

Minutes of Meeting held on 21 November 2023

Meeting Opened: 5:58 pm

Attendance:

President: Stephen Jess	P	Treasurer : Samantha Talbot	P	Secretary: Joanna Ruxton	P
Vice: Maria Baira		A/Principal: Tanya Nelson	P		

Members

Lesley Latu	Annette Cavallin	Shiralee Wilson	Izaac Eames	Emily Chapman
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Visitors

Liam Mooney				
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Apologies: Sue Anderson, David Gallagher.**President's welcome / comments:****Acknowledgement to Country****Visitor:** Councillor Liam Mooney

- Provided dates on next round of grant application approvals (early 2024).
- TCC grants web page update: Older grant options still available, new partnerships available for multi-year projects.
- School neighbours have been complaining about rubbish in the street since the new black fence does not catch it. Can anything be done?
- P&C members made Cr. Mooney aware of the TCC venue hire policy changes for schools hiring the theatre/other venues for awards nights. **Action:** Principal and P&C to email Councillor Mooney about costs.
- Boundary Street upgrades.

Minutes of the previous meeting:**MOTION:** That the P&C Associate accept the 17 October 2023 minutes as a true and correct record.**MOVED:** Maria Baira**SECONDED:** Sam Talbot**CARRIED****Junior Report:** NIL**Senior Report:** NIL**Principal's Report & TSHS Financial Report:**

- Present Financial documents.
- New Principal appointed.
- Recruiting for new HODs (Arts/LOTE, Student Services, Science)
- Expecting return of T&L HOD.
- Year 12 formal – successful evening at the Ville, 14/11/23.
- Strategic Planning 2023 update: Draft presented for feedback.
- New version of *Phones and Wearable Devices Policy v2* in preparation for no phones at school during 2024.
- 100 years celebration – meeting 29/11/23 at 3:14pm.

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TOWNSVILLE STATE HIGH SCHOOL P&C ASSOCIATION

The TSHS Financial Report was tabled, including:

Budget Overview Report, Balance Sheet Summary Report, Cashflow Management Report, School Financial Snapshot, Resource Hire Scheme Percentage Paid (78.6%) as at 16/11/2023.

MOTION: That the P&C Association accept the 16/11/2023 Financial Reports and Principal's Report as tabled.

MOVED: Lesley Latu

SECONDED: Izaac Eames

CARRIED

Business arising from previous minutes:

- Cold room temperature/power alarm: update from Canteen/Thermo Control? **Action:** Stephen
- Canteen debit card: update – no change/ on hold until new convener.
New convener appointed to start in the new year.

MOTION: That the P&C Association approve Lynn Armstrong to be named on the canteen account bank debit card (account number ending in 0224).

MOVED: Lesley Latu

SECONDED: Tanya Nelson

CARRIED

- Invoice from school to redeem car parking incentive for Tropics volunteers. **Actions:** Completed
From previous minutes:
 - 17 May 2022 minutes under Gen Bus for "Will test out new Student Group Subsidy process, for \$1,000"
 - 19 July 2022 minutes - subsidy applied on a per team basis, capped at \$1,000 per team.
- Has a motion already been passed to donate the portable air-con unit in the Courtside Café to the school (as per intentions)? Yes – motion passed at Special Meeting held 8 September. **Completed.**
- Portable gazebo quotes (number of gazebos, size): update on quotes for 1 3x6m and 3 3x3m. Recommended provider will supply 8 weights and postage and packing at \$6,374.00+GST.

MOTION: That the P&C Association approve the purchase of portable gazebos for the school to the cost of \$7,000.00 +GST.

MOVED: Emily Chapman

SECONDED: Lesley Latu

CARRIED

- Chilled water bubblers for school (requires access to power to chill water): update – 2 quotes from 2 companies. Prices for preferred design/ model is \$11,000 + postage and packing – not including installation. School to discuss suitable location and facilitate installation.

