

**NORTH ROCKHAMPTON STATE HIGH SCHOOL**  
**PARENTS AND CITIZENS ASSOCIATION**



**General Meeting held 11 April 2016 at 5.30pm in the Admin Block.**

Meeting was called to order by Andrea Maxwell (President) at 5.38 pm.

**GENERAL MEETING**

**ATTENDANCE: Seven people were in attendance and there were four apologies.**

Attendance:

Janet Young (Principal)  
Kim Applewaite (Tuckshop Convenor)  
Mick Neaton  
Sandi Brown  
Michele Coker (Treasurer)  
Andrea Maxwell (President)  
Michelle Lyons

**APOLOGIES:**

Ken Coker  
Sharon Nunn  
Leisa Neaton  
Cynthia O'Sullivan

**MINUTES OF PREVIOUS MEETING**

The minutes of the previous meeting held on the 22/02/16 were circulated and had previously been circulated via email.

***Motion: Moved Michele Coker, seconded Michael Neaton that the minutes be accepted as read. Carried.***

**BUSINESS ARISING FROM MINUTES**

nil

**CORRESPONDENCE (not able to be tabled at meeting due to computer malfunction)**

**Inwards:** As per list presented.

**Outwards:** Nil.

Copies not included due to technical issues.

***Motion: Moved Andrea Maxwell, seconded Sandi Brown that correspondence be accepted as tabled.***

**TREASURER'S REPORT**

***Covers 2-month period.***

Total Profit and Loss (Year to Date to 31/3/16): \$5 949.80.

Tuckshop Profit year to date: \$4 552.14. Uniform profit: \$10 813.96.

Bank Balance as at 31/3/16 \$74 202.60.

Money held in trust with CMS as at 31/3/16 \$51 628.43.

Net cash at bank as at 31/3/16 \$125 931.03.

The profit and loss, balance sheet, bank rec and bank register of payments and receipts were tabled and presented for approval.

***Motion: Moved Michele Coker, seconded Sandi Brown that the financial report be accepted as tabled. Carried.***

## **EXECUTIVE DECISIONS**

CMS Transfers -

Sharon Nunn and Rebecca Hack to approve payments to CMS for March - \$8 000.00 (P), \$25,000 (S).

Michele Coker to obtain a list of payments for past month from CMS.

Insurance -

Kim Applewaite to follow up Insurance paperwork for Michele Coker to pay. Amount to be confirmed.

Approve transfer of \$15 000.00 for Insurance if required, by Rebecca and Sharon.

Tuckshop –

Cross Country. Extra 2X2hrs, 2 cars for vehicle allowance. Approved.

Return to School Hours. 7/4 – Kim, 4hrs. 8/4 – 3 x pt/p, Kim – 18 hrs total.

Sale prices on old winter stock. Kim to provide a list of old stock.

Sharon to look at Kim's computer re updating.

Kim to receive P&C mail and deal with invoices/statements, email Michele. Andrea to collect from Kim.

New F&V supplier – to be investigated due to closure of Robbie D's.

***Motion: Moved Andrea Maxwell, seconded Michele Coker that all executive decisions be ratified. Carried.***

## **REPORTS**

### **Principal's Report**

See attached.

### **Tuckshop Report**

The tuckshop convenor reported that her figures are as per the treasurer's report.

**Chaplain Report:** nil

## **GENERAL BUSINESS**

a) Strategic Funding Arrangements – review current policy and refine process to ensure it achieves strategic objectives of P&C.

b) Follow up on traffic and pathways around the school. Communication with Council and Main Roads has been positive. Issues including signage are being addressed.

c) Shine Program – carried over. Not discussed.

d) Chaplaincy Funding – P&C has previously donated \$5 000 to program.

***Motion: Moved Janet Young, seconded Kim Applewaite that the P&C donate \$5 000 to the Chaplaincy Program for 2016. Carried.***

e) Bursary Restructuring – Andrea to develop Framework for May meeting. Finalise by the end of June. Simplify and clarify process, application and assessment. Provide clear information on how to apply – what information is required, how much, format. Refine purpose of bursary – encourage excellence, leadership role.

f) Uniform contract with Inferno (signing of contract for next two years). Follow up for presentation to committee.

g) New Sports Uniforms – Authorise Executive to approve payment for sports uniforms pending quote.

***Motion: Moved Janet Young, seconded Michael Neaton that the Executive be authorised to approve payment on receipt of quotes. Carried.***

h) Social Media – review existing protocols to ensure compliance by P&C. Opportunity to improve communication- messages from parents, general queries, sharing info, events. Currently 300 followers.

**ENDORSEMENT OF NEW MEMBERS:** nil

New membership forms required for Kim and Michele at next meeting.

**FOLLOW UP ITEMS NEXT GENERAL MEETING:**

Item	Person responsible for follow up
Bursary Framework	Andrea Maxwell
Shine Program alternatives	Andrea Maxwell
Future initiatives of P&C to support school – how to direct future donations	Janet Young to detail strategic priorities for funding to P&C
Uniform Contract with Inferno	Leisa Neaton to provide contract and base prices from Gavin Shuker for decision at next meeting.

**Meeting closed at 6.33pm.**

These minutes are a true and correct record of the meeting: Signed \_\_\_\_\_ (P & C President)

**The next P&C Meeting will be held on 23 May 2016 at 5pm in the Admin Building.**