

General Meeting
MINUTES OF MEETING
7:30 PM Monday, 8 February 2021
MHSS Staffroom

1. Meeting Open

Meeting Opened By Renee Walls at 7:30 PM

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

2. Attendance & Apologies

Attended

Alanna Ivory
Amy Swalwell
Cindy Clenton
Edwin Masih
Elena Borovskaya
Emma Guinane
Guy Kelly
Jessika Fairhall
Jodie Shipway
Karen Puckeridge
Kathryn Giles
Liz Ivan
Louise French
Martin Winney
Megan Faulkner
Michelle Angayan
Michelle Wilds
Radhika Reddy
Raj Boobal Vincent
Rebecca Valentine
Regan Williams
Renee Walls
Shauna Nugent
Tracy Egan
Yanti Weaire

Apologies

Kylie Mitchell
Tennille Dumbell

Other apologies - Ben Mills, Melinda White, Michelle Alcorn and Ellaine Warner

3. Confirmation of the minutes of the previous general meeting

[Attachments](#)

Motions

The minutes of the meeting held on 9 Nov 2020 were a true and accurate record.

Status: Carried **Mover:** Karen Puckeridge **Second:** Yanti Weaire

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

Motions

[MSP Photography](#)

P&C Supports the continued use of MSP Photography as supplier for 2021 school photography.

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

5. Correspondence - inward and outward

Multiple emails regarding

- Audit preparation, request for information and responses.
- Receipt of equipment for canteen (lockers/safe)
- Online bookcover stall
- New email addresses for canteen and cafe
- Canteen newsletter

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

\$500 approval for accountants to setup conversion from MYOB to Xero

Loyalty card (buy 9 get one free) for Sole Cafe

7. Treasurer's report and financial statement

Motions

Treasurer's Report and Financial Statements presented by Leah Hartridge for December 2020 are true and correct.

Status: Carried **Mover:** Leah Hartridge **Second:** Kathryn Giles

Treasurer's Report and Financial Statements presented by Leah Hartridge for January 2021 are true and correct.

Status: Carried **Mover:** Leah Hartridge **Second:** Jodie Shipway

Seeking approval of supplier payments for February totalling \$5639.85

Supplier costs \$3200.00

Conversion from MYOB to Xero \$660.00

2020 Audit costs \$1779.85

Status: Carried **Mover:** Leah Hartridge **Second:** Rebecca Valentine

8. Services Report

Attachments

Motions

Services Report and Financial Statements presented by Renee Walls for December 2020 are true and correct.

Status: Carried **Mover:** Renee Walls **Seconder:** Shauna Nugent

Request for 2 permanent/part-time canteen/cafe staff be trained in Provide First Aid & CPR at cost of P&C

Status: Carried **Mover:** Louise French **Seconder:** Amy Swalwell

Hospitality First Aid Kit to be purchased for canteen/cafe.

Status: Carried **Mover:** Louise French **Seconder:** Yanti Weaire

Request for all canteen/cafe staff to have name badges

Louise to send details to Tracy for ordering. School to then invoice P&C directly.

Status: Carried **Mover:** Louise French **Seconder:** Guy Kelly

9. Fundraising Report

Online bookcover stall \$428.00

Planned events / fundraising activities for 2021

- Sell a brick (throughout year)
- Mother's Day Stall
- Colour Run
- Father's Day Stall
- Mega end of year raffle (holiday / toys - choice of either and school pack as second prize)

10. Projects Report

This agenda item will be removed from ongoing agenda's until there is a project to report on.

11. Principal's Report

Attachments

[Balance Sheet Summary Report Feb 21.pdf](#)

[2021 Costs for Parents.pdf](#)

[Principal report February 2021.pdf](#)

Motions

Principal's Report presented by Tracy Egan are true and correct.

Status: Carried **Mover:** Tracy Egan **Seconder:** Yanti Weaire

12. Motions on notice

13. General Business

2021 Costs for parents (T Egan) - refer to motion

Stationery & Bookpacks (T Egan)

Last modified: 14/02/2021 11:08 AM

Tracy apologised to the community in regard to current and ongoing issues surrounding the bookbags being supplied by Kookaburra. Tracy confirmed that there are still approx 100 students affected by this, and the school are ensuring that affected students are being supplied with stationery to complete their works whilst still awaiting for supplies to arrive. Tracy confirmed that she has received little communication from Kookaburra, even though they are communicating to families that the school is aware of the situation and timeframes. Tracy confirmed that we will not be using Kookaburra on an ongoing basis, however no decision will be made as to how the resource scheme go ahead for 2022 until the current situation is sorted. Tracy has communicated with the Dept's Procurement team to advise of the issue and request they review their current approved provider list, which Kookaburra is on.

2021 Financial donations to the school (T Egan) - refer to attached motion

Red Food Events (T Egan) - refer to attached motion

Road Crossings - Cindy Clenton - refer to below action.

Road Safety Update - Jodie Shipway. Refer to attached report.

Motions

[Seeking endorsement from P&C for estimated costs for each year level](#)

Status: Carried **Mover:** Tracy Egan **Seconder:** Louise French

[2021 P&C financial donations to school](#)

Seeking endorsement for total of \$16,000 donation to be split evenly across four main domains, being Sports, Academics, Arts and Wellbeing. The school will then supply updates on how funds are spent and P&C to be recognised on either purchased goods and/or through school media platforms

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

[First term Red Food Events](#)

Canteen/Cafe

Easter meal deal

Cross Country bbq/meal deal

Status: Carried **Mover:** Tracy Egan **Seconder:** Liz Ivan

[Swimming lessons to continue at Grace complex](#)

Endorsement sort to continue using Grace for 2021 swimming lessons.

Status: Carried **Mover:** Tracy Egan **Seconder:** Cindy Clenton

14. Applications for membership

Motions

[All memberships received at meeting accepted.](#)

Status: Carried **Mover:** Karen Puckeridge **Seconder:** Jodie Shipway

15. Meeting Close

Meeting closed at 8:30 PM

Next Meeting

General Meeting

6:30 PM, Monday, 8 March 2021

Last modified: 14/02/2021 11:08 AM

Actions Summary

#	Title	Assigned To	Due Date	Completed
	Sell a brick	Karen Puckeridge	Sunday, 28 February 2021	
	Has school received tissues and A4 paper for those that are yet to receive their pack.	Tracy Egan	Sunday, 28 February 2021	
	Road Safety - Cindy Clenton raised concerns of students not using the current crossing near Sunstone and going up and crossing at Topaz as this shortens their trip to the bike Racks.	Tracy Egan	Sunday, 28 February 2021	