




Macksville High School P & C Meeting Minutes

Meeting:	
Meeting Title:	Macksville High School P&C Meeting
Date/Time:	30 June 2020 – 5:00 pm
Location:	Macksville High School – Café Cha Cha (Macksville)
Attendees:	Lynette Howle, David Hall, Melissa Robertson, Karen Bodycote, Erica Lyne, Janelle McKay, Eunice Cody, Larissa Atkins

Minutes:			
Item	Item Details	Moved (M) Seconded (S)	Resolution/ Notes/Actions
1.0	<p>ACKNOWLEDGEMENT OF COUNTRY</p> <p>Erica Lyne acknowledged the traditional custodians of the land, the Gumbaynggirr people and paid respects to elders past and present and any Aboriginal people present at the meeting.</p>		
2.0	<p>APOLOGIES</p> <p>April Miller, Linda McGregor</p>		
3.0	<p>MINUTES OF THE PREVIOUS GENERAL MEETING</p>		
3.1	<p><i>MOTION: That the minutes of the previous meeting held on 18 February 2020 be accepted as a true and accurate records</i></p>	<p>(M) Erica Lyne (S) Janelle McKay</p>	<p>CARRIED</p>
4.0	<p>BUSINESS ARISING FROM PREVIOUS MEETING</p> <p>4.1 Replacement of two bain-marie's to Eunice Cody:</p> <p>April will buy 2 machines at Kmart for \$25 each and pass these onto Eunice.</p> <p>4.2 School Uniform:</p> <p>From 18 February, meeting (Erica Lyne) students still wearing the straight skirt after the 3-year transition period discuss ways to fix this problem.</p> <p>Erica also provided some samples from Lowe's, as they can provide a grey unisex tracksuit pant at a 20% discount that could be sold from the school. Further discussions need to be made before a decision to go ahead with this option is decided.</p>		<p><i>Carried over to next meeting.</i></p> <p><i>Carried over to next meeting</i></p> <p><i>Carried over to next meeting</i></p>

5.0	<p>TREASURER'S REPORT</p> <p>A very busy time with arranging JobKeeper/JobSeeker for canteen staff, interviewing new casuals and arranging staff training.</p> <p>President, David Hall wishes to thank Melissa Robertson for all the hard work she has done in the role of Treasurer during this difficult time.</p> <p>Balance of P&C General Account as at 30 June 2020 is \$8,378.83</p>		
5.1	<i>MOTION: That the Treasurer's report be accepted.</i>	(M) Melissa Robertson (S) Erica Lyne	CARRIED
6.0	<p>CANTEEN MANAGER REPORT</p> <p>See April Miller (report attached).</p> <ul style="list-style-type: none"> ○ There has also been a reduction in the number of suppliers to streamline stock purchases. ○ A move towards cooking more food from scratch to buy less packaged products. <p>Balance of P&C Tuck-shop as at 30 June 2020 is \$9,827.41 (see attached MHS P&C Tuck-shop Profit and Loss April-June 2020)</p>		
6.1	<i>MOTION: That the Canteen report be accepted.</i>	(M) David Hall (S) Lynette Howle	CARRIED
7.0	<p>CANTEEN SUB-COMMITTEE REPORT</p> <p>Next meeting 4 August 2020, 5:00 pm at MHS - Members to include: Larissa, Janelle, David, Eunice & April.</p>		
7.1	<i>MOTION: No report from previous meeting</i>	(M) NIL (S) NIL	CARRIED
8.0	<p>SCHOOL PRINCIPAL REPORT</p> <ul style="list-style-type: none"> ○ We are getting back on track and ensuring we meet the Department's COVID-19 requirements. Looking to hold Year meetings and short assemblies. ○ Parents have requested Parent/Teacher nights, we are unsure if this can be arranged under the current circumstances. ○ We are looking at what worked well, what did not and how to move forward. ○ Multi-Categorical classes will be set up to support students with a recognised disability. <p>David Hall requested we move a motion that the Macksville High School P&C members thank everyone at the school for all they have done during COVID-19 to support our students and how well they have kept the parents informed during this difficult time.</p>		
8.1	<i>MOTION: That the Macksville High School P&C would like to thank the entire staff of MHS for everything they have done during COVID-19 to support the students and how well they have kept parents informed during this extremely difficult time.</i>	(M) Eunice Cody (S) Karen Bodycote	CARRIED

