

Minutes of Meeting held on 21 February 2023

Meeting Opened: 6 pm

Attendance:

President : Stephen Jess	P	Treasurer : Samantha Talbot	P	Secretary : Joanna Ruxton	P
Vice: Jo Greske	P	Principal : Rob Slater	P		

Members

Maria Baria	Jammie Jackson	Shiralee Wilson	Marg McPhail	James Byrne
Tanya Nelson	Lesley Latu			

Staff & Students

E.N.	H.P.	A.W.	G.S.	J.G.
A.F.	J.M.	Emily Chapman	Sue Anderson	David Gallagher
Wok Cristuta	Nin Khoshbarht	Izaac Eames		

Visitors

Maree Struhs	Dianne Wardenoor			

Apologies: Annette Cavellin, Jess Marlow**President's welcome / comments:**

Acknowledgement to Country

Minutes of the previous meeting:**MOTION:** That the P&C Associate accept the 22 November 2022 minutes as a true and correct record.**MOVED:** Sama Talbot**SECONDED:** Maria Baira**CARRIED****Junior Report:** Presented by J.M.

- Term 1 – proposal for “Guess the number of Easter eggs” competition, with advertising to start in Week 6.
- Term 2 – Bandana Day
- Term 3 – Tie Dye Day.
- Science Week & Arts Week – will contact HoD
- Design a Uniform competition – collaborate with the senior school council.

Senior Report: Presented by G.S.

- Term 1 - Fundraising Valentine's Day roses (completed), Free Dress day (no red day), Pi Day (14 March).
- Proposal for World's Greatest Shave: Week 10. Haircuts and coloured spray.
 - P&C offered assistance with coloured hair spray (\$500).

Pi Day proposal (by J.G.): trivia, pie throwing contest, selling pes for \$2.00

- Advertising the event during LWB and parade, posters and an article in the school newsletter
- Profits to go to the student council.

Junior School Captains:

- Term 4, week 10: Thirst Games: proposal for a fun take on the Hunger Games.

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

MOVED: Jo Ruxton

SECONDED: Maria Baira

CARRIED

MOTION: That the P&C Association contribute to the school's Shave for a Cure to a total of \$500.00 to the Senior Student Council.

MOVED: Jo Greske

SECONDED: Maria Baira

CARRIED

Principal's Report & TSHS Financial Report:

- Presented Financial documents.
- Talked about enrolments, staffing and funding.
- Talked about the process involved in changing uniform. Beginning with student driven focus, parent buy-in, design, manufacturers, families and transition from old to new.
- Swimming carnival – coming up on Wednesday, school photos have occurred.
- Guest presenters from HoD group will be scheduled throughout the year.
- TSHS centenary in 2024.
- Canteen refurbishment: Canteen will be out of the usual building by 24 March.
- School chaplain will be funded/supplemented by the school for 2023.
- Parent-Teacher night moved to term 2.

The TSHS Financial Report was tabled, including:

- *Balance Sheet Summary Report, Budget Overview Report, Cash Flow Management Report, School Financial Snapshot, Resource Hire Scheme Percentage Paid as at 20/02/2023.*

MOTION: That the P&C Association accept the Financial Reports and Principal's Report as at 20/02/2023 as tabled.

MOVED: Lesley Latu

SECONDED: Sam Talbot

CARRIED

Business arising from previous minutes:

- Car park extension – no movement yet. **Action:** President to contact Councillor Mooney.
- Canteen refurbishment update: work to commence end of Term 1 (Principal's report).
- School facilities: A and H block, library: painting (Principal's report).
- Canteen insurance claim - submitted.
- Portable air conditioner hire for the canteen, for use in the Courtside Café during canteen refurbishment?

Correspondence In & Out: (Appendix C)

Business Arising from Correspondence:

- P&C Membership Applications – *from K. Hughes for 2023: will go to the AGM*
- TSHS Student request for P&C subsidy (\$150) – *NIL*
- TSHS Team request for P&C subsidy (\$600) – *NIL*
- P&C endorsement of NZ ski trip 2023.

- P&C endorsement of Tropics fundraising (dates and specific activities yet to be provided – see General Business).
- Interim switch of human resources support services – way forward to be tabled at February 2023 meeting.
- Closing of DGR Building fund.
- MAST training for P&C members?
- HR Services – change to P&Cs QLD?

