

Minutes of Meeting held on 20 February 2024

Meeting Opened: 6:03pm

Attendance:

President : Stephen Jess	P	Treasurer : Samantha Talbot	P	Secretary : Joanna Ruxton	P
Vice: Maria Baira		Principal : Murray James	P		

Members

Shiralee Wilson	Tanya Nelson	Emily Chapman	Lesley Latu	
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Staff & Students

T.A.	Lynn Armstrong	S.K.	G.S.	S.E.
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Visitors

Allannah Wilson	Wyatt Frazer	Nikita Frazer	Nicole Keedle	
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Apologies: Annette Cavallin, Sue Anderson, David Gallagher

President’s welcome / comments:

Acknowledgement to Country
Welcome to the new Principal

Minutes of the previous meeting:

MOTION: That the P&C Associate accept the 21 November 2023 minutes as a true and correct record.

MOVED: Maria Baira **SECONDED:** Lesley Latu **CARRIED**

Junior Report: Presented by S.K.

- “ Guess how many eggs in the jar” competition advertised this week.

Senior Report: Presented by G.S. & S.E.

- Valentine’s Day roses (Wednesday 14 Feb), Valentine’s Day dance (Friday 16 Feb) – successful.
- World’s Greatest Shave coming up (Week 10, Wednesday).
- Free Dress Day: gold coin donation to Leukaemia Foundation (Week 10, Wednesday).

MOTION: That the P&C Association accept the Junior & Senior reports as tabled.

MOVED: Lesley Latu **SECONDED:** Emily Chapman **CARRIED**

Principal’s Report & TSHS Financial Report:

- Presented Financial documents.
- Senior results: 100% - 92/94 QCE, 2/94 QCIA
- Several ATARs & 90+
- School Priority 1: Educational Achievement (Strategic Priorities)
- SP 2: Wellbeing and engagement – inc. PBL, high attendance, engagement.
- No chappie at the moment, but have a school-based nurse and police officer.
- SP 3: Culture and inclusion – purpose, vision and values of the school.

President: Stephen Jess

Secretary: Joanna Ruxton

Date: _____

TOWNSVILLE STATE HIGH SCHOOL P&C ASSOCIATION

- External consultant to deliver workshops in Term 2, Week 5, for multiple community groups and stakeholders.
- Facilities upgrades planned: toilets, E block shade sail, future school improvements, Central Office 6 March re. impact of ROS funding on school improvement.
- Staffing – grown by 100 students (845 total). Additional teachers being sought, extra HOD allocation for senior schooling and VET.
- Events: leadership induction last week, year 7 meet and greet, swimming carnival next Wednesday (week 6).
- 100 year anniversary celebrations: 7 September 2024 – investigating activities/ event.

The TSHS Financial Report was tabled, including:

Budget Overview Report, Balance Sheet Summary Report, School Financial Snapshot, Cash Flow Management, Resource Hire Scheme Percentage Paid (37.1%) as at 16/02/2024.

MOTION: That the P&C Association accept the {date here} Financial Reports and Principal’s Report as tabled.

MOVED: Maria Baira

SECONDED: Emily Chapman

CARRIED

Business arising from previous minutes:

- **MAST training for P&C members – will bring up at the first meeting after the AGM.**
- Cold room temperature monitor: update – monitors installed in walk-in freezer and fridge/ cold room. Temperature thresholds setup - graphs/data available. Canteen coordinator, president alerted. Require access to school/ contact when canteen loses power.
- Canteen debit card – update: new coordinator and Treasurer to go to the bank to organize (requires meeting motion – see Treasurer’s Report section).
- Canteen recruitment update: new coordinator – welcome!
- Portable gazebo quotes/purchase: arrived and Jordana will provide photos and feedback on structures.
- Chilled water bubblers for school: update: installed in G Block. Some feedback re. further bubblers. Questions arising around location of bubbler (where is G Block? Why G Block – power and plumbing available, previous bubbler was not chilled), positioning of bubbler, whether it’s producing cold water and additional bubblers/replacements.
- 100 year celebrations: update re. steering committee – see Principal’s Report.
- Uniform Survey: update – sample (New Balance).
- Letter to Townsville City Council regarding venue hire for school awards nights: request waiver of costs or offer a subsidy or redefine “wider community” in the policy. **Action:** School, P&C to send email. **COMPLETED**
 - Cr Mooney forwarded letters from the school and P&C to the TCC. Hopeful turnaround of policy.
- Gambling grant for outdoor equipment – update: still waiting to hear.

