

Macksville High School P&C Meeting minutes

Tuesday 26 July 2022

Macksville High School, Staff Common Room

Meeting opened 5.35pm

Acknowledgement of Country – Sheree Burnham

Attendance: Dave Hall, Eunice Cody, Linda McGregor, Sheree Burnham, Emily Werner, Therese Lavery, Jo Brady, Heather Catchpole, Janet Granek, Karen Lamb, Sharon Browne

Apologies: Janelle McKay, Henrieke Parkhouse

Minutes taken: Jo Brady

Minutes of the previous meeting held 28/6/2022 were accepted.

Business arising from previous meeting:

- A new canteen manager (Sharon Browne) has been appointed. The position will commence as of Monday 1st August. The P and C welcomes Sharon and thanks Therese Lavery for all her efforts in keeping the canteen operational.
- With the contribution of \$20,000 from the P and C, the school is now able to access funds to complete the canteen renovations. The school anticipates renovations will take place over the end of year holidays.

Treasurer's report .

- BCU account balance \$42,123.94

Principal report

- Sheree Burnham
- Thank you from the principal for a warm welcome from Linda McGregor, Deslie Howe, Jeff Mills and the school captains.
- Construction of a path and dividing wall, to improve function, have commenced at the MC class.
- NRL to visit school on 27th July.
- NAIDOC Week and Education Week will be celebrated by the school.
- Athletics Carnival to take place on 5th August.
- Linda McGregor and Mel Robertson are actively engaging with Rotary.
- The Tutorial Centre review is in progress.
- Planning for 2023 timetable and 2023 senior subjects has commenced.
- Staffing shortages continue.
- Yvette Wallis has been granted permanency in Visual Arts.
- Principal is trying to work through a range of staffing positions.

- Principal is in the process of meeting all Head Teachers to build relationships.
- Moved that report to be accepted – David Hall. Seconded – Janet Granek.

Canteen report

- Both Square devices have now been linked which makes end of day balances easier.
- Pie warmers are not working properly and need to be replaced.
- Sharon and Therese to take an inventory of equipment that needs to be replaced and present to the P and C.
- The canteen will cater for the athletics carnival.
- Janet raised the question: is the canteen for profit or for a service to the students? The consensus was a service.
- Investigation of an online payment system for canteen ordering.
 - QKR and Spriggy (Jo)
 - Flexy (Karen)
 - Quick Klik (Janet)
 - Square (Heather)

General Business

- Is it possible to change the supplier for the canteen? To review after Sharon is established in the position of canteen manager.
- Follow up on the progress of Karen from the Wellbeing team and her work with Unity to bring more programs into the school..
- Therese disappointed, and upset, about the lack of transparency and communication during the application process for canteen manager. The P and C to review roles, responsibilities and communication during employment processes.
- Consider employing a bookkeeper to ease the burden of the excessive load on the treasurer.

Meeting closed: 7.07pm

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 (held)
Tues 28 th June (held)
Term 3
Tues 26 th July(held)
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