

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| <b>Motions moved from meeting:</b> | Motion: Previous minutes accepted as true and accurate.<br>Motion: That the P&C purchase a lectern stand for the hall.<br>Motion: That the P&C endorse the student code of conduct.<br>Motion: Treasurer's report accepted.<br>Motion: That the P&C send Matthew Huggett and up to three others to the P&C conference on behalf of the P&C. Interested members to nominate via email by COB Friday 13 May.  |
| <b>Actions from the meeting:</b>   | Action: Mel to meet with Rob this week re uniform.<br>Action: Stacy to present quotes next month for bubblers and mowers.<br>Action: Rebecca to organise purchase of lectern stand.<br>Action: Ash: Follow that up advertising of tastebuds fundraiser.<br>Action: Rebecca to extend fundraiser and email info to Alaina.<br>Action: Rebecca to email current members to see if there is any other interest.<br>Action: Matthew to sign up for the conference so we don't miss the bursary.<br>Action: Ash to check on assessment calendars for each year level.<br>Action: Ash: get David to send a message about the delay from Struddy's |
| <b>New Members:</b>                | Alaina Earl, Brianna Baggow   |
| <b>Date of next meeting:</b>       | 6 June 2022, 6pm at the Moranbah Community Workers Club   |
| <b>Close:</b>                      | 7:31pm  |
| <b>Minutes prepared by:</b>        | Rebecca Huggett   |