Correspondence In & Out: List at Appendix C

- P&C Membership Applications – *Nicole Keedle – will present at AGM next month for new school/P&C year.*
- TSHS Student request for P&C subsidy. *NIL*
- TSHS Group request for P&C Subsidy *NIL*

Of note:

- Canteen insurance claim/ food spoilage from area-wide power outage during the cyclone.
- Email from President to Cr Mooney re. TCC venue hire policy changes.
- Email from President to Townsville Police Station: **Action:** President to follow up.
- Cold-room, walk-in freezer sensors now installed and working.
- Clontarf Bursary – exec decision to increase amount to \$400.00 over 2 years via credit at School Locker.

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TOWNSVILLE STATE HIGH SCHOOL P&C ASSOCIATION

- QLD P&C Annual membership & insurance renewal.
- Ronald McDonald House North Australia School Challenge
- Smith Family: Government funded back to school support
- Possible conflict of interest (President)

Business Arising from Year 7 Meet and Greet (Presented by the Secretary):

Air-conditioning/cooling required in Manual Arts: Health and Safety issue: School working with facilities to bring up to standard.

Treasurer's Report:

Summary tables at APPENDIX A

- Endorse the accounts payable schedule for approval for **November 2023** to the sum **\$19,044.38** from the Canteen account.
- Endorse the accounts payable schedule for approval for **December 2023** to the sum of **\$30,401.63** from the Canteen Account
- Endorse the accounts payable schedule for approval for **January 2024** to the sum **\$17,916.91** from the Canteen account.
- Revisit alternative POS (integrated EFTPOS and till system) - Pimlico Tuck Shop using Square technology successfully (Treasurer). **Action:** Treasurer and Canteen Coordinator to investigate further.
- For feedback - draft budget for 2024.
- Term deposit accounts: renews for another 6 months? Yes.

MOTION: That the P&C Association approve the rollover of the Term Deposit accounts for another 6 months.

MOVED: Lesley Latu

SECONDED: Shiralee Wilson

CARRIED

- Motion for debit card for in the new Canteen Coordinator's name.

MOTION: That the P&C Association approve opening a working P&C bank account that can be administered by the P&C Executive (as part of their duties in overseeing canteen operations), that will have no more than \$1,000 available and approve a debit card for this account for use by Lynn Armstrong in her role as canteen coordinator.

MOVED: Shiralee Wilson

SECONDED: Maria Baira

CARRIED

MOTION: That the Treasurer's Report be accepted and payments as listed be endorsed.

MOVED: Maria Baira

SECONDED: Shiralee Wilson

CARRIED

Canteen Report: Presented by Canteen Coordinator.

- Daily takings report - NIL.
- Spoilage/ insurance claim.
- Review takings and processes over another month.
- Some productivity gains, e.g. rewards via BidFoods, e.g. gift cards.
- New canteen is nice, flow is a bit clunky but it works!
- Need a new printer – Canteen will purchase via petty cash.
- Nice transition!

MOTION: That the P&C Association accept the Canteen report as tabled.

MOVED: Maria Baira

SECONDED: Samantha Talbot

CARRIED

General Business:

President: Stephen Jess

Secretary: Joanna Ruxton

Date: _____

TOWNSVILLE STATE HIGH SCHOOL P&C ASSOCIATION

MOTION: P&C Assoc. to donate \$500 to the Student Council towards expenses for Shave for a Cure.

MOVED: Maria Baira

SECONDED: Shiralee Wilson

CARRIED

- Courtside Café – is it closed? No. Café service currently in the Library. Toilets are locked as used by Tropics students for storing equipment, showers etc.
- Re-visit air-conditioning to the hall: Peak Air-conditioning have visited, awaiting feedback.
- What is the school asbestos plan for the year? A Block: front of the school – September 2024 holidays for removal. A Block completed (new ceilings, carpet, painting, cabinetry, windows, blinds) by January 2025. B Block to occur this year.
- Aluminium table and shelter at the back gate has gone.
- Can P&C assist with Year 12 Barramundi Park day trip, approx. up to \$680 for 2 buses?