MOTION: That the P&C Association approve the purchase a chilled water bubbler for \$15,000.00 +GST

MOVED: Maria Baira

SECONDED: Shiralee Wilson

CARRIED

- 100 year celebrations: update. **Action:** A/Principal to organise a steering committee.
- Uniform Survey: no update as yet.
- Clontarf visit. **Action:** Secretary to send thank you email. **Completed.**
- 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:** See visitor section above.
- Canteen Convener recruitment update – coming in on Monday to sign contract!

Correspondence In & Out: (Appendix C)

Business Arising from Correspondence:

- P&C Membership Applications *NIL*

President: Stephen Jess

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TOWNSVILLE STATE HIGH SCHOOL P&C ASSOCIATION

- TSHS Student request for P&C subsidy. *NIL*
- TSHS Group request for P&C Subsidy *NIL*

Of note:

- TSHS P&C: URGENT: Gambling grant and outdoor play/gym equipment.
- Reduced canteen opening times.
- Reimbursement for further SEEK costs.
- P&C Tuckshops EXEMPT from changes to Australia New Zealand Food Standards Code
- QAST telephone appointment.
- Resignation of canteen assistant.
- Interview for canteen convener.
- Part Time/Casual Canteen Assistant job enquiry.

Treasurer’s Report:

- Endorse the accounts payable schedule for approval for **October 2023** to the sum of **\$28,943.31** from the Canteen account.
- Review of 2023 budget
 - Budget allocation for shade sails – this year?
- Draft 2024 budget: hall floor buffing cost to increase for 2024 budget. Shade sails budget line to be carried over to 2024. **Action:** school to determine whether feasible and get site approval.

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

MOVED: Shiralee Wilson **SECONDED:** Maria Baira **CARRIED**

Canteen Report: received by email. Presented by the Treasurer.

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

MOVED: Maria Baira **SECONDED:** Shiralee Wilson **CARRIED**

General Business: *NIL*

Meeting Closed: **7:30 pm**

Next Meeting: **20 February 2024**

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

Date: _____

TOWNSVILLE STATE HIGH SCHOOL P&C ASSOCIATION

Appendix A:

Profit and Loss Summary August 2023

Wrapping and packing		\$825.61	Canteen
Bank charges		\$243.85	Canteen
Software			General
Cleaning			Canteen
Interest	\$369.31		Canteen
Membership		\$136	Canteen
Wages and salaries		\$9,618.32	Canteen
Superannuation		\$1,038.93	Canteen
WorkCover		\$745.93	Canteen
Bookkeeping		\$210	Canteen
Fundraising		\$117.80	Canteen
V8 car parking (ticket refund)		\$75.00	Canteen
Total	\$33,542.00	\$105,244.63	
Net Profit/(Loss) - Total			\$71,702.63
Net Profit/(Loss) - Canteen			\$71,702.63
Net Profit/(Loss) - General			

Profit and Loss Summary for September 2023

Description	Income	Expenses	Account
Canteen Sales	\$15,316.40		Canteen
Tuckshop purchases		\$8,364.17	Canteen
Wrapping and packing		\$432.46	Canteen
Tuckshop purchases (pie warmer and fridge)		\$4,773.96	Canteen
Donation school Art Expo		\$279.45	Canteen
Donation school year 8 bus		\$3,000	Canteen
Bank charges		\$262.10	Canteen
Sundry		\$65.00	Canteen
Stationary		\$11.10	Canteen
Interest	\$263.73		Canteen
Software		\$136.00	Canteen
Wages and salaries		\$12,587.50	Canteen
Superannuation		\$985.30	Canteen
Bookkeeping		\$210.00	Canteen
Recruitment (Seek ad)		\$376.95	Canteen
Container exchange	\$728.40	\$	Canteen
Total	\$16,308.53	\$31,483.99	
Net Profit/(Loss) - Total			\$15,175.46
Net Profit/(Loss) - Canteen			\$15,175.46
Net Profit/(Loss) - General			

