



CABOOLTURE STATE HIGH SCHOOL P&C ASSOCIATION
General Meeting Minutes
25 November 2020, 6.00 pm

Meeting Opened: by Jacqui Warner (Vice-President) at 6.00 pm.

Attendance:

Les Ball, Cathie Bridge, Fiona Free, Jayne Hooper, Wayne Hooper, Brian Swile, Jacqui Warner, Sonja Wyeth.

Apologies:

Janet Thompson

Confirmation of minutes of October 21 meeting:

Moved Les Ball, Second Sonja Wyeth. Confirmed and passed.

Business arising from the minutes of October 21 meeting:

- School uniform formal shorts – still awaiting delivery
- Tuckshop operation – proceeding satisfactorily; the few initial issues have been resolved
- Termination of employment of Crossing Supervisors will come into force at the end of the 2020 school year. Department of Transport has been advised and will consult with Moreton Bay Regional Council regarding alternative traffic management plan, as the Hayes Street crossing is not an official school crossing.
- P&C Members' Blue Cards – school will need to activate a Volunteers portal to enable listing of volunteers. Jacqui Warner will contact Blue Card to check requirements.
- Student Resource Scheme 2021. Brian Swile tabled the SRS 2021, which sees no change in fees and uniform fees across all year levels.

Motion: The P&C Association endorse the Student Resource Scheme 2021 as tabled.

Moved: Jacqui Warner, Second: Wayne Hooper. Passed.

- Master Development Plan. The full details of the implementation of the Master Development Plan are yet to be finalised.
- Strategic Plan 2020-2023. The Strategic Plan is entered in the school web site.

Motion: The P&C Association endorse the 2021 Annual Implementation Plan and the Explicit Improvement Agenda of the Strategic Plan.

Moved: Fiona Free, Second Wayne Hooper. Passed.

- Student Code of Conduct. The Student Code of Conduct 2020-2023 had been signed off by all parties and was tabled at the meeting.

Motion: The P&C Association approve the 2020-2023 Student Code of Conduct

Moved: Wayne Hooper, Second Les Ball. Passed.

Treasurer's Report:

The Treasurer's Report was presented by Jayne Hooper

End of Month Balances

October 2020

General Account	\$ 3,492.64	1/11/20
Tuckshop Account	\$ 35,159.55	2/11/20
Uniform/Bookshop Account	<u>\$ 15,959.65</u>	1/11/20
<i>Total of All Accounts</i>	<u>\$ 54,611.84</u>	

Funds held in CMS account \$29,885.24

Invoices received from Caboolture SHS:

Grant Contribution:	\$32,003.60
World Teacher's Day	\$ 113.33
Joint Grant	<u>\$30,000.00</u>
Total	<u>\$62,116.93</u>

Motion: The financial records be received as correct and reconciled.

Moved Jayne Hooper, Second Fiona Free. Passed.

Correspondence:

- Update of Executive Members to P&C Qld
- Membership renewal form from CMS

Business arising from the Correspondence:

Nil.

Principal's Report:

- School Budget. The school has met all financial obligations for 2020 and provisions for 2021. Additional income from COVID provisions and car park agreement have enabled more extensive cleaning and new equipment, especially in Agriculture.
- The State Government is soon to announce new education allocations for 2021, with a significant increase anticipated for the school, which will provide new resources, rooms, and equipment, although there will still be a shortage of four required rooms. Significantly more investment in dance and theatre will feature in 2021.
- The basketball courts provided a good venue for the final Year 12 Graduation event.
- The Strategic Plan has been signed off for 2021. There will be a mini-review in 2021, with a major review scheduled for 2024.
- The P&C will change its nature with the termination of all employment at the end of 2020. It will cease to have an emphasis on fund-raising and will become a forum for parent engagement. The position of President is expected to be filled at the next AGM. The Principal expressed appreciation for the P&C's support of the various staff recognition days held at the school.
- All Student Learning Matrices have been maintained or improved in 2020, so there seems to have been no overall negative impact of COVID 19. The first "ATAR" Seniors have coped well.
- The Positive Behaviour Learning program has progressed well, with the school having reached its target of 80% of Tier 1 management. The Student Services personnel will update the Association next year on continuing progress.
- The school's sporting achievements have been notable in 2020., with outstanding success by the girls' volleyball and Rugby League and in inter-schools sporting participation over all.
- The purchase of additional laptops for purchase by parents at reduced prices has been very successful, with 465 laptops having been purchased through the scheme.
- The Principal tabled the Budget Overview Report and the Balance Sheet Summary Report prepared by Brian Swile.

Motion: The Principal's Report be received.

Moved Fiona Free, Second Brian Swile. Passed.

Chaplain's Report:

The Principal presented a report on behalf of the Chaplain as the chaplain is unable to attend the evening meetings. The following items were highlighted.

- Appreciation to the Association for its support of the Chaplain's Dinner at the Historical Village
- Provisional proposal to conduct fund-raising events in 2021 including a Golf Day, a High Tea, and Chaplain's Dinner. This will be necessary as the P&C will no longer be able to provide additional funding under its new format.

- Chaplain has been instrumental in providing support for parents and students during COVID 19, with connection made with 200 parents.
- Chaplain is now settled in a new room and has implemented effective systems of documenting engagements. She will join the Student Service Team from 2921.

*Motion: The Chaplain's Report be received.
Moved Fiona Free, Second Les Ball. Passed*

General Business:

- Constitution Corrigenda. A list of drafting corrections to the Constitution was tabled, as follows:

Page Reference	Error	Correction
p3, line 1	adopted insert date]	adopted 21/10/2020
pp7-8 Section 12.1.1	Contains [OR] [OR] and following drafting note on p8	delete [OR] [OR] and following drafting note on p8
p9 Section 12.3.3	12.3.3 is an alternative to 12.3.2 and is thus superfluous	Delete [OR] plus 12.3.3 and following drafting note. Re-number 12.3.4 as 12.3.3
p12 Section 14.1.2	Contains [OR] and following drafting note	delete [OR] and following drafting note
p17 Section 18.3.4	Contains the directive: A quorum for an annual general meeting of the Association is please either state the number of members of the Association needed for a quorum etc.	Re-write as: A quorum for an annual general meeting of the Association is 7 members of the Association. (This accords with 2018 Constitution)
p18 Section 18.4.4	Contains the directive: A quorum for a general meeting of the Association is please either state the number of members of the Association needed for a quorum etc.	Re-write as: A quorum for a general meeting of the Association is 5 members of the Association. (This accords with 2018 Constitution)
p19 Section 18.5.3	Contains the directive: A quorum for a special meeting of the Association is please either state the number of members of the Association needed for a quorum etc.	Re-write as: A quorum for a special meeting of the Association is 5 members of the Association. (This accords with 2018 Constitution)

*Motion: The corrections tabled be incorporated into the Constitution 2020.
Moved Les Ball, Second Brian Swile. Passed.*

- Opening Day Morning Tea. A suggestion was presented that the P&C sponsor a Morning Tea for parents attending the opening day for year 7/11 students in 2021. Fiona will take the suggestion to the school Executive for further consideration.
- The COVID 19 enforced cancellation of the Year 11 camping and leadership events was noted. The school has in hand a number of COVID compliant activities to overcome this through next year. However, the usual ski trip has been cancelled.
- Suggestions were offered for the enhancement of the Year 12 Formal arrangements for next year. Fiona has noted the suggestions for further consideration.

Next meeting date:

AGM: 24 February 2021 at 6.00 pm.

General Meeting: to follow AGM on 10 February 2021.

Close:

Meeting closed at 7.10 pm