MOTION: P&C Assoc. donate up to \$800.00 to cover the costs of bus hire for the Year 12 Fun Day out (Barramundi Park Day trip).

MOVED: Shiralee Wilson

SECONDED: Lesley Latu

CARRIED

- Art Courtyard – where the new kiln is. New plans drawn up to improve the area (\$400,000) through funding.

Meeting Closed: 7:41 pm

Next Meeting: 19 March

Certified as True Record

President: _____
(Signature)

Date: _____

TOWNSVILLE STATE HIGH SCHOOL P&C ASSOCIATION

Appendix A:

Profit and Loss Summary for November 2023

Description	Income	Expenses	Account
Canteen Sales	\$21,180.90		Canteen
Tuckshop purchases		\$7,496.77	Canteen
Wrapping and packing		\$5.91	Canteen
Equipment – sensor for freezer		\$1,974.50	Canteen
Bank charges		\$233.40	Canteen
Donation school – Prizes and bursaries		\$1,320.00	Canteen
Interest	\$214.60		Canteen
Wages and salaries		\$6,962.37	Canteen
Superannuation		\$705.43	Canteen
Bookkeeping		\$210.00	Canteen
Memberships		\$136.00	Canteen
Total	\$ 21,395.50	\$19,044.38	
Net Profit/(Loss) - Total			\$2,351.12
Net Profit/(Loss) - Canteen			\$2,351.12
Net Profit/(Loss) - General			\$0,00

Profit and Loss Summary for December 2023

Description	Income	Expenses	Account
Canteen Sales	\$2,706.60		Canteen
Container Exchange	\$271.60		Canteen
Tuckshop purchases		\$0.00	Canteen
Bank charges		\$401.92	Canteen
Interest	\$246.79		Canteen
Wages and salaries		\$6,528.03	Canteen
Wages, back pay		\$2,068.00	Canteen
Superannuation		\$692.34	Canteen
Bookkeeping		\$375.00	Canteen
Memberships		\$136.00	Canteen
Purchase – water chiller		\$13,183.50	Canteen
Purchase – portable gazebos		\$7,016.84	Canteen
Total	\$3,224.99	\$30,401.63	
Net Profit/(Loss) - Total			\$27,176.64
Net Profit/(Loss) - Canteen			\$27,176.64
Net Profit/(Loss) - General			\$

Profit and Loss Summary for January 2024

Description	Income	Expenses	Account
Canteen Sales	\$4,652.43		Canteen
Tuckshop purchases		\$11,537.91	Canteen
Wrapping and packing		\$490.84	Canteen
General expenses		\$4.25	
Repairs		\$102.47	Canteen
Bank charges		\$66.48	Canteen
Interest	\$213.65		Canteen
Wages and salaries		\$5,026.08	Canteen
Superannuation		\$552.88	Canteen

President: Stephen Jess

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TOWNSVILLE STATE HIGH SCHOOL P&C ASSOCIATION

Software		\$136.00	Canteen
Total	\$4,866.08	\$17,916.91	
Net Profit/(Loss) - Total			\$13,050.83
Net Profit/(Loss) - Canteen			\$13,050.83
Net Profit/(Loss) - General			\$0,00

Appendix B: Action list

Date	Action Item	Responsible Person	Status/ Due Date	Comments	Finalised Y/N
ANNUAL ITEMS					
2024	Supercars Preparations	Multiple.	April 2024	Event held July 2024 Various activities undertaken.	
MAY 2024	Sign-up sheet available for Supercars	Business Manager, Deputy Principals & multiple	April 2024 Updated and available.	Signup.com prepped and released via email (P&C members, school staff), Facebook and School newsletter.	
FEB 2024	AGM Preparations	Executive	MARCH 2024	AGM date set At least 4 weeks to advise	
FEB 2024	Budget	Executive with input from school Business Manager.	MARCH 2024	A budget for the association and subcommittees must be prepared each year and endorsed at the AGM.	
AUG 2023	Clontarf Foundation ANNUAL UPDATE		Term 4 2023		Y
CURRENT/INCOMPLETE ITEMS					
24/07/18	Side Carpark – extension	P&C to organize petition and application?	As at July 2023.	Awaiting drawings/ plans from TCC as at 07/09/2020. Supercars are favourable to extension. Advice from Cr Mooney – STIP application and petition.	N