Treasurer’s Report:

Summary table at APPENDIX A

- Endorse the accounts payable schedule for approval for November **2022** to the sum of **\$210.00** from the General account and **\$23,691.69** from the Canteen account.
- Endorse the accounts payable schedule for approval for December **2022** to the sum of **\$330.00** from the General account and **\$16,233.80** from the Canteen account.
- Endorse the accounts payable schedule for approval for January **2023** to the sum of **\$165.00** from the General account and **\$15,457.46** from the Canteen account.
- Term deposit – until July.
- Proposed/ draft Budget 2023. **Action:** Secretary to send to members prior to AGM.
- Quotes for new bench seats and shade sails.
- Debit card for the canteen.

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

MOVED: Maria Baira **SECONDED:** Marg McPhail **CARRIED**

MOTION: That the P&C Association approve a debit card for the canteen.

MOVED: Jo Greske **SECONDED:** Maria Baira **CARRIED**

Canteen Report:

Presented by Jammie Jackson

- Closed 23/24 March: pack up the canteen to the space under the hall/ stage.
 - No container provided for gear (like last move).
 - The canteen will spend a term and a half in the Courtside Cafe
 - An additional freezer would be useful as the cold room and walk-in freezer will be unavailable.

Action: Canteen will investigate an additional freezer.
- Cold room: faulty part repaired under warranty – compressor issue. This raised the issue of the temperature/ warning monitor being wired up to mains power. **Action:** President to investigate another provider (non-mains alarm, uninterrupted power supply).
- Canteen will be open during swimming carnival – there will be staff and students on-site.
- Deposit book – running out of docket. **Action:** Treasurer to investigate.
- Having the additional EFTPOS machine is working well – students present at the meeting confirmed canteen queues moved faster.

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

MOVED: Jo Ruxton

SECONDED: Maria Baira

CARRIED

General Business:

- Tropics school staff visit:
 - Proposing fundraising activities for teams attending regional and Gold Coast tournaments.
 - Proposed fundraising includes raffle, Krispy Kreme doughnuts, and Bunnings sausage sizzle.
 - No specific dates provided.
 - Tropics will not use the P&C Marsh insurance. At this stage, staff involved will not apply for P&C membership. Will rely on school cover for events for staff and students.
- Maree Struhs visit – introduced to members and attendees.
- Review of this year’s P&C Budget with some proposals for next year’s budget allocation.
- Changes to membership requirements (updated forms from P&C Qld): Blue Card required for some members/volunteers.
- School centenary celebrations – how can the P&C be involved? Current proposal in the school for a 100 year committee.
- School grounds improvements: more seats, more shade, more bins: A/Business Manager can provide more information next meeting.
- Gambling Grant: application for stage air con - submitted.
- Organise an early SuperCars meeting: **Action:** To be confirmed:
 - Tear drop flags/ banners with bases for Supercars event (located!)
- What to do with donated TV (from Scott Stewart). **Action:** Attendees/ members asked to think about best option for next meeting. Options include a raffle at school, mount on the wall in the staff room for meetings/ training, volunteer raffle.
- Bank accounts and canteen debit card (presented by Treasurer): Debit card for Canteen to make it easier to order and pay online.
- Cold room alarms – change providers? (President)
- Revisit square reader technology (Pimlico Tuck Shop using successfully) (Treasurer)
- Year 7 *Meet and Greet* – 4pm-6pm.
- **Action List: Appendix B**

Meeting Closed: 7:45 pm

Next Meeting: 21 March 2023 (AGM and GM)

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

Date: _____

TOWNSVILLE STATE HIGH SCHOOL P&C ASSOCIATION

Appendix A: Profit and Loss Summary January 2023, December 2022, November 2022

Profit and Loss Summary for January 2023

Description	Income	Expenses	Account
Canteen Sales	\$7,125.67		Canteen
Container Exchange			General
Tuckshop purchases		\$6,291.59	Canteen
Wrapping and Packing			Canteen
Bank charges		\$49.05	Canteen
Repairs and Maintenance			Canteen
Gas			Canteen
Interest	\$168.21		General
Training expenses (State conference)			Canteen
Wages and salaries		\$8,132.87	Canteen
Superannuation		\$853.95	Canteen
WorkCover			Canteen
Bookkeeping		\$165.00	General
Software (MYOB)		\$130.00	Canteen
Fundraising (V8s)			General
Donations			General
Total	\$7,293.88	\$15,622.46	
Net Profit/(Loss) - Total			\$8,328.58
Net Profit/(Loss) - Canteen			\$8,331.79
Net Profit/(Loss) - General			\$3.21

