



# Glenmore State High School Parents & Citizens Association

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President - Jody Kelly

Vice-President - Suella Lye

Secretary - Theresa Egerton

Treasurer - Jo Harris

## General Meeting Minutes

<b>Agenda Item</b>						
<b>Opening and welcome</b> by the Chair: Meeting commenced on <b>19/02/2024</b> at 4:37 pm						
<b>Apologies:</b>	James Lye, Theresa Egerton, Jody Kelly					
<b>Attendance</b>	Jo Harris, Brendan Shannan, Georgie Dawson, John Campbell, Julie Bradshaw, Kyuss Greaves, Jackson Brighton, Mattea Halliday, Suella Lye.					
<b>Confirmation of the minutes of the previous general meeting</b>						
<b>Motion:</b>	That the minutes be accepted as a true and correct record of the meeting					
	Moved	DAWSGE	Seconded	HARRJO	Carried	Yes
<b>Business arising from the minutes of the previous general meeting:</b>						
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<b>Correspondence received since the previous general meeting:</b>						
Inward (as listed):	<ul style="list-style-type: none"> <li>Learn How to Host Your Annual General Meeting Webinar Wednesday 28th February 12pm – 12:45pm – P&amp;C Qld</li> <li>New Beginnings training and information session, on Monday, 22nd April at Criterion Hotel/ Newsroom Bar, 150 Quay St, Rockhampton – P&amp;C Qld</li> </ul>					
Outward (as listed):	<ul style="list-style-type: none"> <li>Mandatory training reading and signage sheets to all staff and volunteers</li> <li>FYI about payrise from September 2023 – still no decision</li> <li>Order sent to Weareco for more polos</li> <li>Order sent to Struddys for football shorts and socks</li> <li>Eftpos machine paper rolls ordered from CBA</li> <li>Deposit Cash bags ordered from CBA</li> <li>Email sent to AUR (Aust United Retailers) – asking if we can be set up to receive donations from our local FoodWorks as part of their community program as they mentioned Charity. Asked for clarification around the word charity – we are not registered as one.</li> </ul>					
<b>Business arising from the correspondence:</b>						
<ul style="list-style-type: none"> <li>Still waiting to hear back from AUR</li> </ul>						
<b>Motion:</b>	Inwards correspondence be accepted and outwards endorsed.					
	Moved	LYESU	Seconded	HARRJO	Carried	Yes
<b>Table of executive committee's decisions (if any):</b>						
<ul style="list-style-type: none"> <li>Nil</li> </ul>						
<b>Treasurer's report and financial statement, and any business arising from these:</b>						

### Glenmore High P&C Account Balances

As at 30/11/2023

Cheque Acct (Main)	470900907118	(Everyday acct)	\$ 90 663.78
Business Online Saver	470910793931	(Wheld Tax, Super Accrual)	\$ 13 668.27
Society Chq Acct	470910825868	(Containers for Change)	\$ 983.20

#### Notes from Profit and Loss

- For the month of **November – Loss of \$ 27 655.32 for the month**
  - **This loss is including the \$ 26 229 donation to the school for 50% of the irrigation to the oval project.**
  - Same time last year was a loss of \$14 049.
  - Tuckshop sales are down slightly by \$ 1 300.
  - Tuckshop expenses about the same compared to last year.
  - Uniform shop sales up by \$ 1 105 – Get Set 4 7 days helped with this.
  - Uniform shop expenses up by \$ 6 477 – new purchases being paid for to increase stock in uniform shop.
- **Tuckshop P&L for the month of November – Profit of \$ 108**
  - Income \$ 29 500
  - Less expenses \$ 18 258
  - Less payroll \$ 11 133 (this amount includes uniform shop hours)
- Student Council have a balance of \$ 740.62 remaining (income less the expenses that P&C are holding for them)
- P&C are also holding \$500 for the Indigenous Dance Troupe – donation came from Park Ave SS for them.
- P&C have \$3000 holding for Breakfast club and/or Lunch Club for students with no lunch. School YSC to organise purchasing of food required and when.
- P&C will transfer \$3 100 in December to GSHS for a donation to the ITD department for the purchase of 3 x Cubby Houses from the Online Auction

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### Glenmore High P&C Account Balances

As at 31/12/2023

Cheque Acct (Main)	470900907118	(Everyday acct)	\$ 73 617.83
Business Online Saver	470910793931	(Wheld Tax, Super Accrual)	\$ 11 200.02
Society Chq Acct	470910825868	(Containers for Change)	\$ 983.20

#### Notes from Profit and Loss

- For the month of **December – Loss of \$ 21 880 for the month**
  - **This loss is due to 6 days of sales for December with paying the month of November bills**
  - **Also transferred the \$3100 to the school for the Cubby Houses**
  - Same time last year was a much bigger loss of \$38 455
  - Tuckshop sales are down slightly by \$ 644

- Tuckshop expenses about the same compared to last year
- Payroll expenses up by \$1 131 compared to last year.
- Uniform shop sales about the same
- No uniform shop expenses for the month compared to huge amount last year.
  
