

# Lockyer District High School P & C Assoc.

## General Meeting Minutes

Date: Monday 17<sup>th</sup> March 2025

**Open and welcome by the Chair:** President Ian Tout at 6:02 pm

**Present:** Ian Tout, Jake Luther, Donna Newton, Kayleen Richards, Emma Potbury, Linda Grantham, Georgie Smith, Chantal Revell, Krystle Barclay, Matt Woodlands, Jackie Tout, Belinda Walker, Jess Logan, Rex Saunders, Marina Kenway, Jackie Heilbronn, Karen Allison

**Apologies:** Brain Allison, Heather Whittaker

### 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 17th February 2025."

Moved: Marina Kenway

Seconded: Rex Saunders

Carried/Lost

### Business Arising from previous meeting minutes:

- Non-EQ- training – key messages-guide – members of P&C who are not EQ employees need to read and fill out declaration to be submitted at next meeting.  
*Action: Print the last page and bring copies to next meeting. Email the Mandatory Training document.*
- 2025 goal – Principal to write an Advancing Partnerships for LDHS – community engagement. Consultations dates to come.  
*Action: Hold over to next term.*
- Discussion that the P&C should have a bank card for easy access.  
*Action: New executive members (President and Secretary) need to take the minutes of the AGM to Westpac Bank and become signatories. Ask for two bank cards.*

### Correspondence received since the previous general meeting:

- Inward (as listed)
  - Western music tour funding request
  - New Beginnings Road Show
    - *Action: secretary to email information*
  - LDHS P & C Shade Tent Grant Application
  - Training Contract between Xander Johnson and Lockyer District HS P & C Association
  - Parent Talk Magazine
- Outward (no correspondence)

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

Moved: Marina Kenway

Seconded: Jackie Tout

Carried/Lost

### Business arising from the correspondence:

- New Beginnings Road Show
  - *Action: secretary to email information*

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

*Action: Organise a budget meeting with 4 executives and principal before end of March.*

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

Brian Allison absent – Donna Newton presented – balance sheet 28<sup>th</sup> February 2025.

- Balance Sheet \$
- P&L \$
- YTD P&L \$
- Reconciliation Summary (cheque) \$ 21 277.81
- Reconciliation Summary (cash) \$185762.75

*Action: Secretary follow up with Bookkeeper Tamara (ldhstuckshop@gmail.com) re how P&C pays the school for bus \$10000 and PBL \$10000, without the school generating an invoice without GST implication. Send an email and attach minutes from last meeting.*

**MOTION:** “That the Treasurer’s report be accepted and payments as listed be endorsed.”

Moved: Donna Newton                               Seconded:     Georgie Smith

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

International Sport Tour 2025 – end of term 4 2025

- \$4000 flight deposits
- Individual sponsorship received by 8 students
- 2<sup>nd</sup> round of payments due week 5 term 2
- Majority paid in full, some payment plans in place
- Acknowledgement of sponsors will be on Facebook. Collection of Cans promotional video.
- Required fundraiser amount approximately \$6000 over 3 remaining terms.
  - Week 10 Term 1 - Lockyer 9s. Meat donated by Stanbroke
  - Golf Day planned – waiting confirmation from Golf Club
  - Federal Election BBQ and Bake Sale to be held at Lockyer.

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

Moved:               Georgie Smith                               Seconded:     Emma Potbury

**Other Reports**

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

Key information:

- School events: ANZAC March 25<sup>th</sup> April
- Proposed Yr 11 exams moved due to weather event
- Lockyer 9s will have 36 boys teams, 15 girls teams attending

Other:

- School Budget has not finalised, aiming for Thurs this week.
- HODs responsible for managing their budgets and keeping them in the black.
- The school was \$160 000 in debt from non-paid fees. Has dropped dramatically. \$40 000 bad debt from students who have left the school, that must be written off. Hoping for 80% payment of SRS fees. A lot of parents are on payment plans.
- Enrolments have increased since day 8. Now 978 students.
- Grateful for staff’s communication re local flooding knowledge.
- Finalised Annual Implementation Plan. (Tabled)
- HODs rolling out Version 9 of the curriculum.
- Strong focus on greater than 88 % A-C rating.
- One thing we would like to see from the students’ perspective is “I am interested in what I am learning.”
- EALD and Library is currently not attached to a HOD.

- A big push is that teachers are differentiating, aim is to set up staff with the skills to do this and utilise specialised staff e.g., Speech Therapist
- Impressed with running of School Swimming Carnival: very inclusive and significant increase in attendance. Lovely traditions that stand out. Something that needs to be celebrated and make sure the school doesn't lose it. A lot of schools have gone to competition only.
- Currently 14 students have made Darling Downs Schools Sport
- Infrastructure – have been measuring up for electric automated gates.
- Green House repairs may happen in new financial year.

School's Financial Position:

- What we own
- owed to school
- owe others

**MOTION:** "That the Principal's Report and Financial Statement be accepted as tabled."

Moved: Belinda Walker Second: Emma Potbury

**Chaplains Report:** Matt Woodlands

- Received more seedling from Pohlman's
- 20-30 students attending Table Tennis: planning exhibition matches and tournaments to increase interest.
- Appliances donated to Flexi space: microwave, toaster, sandwich press.
- Hoping to start a program next term: Bite Back which focuses on gratitude.
- On leave 3 April – 8 May.

