

Macksville High School P&C Meeting minutes

Tuesday 20 September 2022

Macksville High School, Staff Common Room

Meeting opened 5.35pm

Acknowledgement of Country – Sheree Burnham

Attendance: Dave Hall, Janelle McKay, Linda McGregor, Sheree Burnham, Emily Werner, Sharon Browne, Jo Brady, Henrike Parkhouse, Janet Granek, Heather Catchpole

Apologies: Eunice Cody, Karen Lamb

Minutes taken: Jo Brady

Minutes of the previous meeting held 23/8/2022 were accepted. Moved – Linda McGregor, seconded Heather Catchpole.

Business arising from previous meeting:

- Three people made contact about the canteen assistant position. Two did not follow through. One possible candidate - 20 year old female with some previous work experience. P and C, and admin staff, agreed for a trial as soon as possible
- Janelle followed up with the bookkeeper from Macksville Public, the bookkeeper is too busy to take the position for the canteen.
- School will advertise the bookkeeper position in the school newsletter. Jo to advertise on Facebook Buy Swap Sell page.

Treasurer's report

- Janelle McKay
- Financials as of 20 September 2022 were discussed.
Net earnings \$8,918.91. Figures skewed because the total of the term deposit was added to the general account. Canteen currently running at a loss.

Running total \$43,399.39
- That Treasurer's Report be accepted. Moved Janelle McKay, Seconded Jo Brady.

Principal report

- Sheree Burnham
- Canteen upgrade - temporary food caravan to arrive during week 2 of the school holidays
- Canteen upgrade begins Day 1, term 4 (10/10/22)
- Some practical and Distance Ed. HSC exams have occurred

- HSC begins 12/10/22
- Year 8 into 9 subject selections have occurred
- Currently working with Macksville Hotel, Nambucca Heads High School and Bowraville Central School to draft a scholarship for senior students for the catering industry
- Drama showcase evening 30/8 successful.
- Defence Force careers talk occurred on 6/9
- SASS recognition morning tea occurred on 8/9
- Shoretrack Launch on 13/9
- Year 12 formal assembly and activities have occurred this week
- Students are completing the Tell Them From Me Surveys. This will inform many aspects of school directions
- Under 15s Netball are lower north coast champions and north coast runners up
- Continuing collaboration with Rotary
- Gen Health will continue to support the mental health of identified students this will now be weekly instead of fortnightly
- Becoming U will work with staff in Term 4, students in term 1 of 2023
- Moved that report to be accepted – Jo Brady. Seconded – Janelle McKay.

Canteen report

- Sharon Browne
- Canteen sales less since senior students have finished school
- Canteen staff are focused on the move to the caravan
- Preparations include scaling back the menu, no cooked food, alternative storage arrangements for stock, disposing of unsuitable equipment from the current canteen
- Sharon has prepared a list for new equipment required for the new canteen space
- That the canteen report be accepted. Moved Janelle McKay, Second Heather Catchpole.

General Business

- Update on the toilets - school continues to monitor and discourage loitering in the toilets. Expensive, indestructible toilet seats have been installed to discourage vandalism.
- School working on reintroducing excursions and rewards days in term 4
- A problem has been identified with the Square input system in the canteen. The current tablet used for input requires multiple interactions with the interface for each single transaction. This leads to delays in service and lessens productivity. The problem could be rectified by using Ipads instead of the current android devices.
- That the P and C buy two Ipads for the canteen, Moved Dave Hall, Second Janelle McKay, Carried.

Meeting closed: 7.05pm

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 (held)
Tues 20 th September (held)
Term 4
Tues 25 th Oct
Tues 22 nd Nov
Dec catchup date to be decided