

TOWNSVILLE STATE HIGH SCHOOL P&C ASSOCIATION

Minutes of Meeting held on 19 March 2024

Meeting Opened: 6:35 pm

Attendance:

President: Stephen Jess	P	Treasurer: Samantha Talbot	P	Secretary: Dianne Wardenaar	P
Vice: Maria Baira	P	Vice: Wyatt Frazer	P	Principal: Murray James	P

Members

Joanna Ruxton	Annette Cavallin	Shiralee Wilson	Allannah Wilson	Lesley Latu
Emily Chapman	Marg McPhail	Amanda Holley	Davalee Russo	Coral Airens Wilmott

Staff & Students

Lynn Armstrong	S.K.	J.M.		
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Visitors

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Apologies: Tanya Nelson, Izaac Eames

President's welcome / comments:

Acknowledgement to Country

Minutes of the previous meeting:

MOTION: That the P&C Associate accept the 20 February 2024 minutes as a true and correct record.

MOVED: Sam Talbot

SECONDED: Lesley Latu

CARRIED

Junior's Report: Presented by S.K.

- Easter competition (guess the number of eggs): winner announced at YL parade in Week 10.

Senior's Report: Presented by J.M.

- Valentine's Day Roses: cost recovery, purchased 600 roses purchased – surplus to be used over the next few years.
- Shave for a Cure - \$200 raised so far. Senior Student Council will match the amount.
- Discussed getting fairy lights for discos and other events/ functions.

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

MOVED: Emily Chapman

SECONDED: Amanda Holley

CARRIED

Principal's Report & TSHS Financial Report:

- Swimming carnival was a highlight for the month – great reef spirit.
- New gazebos were put to good use and look great.
- Concrete table painting – students have come up with great designs to paint these (weather permitting).
- Student suggestions have been helpful.
- Facilities update: meeting with central office. What difference a substantial amount of funding can have on a school – central office now have a better idea of the capital involved to upgrade the school.

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- Performing Arts Centre: been out to tender and someone has been selected – no further information on that.
- Toilet audit has occurred: to life the standard of amenities.
- A-Block asbestos removal due in September holidays.
- Interviews/ recruitment for 4 HoD positions, including a new HoD – senior schooling and VET.
- Department/ Regional Office – working with refugee families for broadening opportunities after school (in addition to university). Good community event.
- Equity and Excellence strategy: filming at Town High. Focussed on intensive English (Town High specialty).
- Admin carpark is open all day now – visitor parks available.
- EAL/D – partnering with CQU – developing PD opportunities and resources for teachers to cater for refugee students in mainstream lessons, e.g. levels of literacy.
- Hundred Year Celebration: 7 September 2024 at the Ville for a gala dinner in the Great Barrier Reef Room.
More activities and clubs starting up to create positive belonging

The TSHS Financial Report was tabled, including:

Budget Overview Report, Cash Flow Management, School Financial Snapshot, Balance Sheet Summary Report, Resource Hire Scheme Percentage Paid as at 19/03/2024.

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

MOVED: Amanda Holley

SECONDED: Shiralee Wilson

CARRIED

Business arising from previous minutes:

- **MAST training for P&C members – mandatory for new and renewing members. Action: Outgoing Secretary to email to members.**
- Cold room temperature monitor update on access to school/ school contact when power is lost - COMPLETED.
- Canteen debit card – update – TODAY!!!!!! We have a debit card – COMPLETED.
- Chilled water bubbler installed at school – follow-up that it is working well – YES it is the coldest in the school - COMPLETED.
- 100 year celebrations: updates from last meeting – see Principal’s Report.
- Uniform Survey: update – seniors preference for formal uniform (Monday’s and formal events) and polo shirt for seniors. Juniors on board for a new polo. Preference for a ‘Town High’ green. Positive.
- 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 - Update from Council re change in policy or waiver? Currently in caretaker mode. Cr Mooney has been re-elected. Will be invited to a future meeting.
- Gambling grant for outdoor equipment – update - \$35,000 Gambling Grant approval granted. Await next steps.
- Canteen insurance claim/ food spoilage from area-wide power outage during the cyclone – **Action:** Treasurer & J. Ruxton
- Air-conditioning/cooling required in Manual Arts: update on facilities plans/ work – will remove – part of school-wide facilities update.
- Potential to air-con the hall – update from President – will cost \$500,000 to do that, with \$70,000 for additional gigantic fans. **Action:** President to contact Phil Thompson and provide quote.

