Kent Street Senior High School
P&C Meeting
26/3/2013

Meeting Opened: 7.00pm

Present: John Nicol, Lisa McMellon, Michelle Webster, Amanda Keswick, Helena Rychal, Kath Ward, Raelene Perselo

Apologies: Tracy Ellis, Rochelle Krieg

Minutes of Previous Meeting: Accepted - Lisa Seconded - John Nicol

Business arising from previous minutes:
Canteen Manager Wages

The Canteen Manager, Tracy Ellis has not had a pay review for 4 years. John and Michelle met to discuss this and propose giving Tracy a $4000 once off pay increase, averaged out over the year. This increase takes Tracy’s pay to Grade 4, level 4 for this year and covers back pay for CPI. The Award used for Tracy is the ‘Restaurant, Tearoom and Catering Workers’.

Motion to approve $4000 pay for Tracy Ellis backdated to the 1 Jan 2013.
Moved: John
Seconded: Amanda

This motion won’t be ratified until the next meeting when we have a quorum.

John advised that there is no special account or money set aside for long service leave. However, there is enough money in the investment accounts to cover long service leave. We could set aside money from uniform shop and school income to cover long service leave.

We discussed that Tracy and staff do not having a pay agreement or contracts. Is this necessary and what kind of agreement? P&C need to get on top of employer responsibilities, ensure we are meeting our obligations to canteen staff and that they have all the right conditions, paperwork etc.

ACTIONS

➢ Raelene will investigate pay contracts/agreements from Fair Workers and WACSSO.
➢ John and Michelle will meet before the next meeting to discuss other canteen staff members. Need all the names of the canteen staff and their wages.

Correspondence:
Incoming: Rest and Host Super Contributions Advice; Commbank ASG return transfers notifications. Woolworths Earn and Learn program to run April to June, P&C voice.

Outgoing:- Letter signed by office bearers authorising the school to release contact phone and email details.
Require Vice President, Lisa McMellon to complete P&C membership for contact for WACSSO notification.
Treasurers Report:
John tabled his report for both P&C and Canteen accounts. Attached

Canteen P&L shows deficit -$4,316 – deficit normal for this time of year with purchases made to last for the year. Canteen Balance sheet $7170.
P&C Balance sheet $45,839.
Uniform shop deposited $1565 - P&C get 10% of uniform shop sales (approx $90,000 pa) the operators 3 year contract may end this year.

Once clear on canteen wages we can decide which account to withdraw money from to pay $4000 to Tracy.

Principals Report: Report is attached.

Canteen Report: Tracy absent, no report

Cricket (SPOCK) Report:
- Cricket AGM to be held on 8th April.
- Financial report will be tabled at the AGM. Only expenses so far this year has been for a Yr 8 parent BBQ.
- SPOCK long term project is working towards setting up the turf nets.


New Business:
Application to P&C from Marketing Committee – Kath
Marketing Committee has been working on public image in local environment which includes new school signage. Proposed is an Electronic LED display board on Kent Street and a non-electronic sign board on Rathay Street. For future consideration, directional signs within school also being designed. Kath made an application to the P&C asking if we would consider funding some of the expense.

Quote for Electronic bard (excluding electrician) is $25,000 approximately.

In response: P&C members at the meeting support in principal the signage and suggested the amount of $15,000 to go towards the cost. This motion can’t be ratified until the next meeting.

WACSSO
Amanda Keswick attended WACSSO meeting recently and passed on brochure to Kath for ‘Parent-Teacher meetings; Advised In-House WACSSO training is available; August 3-4th WACSSO annual conference, one free ticket to P&C member.

➢ Raelene to contact WACSSO for welcome pack. Last one received 2011.

Meeting closed: 7.10pm Next meeting: Week 4 - 28 April 2013