

Meridan State College P&C Meeting Notice and Agenda

When: Tuesday 21 March 2023

Time: 5-6pm

Venue: Rainforest Retreat



Notice is hereby given to all member for the above meeting:

	Time Allocation	Speaker
<p>Welcome everyone to our P&C meeting Thank you to you all for attending.</p> <p>Confirmed</p> <p>Richard Moore, Gillian Hendry, Helen Smith, Clara Marshall, Vicky Gilkes- Cox, Joanne Kobos, Kerri Jones, Sue Esposito, Mark Seijbel, Kathleen Edwards, Shannan Gniel, Dave Larkin, Jack Helping Hands</p>	1 min	Secretary
<p>Apologies from</p> <p>Jennifer Aleo, Jarrod Bleijie MP, Agnes Jain, August Gaske, Kathryn Hee, Jen Aleo, Fleur Parker</p>	1 min	Secretary
<p>Confirmation of minutes from previous meeting</p> <p>Minutes available for viewing</p> <p>Matters arising from minutes</p>	5 min	President
<p>Correspondence</p> <ol style="list-style-type: none"> 1. Email from Peter Knowles 2. Email from Chappy Dave 	2 min	Secretary
<p>Reports:</p> <ul style="list-style-type: none"> • College Director's Report • Treasurer's Report • P&C President Report • Café Report 	5 min 2 min 5 min 5 min	Kerri Vicky Vicky Vicky
<p>General Business:</p> <ul style="list-style-type: none"> ➤ Rainforest Café staffing update, Tanya and pay scale, Donna. Meeting with the tuckshop staff 1/3/23. ➤ Peter Knowles a request to enlarging the bicycle parking areas for the primary and secondary schools ➤ Stationery for 2024 – no stationery suppliers, parent to purchase stationery by themselves ➤ Lunch passes / invoicing parent / increase the price , currently at \$2 ➤ Planning for twilight , Twilight committee ➤ Second hand uniforms set up in client services. Parents sent to the tuckshop to pay, receipts signed. ➤ Scholarship 2023 – 20 \$200 vouchers. Total cost \$4000 for approval for 2024 		
<p>Close meeting</p>		President

Minutes

Start of meeting:	5pm		
Members in attendance:	Richard Moore, Gillian Hendry, Helen Smith, Clara Marshall, Vicky Gilkes- Cox, Joanne Kobos, Kerri Jones, Sue Esposito, Mark Seijbel, Kathleen Edwards, Shannan Gniel, Dave Larkin, Jack Helping Hands		
Apologies:	Jennifer Aleo, Jarrod Bleijie MP, Agnes Jain, August Gaske, Kathryn Hee, Jen Aleo, Fleur Parker		
Confirmation of minutes from previous meeting	All is true.		
Matters arising from minutes	All is true.		
	Moved by: Vicky	Second by: Shannon	Carried by: Jo
Correspondence	<ol style="list-style-type: none"> Peter Knowles a request to enlarging the bicycle parking areas for the primary and secondary schools. Email forwarded to Kerri and Shannan to reply 22/3/23 3.15pm Invitation to Chaplaincy Dinner (Fleur and Vicky attended) Vicky: not in position to donate at the moment. We will however be looking into this at the end of the first semester and hope to be in a better position to donate then. 		
	Moved by: Jo	Second by: Vicky	Carried by:
Reports: College Director's Report	<p>P&C Principal Report March 2023</p> <ul style="list-style-type: none"> Thank you to the P&C exec team for the enormous amount of time that they have spent keeping business afloat. Thank you to Kathleen for supporting members of the Exec. Term 1 has been busy settling into routines. Student recognition program has been reviewed with input from staff and students. We will be seeking support from the P&C The student body has had a number of fundraisers this term with Shave for a Cure and the fundraiser for Wildlife HQ. Swimming carnivals have been well attended A number of camps including the Year 6 camp, Trip to Lady Elliot and the International trip to Tangalooma have happened this term The International program is going from strength to strength – thank you to Fleur, Dee and Jess. We are having a get together for our homestay parents tomorrow afternoon. Mobile phone policy is progressing well. Students are adapting to the change. New pouches are being delivered. 		
	Moved by: Vicky GC	Second by: Sue	Carried by:
Reports: Treasurer's Report	<p>School financial snapshot report has been presented, 21 March 2023, viewable in records. All reports will be presented at the AGM 18/4/23. The reports are currently being finalised through the audits. New date 18/4 5-6pm Rainforest Café</p>		
	Moved by:	Second by:	Carried by:

