

## **Macksville High School P&C Meeting minutes**

Tuesday 23 August 2022

Macksville High School, Staff Common Room

Meeting opened 5.35pm

Acknowledgement of Country – Sheree Burnham

**Attendance:** Janelle McKay, Linda McGregor, Sheree Burnham, Sharon Browne, Jo Brady, Henrike Parkhouse, Heather Catchpole

Apologies: Janet Granek, Dave Hall, Emily Werner, Eunice Cody, Therese Laverty, Karen Lamb,

Minutes taken: Jo Brady

Minutes of the previous meeting held 26/7/2022. Moved – Jo Brady. Seconded – Heather Catchpole.

### **Business arising from previous meeting:**

- After becoming familiar with canteen operations, Sharon suggested that there are not enough pre orders to require an app for students to order food. Janelle suggested we keep the information that we have researched about the various apps in case they are needed in the future.
- No success in finding a bookkeeper yet. 1.5 - 2 hours per week required (preferably to work at the school on a Friday - to have access to the receipts). Janelle will talk to Therese about the bookkeeper the primary school uses and see if he is available/suitable.

### **Treasurer's report**

- Janelle McKay
- Financials as of 23 August 2022 were discussed..
  - August 2022 - Net earnings \$ -20,755.70 (Negative earning due to 20,000 for canteen refurb being deposited to the education department).
- 20,000 taken from the BCU account. When the term deposit matures it will be transferred to the BCU account.
- BCU bank balance \$28,033.54

### **Principal's report**

- Sheree Burnham
- Start up meeting for the canteen has been postponed a few times by Asset Management. Now scheduled for 24/8. Draft overview plan confirms there is enough room for a 900mm oven as requested.
- Painting, floor repair, refurb of staff toilets and gate repair all scoped with Asset Management.
- Stadium used widely by many sporting and community groups.
- Language teacher hired to teach Indonesian and Japanese. Will begin 29/8.
- Panel currently in place to fill HT English position.

- Current EOI out for a TAS teacher to start term 4.
- Many temporary teachers. Sheree is looking to convert as many of these roles to permanent roles where possible.
- Daily staffing shortages due to illness and current staffing climate remain complex.
- Year 12 are currently completing their trial HSC.
- Year 11 Yearly exams begin 5/9.
- Year 10 into 11 subject selection interviews currently occurring.
- Year 10 VALID exams begin 6/9
- NAIDOC celebrations went well
- Opal dreaming visited the school - hugely successful.
- Road Safety talks to be given to Yr 11 and !2
- Drama evening 30/8
- Whitecard course 31/8
- Staff vs Students netball match -staff won
- Several school sporting teams have achieved success
- Students will complete Tell them From Me Surveys over the next few weeks. This will inform many aspects of school direction.
- Becoming U - Following on from a query from the last P and C meeting. Sheree had a meeting with local representatives on 22/8. Will start small - they will visit the following events at the school - Chill Tuesday, Breakfast Club, SRC
- Currently planning "Mindful Method" for some male students for term 4.

### **Canteen report**

- The pie warmer issue has been resolved. The pie warmer was being used incorrectly so does not need to be replaced.
- There is an issue with senior students loitering around the canteen during class time. Sharon asked if the shutters could be pulled down during non service times to help prevent this. Sheree and Linda supported this.
- Sharon and Therese are currently working on a wishlist for the canteen and looking at pricing.
- Athletics carnival went well. Takings were \$1764. (\$300 from coffee).
- Sharon suggested that it was problematic when the student volunteers used the Square payment system. The P and C confirmed that the student volunteers are to be food runners only and not handle any money.
- Sharon observed that teachers are entering the canteen and helping themselves to their lunch order and drinks in the cool room. Sharon flagged this as an OH&S issue and also noted it was disruptive to the staff. Sheree has talked to teaching staff about it and will remind them again that it is not okay, at the next staff meeting.
- A staff member is required in the canteen on a Wednesday from 9-2pm. The hourly rate is \$29. The school has agreed to run an advertisement in the school newsletter. Sharon will be the contact person. Jo will advertise on the local buy swap sell Facebook page.

## General Business

- Heather asked if we should think about preparing an operating manual for the canteen. Sharon thought that it probably wasn't necessary as most of the procedures are straightforward.
- Next meeting will be Tuesday 20th of September ( instead of the 27th which falls in the school holidays)

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

[illegible]
