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## Minutes - P&C General Meeting – 4<sup>th</sup> March, 2009 (V2)

**Meeting Opens/Welcome:** 8.30pm (following AGM)

**Present:** As per Attendance Sheet - Wayne Christie, Christine Del Gallo, Doug Price, Edith Hurt, Brian Kirk, Elaine Patison, Margaret Thwaites, Catriona Johnstone, Natalie Morton, Dawn Newton, Sian McIntosh, Sunny Ticehurst, Lee McPhail, Anja Agius, Glynis Poole, Sandra Watters, Clare Turner, Cathy Griffin, Robert Johanson, Fiona Allen, Kerry Griffiths, Gary Peacock.

**Apologies:** Helen Redmond; Liz Klaes

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### Update from SRC/Prefects

- Michaela and Phillita gave the following report
  - Held bushfire fundraiser
  - Next Tuesday – Mufti Day for International Women's Day
  - Week 7 – Manidar (a small rural community) fundraiser
  - Future – beyondblue and cystic fibrosis
- Question from the meeting whether there were any specific Environment initiatives
  - Answer – not this year
- Question from the meeting about what was one of the min concerns of the students at the school
  - Answer – the state of the bathrooms
    - Grafitti, breakages and wilful damage caused by students, with A Block being the worst
    - Several parents noted that their children do not use the bathroom at school if they can help it
    - It was noted that this is a long running problem.
    - → **ACTION:** Noted for further discussion at next meeting

### Review/Acceptance of Minutes of Previous Meeting: 05-11-08

- Accepted by Doug Price, seconded by Cathy Griffin

### Matters Arising From Previous Minutes

- Key has been returned by Brian Kirk
- Any P&C levy changes need to be discussed and decided by the Executive by mid year
- Year 12 Common room is now refurbished as the Uniform Shop

### Correspondence

- In
  - Bank Statements (CBA and ANZ)
  - Fundraising (multiple)
  - Helen Redmond's letter of resignation
    - → It was noted that the P&C President was still in discussion with Helen regarding her departure
  - EFTPOS terms and conditions from Westpac
  - GIO Workers Comp Insurance Premium Advice (now paid)
  - Policy Renewal for Student Injury Insurance (which we are not taking up, in line with previous years)
  - P&C Term 4 Newsletter
- Out

### Principal's Report

- Welcome to all for 2009
- School is at capacity with regard to student numbers
- We have 210 Year 7s and a waiting list
  - In response to a question from the meeting about what the school's "area" was, Christine advised that it is half way between Mackellar and Willoughby Girls (the closest state girls high school) and Palm Beach



- We are up 1.1 teachers
- HSC results are better than ever, at the top end of many parameters, eg: 70% more students got UAI over 90%. An assembly was held for the 12 Band 6 students, who are going into a predominance of the Sciences at Uni. All of this is evidence that the education strategies in place are working.
- Federal Government Funding
  - Building: Many constraints on eligibility for funding but refurbishment of the hall is being targeted and hoping to get roughly \$200k
  - Digital Revolution: 265 laptops are supposed to be coming
  - Question about "Landscape Plan" from Cathy Griffin. She suggested that we could follow the lead of other local schools who have developed a Master Plan for school improvements and use this in grant applications and fundraising
    - ➔ **ACTION:** Cathy offered to head up a Landscape Plan Committee if we could identify other willing parents to participate
    - Christine mentioned that we have a GA 4 days a week and gardener 1 day a week, but looking to expand the number of days for the gardener
  - Grant about to be received to convert one kitchen to a full commercial kitchen
- P&C contribution to the school of \$100,000 late last year has been used for:
  - \$45,000 for Uniform Shop refurbishment
  - \$55,000 going towards major projects in technology including science labs and Smartboards
  - ➔ Doug Price noted the need for renewal of many of the curtains around the school. Some cannot be opened or closed without risk of pulling them off their rails, some are very shabby.
- There was a question in relation to the number of students staying on from Year 10 and going into Year 11 in 2009. Christine advised that in 2008 the Year 10 students numbered 176, and in 2009 there were 140 Year 11 students. Apparently there had been a rumour that there were less than 100 Year 11 students this year – not so.

