

General Meeting
MINUTES OF MEETING
6:30 PM Monday, 13 February 2023
MHSS Wandani Hall

1. Meeting Open

Meeting Opened By Amy Swalwell at 6:32 PM

We acknowledged the Gubbi-Gubbi people, Traditional Custodians of the land on which we meet and and pay our respects to their Elders past, present and emerging.

2. Attendance & Apologies

Attended

Amy Swalwell
Guy Kelly
Jodie Shipway
Melissa Travers
Michelle Angayan
Michelle Alcorn
Radhika Reddy
Raffaella Piovesan
Rashi Srivastava
Rod Netterfield
Secretary MHSS P&C
Tracy Egan
Yanti Weaire

Apologies

Alanna Ivory
Alysa Marsh
Clarice Olckers
Ellaine Warner
Jayne Clark
Kathryn Giles
Kathy Millar
Leonie Plata
Lizzette Pena
Louise French
Martin Winney
Megan Faulkner
Melinda White
Rebecca Valentine
Sheree Pointon

3. Confirmation of the minutes of the previous general meeting

Motions

The minutes of the meeting held on 14 Nov 2022 were a true and accurate record.

Status: Carried **Mover:** Radhika Reddy **Second:** Guy Kelly

Attachments

[2022-11-14 Minutes - General Meeting](#)

4. Business arising from the minutes of the previous general meeting

5. Correspondence - inward and outward

Total: 540 correspondence;

62 QKR transaction reports; 237 BOQ internet banking; 23 Xero (timesheets and spam mail); Australian Fundraising

expression of interest emails; update from P&C QLD for new board members; Principal Emails (school announcements, cancellation of official opening of new building, updated school code of conduct, book covers not fundraising activity anymore, invitation for 1st Safe School Travel Meeting, letter of support for future events; Tuckshop grant if possible), 6 CMSolutions spam mail; 92 Square; QAST newsletter; North Lakes sports club invite for teachers; Process PA renewal \$440; bank audit request and audit findings from Treasurer; catering for large event being hosted in school in February & Gigum Hall not opening for coffee; MYOB access emails; Comedy for a Cause (May onwards is available if interested will ask for additional info); Welcome Night emails; Mother's Day Catalogues from suppliers; Microsoft subscription expiry?; Outdoor movie fundraiser email;

6. Table Executive Committee's decisions (if any)

1. Christmas Chocolates for staff.
2. Fix permanent staff leave
3. Opening of Sole Cafe from 18th Jan-20th Jan: meet the teacher day with donuts for sale, too.
4. Additional treasurer for fundraising as an executive and additional officers for each fundraising event to be nominated at the AGM.
5. Catering for PD over 4 days with 120 leaders/teachers 13th & 14th Feb and 20th & 21st Feb

7. Treasurer's report and financial statement

November 2022, December 2022, January 2023

QKR advantageous for business in comparison to Flexischools (will be put in the newsletter to explain the move). All credit in Flexischools can be refunded.

Emergency lunch can either be paid by the family or by the school.

5 permanent part time and 2 casuals currently employed; Cost analysis for changing casuals to permanent part time/temporary part time; Volunteers for rostering in the tuckshop (through sign up sheet or through online app - used for fundraising events).

Attachments

[Mango Hill State School Primary Account 2023.docx](#)

Motions

[Treasurer's Reports to be true and accurate.](#)

Reports for November 2022, December 2022, January 2023.

Status: Carried **Mover:** Radhika Reddy **Seconder:** Jodie Shipway

8. Mango Munchies and Sole Cafe Report

Pantry drive to start again through newsletter. Prizes and raffle will made for those that donated.

Request PCYC to donate fruits on a Monday to make use for the whole week. No donations so far.

Motions

[Permission to acquire new printer for usage in Tuckshop with the budget of \\$400.](#)

Donated printer cannot be used sustainably. Ink wastage is too much.

Status: Carried **Mover:** Amy Swalwell **Second:** Yanti Weaire

[Report is true and accurate.](#)

Status: Carried **Mover:** Amy Swalwell **Second:** Yanti Weaire

9. Fundraising Report

- List of events for the year 2023.
- Welcome Night sales/net is approximately \$1700 as net. Complete update for next meeting.

Attachments

[MINUTES OF EXECUTIVE MEETING WITH PRINCIPAL FOR FUNDRAISING EVENTS FOR YR 2023.docx](#)

Motions

[Report to be true and accurate](#)

Status: Carried **Mover:** Michelle Angayan **Second:** Jodie Shipway

10. PCYC Report

1. Morning Sessions are still available.
2. Afternoon sessions are at capacity (200 max). There is a plan to expand this year in increments of 30 pending operations analysis and approval from head office.
 - waitlist beginning of the week; casuals get in when there is cancellations.
3. Service manager/coordinator is under interview. Will update next meeting.

