

Lockyer District High School P & C Assoc.

General Meeting Minutes

Date: Monday 12th May 2025

Open and welcome by the Chair:

Present: Marina Kenway, Georgie Smith, Jake Luther, Rex Saunders, Kaleen Richards, Denise Harris, Karen Allison, Jesse Martin, Linda Grantham, Ian Tout, Jackie Tout, Belinda Walker, Chantal Revell, Krystle Barclay, Donna Newton

Apologies: Michael Worth, Matt Woodlands, Corey Neuman, Matt Schulze, Jackie Heilbronn, Brian Allison

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 March 2025."

Moved: Marina Kenway

Seconded: Jackie Tout

Carried/Lost

Business Arising from previous meeting minutes:

- *Print the last page of MAST document and bring copies to next meeting. Email the Mandatory Training document.* Completed. Signed pages to be stored in Principal's office.
- *New President and Secretary take minutes of the AGM to Westpac Bank and become signatories. Ask for two bank cards.* Advised we need to open a Debit Mastercard account that operates from one signatory as existing accounts require 2 signatories to operate, and a card transaction is equivalent to being operated by one signatory. A motion is required to pass this, see below. All executive signatories need to meet at the bank to open the new account. Kaylene and Janet also need to lodge ID and sign for their cards.
- *Organise a budget meeting with 4 executives and principal before end of March.* Completed.
- *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.* Completed. P&C paid \$10000 for bus and \$10000 for PBL.
- *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.
- *President to follow up if staff eligible for payment over this standdown period and let Tamara know. Call P&C Qld if need help.* President phoned P&C Qld and phoned Disaster Management Office which are unsure, however suggested P&C would need to pay them. Executive committee and Ms Walker decided to pay rostered canteen staff for rostered days and suggested policy for Tuckshop Staff payment when rostered on during periods when the school is closed e.g., during weather events. Nothing in P&C Qld indicates. Send email to Tamara with confirmation that tuckshop staff be paid. For future school closures due to Natural Disasters, have a policy in place.
- **MOTION:** "That in the future, P&C employees are paid when natural disasters occur, and the school is closed if they were roster to work on those days. This is to be allowed for in the budget yearly."

Moved: Rex Saunders

Seconded: Ian Tout

Carried/Lost

- *Jess Logan and Georgie Smith to discuss joining for fundraising during Lockyer 9s carnival.* Completed. \$2560 was raised and split between Rugby League programs and Music.
- *Jess Logan and Donna Newton plan fundraiser through SRC.* To be completed.
- *Krystle Barclay help Jess Logan with grant application.* Completed.
- *Chappy Matt offered to accompany tour.*

- *Jake Luther to get four quotes and email them to executive and Belinda Walker.* 6 quotes were gathered. Between the Case (\$50,000) and the Mahindra. (\$46,000). Jake to follow up with trade-in prices and then contact President for approval.
- *Jake Luther to contact Michelle Moran at Tara as they have students learning to use a tractor.*
- *Donna Newton to take Fundraising dress up days to next SRC council meeting.* To be completed. Dolly's Day held on Fri 9 May. Acknowledge Krystle and team and senior students. No charge to dress up and raised just over \$500 for merchandise.
- *Ian Tout to follow up change of details on form ATO for ABN Associated List to claim incentives from IT traineeships.* Completed and waiting.
- *Secretary to send a copy of 2025 Constitution to Brittany Johnson to upload to school website.* Completed.
- *P&C to be a registered as Fair Play Provider to help cover some students sporting costs.* Completed.

Correspondence received since previous general meeting:

- Inward (as listed)
 - P&C Qld clarified non-members cannot pass, raise, or second motions until they become a member. New members are accepted at the end of meetings. There were motions put forward at the last meeting by non-P & C members. Executive decided to leave these motions as is because all motions were carried without objection.
 - Executive Budget Meeting Minutes
 - Feedback and changes to School Sport Funding Support Application
 - Support for Toby Storey's participation in Darling Downs Rugby League Championships
 - Tree Report forwarded by Belinda Walker
 - Parent talk magazine
 - Tractor quotes
- Outward (as listed)

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

Moved: Marina Kenway

Seconded: Rex Saunders

Carried/Lost

Business arising from the correspondence:

Table of executive committee's decisions (if any)

- Pay the tuckshop staff for rostered days when school was closed due to Cyclone Alfred.
- \$2000 allocated for supporting School Sport representation.
- Budget completed.
- Creation of P&C Facebook page.