Reports: Jarrod Bleijie – letter	Printed / copies provided to all at the meeting		
	Moved by: Vicky	Second by: Jo	Carried by:
Reports: Café Report	<p>A very busy year so far, Covid, leave etc. Executive team Twilight year, this year Twilight will be combined with the Creative Collective evening.</p> <p>Primary discos will have a slightly different date to Mother’s Day and Father’s Day stall.</p> <p>Café – Staffing, At the end of 2022, Tuckshop Manager resigned. The rest of the tuckshop team pulled together and found their individual roles to support the strength of the team. Mel, Operational Manager, took personal leave. A bookkeeping role has been hired to take the strain of the financial operations. Tanya has agreed and has taken on the role of Tuckshop Manager. Tanya, Vicky and Kathleen have been advertising for additional role of support in the tuckshop, Monday to Friday. This requires a trial. Volunteers have been a great support in the tuckshop.</p> <p>Equipment breakdown, chest freezer, walk in cold room and the walk-in freezer. This has resulted in a huge loss of stock. This is now in the process of an insurance claim. Blenders are in the process of being replaced. \$1400 per blended, a reduced price. Meaning \$2000 has now been returned to the bank balance. Kerri and Shannan meeting is to be scheduled, meeting re upkeep of the tuckshop. Unfortunately, when something in the tuckshop needs repairing the café is the first thing that needs to close as the tuckshop needs to be open to serve the core business of feeding our students.</p> <p>Tuckshop prices will need to go up due to the increases in food costs. A letter will go home to parents explaining the increase that they will be fair and equitable. Munch Monitor will be closed down over the holidays and restructured.</p>		
	Moved by: Vicky	Second by: Sue	Carried by:
General Business: Café pay scale	Rainforest Café staffing update, Tanya and pay scale, Donna. Meeting with the tuckshop staff 1/3/23. Meeting on the March the 1 st to discuss all things tuckshop, staff, support, equipment and processes. Tanya, _____ above the reward. Manager on Mondays, Wednesdays, Thursdays and Fridays. Donna, _____ increased pay scale. Manager on the Tuesdays.		
	Moved by: Vicky GC	Second by: Sue	Carried by:
General Business: Peter Knowles	Peter Knowles a request to enlarging the bicycle parking areas for the primary and secondary schools. Email forwarded to Kerri and Shannan to reply 22/3/23 3.15pm		
	Moved by: Jo	Second by: Clara	Carried by:
General Business: Stationery 2024	Stationery for 2024 – no stationery suppliers, parent to purchase stationery by themselves. Teachers and HOC to advise on what needed. Staff complaints about the quantities. Parent had difficulties with packs not being delivered. Query if parents would be happy to purchase independently. Survey to be sent out to both parent and staff surrounding their preferences		
	Moved by: VGC	Second by: Clara	Carried by:

<p>General Business: Lunch passes</p>	<p>➤ Lunch passes / invoicing parent / increase the price, currently at \$2 /process Kathleen has been looking in the process. Secondary receive food donations from Gateway care. Primary, breakfast club is being supported by Gateway care. Mark and Sue to follow up with the process. The process is to move away from the Tuckshop service. All staff to be informed.</p>
<p>General Business: Mother's Day</p>	<p>Mother's Day stall budget - \$4000 to spend on new stock approved Current stock will be viewed.</p>
<p>General Business: Planning for Twilight</p>	<p>Twilight committee Discussion with Danielle around a student leader stall. Hospitality in the past will run a food stall as part of their assessment.</p>
<p>General Business: Second Hand Uniforms</p>	<p>Students who are off need are provided uniforms for free. All uniform items are \$5.00, costing. Uniforms, challenges with girl's tie. An ask for the ties to be attached to the senior shirt. Next meeting to raise the updating of the shoe policy. Uniform – query the tie re boys v's girls. No changes for 2023. School Locker begin discussions around next term surrounding the everyday uniform/ shirt. Should be unisex in focus.</p>
<p>General Business: Scholarship 2024</p>	<p>20 \$200 uniform vouchers. Total cost \$4000 for approved for 2024 Is it possible to split them into the individual academics? School's exec decision</p>
<p>General Business: SRS Expenditure for 2022</p>	<p>The school has presented where the money was spent last year. Some fees are still outstanding from 2022. To assist families that need support, payment plans etc.</p>
<p>Close meeting Next Meeting Adjourned AGM 18/4 5pm Twilight Meeting 18/4 General Meeting 16/5</p>	<p>6.33pm</p>