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TOWNSVILLE STATE HIGH SCHOOL P&C ASSOCIATION

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

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TOWNSVILLE STATE HIGH SCHOOL P&C ASSOCIATION

Appendix C: Correspondence

Date	IN /OUT	Sent From:	Sent To:	Subject
11/18/2023	IN	A/Principal	Secretary	Re: TSHS P&C: REMINDER General Meeting - 21 November @ 6pm
11/14/2023	OUT	Secretary	Members	TSHS P&C: REMINDER General Meeting - 21 November @ 6pm
11/17/2023	IN	N. Keedle	P&C Exec.	Part Time/Casual Canteen Assistant
11/18/2023	OUT	Secretary	N. Keedle	Re: Part Time/Casual Canteen Assistant
11/17/2023	IN	Microsoft	Secretary	View your Microsoft 365 Business Premium invoice
24/10-19/11/23	IN	SEEK Job Applications	P&C Exec.	Daily Update: 'Canteen Convener'
11/16/2023	IN	Treasurer	Secretary, A/ Business Manager	October 2023 Treasurer Report
11/15/2023	IN	P&Cs Qld HR Support Service	P&C Exec.	HR Support Service Webinar - Don't be Silly this Season!
11/15/2023	IN	SEEK	P&C Exec.	Your job ad is about to expire
11/13/2023	IN	P&Cs Qld	P&C Exec.	P&Cs Qld's Lunch & Learn - Strategic and Succession Planning - Wed 29th November @ 12pm!
11/11/2023	IN	Bookkeeper	Treasurer, President, Secretary, Canteen	PATRICIA WAGES
11/10/2023	IN	Secretary	P&C Exec., A/Principal	Interview for canteen convener
11/11/2023	IN	Bookkeeper	Treasurer, Canteen	FW: Re: Townsville State High Time Sheets
11/10/2023	IN	Bookkeeper	Treasurer, President, Secretary	payroll to authorise
11/10/2023	OUT	Treasurer	A/Principal, P&C Exec.	Tuck shop opening next week
11/9/2023	IN	E. Savage	P&C Exec.	Drums
11/9/2023	OUT	Treasurer	E. Savage	RE: Drums
11/9/2023	IN	President	P&C Exec., E. Savage	RE: Drums
11/9/2023	IN	E. Savage	P&C Exec.	FW: Drums
11/9/2023	OUT	Treasurer	P&C Exec., E. Savage	Re: Drums
11/9/2023	OUT	Treasurer	Bookkeeper	FW: Re: Drums
11/9/2023	IN	Bookkeeper	P&C Exec.	Re: FW: Re: Drums