Correspondence In & Out: (see Appendix C)

Business Arising from Correspondence:

- P&C Membership Applications – *NIL*
- TSHS Student request for P&C subsidy (\$150) – *NIL*
- TSHS Team request for P&C subsidy (\$600) – *NIL*

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Treasurer’s Report: (See Appendix A for summary table)

- Endorse the accounts payable schedule for approval for **February 2024** to the sum **\$35,608.72** from the Canteen account.
- Term deposit accounts – update on 6 month renewal.
- Information from Pimlico re. Square POS technology to replace till/ register and EFTPOS machine – no change.

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 Convener.

- Daily takings report.
- Red Day food to coincide with free dress/ shave-for-a-cure event.
- New printer acquired.

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

MOVED:

SECONDED:

CARRIED

General Business:

- Canteen Agreement supplied to P&C from A/Business Manager. **Action:** P&C Exec to read and sign for next meeting.
- Action List: Appendix B

Meeting Closed: 7:35 pm

Next Meeting: 16 April 2024

Certified as True Record **President:** _____
(Signature)

Date: _____

TOWNSVILLE STATE HIGH SCHOOL P&C ASSOCIATION

Appendix A:

Reconciled cash and bank balances as at 29 February 2024

Account	Balance	BSB	Account Number	
General account	\$634.96	064-817	00050246	
Canteen	\$97,794.06	064-819	00900224	
Debit card account	\$1,000			
TD (3.85%)	\$152,595.15	064-819	50178291	Matures 29/08/2024
TD-LSL (3.95%)	\$13,733.07	064-819	50162695	Matures 18/05/2024
Float - tuckshop	\$370.00			
Petty cash	\$275.54			

Profit and Loss Summary for February 2024

Description	Income	Expenses	Account
Canteen Sales	\$36,700.30		Canteen
Tuckshop purchases		\$18,402.57	Canteen
Wrapping and packing		\$1,057.52	Canteen
General expenses		\$22.13	
Sundry		\$224.46	Canteen
Bank charges		\$126.00	Canteen
Interest	\$177.70		Canteen
Wages and salaries		\$9,256.42	Canteen
Backpay		\$642.13	Canteen
Superannuation		\$1,018.21	Canteen
Software		\$136.00	Canteen
Bookkeeping		\$450.00	Canteen
Insurance		\$3,173.28	Canteen
Blazers		\$1,100.00	Canteen
Total	\$36,878.00	\$35,608.72	
Net Profit/(Loss) - Total			\$1,269.28
Net Profit/(Loss) - Canteen			\$1,269.28
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	Y
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.	Y
AUG 2024	Clontarf Foundation ANNUAL UPDATE		Term 4 2024		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