President: Stephen Jess

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TOWNSVILLE STATE HIGH SCHOOL P&C ASSOCIATION

Date	IN/ OUT	Sent From:	Sent To:	Subject
21/11/2023	IN	A/Business Manager	P&C Exec.	Signed Reports
21/11/2023	OUT	Secretary	A/Business Manager	Re: Signed Reports
21/11/2023	IN	D. Wardenaar	Secretary	Apologies for this evenings meeting
20/11/2023	IN	J Lord	P&C Exec.	<no subject>
21/11/2023	OUT	Secretary	J Lord	Re: Signed Reports
21/11/2023	OUT	Treasurer	A/ Principal	Electronic sign
22/11/2023	OUT	President	Cr Mooney	Thanks & Theatre Hire
22/11/2023	IN	A/Business Manager	Treasurer	Canteen Supervisor
22/11/2023	OUT	Treasurer	A/Business Manager	RE: Canteen Supervisor
22/11/2023	IN	A/Business Manager	Treasurer	Re: Canteen Supervisor
22/11/2023	OUT	Treasurer	A/ Principal	Teachers and students
22/11/2023	OUT	President	A/ Principal	RE: Teachers and students
22/11/2023	IN	A/Principal	P&C Exec.	RE: Teachers and students
22/11/2023	IN	QAST - Queensland Association of School Tuckshops	P&C Exec.	Keen to start planning for 2024 for your tuckshop?
23/11/2023	OUT	Secretary	J Lord	Re:
24/11/2023	IN	J Lord	Secretary	Re:
20/11/2023	IN	A/Business Manager	Treasurer	2023 Awards Scholars
20/11/2023	IN	A/Business Manager	Treasurer	Re: 2023 Awards Scholars
20/11/2023	OUT	Treasurer	Bookkeeper	FW: Re: 2023 Awards Scholars
20/11/2023	IN	Bookkeeper	Treasurer	Re: FW: Re: 2023 Awards Scholars
24/11/2023	OUT	Treasurer	Bookkeeper	Re: FW: Re: 2023 Awards Scholars (this email is about payment of the cold room invoice)
24/11/2023	IN	Bookkeeper	Treasurer	Re: FW: Re: 2023 Awards Scholars
24/11/2023	OUT	Treasurer	L Armstrong	You contract
24/11/2023	IN	Bookkeeper	Treasurer	Fwd: Townsville State High Time Sheets
27/11/2023	IN	CBF <cbf@justice.qld.gov.au>	Treasurer	APP-044747 Gambling Community Benefit Fund application – Request for Further Information CBFU:0115226

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TOWNSVILLE STATE HIGH SCHOOL P&C ASSOCIATION

28/11/2023	OUT	Treasurer	Customer Service, Star Outdoor	Re: Star Outdoor: Proposal #PRP26219
28/11/2023	OUT	Treasurer	Sales, Civiq	Re: Quote for cold water bubblers
28/11/2023	IN	Customer Care	Treasurer	RE: Star Outdoor: Proposal #PRP26219
22/11/2023	OUT	President	Director, Thermo Controls	FW: Cool room monitoring
22/11/2023	IN	Director, Thermo Controls	President	RE: Cool room monitoring
22/11/2023	OUT	President	P&C Exec.	FW: Cool room monitoring
22/11/2023	OUT	President	Director, Thermo Controls	RE: Cool room monitoring
22/11/2023	OUT	Treasurer	Bookkeeper	FW: RE: Cool room monitoring
28/11/2023	IN	Director, Thermo Controls	President	RE: Cool room monitoring
29/11/2023	OUT	Secretary	A/Business Manager	P&C minutes for the web
29/11/2023	IN	A/Business Manager	Secretary	Re: P&C minutes for the web
29/11/2023	OUT	President	A/Business Manager	FW: Set up
29/11/2023	IN	A/Business Manager	Treasurer	signed Siting Approval from Infrastructure Advisor
30/11/2023	OUT	Treasurer	CBF <cbf@justice.qld.gov.au>	APP-044747 Gambling Community Benefit Fund application TSHS
30/11/2023	OUT	Treasurer	P&C Exec.	Clontarf bursary
30/11/2023	IN	Vice President	P&C Exec.	Re: Clontarf bursary
1/12/2023	IN	A/Business Manager	P&C Exec.	Fw: FSANZ 2023/82 Old El Paso Hard 'n Soft Taco Kit 350g
3/12/2023	IN	Bookkeeper	P&C Exec.	coles statement
3/12/2023	OUT	Treasurer	Bookkeeper	Re: coles statement
3/12/2023	IN	Bookkeeper	Treasurer	Re: coles statement
3/12/2023	OUT	Treasurer	A/ Principal	Tuck shop closure
4/12/2023	IN	A/Principal	Treasurer	RE: Tuck shop closure
4/12/2023	IN	Bookkeeper	P&C Exec.	Fwd: Payment now overdue on your Coles Account Card account 139 324 313
5/12/2023	IN	WorkCover Queensland	P&C Exec.	WorkCover Update - December 2023 edition
1/12/2023	OUT	Secretary	Admin Officer, TSHS	Re: P&C Meetings
4/12/2023	OUT	Treasurer	Admin Officer, TSHS	Re: P&C Meetings
5/12/2023	IN	Vice President	P&C Exec.	Re: P&C Meetings (this email is an update on the Clontarf Bursary)
5/12/2023	OUT	President	Secretary	Re: P&C Meetings
5/12/2023	OUT	Secretary	P&C Exec.	2023 Clontarf Award amount increase