Profit and Loss Summary for December 2022

Description	Income	Expenses	Account
Canteen Sales	\$4,318.78		Canteen
Container Exchange	\$66.00		General
Tuckshop purchases		\$3,571.74	Canteen
Repairs and maintenance			Canteen
Bank charges		\$204.00	Canteen
Memberships		\$76.78	Canteen
Printing and stationary		\$133.85	Canteen
Interest	\$154.87		Canteen
Prizes and bursaries			Canteen
Wages and salaries		\$8,393.67	Canteen
Superannuation		\$881.33	Canteen
Long service		\$2842.53	Canteen
Bookkeeping		\$330.00	General
Software (MYOB)		\$130.00	Canteen
Replacement equipment			General
Donations - School activity			Canteen
Cleaning		5.00	
Total	\$4539.65	\$16,568.90	
Net Profit/(Loss) - Total			\$12,029.25
Net Profit/(Loss) - Canteen			\$264.00
Net Profit/(Loss) - General			\$11,765.25

Profit and Loss Summary for November 2022

Description	Income	Expenses	Account
Canteen Sales	\$26,827.40		Canteen
Container Exchange	\$166.50		General
Tuckshop purchases		\$9,755.95	Canteen
Wrapping and Packing		\$235.36	Canteen
Bank charges		\$219.92	Canteen
Repairs and Maintenance		\$643.00	Canteen
Gas			Canteen
Interest	\$96.76		Canteen
Training expenses (State conference)			Canteen
Wages and salaries		\$8,663.46	Canteen
Superannuation		\$894.03	Canteen
WorkCover			Canteen
Bookkeeping		\$210.00	General
Software (MYOB)		\$130.00	Canteen
Fundraising (V8s)			General
Donations - Student Subsidy sport		\$150	Canteen
Donations - School activity		\$3,000	Canteen
Total	\$27,090.66	\$23,901.72	
Net Profit/(Loss) - Total			\$3188.94
Net Profit/(Loss) - Canteen			\$3232.44
Net Profit/(Loss) - General			\$43.50

Appendix B: Action List

President: Stephen Jess

Secretary: Joanna Ruxton

Date: _____ 5

TOWNSVILLE STATE HIGH SCHOOL P&C ASSOCIATION

(Copy & Paste from Previous Minutes and update as necessary)

Meeting Date	Action Item	Responsible Person	Status/ Due Date	Comments	Finalised Y/N
ANNUAL ITEMS					
2023	Supercars Preparations	Multiple.	Not yet started	Event held July 2023 Various activities undertaken.	N
MAY 2023	Sign-up sheet available for Supercars	Business Manager, Deputy Principals & multiple	Not yet started	Signup.com prepped and released via email (P&C members, school staff), Facebook and School newsletter.	N
FEB 2023	AGM Preparations	Executive	MARCH 2023	AGM date set At least 4 weeks to advise	N
FEB 2023	Budget	Executive with input from school Business Manager.	MARCH 2023	A budget for the association and subcommittees must be prepared each year and endorsed at the AGM.	N
AUG 2022	Clontarf Foundation ANNUAL UPDATE		August 2022	Invitation to Clontarf to give an update on activities/results – scheduled for 16 August 2022 meeting.	Y
CURRENT/INCOMPLETE ITEMS					
24/07/18	Side Carpark – extension	P&C to organize petition and application	As at July 2022	Awaiting drawings/ plans from TCC as at 07/09/2020. Supercars are favourable to extension. Advice from Cr Mooney – STIP application and petition.	N
13/10/2020	New fence for school		November 2022	Automated gating system to be installed.	Y
19/07/22	Second EFTPOS machine	Treasurer	Not yet started	Planned for January 2023	

