



# KIRWAN STATE HIGH SCHOOL

Kirwan State High School's Parents & Citizens Association

## Kirwan State High School's P&C Meeting Agenda


Date: 14/05/2024

Time: 6.00pm

Location: Future Centre

Attendance: Melissa Spilsbury, JJ Taylor, Stephen Jess, Belinda Barattucci, Nicole Godwin, Nikki Trautmann, Liz Hennig, Michael Lazaredes, Sonya Hill, Rikki Shaw, Shan Delany, Mandy Blackford, Jeff Beck, Lyn Phillips.

Apologies: Heather Murry, Ben Kingsun

Topic	Raised by	Minutes information
Opening and Welcome	Stephen Jess	<b>Acknowledgement of Country:</b> I wish to acknowledge the Traditional Owners of the land on which we meet, the Wulgurukaba Peoples and the neighbouring Bindal Nation, and their ongoing connection to Country, and pay my respects to the Elders, past present and emerging.
Confirmation of Minutes from previous meeting	Melissa Spilsbury/Vicki James	 p&c-minutes-24031 2.pdf  <b>MOTION:</b> <ul style="list-style-type: none"> <li>That the minutes of the previous general meeting held on 12 March 2024 be accepted as a true and accurate record.</li> </ul> <b>Moved:</b> Nicole Godwin <b>Seconded:</b> Sonya Hill <b>CARRIED.</b>
Business Arising from previous minutes 12/03/24	Nikki Trautmann	<ul style="list-style-type: none"> <li>School Policies and compliance with DoE policies do not align.</li> <li>All school policies are developed in consultation with staff, parents and community members prior to endorsement.</li> <li>The recent phone policy was endorsed by the P&amp;C in 2023. The P &amp; C can provide feedback and make amendments when asked by the Principal.</li> <li>Additional concerns raised about disciplinary actions by staff made without considering individual circumstances.</li> </ul>






# KIRWAN STATE HIGH SCHOOL

	Nicole Godwin	<ul style="list-style-type: none"> <li>- Relevant school policies are a guide for all staff to enact appropriate consequences using their professional judgement. Individual student circumstances are considered. Parents are able to discuss disciplinary action with their relevant Deputy Principal or Principal.</li> <li>- Questioned how students are being trained to deal with situations such as crisis or violence.</li> <li>- STYMIE is a resource that students can access to report incidents online anonymously.</li> <li>- Extended HGR is focussed on prosocial behaviours and encompasses; Restorative Practices, Positive Behaviour for Learning, personal and social capabilities within the Respectful Relationships curriculum.</li> <li>- All of these topics equip students with the knowledge and skills to develop their resilience when dealing with conflict including bullying. Students are encouraged to report incidences to staff and provided support if required.</li> </ul>
Correspondence (Secretary)	<p>Shan Delany</p> <p>Vicki James</p> <p>Melissa Spilsbury</p> <p>Mandy Blackford</p> <p>Belinda Barrattucci</p>	<ul style="list-style-type: none"> <li>- Reimbursement of alcohol for the Trivia Night to Todd Wilson. Concerns raised about this event being advertised as a school event which may be problematic for insurance if not obviously linked to the P &amp; C.</li> <li>- School ran the event, collected the money. Students in Events and hospitality contributed to food preparation. School purchased the alcohol, food and ice.</li> <li>- School needs to forward the invoices to P &amp; C so that there is a ledger kept of expenses.</li> <li>- Wages increase for Rikke Shaw as per contract of \$1.725 per hour to be back dated to September 2023.</li> <li>- Qld P &amp; C Conference May 17, 2024. Rikki invited to attend.</li> <li>- 2023 P &amp; C Reports (Financial statements, Compliance Report, December statements, Management letter) sent to Melonie at DoE.</li> <li>- P &amp; C Executive Member details form completed and sent to committee members to check. JJ to sign.</li> <li>- Gambling grant application completed (30/04)</li> <li>- School has requested P &amp; C pay for all sausages for BBQ's from Lamberts (30/04). A Lambert's account has been created.</li> </ul> <p><b>Inwards correspondence accepted: Sonya</b></p>