President: Stephen Jess

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TOWNSVILLE STATE HIGH SCHOOL P&C ASSOCIATION

5/12/2023	IN	Secretary	P&C Exec.	Re: 2023 Clontarf Award amount increase
5/12/2023	IN	Treasurer	Secretary	Re: 2023 Clontarf Award amount increase
5/12/2023	IN	President	Secretary	Re: 2023 Clontarf Award amount increase
5/12/2023	IN	Vice President	Secretary	Re: 2023 Clontarf Award amount increase
1/12/2023	OUT	Vice President	A/Business Manager	P&C bursary: N. S.
3/12/2023	OUT	Treasurer	Vice President	Re: P&C bursary: N. S.
3/12/2023	OUT	Vice President	P&C Exec.	Re: P&C bursary: N. S.
4/12/2023	OUT	Treasurer	Vice President	Re: P&C bursary: N. S.
5/12/2023	OUT	Secretary	P&C Exec.	Re: P&C bursary: N. S.
5/12/2023	OUT	Vice President	P&C Exec.	Re: P&C bursary: N. S.
4/12/2023	OUT	Treasurer	Bookkeeper	Fwd: Star Outdoor: Sales Order #S24768
6/12/2023	IN	A/Business Manager	P&C Exec.	Fw: aspace: Outdoor fitness equipment
6/12/2023	OUT	President	Townsville Police Station	FW: Townsville State High School - Stolen car issues
23/11/2023	OUT	Treasurer	A/ Principal, A/Business Manager, P&C Exec.	FW: RE: Quote for cold water bubblers
28/11/2023	IN	Vice President	A/ Principal, A/Business Manager, P&C Exec.	Re: RE: Quote for cold water bubblers
28/11/2023	IN	President	A/ Principal, A/Business Manager, P&C Exec.	RE: RE: Quote for cold water bubblers
4/12/2023	OUT	Treasurer	A/ Principal, A/Business Manager, P&C Exec.	Re: Quote for cold water bubblers
5/12/2023	IN	Vice President	A/ Principal, A/Business Manager, P&C Exec.	Re: Quote for cold water bubblers
6/12/2023	IN	A/Principal	A/Business Manager, P&C Exec.	Re: Quote for cold water bubblers
6/12/2023	OUT	Treasurer	A/ Principal, A/Business Manager, P&C Exec.	Re: Quote for cold water bubblers
6/12/2023	OUT	Vice President	Business Development Manager, School Locker	Townsville State High School, Year 10 Bursary
7/12/2023	IN	Business Development Manager, School Locker	Vice President	RE: Townsville State High School, Year 10 Bursary
8/12/2023	OUT	Treasurer	Darrigan Accounting	Re: FY 2023 Audit
9/12/2023	IN	Bookkeeper	P&C Exec.	PAYROLL TO AUTHORISE
7/12/2023	IN	Bookkeeper	P&C Exec.	CREDITORS TO AUTHORISE