Motions

[Report is true and accurate.](#)

the mover, Goergia, is not a member and currently not sure who will be assigned to be the representative of PCYC for the future meetings

Status: Carried **Second:** Jodie Shipway

11. Principal's Report

Currently at 1580 students.

Safe School Travel:

- Slow for Sam as additional signage at the back of the school.
- Ranger has exhausted all fines.
- Mallard Street no school sign.

Attachments

[Principal's Report 13 February 2023.pdf](#)

Motions

[Report is true and accurate.](#)

Status: Carried **Mover:** Tracy Egan **Seconded:** Jodie Shipway

12. General Business

1. 2023 Excursion/Special Events cost for Parents (TEgan)

Prep - \$83.50; YR1 - \$99.50; YR2 - \$119.50; YR3 - \$113.50; YR4 - \$322.00; YR5 - \$319.00; YR6 - \$509.00

2. P&C Fundraising dollar school wishes (TEgan)

School requests \$51000 to be raised this year which is broken down to:

10k to Library, 10k to Science Equipment, 10k to Math Dept, 10k to Art, 10k to PE, and 1k for Staff Appreciation

3. Parent Code of Conduct (TEgan); This document is to endorsed by the P&C which will be made available if requested from the school.

4. Water Safety Program for next year(TEgan)

Currently doing: Prep - YR3 has 6 lessons of swimming and 2 lessons in school for theoretical. Yr 4 - Yr 6 lessons are in camp. About 40 do not take part for cultural reasons. For next year, adoption of moving to 8 swimming lessons instead of 6 or school keeps the same program for next year. Action to put into a survey for the school community what would be the best option for the students.

5. Motion for \$2000 discretionary funds from Jodie Shipway to be used for Colour Explosion equipment

6. Motion for future payments that are used by both P&C business and fundraising to be 50/50. These may include but not limited to Process PA, CMS, Insurance, and Audit.

7. Downloading MYOB database/cloud onto a hard drive to stop paying monthly subscription (Radhika/Amy)

- MYOB access is not updated; currently only Renee, Luciana, and Karen have access

- Action: Investigate how to access MYOB first; Hard drive acquisition can be an Executive Decision when access is resolved.

8. Motion for Official FB page for P&C - Denied as per QLD Education and School.

9. School Council Representative is Melissa Travers.

10. Bike Shed Security - it is locked during school hours.

11. Request for IT sessions for parents from school. Although parents are welcome to come in during school hours for an appointment with the School IT personnel.

12. Mother's Day budget - \$6000

Motions

[Accept the 2023 Excursion/Special Events Cost to Parents](#)

Status: Carried **Mover:** Tracy Egan **Seconded:** Michelle Angayan

[Accept the \\$51000 fundraising wish of the school.](#)

Status: Carried **Mover:** Tracy Egan **Seconded:** Jodie Shipway

P&C endorses the Parent Code of Conduct of the school.

Status: Carried **Mover:** Tracy Egan **Second:** Guy Kelly

To use \$2000 discretionary funds from Councillor Jodie Shipway for Colour Explosion event of school.

Apply for the grant before June.

Status: Carried **Mover:** Amy Swalwell **Second:** Yanti Weaire

Future payments that are used by both P&C business and fundraising to be 50/50. These may include but not limited to Process PA, CMS, Insurance, and Audit.

These expenses are a burden to business side of P&C when it is being used by both the fundraising and business.

Status: Carried **Mover:** Radhika Reddy **Second:** Yanti Weaire

Request permission to have \$6000 budget for Mother's Day Stall.

Status: Carried **Mover:** Amy Swalwell **Second:** Yanti Weaire

13. Applications for membership

No new or renewal of members until AGM 13 March 2023.

14. Meeting Close

Meeting closed at 8:10 PM

[Next Meeting](#)

General Meeting

7:00 PM, Monday, 13 March 2023

MHSS Wandani Hall

Actions Summary

#	Title	Assigned To	Due Date	Completed
	P&C Public Liability Insurance Up to date	Amy Swalwell	Monday, 13 February 2023	Thursday, 9 March 2023
	Cost Analysis for changing casuals to permanent part time/temporary part time.	Radhika Reddy	Monday, 13 March 2023	
	Water Safety Program to be put into a survey for the whole school.	Tracy Egan	Monday, 13 November 2023	
	Investigate how to access MYOB so to download all files and not keep paying for subscription.	Radhika Reddy, Amy Swalwell	Monday, 13 March 2023	
143	Advertise for Weekly specials and meal deals at the school FB page	Amy Swalwell	Monday, 13 March 2023	
145	Application of Visa Debit Card for fundraising	Amy Swalwell	Monday, 13 March 2023	
146	Recycling Can Code		Monday, 13 February 2023	
147	Lego Exhibit and Competition	Rashi Srivastava	Monday, 13 February 2023	Monday, 13 February 2023