*Action: Member of the Wellbeing team to contact Gatton SS re Resilience Project which teaches Gratitude e.tc. and is funded by PHN.*

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

Moved: Matt Woodlands Second: Rex Saunders

**Tuckshop Report:** Kayleen Richards

- Still in J Block for 3 more weeks.
- Were stood down for 4 days over cyclone period – can we claim payment.

*Action: President to follow up if staff eligible for payment over this standdown period and let Tamara know. Call P&C Qld if need help.*

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

Moved: Kayleen Richards Second: Jackie Tout

**General Business:**

- **Request re music tour:** Jess Logan
  - 53 children attending from Lockyer DHS, Toogoolawah and Laidley District HS.
  - Travelling to St George and performing in schools on the way. Very welcomed by these schools.
  - Total cost \$22000-\$24000. Some families have 2 or 3 children attending. Cut costs where possible e.g., accommodation is \$12 per child for 3 nights. Some meals funded by P&Cs. Bus is over \$7000.
  - Jim MacDonald donated \$1000
  - Some funding from Toogoolawah S.S.
  - Fundraising can go through SRC – easier way to get money back.

*ACTIONS: Jess Logan and Georgie Smith to discuss joining for fundraising during Lockyer 9s carnival.*

*Jess Logan and Donna Newton plan fundraiser through SRC.  
Krystle Barclay help Jess Logan with grant application.  
Chappy Matt offered to accompany tour.*

**MOTION:** “That the P &C will donate \$2500 to the Instrumental Music Combined Western Qld Tour”

Moved: Jessica Logan    Second: Chantal Revell    **Carried**/Lost

- **Request for new tractor from the Science department:** Jake Luther (HOD of Science)
  - At Nov 24 meeting, provided 4 quotes but P&C requested more information.
  - Risk Assessment Document tabled. It will be High/Extreme risk depending on usage.
  - Current tractor has safety issues, and a staff member incurred a minor injury.
  - Staff need Cert 3/4 in Agriculture or equivalent, so likely will need additional training.
  - Ag. Teachers worried about where it sits in the curriculum, as it is not part of the curriculum, however Science Department HOD, happy to have it as an extra.
  - Something with low horsepower e.g., 45 hp, and small to go through gates etc
  - How we get rid of existing tractor – trade in or tender?
  - Must have reversing lights and beeper, other things are optional.
  - If P&C purchases tractor, then have MOU that the school is doing the maintenance
  - Consider shopping locally for new tractor

*ACTION: Jake Luther get four quotes and email executive team and Belinda Walker with quotes. Jake Luther to contact Michelle Moran at Tara as they have students learning to use a tractor*

**MOTION:** “Use existing tractor to be traded in to purchase the tractor”

Moved: Jake Luther    Second: Belinda Walker    **Carried**/Lost

**MOTION:** “That the LDHS P&C agree to spend no more than \$50 000 including the trade in on a new tractor”

Moved: Jake Luther    Second: Chantal Revell    **Carried**/Lost

- **Reconciliation Touch Football Carnival**
  - School in good light in community – nominated for Australia Day and Qld Touch Football Awards.
  - Good for sense of identity for First Nations Students and for Reconciliation.
  - Shame for school to lose this initiative – can P&C support it somehow?
  - School has a budget problem, currently can not fund a CEC position.
  - Some schools fund a CEC.
  - Organising carnival was offered to Laidley SHS but declined as too big a responsibility on staff.
  - Chantal’s role has changed, now a Teacher Aide and not TAs role to organise a big carnival.
- **Gates**
  - Gates are going to be automated at end of month but currently a safety issue at Jensen Street.
  - Reminder to parents re parking expectations.
  - Gates to be opened by Emma Potbury and other staff member at 2:50 p.m.
- **Fund raising/dress up days**
  - Apart from Book Week, currently no dress up days at school.
  - Can add fun and raise awareness of issues.
  - Could choose some important days e.g., Jersey days, Day for Dolly, Jeans for Genes Day.
  - Not necessary for big dress up, just some colour etc.
  - Could bring perishable goods for food relief and/or gold coin.

*ACTION: Donna Newton to take to next SRC council meeting.*

- **Fair Play Provider status**
  - P&C to be a registered as Fair Play Provider to help cover some students sporting costs.

- \$200 a student opens in July but can be used for the next 12 months
- Round 12 of vouchers starts in July.

*ACTION: Krystle Barclay to become a P&C member.*

**MOTION:** “Krystle Barclay will apply on behalf of LDHS P&C to be a Fair Play Provider.”

Moved: Donna Newton      Second: Georgie Smith      **Carried/Lost**

- **Queensland Engagement and Wellbeing Survey**
  - Week 3, Term 2 – program to be run by Krystle Barclay

**A member of the executive to be nominated as the P&C contact for the ATO**

- Change of details on form from ATO for ABN Associated List to claim incentives from IT traineeships.

*Action: Ian Tout to follow up.*

- **P&C Constitution**
  - Chantal Revell asked for to be put on the Hub.

*Action: Donna Newton to follow up. Secretary to send a copy of 2025 Constitution to Brittany Johnson to upload to school website.*

**Gifts for Kayleen and Rex thanking them for service.**

- Donna Newton to be reimbursed for money spent on gifts

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

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

Moved:                      Seconded:                      Carried/Lost

**Date of Next Meeting:** Monday 12 May 2025 at 6pm at the LDHS Library (Weeks 3 & 7 or 4 & 8 of each term)

**Closed:** at 7:45 p.m.

**CONFIRMATION OF MINUTES**

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

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

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