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TOWNSVILLE STATE HIGH SCHOOL P&C ASSOCIATION

11/12/2023	IN	P&Cs Qld	P&C Exec.	Breaking News - State Conference Set for May 2024
11/12/2023	OUT	Treasurer	Graphic Designer, Star Outdoor	Re: PROOF: SalesOrder#s24768 v#1
21/12/2023	OUT	Treasurer	A/ Principal, A/Business Manager, P&C Exec.	FW: RE: Artwork approval required - SO36242
15/1/2023	IN	Treasurer	P&C Exec.	FW: It's on its way!
16/1/2024	IN	Microsoft	Secretary	View your Microsoft 365 Business Premium invoice
17/1/2024	OUT	President	A/Business Manager, P&C Exec.	Cool room monitor
15/1/2024	IN	Administration Officer, TSHS	P&C Exec.	FW: Reward Hospitality TAX INVOICE NO. 99969673 for TOWNSVILLE STATE HIGH SCHOOL
15/1/2024	OUT	President	Admin Officer, TSHS	RE: Reward Hospitality TAX INVOICE NO. 99969673 for TOWNSVILLE STATE HIGH SCHOOL (regarding delivery of canteen coldroom monitors/ alarms)
18/1/2024	IN	Bookkeeper	P&C Exec.	Fw: Reward Hospitality TAX INVOICE NO. 99969673 for TOWNSVILLE STATE HIGH SCHOOL
15/1/2024	OUT	Treasurer	Marketing and Events, TSHS	Re: Canteen ladies commencement
18/1/2024	OUT	Treasurer	Marketing and Events, TSHS, P&C Exec.	FW: Re: Canteen ladies commencement
18/1/2024	IN	Vice President	Marketing and Events, TSHS	Re: Re: Canteen ladies commencement
18/1/2024	IN	President	Marketing and Events, TSHS, P&C Exec.	RE: Re: Canteen ladies commencement
18/1/2024	IN	Marketing and Events, TSHS	P&C Exec.	RE: Re: Canteen ladies commencement
18/1/2024	OUT	President	Marketing and Events, TSHS, P&C Exec.	RE: Re: Canteen ladies commencement
18/1/2024	IN	Vice President	Marketing and Events, TSHS, P&C Exec.	Re: Re: Canteen ladies commencement
18/1/2024	IN	Treasurer	Marketing and Events, TSHS	Re: Re: Canteen ladies commencement
19/1/2024	IN	Bookkeeper	P&C Exec.	PAYROLL TO AUTHORISE
24/1/2024	OUT	Treasurer	P&C Exec.	Staff pay
25/1/2024	IN	Secretary	P&C Exec.	Re: Staff pay
25/1/2024	IN	President	P&C Exec.	RE: Staff pay
25/1/2024	IN	Vice President	P&C Exec.	Re: Staff pay
25/1/2024	IN	Treasurer	P&C Exec.	Re: Staff pay
25/1/2024	IN	Vice President	P&C Exec.	Re: Staff pay