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Appendix C: Correspondence

Date	IN/OUT	Sent From:	Sent To:	Subject
20/2/2024	IN	A/ Business Manager	P&C Exec.	Apologies 20/2
20/2/2024	IN	Admin Officer TSHS	P&C Exec.	S.K.
21/2/2024	OUT	Secretary	P&C Exec.	Minutes from last night
21/2/2024	IN	Treasurer	P&C Exec.	Port grant
21/2/2024	OUT	President	P&C Exec.	RE: Port grant
21/2/2024	OUT	Treasurer	Canteen Coordinator	Report for future meetings
22/2/2024	IN	Admin Officer TSHS	P&C Exec.	Cash register rolls
22/2/2024	IN	P&Cs Qld	P&C Exec.	Parent Talk - Term 1 is online!
23/2/2024	IN	QAST	P&C Exec.	Drinks and Smart Choices: Cutting through the confusion
26/2/2024	OUT	Treasurer	Bookkeeper	Re: Townsville SHS: 2024 P&C ANNUAL MEMBERSHIP & INSURANCE RENEWAL
27/2/2024	IN	Bookkeeper	Treasurer	Re: Townsville SHS: 2024 P&C ANNUAL MEMBERSHIP & INSURANCE RENEWAL
3/3/2024	IN	W. Frazer	P&C Exec.	P&C application - Wyatt Frazer
4/3/2024	OUT	Secretary	W. Frazer	Re: P&C application - Wyatt Frazer
2/3/2024	IN	Bookkeeper	P&C Exec.	insurance to authorise
1/3/2024	IN	Bookkeeper	P&C Exec.	PAYROLL TO AUTHORISE
4/3/2024	OUT	Secretary	Members	TSHS P&C: Parent Talk Magazine - Term 1 is online!
21/2/2024	OUT	Secretary	Marketing and Events TSHS	P&C documents for the website
4/3/2024	IN	Marketing and Events TSHS	Secretary	RE: P&C documents for the website
4/3/2024	OUT	Secretary	Marketing and Events TSHS	RE: P&C documents for the website
5/3/2024	IN	QAST	P&C Exec.	Advocate for YOUR needs in the tuckshop
6/3/2024	IN	Bookkeeper	P&C Exec.	Monthly reports for Feb attached
6/3/2024	IN	QAST	P&C Exec.	Healthier Tuckshops Newsletter - Term 1 2024
6/3/2024	IN	Bookkeeper	P&C Exec.	Feb Creditor payments
6/3/2024	IN	B. Cock	P&C Exec.	Parking for V8 supercars July 2024
13/3/2024	OUT	Secretary	B. Cock	Re: Parking for V8 supercars July 2024
6/3/2024	OUT	Secretary	Marketing and Events TSHS	Facebook post and electronic sign request please

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6/3/2024	IN	Marketing and Events TSHS	Secretary	RE: Facebook post and electronic sign request please
12/3/2024	IN	P&Cs Qld	P&C Exec.	Breaking News - New reporting requirements for NFPs to ATO
14/3/2024	OUT	Secretary	Treasurer	Fwd: Breaking News - New reporting requirements for NFPs to ATO
14/3/2024	IN	Treasurer	Secretary	RE: Fwd: Breaking News - New reporting requirements for NFPs to ATO
14/3/2024	IN	QAST	P&C Exec.	Savoury Snacks, Meals + Smart Choices: Cutting through the confusion
15/3/2024	IN	Bookkeeper	P&C Exec.	Fwd: Townsville State High Timesheets
15/3/2024	IN	Bookkeeper	P&C Exec.	PAYROLL TO AUTHORISE
16/3/2024	IN	Microsoft	Secretary	View your Microsoft 365 Business Premium invoice
16/3/2024	OUT	Treasurer	P&C Exec.	Final budget 2024
16/3/2024	IN	Vice President	Treasurer	Re: Final budget 2024
16/3/2024	IN	Treasurer	Secretary, A/ Business Manager	February 2024 Treasurer report
16/3/2024	IN	Treasurer	Secretary, A/ Business Manager	Re: February 2024 Treasurer report
16/3/2024	IN	Treasurer	A/ Business manager, P&C Exec.	AGM report and budget
18/3/2024	IN	A/ Business Manager	P&C Exec.	Renewal Hire Agreement - Canteen
19/3/2024	IN	Deputy Principal	Secretary	RE: TSHS P&C: General Meeting documents - Treasurer's Report and financials
18/3/2024	IN	President	P&C Exec., Principal, A/Business Manager	FW: Townsville SHS - aircon hall

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