Appendix C: Correspondence

Date	IN/ OUT	Sent From:	Sent To:	Subject
23/11/2022	IN	Principal	P&C Exec	Fw: 2023 Supercars Championship calendar announcement
24/11/2022	IN	A/Business Manager	P&C Exec	Fw: High-five! A donation is on its way.
24/11/2022	OUT	President	P&C Exec, Canteen, A/Business Manager	Cool room
23/11/2022	OUT	Secretary	A/Business Manager	P&C ratified minutes
25/11/2022	IN	Canteen	Secretary	TSH Insurance claim
26/11/2022	IN	Bookeeper	P&C Exec	PAYROLL ATTACHED TO AUTHORISE THANKS
26/11/2022	OUT	Secretary	Bookeeper	RE: PAYROLL ATTACHED TO AUTHORISE THANKS
27/11/2022	OUT	Treasurer	Bookeeper	RE: PAYROLL ATTACHED TO AUTHORISE THANKS
28/11/2022	OUT	President	J. Ellis	Referee
28/11/2022	IN	Canteen	Secretary	TSH Insurance Claim
28/11/2022	IN	Canteen	Secretary	TSH Insurance
28/11/2022	IN	Treasurer (on behalf of Auditor)	P&C Exec	Fwd: Audit
26/11/2022	IN	Deputy Principal	P&C Exec	Request- Letter of Support required
29/11/2022	IN	Treasurer	Secretary	FW: Re: Website Enquiry: Shade initiative grant
29/11/2022	IN	Treasurer	Secretary	FW: RE: Quote on bench seats
1/12/2022	OUT	Secretary	P&C Exec	Canteen crew...
1/12/2022	IN	President	P&C Exec	RE: Canteen crew...
1/12/2022	IN	Vice President	P&C Exec	RE: Canteen crew...
30/11/2022	IN	A/Business Manager	P&C Exec	Mail
3/12/2022	OUT	Treasurer	Bookeeper	FW: Mail
5/12/2022	IN	Treasurer	P&C Exec, Principal	Bench seats and shade sails
5/12/2022	OUT	Secretary	P&C Exec	Endorsement response required: 2023 New Zealand ski trip for Town High students
5/12/2022	IN	Secretary	P&C Exec	Re: Endorsement response required: 2023 New Zealand ski trip for Town High students
5/12/2022	IN	Treasurer	Secretary	Re: Endorsement response required: 2023 New Zealand ski trip for Town High students
6/12/2022	IN	Vice President	Secretary	Re: Endorsement response required: 2023 New Zealand ski trip for Town High students
6/12/2022	IN	President	Secretary	Re: Endorsement response required: 2023 New Zealand ski trip for Town High students

TOWNSVILLE STATE HIGH SCHOOL P&C ASSOCIATION

6/12/2022	OUT	Secretary	Deputy Principal, A/Business Manager	P&C endorsement
5/12/2022	OUT	Treasurer	P&C Exec	Blue cards
6/12/2022	IN	President	P&C Exec	RE: Blue cards
7/12/2022	IN	WorkCover Queensland <communications@direct.workcoverqld.com.au>	P&C Exec	WorkCover Update December 2022
7/12/2022	IN	Tropics Program Manager	President	Tropics fundraising request
7/12/2022	OUT	Secretary	P&C Exec	Fwd: Tropics fundraising request
8/12/2022	IN	President	P&C Exec	RE: Tropics fundraising request
8/12/2022	OUT	President	Tropics Program Manager	RE: Tropics fundraising request
8/12/2022	IN	hrsupport=pandcsqld.com.au@membes.com.au <hrsupport=pandcsqld.com.au@membes.com.au>	P&C Exec	The HR Advisor - December 2022
11/12/2022	IN	Bookkeeper	P&C Exec	PAYROLL TO AUTHORISE
11/12/2022	OUT	Secretary	Bookkeeper	Re: PAYROLL TO AUTHORISE
11/12/2022	OUT	Treasurer	P&C Exec	Fwd: TSH Menu
4/12/2022	IN	Community Management Solutions	P&C Exec	Invoice 00030056; From Community Management Solutions
5/12/2022	OUT	Treasurer	P&C Exec	Re: FW: Invoice 00030056; From Community Management Solutions
5/12/2022	OUT	Secretary	P&C Exec	Re: FW: Invoice 00030056; From Community Management Solutions
6/12/2022	OUT	President	P&C Exec	RE: FW: Invoice 00030056; From Community Management Solutions
11/12/2022	OUT	Treasurer	P&C Exec	Re: FW: Invoice 00030056; From Community Management Solutions
11/12/2022	OUT	Vice President	P&C Exec	Re: FW: Invoice 00030056; From Community Management Solutions
13/12/2022	IN	P&Cs Qld <admin@pandcsqld.com.au>	P&C Exec	P&C-e news December 2022
14/12/2022	IN	P&Cs Qld <admin@pandcsqld.com.au>	Secretary	Survey - P&C General Meetings
14/12/2022	IN	Bookkeeper	P&C Exec	NOV REPORTS ATTACHED
14/12/2022	IN	Treasurer	P&C Exec	Urgent endorsement required
14/12/2022	IN	Vice President	P&C Exec	RE: Urgent endorsement required