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TOWNSVILLE STATE HIGH SCHOOL P&C ASSOCIATION

27/1/2024	OUT	President	P&C Exec.	Re: Staff pay (regarding spoiled food in the freezer, coldroom as a result of power outage from cyclone)
27/1/2027	IN	Treasurer	P&C Exec.	Re: Staff pay
28/1/2024	IN	Treasurer	Secretary	Fwd: Lynn's contract
29/1/2024	IN	A/Business Manager	P&C Exec.	Canteen food spoilage
30/1/2024	IN	A/Business Manager	P&C Exec.	Aquafill
30/1/2024	IN	A/Business Manager	P&C Exec.	Year 7 Meet and Greet
30/1/2024	OUT	President	A/Business Manager	RE: Year 7 Meet and Greet
30/1/2024	OUT	Treasurer	A/Business Manager	RE: Year 7 Meet and Greet
30/1/2024	OUT	Vice President	A/Business Manager	Re: Year 7 Meet and Greet
31/1/2024	OUT	President	A/Business Manager, P&C Exec.	Re: Year 7 Meet and Greet (THIS EMAIL IS ABOUT COLD ROOM SENSOR/ ALARM INSTALLATION)
31/1/2024	OUT	Secretary	A/Business Manager	Re: Year 7 Meet and Greet
1/2/2024	OUT	President	A/Business Manager, P&C Exec.	Cold room alarms (also includes a request to the school for an old printer for the canteen)
1/2/2024	IN	A/Business Manager	P&C Exec.	Re: Cool room alarms (re. printers)
1/2/2024	OUT	President	A/Business Manager, P&C Exec.	Re: Cool room alarms (re. printers)
1/2/2024	IN	President	Principal, A/Business Manager, P&C Exec.	Possible conflict of interest
2/2/2024	IN	Bookkeeper	P&C Exec.	payroll to authorise
2/2/2024	IN	P&Cs Qld	P&C Exec.	ACTION REQUIRED - Association data needed for HR Support Subscription
4/2/2024	OUT	Secretary	Treasurer	Fwd: ACTION REQUIRED - Association data needed for HR Support Subscription
28/1/2024	IN	Treasurer	Secretary	Minutes please
29/1/2024	OUT	Secretary	Treasurer	Re: Minutes please
29/1/2024	IN	Treasurer	Secretary	Re: Minutes please
4/2/2024	OUT	Treasurer	P&C Exec.	Infographic 2023 achievements
4/2/2024	IN	Secretary	Treasurer	Re: Infographic 2023 achievements
4/2/2024	IN	Vice President	P&C Exec.	Re: Infographic 2023 achievements
4/2/2024	OUT	Secretary	Treasurer	Minutes....
31/1/2024	IN	A/Business Manager	P&C Exec.	Fw: Invoice for P&C
4/2/2024	OUT	Treasurer	A/Business Manager	Re: Fw: Invoice for P&C

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TOWNSVILLE STATE HIGH SCHOOL P&C ASSOCIATION

5/2/2024	IN	A/Business Manager	Treasurer	Re: Fw: Invoice for P&C
5/2/2024	OUT	Treasurer	Bookkeeper	School blazer donation
5/2/2024	IN	Bookkeeper	P&C Exec.	Re: School blazer donation
6/2/2024	IN	Smith Family	P&C Exec.	Government Funded Back to School Support
6/2/2024	IN	Bookkeeper	P&C Exec.	PAYMENTS TO AUTHORISE
6/2/2024	IN	Bookkeeper	P&C Exec.	MY INVOICE ATTACHED
12/2/2024	OUT	Secretary	Admin Officer, TSHS	Newsletter
13/2/2024	IN	Administration Officer, TSHS	Secretary, Treasurer	RE: Newsletter
13/2/2024	OUT	Treasurer	A/Business Manager, Admin Officer, TSHS	Water chiller
13/2/2024	IN	Administration Officer, TSHS	P&C Exec.	RE: Water chiller
13/2/2024	IN	A/Business Manager	P&C Exec.	Chilled Water
13/2/2024	OUT	President	A/Business Manager	RE: Chilled Water
13/2/2024	IN	A/Business Manager	P&C Exec.	Re: Chilled Water
13/2/2024	OUT	Treasurer	A/Business Manager, P&C Exec.	Re: Chilled Water
13/2/2024	OUT	President	A/Business Manager, P&C Exec.	Re: Chilled Water
13/2/2024	IN	A/Business Manager	P&C Exec.	Re: Chilled Water
12/2/2024	OUT	Secretary	P&C Members	TSHS P&C: REMINDER General Meeting - 20 February @ 6pm
14/2/2024	IN	P&Cs Qld	P&C Exec., Principal, Admin	Townsville SHS: 2024 P&C ANNUAL MEMBERSHIP & INSURANCE RENEWAL
14/2/2024	OUT	President	P&C Exec.	Fwd: Townsville SHS: 2024 P&C ANNUAL MEMBERSHIP & INSURANCE RENEWAL
14/2/2024	OUT	Treasurer	Bookkeeper	Fwd: Townsville SHS: 2024 P&C ANNUAL MEMBERSHIP & INSURANCE RENEWAL
14/2/2024	IN	Treasurer	Secretary, A/Business Manager	November 2023 report and bank statements
14/2/2024	IN	Treasurer	Secretary, A/Business Manager	December 2023 report and bank statements
14/2/2024	IN	Treasurer	Secretary, A/Business Manager	January 2024 report and bank statements
14/2/2024	IN	Bookkeeper	P&C Exec.	PAYROLL TO AUTHORISE
16/2/2024	IN	Ronald McDonald House	P&C Exec., Principal	RMHC North Australia School Challenge

President: Stephen Jess

Secretary: Joanna Ruxton

Date: _____