



CABOILTURE STATE HIGH SCHOOL P&C ASSOCIATION
General Meeting Minutes
28 July 2021, 6.30 pm

Appointment of Chair: In the absence of the President and Vice-President, Jacqui Warner was appointed as Chair of the meeting.

Meeting opened: by Jacqui Warner at 6.35 pm.

Attendance:

Les Ball, Ellenor Bautista, Deann Buck, Kelly Davidson, Fiona Free, Tess Hennessey, Tania McCasker, Maria Sharp, Debra Smith, Jacqui Warner, Rob Watts.

Apologies: Nicole Bennedick.

Confirmation of minutes of previous General Meeting 23 June 2021`:

Moved Les Ball, Second Tania McCasker. Confirmed and passed.

Business arising from the minutes of the previous meetings:

- P&C Members' Blue Cards – Card has been received and Copy forwarded to Jenny Parrinder for filing
- Constitution has been updated with all corrections included, and a copy has been provided to the Secretary
- Asbestos Awareness Training re Vice-President is yet to be conducted and will need follow-up.
- Call for nomination for Treasurer (See General Business below)
- Notification of SRS proposed changes (See Principal's Report below)
- Proposed 2022 Fund-raising schedule: will be taken to the Student Council and brought to the P&C at the November meeting

Action: Tess Hennessey will bring the proposed 2022 Fund-raising schedule to the November meeting for approval

- Survey on student response to the Tuckshop offerings: still to be conducted

Action: Maria Sharp will conduct a student survey on student response to the tuckshop offerings and bring findings to a later meeting.

Treasurer's Report:

1. Account Balances

	2 June 2021	2 July 2021
General Account 00900822	\$3,710.29	\$12,232.87
Tuckshop Account 10091351	\$34,892.80	\$5,059.01
Uniform Shop Account 00930511	\$16,052.58	\$0.00
CMS Balance	\$7,995.83	\$7,995.83
TOTAL	\$62,651.50	\$25,287.71

2. Income received

General Account: Reconciliation Week Grant	\$2,500.00
Tuckshop Account: refund of supplier over-payment	\$166.21

3. Invoices/Payments Paid

CBA Audit Certificate Fee	\$30.00
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Note: The Payroll Summaries for all 2020 employees have been forwarded to the ATO. No further action is required of the Association.

Motion: That the financial records be received as correct and reconciled.

Moved: Les Ball, Seconded Maria Sharp. Passed.

Correspondence:

Nil

Business arising from Correspondence:

Nil

Principal's Report:

The Principal's Report presented an introductory overview of the revised School Fees Matrix to be implemented in 2022, with specific reference to the revised format of the Student Resource Scheme. The scheme has been updated and refined to reflect real costs within a revised structure. Among other things, the revision will remove the need for a stationery list to be supplied by parents and will incorporate mechanisms to allow resources to be available for all students in class and online, with options available for resources to be taken home as required. There will be a fee increase, which is expected to be in the vicinity of \$300 in place of the current \$215, but full details will be brought to the next meeting, which will be advertised to parents and will be held in a larger venue to accommodate greater parental engagement.

Action: The Principal will advise the Secretary of the venue for the next meeting for circulation to members.

Action: The Principal and other staff members will present a detailed statement of the fees structure at the September meeting.

The Principal reported on the Master Planning in place for the development of the school facilities, including the tennis court upgrade (grant applied for); Health Hub and Refurbishment of the Gym and E Block (Term 4, 2021); 8 new classrooms (Term 1, 2022); plans to refurbish downstairs C, B, and F Blocks (no funding yet).

The Principal stressed the need for strong P&C support for her requests to the MBRC for street lights at Hayes Street and more bus bays, all as urgent safety needs.

The Principal's Report was received.

General Business:

- Reception of New Members

Motion: That the association accept the new membership of Ellenor Bautista; Kelly Davidson; Rob Watts.

Moved: Les Ball, Seconded Jacqui Warner. Carried

- Appointment of Treasurer

Motion: That Kelly Davidson be appointed as Treasurer.

Moved: Les Ball, Seconded Jacqui Warner. Carried

- Appointment of Second Vice-President

Motion: That Deanne Buck be appointed as second Vice-President.

Moved: Les Ball, Seconded Jacqui Warner. Carried

- Bank Signatories

Motion: That Kelly Davidson be authorised as a signatory to the CBA accounts and as a CommBiz Token Holder.

Moved: Les Ball, Seconded Jacqui Warner. Carried

Motion: That Michelle Watson be deleted from the list of CBA signatories and CommBiz Token Holders.

Moved: Les Ball, Seconded Jacqui Warner. Carried

- Tuckshop line management. Deferred to next meeting so Nicole may address the issue.

Motion: That the schedule of excursions for Term 3, 2021 be approved.

Moved Tess Hennessey, Seconded Les Ball. Passed.

- School Communications

A lively discussion was conducted in relation to significant concerns with the inadequacy of recent school communications with parents, with specific reference to the confusing and at times inconsistent advice regarding subject selections, and concerns about inconsistent implementation of resourcing and class activities in science and cooking. More clear information about ATAR, QCE was requested to assist in subject selections. The Principal undertook to follow up on the issue of effective communications.

- **School Magazine**
Tess Hennessy advised that the School Magazine for 2020 would be available this year and the 2021 magazine is on target for early 2022. It is planned to provide a copy to Year 12 students and the oldest family member.
- **School Financial Snapshot.** Maria Sharp tabled a report detailing the current financial situation of the school, along with a balance sheet summary report, and a list of Excursions/incursions for July-December 2021.

The Report was received.

Next meeting date:

- 15 September at 6.30 pm. Venue is to be advised.

Meeting Closed: at 8.25 pm.