TOWNSVILLE STATE HIGH SCHOOL P&C ASSOCIATION

14/12/2022	IN	Secretary	P&C Exec	RE: Urgent endorsement required
14/12/2022	IN	Bookkeeper	P&C Exec	PAYMENTS TO AUTHORISE THANKS
14/12/2022	OUT	Secretary	Bookkeeper	Re: PAYMENTS TO AUTHORISE THANKS
16/12/2022	OUT	Treasurer	Bookkeeper	Re: PAYMENTS TO AUTHORISE THANKS
16/12/2022	IN	Treasurer	P&C Exec	HR service
16/12/2022	IN	Secretary	P&C Exec	Re: HR service
16/12/2022	IN	President	P&C Exec	Re: HR service
17/2/2022	IN	Treasurer	P&C Exec	Re: HR service
14/12/2022	IN	President	P&C Exec	Re: HR service
17/2/2022	IN	Treasurer	P&C Exec	Re: HR service
17/2/2022	IN	Secretary	P&C Exec	Re: HR service
20/12/2022	IN	Erika Prettejohn <messaging-service@post.xero.com>	P&C Exec	Invoice INV-0889 from P&Cs Qld for Townsville State High School P&C
27/12/2022	IN	Bookkeeper	P&C Exec	RE: Townsville SHS: HR Support Service Subscription
27/12/2022	OUT	Secretary	Bookkeeper	Re: Townsville SHS: HR Support Service Subscription
12/1/2023	IN	Bookkeeper	P&C Exec	RE: Townsville SHS: HR Support Service Subscription
12/1/2023	IN	Treasurer	P&C Exec	RE: Townsville SHS: HR Support Service Subscription
13/1/2023	OUT	Treasurer	Bookkeeper	RE: Townsville SHS: HR Support Service Subscription
13/1/2023	OUT	Secretary	Bookkeeper	RE: Townsville SHS: HR Support Service Subscription
13/1/2023	IN	Treasurer	Secretary	Fwd: FW: CAPEX
13/1/2023	OUT	Secretary	Treasurer	Re: FW: CAPEX
13/1/2023	IN	Treasurer	Secretary	Fwd: FW: why so much water
13/1/2023	OUT	Secretary	Treasurer	Re: FW: why so much water
8/1/2023	OUT	Treasurer	P&C Exec, Principal	Fwd: Quote on bench seats
13/1/2023	IN	Bookkeeper	Secretary, Treasurer	FW: Invoice 30882 from Townsville State High School - (2100)
13/1/2023	OUT	Secretary	Bookkeeper, Treasurer	Re: Invoice 30882 from Townsville State High School - (2100)
13/1/2023	IN	Bookkeeper	P&C Exec	My invoice to authorise
14/1/2023	OUT	Secretary	Bookkeeper	Re: My invoice to authorise
14/1/2023	OUT	Treasurer	Bookkeeper	Re: My invoice to authorise
17/1/2023	IN	President	Secretary, Treasurer	RE: Eftpos details
17/1/2023	OUT	Treasurer	Bookkeeper	Petty cash
17/1/2023	OUT	Treasurer	Canteen	Second eftpos machine
17/1/2023	IN	Community Management Solutions	P&C Exec	URGENT: Invoice for Community Management Solutions is overdue