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TOWNSVILLE STATE HIGH SCHOOL P&C ASSOCIATION

11/7/2023	IN	Admin Officer	P&C Exec.	Newsletter
11/8/2023	OUT	Secretary	Admin Officer	Re: Newsletter
11/8/2023	IN	Admin Manager, QAST	Secretary	FW: QAST telephone appointment
11/8/2023	IN	A/Business Manager	P&C Exec., A/Principal	Canteen ad on electronic sign
11/7/2023	IN	A/Principal	P&C Exec.	Principal Appointment
11/7/2023	OUT	Secretary	P&C Exec., A/Principal	Canteen Convener interview
11/7/2023	IN	A/Principal	P&C Exec.	RE: Canteen Convener interview
11/7/2023	OUT	Treasurer	A/Principal	Electronic sign
11/7/2023	IN	A/Principal	P&C Exec.	Re: Electronic sign
11/7/2023	IN	QAST	Secretary	Reminder: Phone Appointment - member only service
11/5/2023	IN	Bookkeeper	Treasurer, President, Secretary	OCTOBER CREDITORS
11/7/2023	OUT	Treasurer	HoD HPE, P&C Exec.	Fwd: Gambling Community Benefit Fund – Application Number: APP-044747 CBFU:0047380
11/5/2023	IN	Bookkeeper	Treasurer, President, Secretary	MY INVOICE ATTACHED
11/6/2023	IN	Bookkeeper	Treasurer, President, Secretary	Fwd: INCORRECT BANK DETAILS
11/3/2023	OUT	President	Director, Townsville Clontarf Academy	RE: Invitation 2023 Townsville Clontarf Awards
11/3/2023	IN	Director, Townsville Clontarf Academy	President, P&C Exec.	RE: Invitation 2023 Townsville Clontarf Awards
11/5/2023	OUT	Secretary	Director, Townsville Clontarf Academy	Re: Invitation 2023 Townsville Clontarf Awards
11/6/2023	IN	Director, Townsville Clontarf Academy	Secretary	RE: Invitation 2023 Townsville Clontarf Awards
11/5/2023	OUT	Treasurer	Bookkeeper, P&C Exec., A/Business Manager	Fwd: Opt Out Confirmation from the Eway Merchant Trust Initiative
11/4/2023	OUT	Secretary	Members	TSHS P&C: URGENT - Outdoor fitness equipment enquiry
11/5/2023	IN	Secretary	Treasurer	Fwd: TSHS P&C: URGENT - Outdoor fitness equipment enquiry
11/6/2023	IN	President	Treasurer	FW: TSHS P&C: URGENT - Outdoor fitness equipment enquiry
11/4/2023	IN	QAST	Secretary	Confirmed: Phone Appointment - member only service
11/4/2023	IN	Treasurer	Secretary	Fwd: Fw: Outdoor fitness equipment enquiry

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TOWNSVILLE STATE HIGH SCHOOL P&C ASSOCIATION

11/3/2023	OUT	Treasurer	A/Principal, P&C Exec., A/Business Manager	Tuckshop
11/2/2023	IN	Treasurer	P&C Exec., A/Principal	Tuck shop day
11/2/2023	IN	A/Business Manager	P&C Exec.	Fw: From Norm Hyatt Saw Service Pty Ltd
11/1/2023	IN	A/Business Manager	P&C Exec.	Fw: Upcoming Merchant Trust Initiative subscription billing
11/1/2023	IN	OneSchool	P&C Exec., Admin Officer	DO NOT REPLY OneSchool OS EFT Remitt Advice-2100-23188799.S20024499
10/30/2023	IN	A/Principal	P&C Exec.	Tuckshop
10/31/2023	OUT	Treasurer	A/Principal, P&C Exec.	RE: Tuckshop
10/26/2023	OUT	Treasurer	Canteen Assistant (N. S.)	Re:
10/25/2023	OUT	Treasurer	Bookkeeper	Natasha's pay
10/25/2023	IN	Bookkeeper	Treasurer	Re: Natasha's pay
10/25/2023	OUT	Treasurer	Bookkeeper	Re: Natasha's pay
10/25/2023	IN	Bookkeeper	Treasurer	Re: Natasha's pay
10/25/2023	OUT	Treasurer	Canteen Assistant (N.S.)	Re:
10/25/2023	IN	Canteen Assistant (N.S.)	Treasurer	Fwd:
10/25/2023	IN	Treasurer	P&C Exec., A/Principal	Facebook listings
10/25/2023	OUT	Treasurer	P&C Exec., A/Principal	Bad news
10/25/2023	OUT	Secretary	A/Principal	Facebook post please :)
10/25/2023	IN	A/Principal	Secretary	RE: Facebook post please :)
10/22/2023	OUT	Secretary	P&C Exec.	Canteen Convener re-word for FaceBook
10/23/2023	IN	Treasurer	Secretary	RE: Canteen Convener re-word for FaceBook
10/24/2023	IN	President	Secretary	Re: Canteen Convener re-word for FaceBook
10/23/2023	OUT	Secretary	Bookkeeper	Reimbursement for SEEK payment confirmation for 47344434
10/23/2023	IN	Bookkeeper	Treasurer, President, Secretary	Fwd: Reimbursement for SEEK payment confirmation for 47344434
10/23/2023	OUT	Treasurer	A/Principal, P&C Exec.	World teachers day and tropics
10/23/2023	IN	A/Principal	Treasurer	RE: World teachers day and tropics
10/23/2023	OUT	Treasurer	A/Principal, P&C Exec.	Re: World teachers day and tropics

