

Macksville High School P&C Meeting minutes

Tuesday 26 April 2022

Macksville High School, Staff Common Room

Meeting opened 5.30pm

Acknowledgement of Country – Linda McGregor

Attendance: Dave Hall, Janelle McKay, Eunice Cody, Linda McGregor, Ashlee Salloum, Emily Werner, Jo Brady, Henrike Parkhouse, Janet Granek, Heather Catchpole

Apologies: Verity Roser, Casey Symonds, Jeff Mills, Karen Lamb

Minutes taken: Eunice Cody, Jo Brady

Minutes of previous meeting held 22/3/2022 were accepted with 2 amendments – Principal merit process for next term year and 250mL 500mL juice bombs. Moved – Janelle McKay. Seconded – Linda McGregor.

Business arising from previous meeting:

- There is a 500ml new approved juice bomb. Decision made to accept selling at canteen of the cola flavour – has half purified water with juice.
 - Moved Janelle McKay, seconded Eunice Cody. Carried.
- Look to review student volunteer arrangements for the canteen – possibly an application process, so that wider than SRC can get involved. Investigate options, duties and each volunteer must acknowledge responsibilities. Will need to be endorsed by Senior Executive, Deputy and P&C Rep to also approve. Will include trials/probation. Dave to draft up volunteer roles & responsibilities, with Executive, for serving in canteen at recess and lunch. Proforma needed for student volunteer.
 - Moved Janelle McKay, seconded Emily Werner. Carried.
- Term deposits – need to discuss how much to retain, what is needed to secure Long Service Leave and other leave requirements. Revisited AGM minutes to discuss signatories on Commonwealth Bank Term Deposit and move to Bananacoast Credit Union. All executive to be included as signatories. Retain full Term Deposit amount, but transfer to Bananacoast Credit Union so that all banking details are in one place.
 - Moved that all 5 executive be placed as signatories on both Commonwealth Bank and Bananacoast Credit Union accounts - Eunice Cody, seconded Janelle McKay. Carried.
- <22/3/2022> Request from parents attending to understand the P&C. How it works as a parent forum, establish some goals and a vision. Look to work on this at future meetings.
- Look at providing a reminder to parents/school community about updating contact details, including current emails. Maybe via Facebook.
 - << actioned 3/5/2022 >>
- <22/3/2022> That we provide a \$100 gift voucher to Mandy Kinnear for her time and effort in reviewing the financials.

Treasurer's report

- Janelle McKay
- Costing \$54.96/month in fees for Quickbooks.
- Quickbooks reconciliation had been done prior to taking over Treasurer position and can't go back before that to correct any mistakes.
- Waiting to coordinate a full Saturday with Mandy Kinnear to sort out the historical issues in Quickbooks.
- Quickbooks now won't link to the BCU account, so additional manual entries required.
- Quickbooks should also do automated payments to ATO (tax, super, etc) but unable to get that feature working properly.
- Financials as of 26 April 2022 were discussed.
 - March 2022 - \$19,578.50 takings, \$825.91 profit.
 - April 2022 - \$4,515.20 takings, \$7,311.47 loss.
- That Treasurer's Report be accepted. Moved Janelle McKay, Seconded Jo Brady.

Principal report

- Linda McGregor
- Review from the Parent Forum. Concerns about the phone policy raised with teachers at the staff development day. Recent escalation in problematic phone behaviour with the year 7 cohort during the holiday period. Letters sent from the school to year 7 parents regarding this. Teachers were encouraged to provide consistency with the "off and away" approach in class.
- Reinvigorate the rewards and celebrations for students. School reestablishing the successful positive behaviour program (based on the values of respect, honesty, pride and teamwork) which began in 2017 and was stopped due to COVID. Will include blue card rewards program and the Macksville Way medal. Huge celebrations planned for year 12s at the end of the year.
- Increased mental health concerns identified for Australian teenagers. Working through what that looks like for Macksville High. Looking to consult, and work with, parents to support mental health in the home.
- Clarification of issues around the Indonesian program. For 3 years students from Scotts Head were extended until year 8 then an opportunity for accelerated classes for all language students. This was no longer available after one of the Indonesian staff took a job at Nambucca High School for 2022. A lack of Indonesian teachers in the area made a replacement difficult. Year 9-10 students have continued the program by distance ed. Second Indonesian teacher is leaving. Senior students will continue via distance ed. School was successful in finding a Japanese language teacher and is now offering Japanese to fulfill mandatory language obligations.
- The school currently has reduced accessibility to counselling staff. One counsellor has been relocated to Coffs Harbour and another is unable to work due to ongoing family issues. A potential replacement was unable to be employed due to inadequate paperwork. The school is unsure when counselling staff will return to capacity. The school now has access to a mental health nurse who is focusing on the mental health needs of students. This also enables a more streamlined connection between vulnerable students and local NGOs. It will also allow the school to set up more sustainable mental health programs.
- The Wellbeing Hub has received additional support. It is now working with the National Consistent Collection of Data to help identify the needs of students with disabilities (diagnosed and undiagnosed). This will hopefully lead to higher levels of funding. The long

term plan for the school is to digitise the needs model. A new head teacher has significant experience with additional needs (funding and protocols) and is helping the school move to the most current processes in this sector.

- The school has employed three new SLSOs, all that identify as aboriginal.
 - Teacher action -a full day strike- will be taken on the 4th of May. There will be minimal supervision at school on that day. The principal is supportive of the staff.
 - The contract for the canteen refurbishment has gone to tender. It is anticipated work will begin before the end of the year.
 - The insurance work on the PE staff room has now been completed.
 - Termites are still active at the school therefore the next stage of the termite repairs cannot go ahead.
-
- Moved that report be accepted – Dave Hall. Seconded – Janelle McKay.

Canteen report

- Ashlee Salloum
- Ashlee has handed in her resignation and will finish on the 29th of April. The position has been advertised. The canteen will continue with casual staff until the position has been filled. Ashlee is creating a handover document for her replacement.
- Deposits from the canteen can now go straight into the receptacle at the bank instead of waiting at the counter.
- That the canteen report be accepted. Moved Ashlee Salloum, Second Linda McGregor.

Correspondence

Harlequin school bags (library).

iCare – worker's compensation insurance.

Commonwealth Bank statement, term deposit - \$18,534.73

General Business

- Weekly newsletter. Include students in creation. Janet volunteered to help produce. Include calendar of dates and important information. Digital product produced weekly on a single page and still be published to the school Facebook site.
- Emily suggests students get involved in the creation of the newsletter.
- Henrieke suggest that the P and C try to engage with parents at the parent teacher interviews to boost involvement.
- Eunice to create a document for Parent/Teacher Interview night to include calendar of meetings, email address and general advice of 5.30pm meeting in the Staff Common Room.
- The P and C to order 4 trays of sandwiches from Elk for parent teacher interviews. Moved Janelle, Second David.
- Dave on merit selection panel for the Principal position, as the P&C/community representative.

Meeting closed: 7.30pm

Meeting calendar:

Term 1
Tues 23 rd Feb (not held)
Tues 23 rd March + AGM (held)
Term 2
Tues 26 th April (held)
Tues 24 th May
Tues 28 th June
Term 3
Tues 26 th July
Tues 23 rd August
Tues 27 th Sept <<< school holidays, move to 20 th Sept?
Term 4
Tues 25 th Oct
Tues 22 nd Nov
Dec catchup date to be decided