- Student Council have a balance of \$ 740.62 remaining (income less the expenses that P&C are holding for them)
- P&C are also holding \$500 for the Indigenous Dance Troupe – donation came from Park Ave SS for them.
- P&C have \$3000 holding for Breakfast club and/or Lunch Club for students with no lunch. School YSC to organise purchasing of food required and when.

**Glenmore High P&C Account Balances  
As at 31/1/2024**

Cheque Acct (Main)	470900907118	(Everyday acct)	\$ 100 630.39
Business Online Saver	470910793931	(Wheld Tax, Super Accrual)	\$ 6 147.52
Society Chq Acct	470910825868	(Containers for Change)	\$ 983.20

**Notes from Profit and Loss**

- For the month of **January – Profit of \$ 29 418 for the month**
  - **This profit is mainly due to BTS Uniform shop sales and small December expenses.**
  - Same time last year was only a profit of \$11 746
  - Tuckshop sales are up by \$2 600 for back to school
  - Tuckshop expenses about the same compared to last year
  - Payroll expenses up by \$2 046 this year – no volunteers at all used in BTS hours. All hours were paid.
  - Uniform shop sales up by \$ 1 642 compared to last year
  
- Student Council have a balance of \$ 740.62 remaining (income less the expenses that P&C are holding for them)
- P&C are also holding \$500 for the Indigenous Dance Troupe – donation came from Park Ave SS for them.
- P&C have \$2 857.60 holding for Breakfast club and/or Lunch Club for students with no lunch. School YSC to organise purchasing of food required and when.

**Additional Comments:**

- School financial reports will be stored in a display folder and handed to the business manager as requested
- Wages book and docket books all ordered and should be here tomorrow. (Jo to reimburse self with wages this week)

<b>Motion:</b>	That the Treasurer's report is accepted.					
	Moved	HARRJO	Seconded	LYESU	Carried	Yes

<b>Motion:</b>	<ul style="list-style-type: none"> <li>A motion from Treasurer sent to the Executive asking to increase Tuckshop hours for the Casuals. We have no volunteers at all now in the tuckshop on a daily basis. Our old wages per week (25hrs) cost us \$755. The proposed new hours per week (36hrs) will now cost \$1087 - a difference of \$332 per week. Looking at the great profit the tuckshop had last year, we believe this extra cost will be covered with ease and also some prices have increased in the tuckshop which will help. <b>**This started in week 1 of school term**</b></li> </ul>					
	Moved	HARRJO	Seconded	LYESU	Carried	Yes
<b>Motion:</b>	<ul style="list-style-type: none"> <li>A motion from Treasurer sent to the Executive asking to increase the weekly transfer amount for LSL and AHL accrual. Currently we transfer \$115 per week to a separate account to cover lump sum payments of Annual Leave to Tuckshop Convenor every December and building up an accrual for Long Service Leave. Our convenor is only coming up to 3 years of service at present but will be eligible for 8.66 weeks of LSL after 10 years of service but can commence taking LSL pro rata after 7 years (which would equate to just over 6 weeks). Therefore with wages rising over the years, there will not be enough in this account for the Tuckshop Convenor to be paid for taking LSL. I would encourage the Committee to think about increasing the weekly amount to \$150 to increase this accrual for Annual Leave and building up of LSL entitlements. (calculations were attached in email) <b>**This started in 2nd week of Term for payroll increases **</b></li> </ul>					
	Moved	HARRJO	Seconded	HOLLMA	Carried	Yes
<b>President's Reports:</b>	<ul style="list-style-type: none"> <li>nil</li> </ul>					
<b>Motion:</b>	That the President's report/s be accepted					
	Moved		Seconded		Carried	Yes
<b>Principal's Report</b>	<ul style="list-style-type: none"> <li>Thank you to the P&amp;C for the significant donation to the oval upgrade it is now complete and the aerator is on site</li> <li>Discussion of the funding donation to additional day for chaplaincy to a school funded position (JNR YSC) <ul style="list-style-type: none"> <li>That the donation from the P&amp;C for chaplaincy be used for a school funded position of a JNR YSC rather than donating to SU to purchase an additional day of Chaplaincy</li> </ul> </li> <li>There is discrepancy between the uniform policy and the diary. Principal asked to consider the changing the shoe policy to predominantly black with other shoe colours being discouraged.</li> </ul> <p>Motions</p> <ul style="list-style-type: none"> <li>The GSHS Uniform policy amends the shoe requirements to "a recommendation of mostly black shoes with other colours are discouraged"</li> <li>The jewellery requirements are relaxed to allow students to have studs and sleepers that are anywhere in the ear</li> </ul>					
<b>Motion:</b>	That the Principal's report/s be accepted					
	Moved	SHANBR	Seconded	LYESU	Carried	Yes
<b>Motion:</b>	That the donation from the P&C for chaplaincy be used for a school funded position of a JNR YSC rather than donating to SU to purchase an additional day of Chaplaincy					
	Moved	SHANBR	Seconded	CAMPJO	Carried	Yes
<b>Motion:</b>	That uniform policy is updated to reflect shoes are mostly black, with other colours discouraged.					
	Moved	SHANBR	Seconded	HARRJO	Carried	Yes
<b>Motion:</b>	Any stud or sleeper smaller than 20mm allowed in the ear lobe, with 12mm and smaller sleepers allowed in the ear elsewhere. 8mm sleepers allowed in nose, studs only in eyebrows. We recommend keeping jewellery to a minimum neat and					