### President's Report

- First school Newsletter posted to all families contains calendar with P&C meeting dates for the year, also list of who to contact at the school. He noted however, that any individual issues in relation to your child should first be raised with the Year Advisor rather than at a P&C meeting.
- If not receiving the newsletter electronically, contact the office to have your email address checked or added
- Moved Doug Price

### Treasurer's Report

- As per AGM minutes (copied here for ease of reference)
- Doug Price reported in his capacity of Acting Treasurer that...
  - The P&C remained profitable
  - "Annual Statement of Funds Report as at 31 December 2008" tabled, which listed Balance of each P&C bank accounts, with Total funds at bank \$58,596.85
  - All bank accounts have been (or will be) moved to Westpac (following DET and school)
  - No Canteen price rises anticipated
  - Other sources of income for P&C remain Uniform Shop and P&C Parent Levy
  - Have started a Long Service Leave account but are yet to go through and provision for upcoming/accruing leave
    - Question raised regarding identification of starting dates for current staff – Doug advised that Bronwyn (Canteen Supervisor) had researched and provided these
    - Question regarding how recent Long Service leave paid was calculated – Doug advised that Melanie (bookkeeper) had done the calculation based on salary, ATO and Superannuation guidelines in relation to the Award salary
  - Annual Financial Reporting is not yet completed for year ending 31<sup>st</sup> Dec 2008, so full figures and close off for FYE are still outstanding
    - Accounts are with bookkeeper for finalising before passing to Accountant
  - It was proposed (Cathy Griffin) and seconded (Fiona Allen) that the next P&C Meeting on 1<sup>st</sup> April should be a "Special Meeting" so that the completed Financial Accounts can be reviewed and accepted, as it was not possible to do this tonight. This proposal was accepted by the meeting.



- It was noted by Brian Kirk that the P&C is equivalent to a half million dollars a year business, making compliance with all necessary deadlines and regulatory requirements all the more important
- → **ACTION:** Wayne Christie to advertise the upcoming “Special Meeting” in advance

### **Uniform Shop Report**

- Brian Kirk read out the Report on behalf of Helen Redmond, which included a vote of thanks for all volunteers and the support of Christine Del Gallo. It also made reference to her resignation, which would take effect once a replacement had been found
- Wayne advised that Helen’s resignation stemmed from a difference of opinion over operational matters and that the Executive had nothing but praise for the way she ran the Uniform Shop and managed it’s finances and the volunteers. He also advised that a meeting had been scheduled for next week to discuss the matter and it was hoped a resolution would be found which saw her stay on in the role of Uniform Shop Manager. This role has recently become a paid role.

### **Web Site Manager’s Report**

- Robert Johanson talked to this tabled report
- Highlights include
  - Website has been revamped and is now more consistent in look and feel, as well as easier to maintain
  - A change in hosting companies has improved support and was cost neutral
  - It averages about 150-200 visits per month
  - A Canteen section is to be added this year – help with content gladly accepted

### **Other Reports – PAG (College Parent Advisory Group)**

- Edith Hurt reported that
  - DET HSC “league tables” were discussed, including Mackellar’s improvement.
  - Freshwater High’s retention rate had improved
  - No other high schools in the College were using on-line canteen ordering, this seemed to be mostly popular with primary schools

### **General Business**

1. Agenda item - What you would like to see the P&C involved in during the year? – held over to next meeting in the interests of time, however in the meantime, parents are invited to email the P&C President (link on P&C website) with any ideas.
2. Agenda item - Entertainment Book for fund raising – held over to next meeting in the interests of time
3. Other
  - A Year 7 parent raised the issue of the school hat policy.
    - Christine advised that the policy was that hats were only compulsory for PE. Other than that it was up to individual parents and students to take responsibility for sun sense
    - Basically school hats are part of the uniform but not mandatory apart from PE, and this is in line with most other state high schools
    - School hats are available for sale from the Uniform Shop
    - Some parents noted that getting students to wear hats every day would prove impossible in any case

**Meeting close:** Approximately 9.35pm

**Next Meeting: Wed 1<sup>st</sup> April, 2009 – 7.30pm in the school Common Room**