

# Lockyer District High School P & C Assoc.

## General Meeting Minutes

Date: Monday 16<sup>th</sup> June 2025

### Open and welcome by the Chair:

**Present:** Kaylene Richards, Belinda Walker, Matt Woodlands, Jesse Martin, Cory Neumann, Ian Tout, Jackie Tout, Brian Allison, Marina Kenway, Linda Grantham, Karen Allison, Denise Harris

**Apologies:** Matt Schultz, Georgie Smith

### Confirmation of the minutes of the previous general meeting

**MOTION:** "That the minutes be confirmed (as amended) as a true and correct record of the meeting held Monday 12th May 2025."

Moved: Marina Kenway

Seconded: Linda Grantham

Carried/Lost

### Business Arising from previous meeting minutes:

- *All executive signatories to meet at the bank to open the new account. Kaylene and Janet to lodge ID and sign for their cards.* Executives lodged ID and will meet again at bank to progress. Past administrators, signatories and approvers need to be removed. At the beginning of each year, update the bank.
- *Member of the Wellbeing team to contact Gatton SS re Resilience Project which teaches Gratitude e.tc. and is funded by PHN.* Krystal will follow up.
- *Send email to Tamara with confirmation that tuckshop staff be paid. For future school closures due to Natural Disasters, have a policy in place.* Tuckshop staff have been paid. Donna to draft.
- *Youth Health Nurse Endorsement.* Piloting a STI screening process – free confidential service to students aged 16 and over. Aligns with DoE framework.
- *Jess Logan and Donna Newton plan fundraiser through SRC.* To be completed.
- *Jake Luther* to follow up with trade-in prices and then contact President for approval.
- *Donna Newton to take Fundraising dress up days to next SRC council meeting.* To be completed.
- *Creation of P&C Facebook page so posts can be shared on community pages.* Linda to meet with Brittany. Brittany to promote on the school FB page.
- *Community Consultation of Student Code of Conduct Fri 30 May 3-4 pm at Gatton RSL.* Staff consultation completed and updated version email to P&C. Aim is to have it signed off by president by week 10.
- *Consistent policy for donation amounts to school tours etc. Staff would need to itemise list and itinerary.* Donna to draft.
- *Savings account should not go below \$50,000.*
- *3 trees need to be removed. Reports were sent to the Executive.* Jake to communicate with staff prior to tree removal to help minimise risk.
- *Neighbours have emailed re concerns over trees.* Principal will follow up with Regional Office.

- *Jess Logan's report of the Combined Western Musical Tour.* Highly successful. Thanked Jim McDonald, LDHS and LSHS P&C. See report.

**Correspondence received since previous general meeting:**

- Inward (as listed)
  - Requests for School Sports funds - \$100 per student trialling for Darling Downs Teams selection
  - Request from Brittany if P&C would like to be involved in Lockyer Under Lights
  - pilot initiative: facilitated STI screening
  - request to update executive member contact details on P&C Qld
  - quote for new tractor
  - Code of Conduct for review
  - Tree removal – from school neighbour
- Outward (as listed)

**MOTION:** "That the inwards correspondence be received, and outwards be endorsed."

Moved: Marina Kenway                      Seconded: Ian Tout                      Carried/Lost

MOTION: "We investigate what other schools and P&C are doing to support individual extra curricula representation e.g., Arts, Agriculture."

Moved: Karen Allison                      Seconded: Cory Neumann                      Carried/Lost

**Business arising from the correspondence:**

- Feedback on the School Sports Funds process

**MOTION:** “For the P&C to outlay the agreed amount, \$100 per student, for Darling Downs Sports.”

Moved: Jesse Martin                      Seconded: Ian Tout                      Carried/Lost

**Table of executive committee's decisions (if any)**

**Treasurer's report and financial statement, and any business arising from these:**

Brian Allison – balance sheet 31st May 2025

- Balance Sheet \$ 204,396.02
- Profit & Loss \$5,673.91
- Year To Date Profit & Loss -\$ 3,481.97
- Reconciliation Summary (cheque) \$ 17,503.90
- Reconciliation Summary (cash) \$ 186,249.44

**MOTION:** "That the Treasurer's report be accepted and payments as listed be endorsed."

Moved: Brian Allison                      Seconded: Jackie Tout

**Subcommittee reports and financial statements and any business arising from these**

International Sport Tour 2025 – end of term 4 2025

Golf Day on Sunday with 20 student volunteers. Will be running a raffle of 27 prizes. Thanked Stanbroke for donation of c \$1500 worth of sausages and \$300 worth of knives.