8.2	<i>MOTION: That the Principal's report be accepted.</i>	(M) Lynette Howle (S) Melissa Robertson	CARRIED
9.0	CORRESPONDENCE IN: Nil		
10	CORRESPONDENCE OUT: Nil		
11.0	<p>GENERAL BUSINESS</p> <ul style="list-style-type: none"> ○ The 2020 AGM is scheduled for 28 July – all positions will be made vacant. ○ Larissa Atkins paid her \$1 P&C membership. <p>Eunice Cody:</p> <p>How are the school toilet renovations going.</p> <ul style="list-style-type: none"> ○ Erica Lyne advised that the toilets have been painted; there are some problems with tree roots so the renovations have not been completed. <p>Larissa Atkins:</p> <ul style="list-style-type: none"> ○ The school Student Representative Council (SRC) is up and running again. ○ There will be a fundraiser on 2 July where students can wear a beanie to school to fundraise for Beanie for Brain cancer by donating a cold coin. A Jeans for Jeans day fundraiser is also in the planning. ○ The new SRC students received their badges during a ceremony where there was no touching to pin them on, they were handed to the students, this was strange but the students really enjoyed the occasion. <p>David Hall:</p> <p>Would like to move a motion to continue to employ and train the four new casual staff in the canteen to work once per week for 4 hours until JobKeeper ends.</p>		
11.1	<i>MOTION: At a total cost of \$400 per week, continue to employ four casual staff to each work once per week for 4 hours, until JobKeeper ends.</i>	(M) Melissa Robertson (S) Erica Lyne	CARRIED
12.0	NEXT MEETING DATE 28 July 2020 – AGM followed by General Meeting – 5.00pm - Macksville High School, Common Room.		
13.0	MEETING CLOSED: 6.20PM	President Signature:	Secretary Signature: 

CANTEEN REPORT - 30-6-2020

I have been busy training Sandra on Mondays Laura on Tuesdays Lydia on Thursdays and Kim on Fridays.

There all really great ladies and its been great having the extra help.

I have been working on a manual for the Canteen in case El or myself are absent someone can refer to manual on how to operate the canteen in our absence.

El has asked for three weeks off next term and has discussed it with Dave.

She doesn't want to use long service leave yet.

Canteen has been going really well on the menu and with a discussion with Denise Term 3 is likely to stay the same but I will add chicken nuggets to it but the rest will stay the same.

I have also been adjusting to the new way of ordering from foodworks and order forms.

We have only a few suppliers them being NORCO ,
FOODWORKS , DWS & STREETS.

Thankyou

Macksville High School P&C Tuckshop
Profit and Loss
April - June, 2020

	Total
Income	
Sales	14,205.56
Total Income	A\$ 14,205.56
Cost of Sales	
Stock	6,103.21
Total Cost of Sales	A\$ 6,103.21
Gross Profit	A\$ 8,102.35
Other Income(Loss)	
Cash Flow Boost & JobKeeper	12,250.00
Total Other Income(Loss)	A\$ 12,250.00
Expenses	
Accounting and bookkeeping	90.00
Bank charges and fees	0.84
Merchant Fees	93.05
Superannuation	1,010.54
Telephone & internet expenses	51.32
Wage expenses	14,867.49
Total Expenses	A\$ 16,113.24
Net Earnings	A\$ 4,239.11

Tuesday, Jun 30, 2020 08:16:12 AM GMT+10