# KIRWAN STATE HIGH SCHOOL

		<p><b>Outwards correspondence endorsed: Mandy CARRIED.</b></p>
Treasurer's Report	Belinda Barattucci	<p>              balshsa_May PnC.pdf budsa_May PnC.pdf         </p> <p>             Kirwan High P &amp; C            May Treasurers Report         </p> <p><b>MOTION:</b></p> <ul style="list-style-type: none"> <li>• The treasure's report accepted as true and accurate representation of the P &amp; C's Finances.</li> <li>• Purchase a replacement fridge \$</li> <li>• Payment for Shan's invoices</li> <li>• Ratify payments</li> </ul> <p>Moved: Belinda            Seconded: Sonya  <b>CARRIED.</b></p>
Subcommittees' Reports	Rikki Shaw	<p><u>Tuckshop</u></p> <ul style="list-style-type: none"> <li>- Fridge coming next week from NSW through Flexi school orders.</li> <li>- SIM card \$320 p/a, to repair the cold room.</li> <li>- Stephen to provide a price for the cold room SIM card.</li> <li>- Rikki to investigate the quality of meat products from Lamberts and consider purchasing products from Lamberts for the tuckshop in future.</li> </ul> <p><b>MOTION:</b></p> <ul style="list-style-type: none"> <li>• Report to be accepted as true and accurate.</li> <li>• Stephen to investigate repairs to cold room.</li> <li>• Rikki to investigate purchasing products from Lamberts.</li> </ul> <p>Moved: Rikki            Seconded: Belinda  <b>CARRIED.</b></p>
	Belinda Barattucci	<p><u>CASG</u></p> <ul style="list-style-type: none"> <li>- CAA to pay for the Teacher's dinners throughout the week of the musical production, catered by the Tuckshop.</li> </ul>



# KIRWAN STATE HIGH SCHOOL

	<p>Sonya Hill</p>	<ul style="list-style-type: none"> <li>- CAA to provide awards and prizes as a thank-you gift.</li> <li>- Creative Generation – students in Yr 12 attending and will be required to travel to Brisbane multiple times. CAA to donate \$\$ towards their travel costs. Belinda to investigate a reimbursement.</li> <li>- Dance night 14/06 – BBQ to occur on the night.</li> <li>- Townsville Eisteddfod asked for sponsorship \$550.</li> <li>- Gala concert 21/06 CAA to provide the BBQ on the evening. This event will require insurance.</li> <li>- Instrumental music showcase 20/03, request for reimbursement.</li> <li>- CAA socks sold by Laura. Separate tills operated.</li> </ul> <p><b>MOTION:</b></p> <ul style="list-style-type: none"> <li>• Purchase of awards and presentations for Teachers</li> <li>• Sponsorship of students – CGEN \$3000 (2 students)</li> <li>• Sponsorship of the Eisteddfod \$550</li> <li>• CAA report to be considered true and accurate.</li> </ul> <p><b>Moved:</b> Nicole  <b>Seconded:</b> Sonya  <b>CARRIED.</b></p> <p><u>SASG</u></p> <ul style="list-style-type: none"> <li>- Not many people attended meeting.</li> <li>- Planning a major fundraiser. Thinking of Rugby League Festival as a BBQ – 06/06/24 beginning in the afternoon and continuing after hours. Offering BBQ, drinks, Bears supporter shirts for sale, possibly money boards offered.</li> <li>- Sonya to investigate if the school has already arranged other fundraising such as raffles. If no other fundraising, then subcommittee would like to arrange money boards.</li> <li>- HoD to send out an expression of interest to assist on the night of the event in an attempt to generate more support.</li> <li>- Sports academy captains to participate in a video to raise awareness on social media.</li> <li>- Outdated contacts on website – new staff contacts need updating.</li> </ul>
--	-------------------	---



# KIRWAN STATE HIGH SCHOOL

		<p><b>MOTION:</b></p> <ul style="list-style-type: none"> <li>Planned Rugby League festival BBQ on 06/06/24. P &amp; C to provide the sausages.</li> </ul> <p>Moved: Sonya Seconded: Liz <b>CARRIED.</b></p>
Principal's Report	Liz Hennig Michael Lazaredes	<p><b>MOTION:</b></p> <ul style="list-style-type: none"> <li>Principal Report accepted.</li> <li>School Council still under investigation.</li> </ul> <p>Moved: Belinda Seconded: Lyn <b>CARRIED.</b></p>
General Business	Mandy Blackford  Nicole Godwin  Stephen Jess	<ul style="list-style-type: none"> <li>MAST training distributed to executive to complete and sign.</li> <li>KSHS School Council update. Request for an update has been made to the school. School will provide update in due course. Currently KSHS has a student council and P &amp; C Association. The Principal is still investigating whether a School Council is necessary.</li> <li>P&amp;C have requested that Nicole Godwin and Nikki Trautmann have been heard by school admin and would like a review of the Code of Conduct at KSHS. Suggested amendments have been provided to the KSHS Leadership team for consideration.</li> </ul> <p><b>MOTION:</b></p> <ul style="list-style-type: none"> <li>P &amp; C Executive Team to complete Mandatory Training.</li> <li>Establishment of a School Council continue to be investigated.</li> <li>Request for Review of KSHS Code of Conduct shared with Leadership team for consideration.</li> </ul> <p>General Business accepted: Mandy Seconded: Stephen <b>CARRIED</b></p>
Meeting Close		7:11pm
Date of Next Meeting		11/06/24