TOWNSVILLE STATE HIGH SCHOOL P&C ASSOCIATION

18/1/2023	OUT	Secretary	Community Management Solutions	Re: URGENT: Invoice for Community Management Solutions is overdue
18/1/2023	IN	Info	Secretary	RE: URGENT: Invoice for Community Management Solutions is overdue
18/1/2023	OUT	Secretary	P&C Exec	FW: URGENT: Invoice for Community Management Solutions is overdue
18/1/2023	IN	Bookkeeper	P&C Exec	Reimburse Jammie
18/1/2023	OUT	President	Bookkeeper	RE: Reimburse Jammie
17/1/2023	IN	A/Business Manager	P&C Exec	Update - Canteen Refurbishment
18/1/2023	IN	A/Business Manager	P&C Exec	Re: Update - Canteen Refurbishment
18/1/2023	IN	Bookkeeper	P&C Exec	WOOLWORTHS ACCOUNT TO AUTHORISE PLEASE
18/1/2023	OUT	President	Bookkeeper	RE: WOOLWORTHS ACCOUNT TO AUTHORISE PLEASE
18/1/2023	OUT	Secretary	Bookkeeper	RE: WOOLWORTHS ACCOUNT TO AUTHORISE PLEASE
19/1/2023	IN	A/Business Manager	P&C Exec	Donation to P & C from Scott Stewart
20/1/2023	IN	Treasurer	P&C Exec	Term deposit
20/1/2023	IN	Treasurer	P&C Exec	Re: Term deposit
20/1/2023	OUT	President	Treasurer	Re: Term deposit
20/1/2023	IN	Bookkeeper	P&C Exec	PAYROLL TO AUTHORISE ATTACHED
21/1/2023	OUT	Treasurer	Bookkeeper	Re: PAYROLL TO AUTHORISE ATTACHED
21/1/2023	OUT	Secretary	Bookkeeper	Re: PAYROLL TO AUTHORISE ATTACHED
21/1/2023	OUT	Secretary	Bookkeeper	Invitation to February meeting
21/2/2023	IN	Bookkeeper	Secretary	RE: Invitation to February meeting
23/1/2023	IN	hrsupport=pandcsqld.com.au@membes.com.au <hrsupport=pandcsqld.com.au@membes.com.au>	P&C Exec	Welcome to the HR Support Service
23/1/2023	OUT	President	Marketing & Events Officer	RE: Townsville SHS Leadership Induction Ceremony
28/1/2023	IN	President	P&C Exec	Eftpos machine
31/1/2023	IN	Administration Officer	P&C Exec	Newsletter
3/2/2023	IN	Bookkeeper	P&C Exec	DEC BAS ATTACHED
4/2/2023	OUT	Treasurer	Bookkeeper	Re: DEC BAS ATTACHED
4/2/2023	OUT	Secretary	Bookkeeper	Re: DEC BAS ATTACHED
3/2/2023	IN	Bookkeeper	P&C Exec	PAYROLL TO AUTHORISE
4/2/2023	OUT	Treasurer	Bookkeeper	Re: PAYROLL TO AUTHORISE
4/2/2023	OUT	Secretary	Bookkeeper	Re: PAYROLL TO AUTHORISE