**MOTION:** “That the subcommittee reports be accepted.”

Moved: Jesse Martin                      Seconded: Ian Tout

**MOTION:** “That the P&C donate \$500 for the bus fares for the Football tour.”

Moved: Brian Allison                      Seconded: Ian Tout.

## **Other Reports**

**Principal Report:** Belinda Walker (A/Principal) – see report.

Key information:

- 963 students enrolled
- Lockyer Under Lights was exceptional.

Other:

School’s Financial Position.

- What we own \$1,035,223.41
- Owed to school \$189,027.98
- Owe others -\$44,224.27

\$170 608 in school fees owed to us. Have been writing off debit 2023 or older.

**MOTION:** “That the Principal’s Report and Financial Statement be accepted as tabled.”

Moved: Belinda Walker                      Second: Jackie Tout

**Chaplains Report:** Matt Woodlands

- Suggested Hospitality Dept may cater for P&C meetings. Will ask Anita Sedlack.
- Doing ANZAC themed camp at Emu Gully with 3 boys from LDHS. Adventure camp about building resilience.
- Table tennis continues to be popular.
- See report

**MOTION:** “That the chaplains Report be accepted as tabled.”

Moved: Matt Woodland Second: Brian Allison

**Tuckshop Report:** Kayleen Richards

- Tuckshop 99 % completed, hopefully will be up and running after winter holidays.
- Linda from Regional Office has been amazing.
- Need to buy induction pots and cash drawers.
- Sales are going well.
- Request P&C to thank you to Linda and Regional Office Infrastructure Team when completed.

**MOTION:** “That the Tuckshop Report be accepted as tabled.”

Moved: Kayleen Richards                      Second: Jesse Martin

**General Business:**

**MOTION:** “On the Cash Reserve Account BSB 034182 Account No. 286382, remove Donna Newton, James Poole, Judith Schmidt, Lester Maher as signatories and add Ian Tout, Brian Allison, Marina Kenway.”

Moved: Ian Tout

Seconded: Cory Neumann

Carried/Lost

**MOTION:** “On Community Solutions Account BSB 034182 Account No. 581074: remove Donna Newton, James Poole, Judith Schmidt, Lester Maher as signatories and add Ian Tout, Brian Allison, Marina Kenway.”

Moved: Ian Tout

Seconded: Jesse Martin

Carried/Lost

**MOTION:** “For online banking: remove Judith Schmidt as administrator, add Marina Kenway and Ian Tout.”

Moved: Linda Grantham

Seconded: Karen Allison

Carried/Lost

**MOTION:** “LDHS P&C nominate Tamara Harms and Linda Grantham as approvers.”

Moved: Jesse Martin

Seconded: Brian Allison

Carried/Lost

**MOTION:** “We would like Kaylene Richards and Janet Williams to have a card each for the Community Solutions BSB 034182 Account 581074 to a limit of \$500 per day each.”

Moved: Cory Neuman

Seconded: Jesse Martin

Carried/Lost

**MOTION:** “For West Morton Health STI screening pilot program be approved for rollout at LDHS.”

Moved: Jesse Martin

Seconded: Jackie Tout

Carried/Lost

#### **Applications for membership and recording of new members:**

**MOTION:** “That applications for membership received from Dennis Harris be accepted”

Moved: Ian Tout

Seconded:

Brian Allison

Carried/Lost

**Date of Next Meeting: Monday 4 August at 6pm at the LDHS Library on** (Meetings held Weeks 3 & 7 or 4 & 8 of each term)

**Closed:** at 8:05 pm

#### **CONFIRMATION OF MINUTES**

**Chair name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_