

## Minutes of General Meeting

Tuesday 19 March 2024

**Apologies :** Brendan Begley, Anthony Easton, Clio Carney, Kate Coates

**Attendees:**

Chris Zilm (Principal)	Jules Steer (P&C President)	Carolyn Green (P&C Secretary)	Jaimie Cornford (P&C Vice President)	Steph Halter (Treasurer)	Bianca Chan (School Captain)
Jeff Bruce	Lauren Bruce	Glenn Burnett	Sheree Denman	Karen Frielingsdorf	Iara Havini
Lynda Macnamara	Kim Marshall	Nancy Mekri	Lucas Puri	Kim Wilson	

Jules opened the meeting at 5.56pm with the Acknowledgement of Country.

**1. Confirmation of minutes of previous meeting – 21 November 2023**

Jules asked for confirmation of minutes from previous meeting noting the February 2024 meeting a meet and greet with new members.

**Moved: Chris**

**Seconded: Julie**

**Motion Carried**

**2. Business Arising from the minutes:**

Action numbers 11 and 13 to be completed prior to April meeting. Secretariat to send to Executive Principal, Chris Zilm to complete.

**3. Correspondence**

**Correspondence In**

- Grant for mental health week - December 2023
- Donation Received
- Invoice from CSHS for Insurance
- Catering Invoice from German-Austrian-Swiss-Association-Inc FNQ – Catering
- 2024 P&C Contribution Request for contributions to CSHS
  - The committee worked through proposal from Cairns State High School to provide financial support for events scheduled throughout the 2024 school year.
  - Executive Principal, Chris Zilm submitted a motion for the P&C to support the wellbeing events to the value of \$16,500 from P&C funds.
  - The committee discussed current funds in bank and agreed to two payments to ensure funds in account are maintained at an acceptable level.
  - Further discussion on upcoming trivia night, big family breakfast and advertising in the school newsletter the sale of the entertainment book.
  - President, Jules Steer amended the motion to transfer \$8,000 in Semester One and the \$8,500 balance in Semester two to assist in cash flow.

Motion was **moved** by Karen Frielingsdorf and **Seconded** by Jaimie Cornford

## Correspondence Out

- Signed P&C letter to support 2024 Ski trip to New Zealand – completed out of session.

## 4. Reports:

### Principal Report – Chris Zilm

- Chris referred the committee to the CSHS website as a reference to the below updates:
  - Harmony week is being celebrated this week with students participating in many activities hosted by the school including dance, art, food.
  - Cross country scheduled for this week has been postponed due to the wet weather currently being experienced across Cairns. Current new date has a cross over with the Year 7 Sugar world activity and advised year 7 runners were still able to compete and will be transported after their event to Sugar world.
  - Phone policy has been implemented across the school this year in line with state government ban and is also being included in the code of conduct update.
  - Vaping continues to be a problem across the school with a sump plug in the toilets being found full of vapes. The school continues to rollout educational workshops to students from “Blurred Minds” delivering workshops to students on :
    - Years 7&8 – Harms of vaping
    - Years 9&10 – Corporate manipulation
    - Years 11&12 – Long term health effects
  - New toilet policy is receiving positive results from students and parents.
- Chris promoted an idea of implementing ‘house’ shirts for students and provided an example on screen to show committee proposal of what the shirts would look like to encourage students to get involved and provide a ‘team’ atmosphere at school events. Chris advised the shirts would not be compulsory.
- Chris would also like to install 4 LED signs within the school to advertise special events within the school and upcoming ‘house’ events, ways to earn house points and an opportunity to earn points outside of sporting events. School Captain, Biana Chan suggested including attendance in the criteria to earn house points.
- Girls Clontarf will commence in Term 2 with 220 girls. Chris thanked Clio Carney for all her hard work in getting this program up and running.
- Brendan Begley, DP is leading the school-led review as part of the School Improvement Unit's process to conduct a review of school performance every four years. We are the only FNQ school chosen to conduct a school-led review. The review will examine school performance, involve interviews with staff, students and parents as well as gathering information at scheduled P&C meetings, School Council etc. The end result is a new 2015-2018 Strategic Plan. P&C member, Lauren Bruce is involved in the review and part of the planning team.

### President Report – Jules Steer

- President, Jules Steer, thanked everyone for coming and welcomed the increase in membership this year.
- Highlighted the need to focus on the purpose of the P&C and how we can help our school succeed.
- Look at ways to increase membership, fundraising opportunities, what do students want, grant opportunities and who has the skills to write them?
- Chris and Jules provided an overview of the LynKen Trust who have provided substantial financial support to the school and students. Including the gym which is due to be completed and opened on 24 April in term 2. Discussed ways to acknowledge their generosity with Chris advising that Mr Rudge does not want public recognition. Discussed naming the gym, the LynKen Room.

- P&C supported students who were impacted by Cyclone Jasper but providing financial support for new uniforms and vouchers for school shoes.
- Jules reminded the committee that we all have the ability to direct our purpose to ask the students, what do they want?

### School Council Report – Jules Steer

- Jules advised the school council has met this year and directed the committee to the school website for membership of the school council.
- Primary objective of the council is to lobby government for a new performing art centre, covered walk way across the school and a safe playground.

### 6.56pm Karen Frielingsdorf left the meeting

#### Treasurer Report – Glenn Burnett

Glenn tabled the CSHS P&C Treasurer Report providing the following balances and a list of income and expenses.

- Operating Account \$7,185.57
- Statement Account \$20,373.57

#### Music Subcommittee

- Music Subcommittee \$9,701.76
- Music Debit Card \$753.19

## 5. General Business

- The committee noted the following out of session decisions.
  - 2024 SRS Fees – Approved out of session – December 2023
  - P&C Donation of \$5,000 to Student families impacted by Cyclone Jasper Flooding – January 2024, as discussed above in Presidents report.
  - Purchase of new P&C Promotional Banner, Chris presented on screen an image of what the new banner will look like.

## 6. Other Business

- Former Edge Hill Primary School students, now year 12 students at Cairns State High School, Jibril Auckbur and Reharh Ali who presented at the start of the evening a proposal to host a school wide, Big Family Breakfast as they experienced in their primary school years. Consider holding in Bou Wa hall at the end of term 2 or early in term 3. The students provided an overview of how it would work including families invited to participate in the event that could also be a fundraiser for the school. The committee agreed to look at the feasibility of the breakfast and options for businesses to donate and ask parents to donate juice, cereal etc. An action was agreed to look at a date for the breakfast.
- Trivia Night was discussed and agreed to hold in 2024. Jules to compile a calendar of events in Cairns and bring to next meeting for a decision on a date for the event.
- School Captain, Bianca Cheng attended the meeting with the suggestion of adding “Student Voice” to the agenda with a rotating attendance of school captains. The committee welcomed Bianca and encouraged attendance. Bianca suggested an undercover seating area for students and thought the new toilet policy was going well. Bianca asked if toilets could be opened between classes. Chris will look at how to manage request.

**Date of next general meeting – 16 April 2024.**

**Meeting closed @ 7.17pm**

#	Action	Responsible Person	Status
11	Draft letter to be provided to P&C President and Secretary to support the 2024 Italy Trip.	Chris	
13	Principal Zilm to provide Secretary with copy of invoice and order for the Crotale bar to be placed on file.	Chris	Complete

14	Consider date to hold the Big Family Breakfast either late in term 2 or early term 3 for further discussion at next months meeting.	Jules/Chris	
15	Jules to compile a calendar of events scheduled for Cairns in 2024 and bring to next meeting for a decision on a date for the Trivia night.	Jules	