TOWNSVILLE STATE HIGH SCHOOL P&C ASSOCIATION

7/2/2023	IN	Bookkeeper	P&C Exec	JANUARY REPORTS ATTACHED
7/2/2023	IN	Bookkeeper	P&C Exec	CREDITORS TO AUTHORISE
7/2/2023	OUT	Treasurer	Bookkeeper	Re: CREDITORS TO AUTHORISE
7/2/2023	OUT	Secretary	Bookkeeper	Re: CREDITORS TO AUTHORISE
29/1/2023	iN	Treasurer	P&C Exec, Principal, A/Business Manager	Gambling grant - \$100,000
29/1/2023	OUT	Vice President	Treasurer	RE: Gambling grant - \$100,000
29/1/2023	OUT	President	Treasurer	RE: Gambling grant - \$100,000
30/1/2023	OUT	Secretary	Treasurer	RE: Gambling grant - \$100,000
7/2/2023	OUT	Treasurer	Principal, A/Business Manager	Fwd: Gambling grant - \$100,000
8/2/2023	IN	P&Cs Qld <admin@pandcsqld.co m.au>	P&C Exec	P&C-e news February 2023
8/2/2023	OUT	Secretary	P&C Exec	Draft newsletter article
8/2/2023	IN	Vice President	P&C Exec	RE: Draft newsletter article
8/2/2023	IN	Treasurer	P&C Exec	RE: Draft newsletter article
9/2/2023	IN	President	P&C Exec	RE: Draft newsletter article
9/2/2023	OUT	Secretary	Administration Officer	Fwd: Draft newsletter article
10/2/2023	iN	K. Hughes	P&C Exec	membership
10/2/2023	OUT	President	K. Hughes	RE: membership
14/1/2023	OUT	President	Principal	MAST training
13/2/2023	IN	P&Cs Qld <admin@pandcsqld.co m.au>	P&C Exec	Townsville SHS - 2023 P&C ANNUAL MEMBERSHIP & INSURANCE RENEWAL
14/2/2023	OUT	Treasurer	Bookkeeper	Fwd: Townsville SHS - 2023 P&C ANNUAL MEMBERSHIP & INSURANCE RENEWAL
14/2/2023	OUT	Secretary	P&C Members, K. Hughes	TSHS P&C: General Meeting reminder - 21 February @ 6pm
16/2/2023	IN	P&Cs Qld <admin@pandcsqld.co m.au>	P&C Exec	Lunch & Learn webinar - AGM before, during and after!
17/2/2023	OUT	Secretary	Marsh Advantage	Townsville State High School P&C Association - Food Spoilage Incident Notification Marsh 17.02.2023
17/2/2023	IN	Marsh Advantage	Secretary	RE: Townsville State High School P&C Association - Food Spoilage Incident Notification Marsh 17.02.2023
19/2/2023	OUT	Secretary	Marsh Advantage	RE: Townsville State High School P&C Association - Food Spoilage Incident Notification Marsh 17.02.2023
17/2/2023	IN	Bookkeeper	P&C Exec	PAYROLL ATTACHED TO AUTHORISE
18/2/2023	OUT	Treasurer	Bookkeeper	Re: PAYROLL ATTACHED TO AUTHORISE

TOWNSVILLE STATE HIGH SCHOOL P&C ASSOCIATION

18/2/2023	OUT	Secretary	Bookkeeper	Re: PAYROLL ATTACHED TO AUTHORISE
18/2/2023	IN	Treasurer	Secretary, A/Business Manager	November P&C Treasurer report and bank statements etc
18/2/2023	IN	Treasurer	Secretary, A/Business Manager	December 2022 Treasurer report and bank statements
18/2/2023	IN	Treasurer	Secretary, A/Business Manager	January 2023 Treasurer report and bank statements
18/2/2023	IN	Treasurer	Secretary	Reports and P&L statements for members
17/2/2023	OUT	Treasurer	P&C Exec	Year 7 Meet and Greet
17/2/2023	IN	Secretary	P&C Exec	Re: Year 7 Meet and Greet
18/2/2023	IN	Vice President	P&C Exec	Re: Year 7 Meet and Greet
18/2/2023	IN	President	P&C Exec	Re: Year 7 Meet and Greet
19/2/2023	OUT	Secretary	P&C Members, K. Hughes, Bookkeeper	TSHS P&C: REMINDER General Meeting - 21 February @ 6pm
20/2/2023	OUT	Secretary	A/Business Manager	TSHS P&C: Can you help?
20/2/2023	IN	A/Business Manager	Secretary	Re: TSHS P&C: Can you help?
20/2/2023	IN	A/Business Manager	P&C Exec, Principal	P & C Annual Financial Reporting Requirements
20/2/2023	OUT	Secretary	P&C Exec, Bookkeeper	FW: P & C Annual Financial Reporting Requirements
19/2/2023	OUT	Treasurer	P&C Exec	Draft budget
20/2/2023	IN	Vice President	P&C Exec	RE: Draft budget
20/2/2023	OUT	Treasurer	P&C Exec	Re: Draft budget
15/2/2023	IN	A/Business Manager	P&C Exec, Principal	MAST Key Message Guide
20/2/2023	OUT	Secretary	P&C Exec, Principal, A/Business Manager	Re: MAST Key Message Guide
21/2/2023	IN	A/Business Manager	P&C Exec, Principal	Re: MAST Key Message Guide
21/2/2023	IN	Canteen	Secretary	Canteen Report and Daily Takings
21/2/2023	IN	A/Business Manager	P&C Exec	Apologies
21/2/2023	IN	Treasurer	P&C Exec	Fwd: Apologies (this thread is actually about buffing the floor of the Hall)
21/2/2023	IN	Vice President	P&C Exec	RE: Fwd: Apologies
21/2/2023	IN	President	P&C Exec	RE: Fwd: Apologies