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

Brian Allison – balance sheet 30th April 2025 (due to issue with Secretary's email, these figures were not available at time of the meeting.)

- Balance Sheet \$ 198,722.11
- Profit & Loss
- Year To Date Profit & Loss -\$ 9,155.88
- Reconciliation Summary (cheque) \$ 13,467.11
- Reconciliation Summary (cash) \$ 186,088.40

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

Moved:

Seconded:

Subcommittee reports and financial statements and any business arising from these

International Sport Tour 2025 – end of term 4 2025

- Only need \$250! See Jesse's report.
- Congratulations to Jesse and team for the exceptional fund raising.

MOTION: "That the subcommittee reports be accepted."

Moved: Jesse Martin Seconded: Rex Saunders

Other Reports

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

Key information:

- Proposed excursions and camps, Dolly's Day success, gates now automated, tuckshop needs removal of asbestos, positive outcome of cattle show, esports team won Qld Esport Cup, code of Conduct document needs review and update, changes to vocational courses and the Department's Equity and Excellence Plan. Many changes in staff and multiple teacher advertisements up.

Other: Community Consultation of Student Code of Conduct **Fri 30 May 3-4 pm** at Gatton RSL.

School's Financial Position.

Have removed about \$42000 bad debts.

- What we own: Bank Account balance \$803,086.34 plus April GST refund \$6577.96
- owed to school: \$211,087.00
- owe others: \$4056.60

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

Moved: Belinda Walker Second: Jesse Martin

Chaplains Report: Matt Woodlands

- see report

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

Moved: Krystle Barclay Second: Donna Newton

Tuckshop Report: Kayleen Richards

- Things are going OK, limited as can't do the Winter menu until we get into the refurbished tuckshop.

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

Moved: Kayleen Richards Second: Georgie Smith

General Business:

- Sports Rep application form and with information re what level we are funding and for how much. Can only apply once for Regional and once for State per calendar year.
- Need for consistent policy for donation amounts to school tours etc. Staff would need to itemise list and itinerary. Donna to draft.
- Creation of P & C Facebook Page with protocols so that posts can be shared on community page. Brittany and Linda to meet.
- New Debit Mastercard account required.
- P&C needs to have the money to pay if someone retires to pay long service leave. Savings account should not go below \$50,000.
- Key suppliers for tuckshop will need to have their phone number has to be registered with Ben, so the automatic gates open.

MOTION: "We open a debit Mastercard account with one to sign and 2 debit master cards attached in the names of Kaylene Richards and Janet Williams."

Moved: Marina Kenway Seconded: Rex Saunders **Carried/Lost**

- Update on School Based Youth Nurse and endorsement of her services at LDHS Nurse Ali is here every Thurs and every second Tues. See report re her role.

"To endorse the School Based Youth Nurse to supply contraception and pregnancy tests to students."

Moved: Jesse Martin Seconded: Krystle Barclay **Carried/Lost**

- **Tree Report** 3 trees need to be removed. Reports were sent to the Executive. Jake to communicate with staff prior to tree removal.

MOTION: "That the 3 trees of concern on LDHS grounds will be removed and/or pruned for safety purposes as per the adopted the arborist's report."

Moved: Belinda Walker Seconded: Donna Newton **Carried/Lost**

- Queensland Engagement and Wellbeing Survey update. Last year 25% return rate, this year 63.5% return rate. PowerPoint helped and doing it during BBA. Congratulations Krystle and those behind this increase.

Applications for membership and recording of new members:

Chantal Revell, Krystle Barclay, Jackie Heilbronn,

MOTION: "That applications for membership received be accepted"

Moved: Georgie Smith Seconded: Karen Allison **Carried/Lost**

Date of Next Meeting: 16 June 2025 at 6pm at the LDHS Library (Meetings held Weeks 3 & 7 or 4 & 8 of each term)

Closed: at 8:12 p.m.

CONFIRMATION OF MINUTES

Chair name: _____

Signature: _____

Date: _____

Attachments:

- Principal's report
- Tour Report
- P&C Sports form
- Tree Report ?
- Youth Nurse info
- Budget summary
- Chaplain's report