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TOWNSVILLE STATE HIGH SCHOOL P&C ASSOCIATION

10/24/2023	IN	A/Principal	P&C Exec.	RE: World teachers day and tropics
10/23/2023	IN	Admin Officer	P&C Exec., A/Business Manager	Invoice
10/24/2023	IN	Admin Officer	P&C Exec., A/Business Manager	RE: FW: Invoice
10/24/2023	OUT	Treasurer	Admin Officer	RE: FW: Invoice
10/23/2023	OUT	Secretary	Bookkeeper	Bank account details for
10/23/2023	IN	SEEK	P&C Exec.	Your SEEK payment confirmation for 47344434
10/23/2023	IN	Billing@Seek	P&C Exec.	Payment Received
10/23/2023	IN	A/Business Manager	P&C Exec., A/Principal	Tropics - Supercars Volunteers
10/23/2023	IN	A/Business Manager	P&C Exec.	Fw: Rec # 6357
10/20/2023	OUT	Secretary	P&C Exec., A/Business Manager	Motion to donate fridge to school
10/22/2023	OUT	Secretary	P&C Exec., A/Business Manager	Re: Motion to donate fridge to school
10/23/2023	IN	Treasurer	P&C Exec., A/Business Manager	Re: Motion to donate fridge to school
10/20/2023	IN	Bookkeeper	Treasurer, President, Secretary	update pays 27/10/23
10/20/2023	IN	Bookkeeper	Treasurer, President, Secretary	pays fortnight 27/10/23 to be paid 30/10/23
10/21/2023	OUT	Secretary	Canteen	TSHS CANTEEN: P&C Tuckshops EXEMPT from changes to Australia New Zealand Food Standards Code
10/20/2023	IN	P&Cs Qld	P&C Exec.	P&C Tuckshops EXEMPT from changes to Australia New Zealand Food Standards Code
10/20/2023	IN	QAST	P&C Exec.	Important News - Food Safety Changes in School
10/20/2023	OUT	President	A/Principal	Possible candidates
10/20/2023	IN	A/Principal	President, P&C Exec.	RE: Possible candidates
10/20/2023	IN	A/Business Manager	P&C Exec.	Display Fridge
10/20/2023	OUT	President	A/Business Manager	RE: Display Fridge
10/20/2023	OUT	Secretary	P&C Exec., A/Business Manager	RE: Display Fridge
10/18/2023	OUT	Treasurer	New Canteen Assistant (N. S.), P&C Exec., A/Principal	Contract
10/20/2023	OUT	Treasurer	New Canteen Assistant (N. S.), P&C Exec., A/Principal	Re: Contract

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TOWNSVILLE STATE HIGH SCHOOL P&C ASSOCIATION

10/19/2023	IN	Bookkeeper	Treasurer, President, Secretary	Fwd: Invoice INV-41899 from Accurate Systems Pty Ltd for Townsville State High School
10/19/2023	OUT	Treasurer	Bookkeeper, President, Secretary	RE: Fwd: Invoice INV-41899 from Accurate Systems Pty Ltd for Townsville State High School
10/19/2023	OUT	Treasurer	Bookkeeper, President, Secretary	Re: Fwd: Invoice INV-41899 from Accurate Systems Pty Ltd for Townsville State High School
10/18/2023	IN	A/Business Manager	P&C Exec., A/Principal	Follow up Meeting 17/10
10/18/2023	OUT	Treasurer	A/Business Manager	RE: Follow up Meeting 17/10
10/18/2023	IN	A/Business Manager	P&C Exec.	Re: Follow up Meeting 17/10
10/18/2023	OUT	Treasurer	A/Business Manager	Re: Follow up Meeting 17/10
10/17/2023	IN	S. Wilson	Secretary	October p&c meeting

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