

Macksville High School P&C Meeting minutes

Tuesday 28 July 2020, following the AGM

Meeting opened 5.40pm

Acknowledgement of country – Erica Lyne

Attendance: Dave Hall, Lynette Howle, Melissa Robertson, Linda McGregor, Erica Lyne, April Miller, Janelle McKay, Eunice Cody

Apologies: Karen Bodycote

- Discussion of replacing thumb drive for P&C business. Lynette has backed up to “cloud” as all P&C business currently located on this thumb drive.
- Minutes of previous meeting were accepted unchanged. Moved Lynette Howle, Second: Melissa Robertson
- Business arising from previous general P&C Meeting (held 30 June 2020):
 - Replacement of 2 x bain-marie’s to Eunice Cody – none available at Kmart for indicated \$25, April has checked twice. Bain Marie’s to be purchased. Moved: Linda McGregor, Seconded: Janelle McKay
 - Uniform – no stock of possible new items is available in Australia. No changes to school uniform will be happening this year. School has relaxed some follow up on uniform, eg: less strict on track pants. A large outlay from the wellbeing budget to purchase jumpers/hoodies that have been generously handed out by school. Year Advisers still having conversations with students. Overall the uniform has been much better this term (Term 3)
 - Canteen casuals – Shifts allocated Monday, Tuesday, Thursday & Friday between 4 casual staff. They are being suitably trained up for support for April. El has opted to work 3 days per week for 5 hours/day (instead of 2 hours per day). Casual workforce may be reduced to 2 staff. Casuals employed while JobKeeper program available to pay ongoing wages of existing canteen staff. El is taking 3 weeks Long Service Leave soon.
- Treasurer report – balance sheet as at 30 June 2020 and Profit & Loss for 1 January 2020 – 30 June 2020 were tabled. Melissa spoke to these financial documents, explaining the “Cash Flow Boost” consisted of 2 x \$5,000 grants and that these formed part of the assistance from the Australian Government for the COVID19 crisis.
 - Balance of canteen account - \$14, 533.88
 - Balance of main account - \$8,378.83
 - Term deposit remains in place
- Canteen report – April discussed the athletics carnival to be held at Scotts Head on Friday 7 August 2020. A menu has been put together and published on the school facebook page. April is meeting with Matt, manager of Foodworks Macksville tomorrow at 2.15pm to discuss ordering for the carnival and to negotiate possible wholesale pricing on goods to be purchased.
 - Baking for carnival – Eunice will prepare some slices. Requested reimbursement of expenses. Melissa advised this does not happen anymore. Orders need to be made

ahead of time and cleared through Denise Alchin & the Treasurer before purchase can be made. Erica also advised reimbursement wasn't commonplace in the school accounting.

- Principal Report – Erica advised the school is complying with all the COVID19 restrictions, that are continually changing as the pandemic progresses. For example:
 - A 15 minute assembly
 - Parents can't come to the Athletics Carnival – advice going home in note today
 - Year 12 end of year events and formal still under scrutiny of how this can occur in current COVID19 restrictions
 - Victorian situation continues to influence NSW
 - No parent teacher night – considering conducting by telephone
- Students seem more settled this term.
- Cross country last Wednesday had a really positive atmosphere. At present sports events are allowed but not excursions. Year 12 dress ups on athletic carnival will continue as "normal".
- Support for Year 12 students being considered:
 - Extra study sessions on Wednesdays
 - Online resources made available
 - No stuvac this year
 - Students are expected to be at school until the exams
 - Special tutorial sessions have been scheduled.
- New 4 year school plan – a new process introduced. Will be discussed and the P&C consulted.

General Business:

- Roots in sewers near canteen being fixed and hopefully finished tomorrow.
- Melissa recognised Luke Smith Year 12 Year Adviser – it is clear he speaks for Erica when he is communicating with Year 12 students. Trying to avoid upsetting parents. COVID19 response is changing constantly.
- Eunice asked Is there a generic P&C email address that can be used for contact point for all organisations? EG: ATO, ACNC, etc. Need to include any P&C reference numbers in the change over documentation.
- Melissa proposed that Sophie Atkins (Larissa's daughter who currently does payroll for Nambucca Valley Care Ltd) is considered for the bookkeeper position. Most work is done electronically through to Janelle for visibility and so that it can be reported on. Consensus of meeting was that Sophie be offered position for 2 hours/week. Moved Dave Hall, Seconded Janelle McKay. No working with children check required as will be working off site.
- Erica expressed thanks to Lynette & Melissa for all their hard work supporting the P&C and Macksville High School. Recognition and appreciation to Lynette for many years hard work as Secretary of the P&C.
- Lynette responded with her desire to encourage more parents to get involved, as an opportunity to engage with other parents and have an insight into what happens within the school community. Lynette expressed her thanks for the opportunity.
- April thanked Lynette and Melissa for their support and work with the canteen. Lynette reminded the meeting that she was part of the panel to employ April 3 ½ years ago.
- Janelle raised Legacy fundraising. There are 300 beneficiaries of Legacy within the valley and this year's campaign will be mainly conducted in social media. Janelle requested an event

through SRC be held at school – to both raised much needed funds and also to raise awareness of the role Legacy has supporting veterans and their families.

Meeting closed: 6.30pm.