

# MERIDAN STATE COLLEGE P & C ASSOCIATION

## AGENDA

5pm, Tuesday 10 October 2023



Start of meeting:	5.00 pm		
Members in attendance:	Clara Marshall, Richard Moore, Vicky Giles-Cox, Fleur Parker, Jo Kobos, Anneline Van Staden, Tony Roberts, Jillian Hendry, Lee MERRITT, Kathleen Edwards		
Apologies	David Tensen, Jarrod Bleijie		
Confirmation of minutes from previous meeting	Moved: Vicky Second: Tony Carried by: Fleur		
Matters arising from minutes	Confirmation of minutes from previous meeting Minutes available for viewing Matters arising from minutes		
	Moved by: Vicky	Second by: Tony	Carried by: Fleur
Correspondence	<p>1. Lifestyle Coordinator at Palm Lake Care Caloundra – choir interested in performing Christmas Carols in December. Forwarded to Dominic Rees 22.9.23.</p> <p>2. Inadequate bike rack space raised by a guardian to be discussed – Richard Moore</p> <p>Observed the Primary area which was noted that there is very little space. Is it possible to look at the arrangement of space? Noted that the bike space is very small. We promote ride to school program but our facilities are lacking. It has been looked at for lockable racks for safety. Tony will discuss with Shannan about what space and facilities can be worked out.</p>		
	Moved by: Vicky	Second by: Fleur	Carried by: Jo
<b>Reports:</b> <ul style="list-style-type: none"> <li>College Director's Report Tony Roberts</li> </ul>	<ul style="list-style-type: none"> <li>Primary Head of Campus, Scott Butcher. A fantastic leader, strong in relationships and curriculum. To start Monday.</li> <li>This term is all about our vision and consultation survey. Survey has been constructed via discussion with our community. Focus on future, curriculum - teaching and learning, culture.</li> <li>Timeline has been set for community consultation; this has been advertised on the school website.</li> <li>Term 3, week 10 – school review took place. Draft has been received. Strengths and improvements.</li> </ul>		
	Moved by: Tony	Second by: Clara	Carried by: Fleur
<b>Reports:</b> <ul style="list-style-type: none"> <li>Jarrold Bleijie Report</li> </ul>	-		
	Moved by:	Second by:	Carried by:
<b>Reports:</b> <ul style="list-style-type: none"> <li>Student Council Update Secondary Leaders</li> </ul>	-		
	Moved by:	Second by:	Carried by:

Leaders			
<b>Reports:</b> <ul style="list-style-type: none"> <li>Treasurer's Report Jo</li> </ul>	Profit and loss - \$4900 Fundraising events- \$3686 Main Account bank balance - \$28388 Convenor card- \$1180 Sponsors - \$6750 Raffle - \$518		
	Moved by: Jo	Second by: Anneline	Carried by: Clara
<b>Reports:</b> <ul style="list-style-type: none"> <li>P&amp;C President Report David</li> </ul>	-		
	Moved by:	Second by:	Carried by:
<b>Reports:</b> <ul style="list-style-type: none"> <li>Café Report Tanya</li> </ul>	Thank you for the two bemires. Staff reduction of hours needs to be discussed. A roster of this reduction has been constructed. Concern for catering on certain days. A reduction in tuckshop items to help with the reduction of staff hours. Donations for the festival has been donated by our regular companies. We have been trailing a new fruit and veg company.		
	Moved by: Vicky	Second by: Fleur	Carried by: Jo
<b>General Business:</b> <ul style="list-style-type: none"> <li>Shannan</li> </ul>	<ul style="list-style-type: none"> <li>Proposed SRS and Subject fees for P&amp;C endorsement will be presented at November meeting</li> <li>Stationery 2024, lists will go out to parents soon, parents to buy/reuse/recycle stationery, office works will match prices and reduces the excess of items,</li> </ul>		
	Moved by: Vicky	Second by: Clara	Carried by: Tony
<b>General Business:</b> <ul style="list-style-type: none"> <li>Jo and Vicky</li> </ul>	<ul style="list-style-type: none"> <li>CM solutions HR contract + \$1560 approx. and accounting services</li> <li>- Not clear of billing and extra fees were being applied.</li> <li>- Remove as a tax agent. \$120 per hour. Voted and agreed.</li> <li>- Advisory board payment approved.</li> <li>- Super, tax and bookkeeping to be completed in house.</li> <li>World Teacher's Day - Friday 27/10/23 café support.</li> <li>- Acknowledgement of staff, BBQ lunch (sausage sizzle, hamburgers etc.) P &amp; C to fund, over both lunch breaks for both Primary and Secondary.</li> <li>Munch monitor, charges \$4 per student to have an account.</li> <li>- Qkr! Proposal to use with Primary and Staff next year, 2024 as a trial.</li> </ul>		
	Moved by: Jo	Second by: Clara	Carried by: Vicky
<b>General Business:</b> <ul style="list-style-type: none"> <li>David</li> </ul>	<ul style="list-style-type: none"> <li>Technical Trade Training Centre (SCTTTC) sponsorship in 2024. Agree to sponsorship of one student.</li> <li>QCPCA Annual General Meeting and Election of Directors 2023.</li> <li>P&amp;C President needs to participate in the 2023 P&amp;CS Qld / QCPCA AGM – 5.10.23.</li> <li>Insurance Contactors - Certificate of Currency for food truck – 2.10.23</li> </ul>		
	Moved by: Vicky	Second by: Clara	Carried by: Lee
<b>General Business:</b>	<ul style="list-style-type: none"> <li>Insurance Contactors - Certificate of Currency - Petting Zoo – 3.10.23</li> </ul>		

<ul style="list-style-type: none"> <li>Spring Cultural Festival</li> <li>Jo</li> </ul>	<ul style="list-style-type: none"> <li>RaffleLink - Your Fundraiser has been activated – 22.9.23.</li> <li>Festival Currency has been ordered through Vistaprint Delivered 10.10.23. Thank you Annaline</li> <li>Acknowledgement of Jo Kobos and her work on the festival.</li> </ul>		
	Moved by:	Second by:	Carried by:
<p><b>General Business:</b></p> <ul style="list-style-type: none"> <li>Tuckshop Staffing 2024</li> <li>Jo and Vicky</li> </ul>	<ul style="list-style-type: none"> <li>Number of staff - 6 tuckshop, 1 - office</li> <li>Donna, Emma, Bec, Catherine (office), Marie, Tanya (Manager), Peter</li> <li>Contacted hours – 20 per person</li> <li>Current working hours - attached</li> <li>Approval of extra hours – Vicky to confirm</li> <li>Contact and discuss with Tuckshop at Talara.</li> <li>Difficulty affording staff for the tuckshop.</li> <li>In the proposed reduction of staffing roster, 36 hours have been cut. However more needs to be removed.</li> <li>Cuts from the tuckshop menu needs to occur due to staff member per time per products sold.</li> <li>A new vision needs to happen. We need to work smarter not harder, food range. Rebrand.</li> <li>Suggestion, only running the café in the morning, 7.30 to 9.30am and then at first break. Review of data in terms of times and income.</li> </ul>		
	Moved by: Jo	Second by: Clara	Carried by: Vicky
Close meeting	<p>Next meeting:</p> <p><b>SEMESTER 4 EVENTS</b></p> <p>Spring Cultural Festival Incl Creative Collective - Friday 20 October</p> <p>P&amp;C meeting – 7 November 2023</p>		