	presentable for health and safety purposes. Necklaces must be worn under the shirt and comply with any subject specific requirements. Rings must be flat. One bracelet that can be removed for subject specific requirements. Fake nails cannot be longer than the tip of the finger.					
	Moved	SHANBR	Seconded	LYESU	Carried	Yes
<b>Tuckshop Report</b>	<ul style="list-style-type: none"> <li>The cold room needed fixing/servicing Tuesday (16/01/2024) morning (when we arrived Monday morning it was 33 degrees) - fixed now. Ready for Julie to start filling up tomorrow. We will get a bill sometime from Cass Cooling for this.</li> <li>Julie has requested to organise a contractor to come in to clean two air conditioning units, two air curtains (at the entry doors) and two air vents (up near the air con units) in the tuckshop. They should be done once a term and are extremely overdue now. Ross has organised this already with Cass Cooling.</li> <li>Card and cash going well. No mobile phones.</li> <li>QKR training on Wednesday</li> </ul>					
<b>Motion:</b>	That the Tuckshop report/s be accepted					
	Moved	BRADJU	Seconded	LYESU	Carried	Yes
<b>Uniform Shop Report</b>	<ul style="list-style-type: none"> <li>Uniform shop opened today. The ladies had it all under control. Ros has done an amazing job getting everything ready to open. 22 cartons of uniforms got delivered on Monday. \$37000 worth. <i>Hoping we move a fair bit of them in the first few weeks.</i></li> <li>We have also found a small area in the front of the archive room to store the boxes of uniforms that won't fit in the shop or the dungeon.</li> <li>Scrunchies for sale proceeds to go to Breakfast club.</li> </ul>					
<b>Motion:</b>	That the Uniform report/s be accepted					
	Moved	HARRJO	Seconded	LYESU	Carried	Yes
<b>Fundraising Report</b>						
<b>Motion:</b>	That the Fundraising Report be accepted as per above					
	Moved		Seconded		Carried	Yes/No
<b>General Business:</b>	<ul style="list-style-type: none"> <li>Rosslyn Daley and Michaela Merritt are now listed as Non-Departmental employees so they can access departmental emails, etc on the laptop to assist Treasurer role. (Pat – IT has assisted in organising this)</li> <li>A request has been asked to IT to set up a Uniform shop email account where Ros, Michaela and Jo have access to in order to assist sending and receiving invoices and payments from external agencies for uniforms and for ordering of stock. Email has been set up.</li> <li>Student Council red food days for all sports day</li> <li>Would love funds directed towards bins, tables and murals, re-gas/ service cold drink taps. Look at M block getting cold water.</li> </ul>					
<b>Motion:</b>	That the general business be accepted as per above					
	Moved	HARRJO	Seconded	LYESU	Carried	Yes
<b>Motion:</b>						
	Moved		Seconded		Carried	Yes
<b>Motion:</b>						
	Moved		Seconded		Carried	Yes
<b>Applications for membership and recording of new members</b>						
<b>Motion:</b>	That applications for membership be accepted					
	Moved		Seconded		Carried	Yes/No

<b>Date of Next Meeting:</b>	4.30pm 18/03/2024
<b>Meeting Close:</b>	5.54pm 19/02/2024
President - Jody Kelly	
Secretary – Theresa Egerton	