

**Mackellar Girls Campus  
P&C Association Meeting  
5 May 2010**

Present: Christine Del Gallo, Natalie Morton, Glynis Poole, Steven Bliim, Sandra Bensted, Robyn Perry, Doug Price, Robert Johanson, Sandra Walters, Sandra Blim, Geoff Callender, Rachel Lynn, Lee McPhail, Dawn Newton and Margaret Thwaites.

1. Apologies – Leigh McPherson, Elaine Patison
2. Presentation of the student / teacher survey feedback from Emma Jewell, yr 11 student. Generally the bubblers, bathrooms and classrooms in need of upgrading being of most concern. The gardens could also be better maintained. The canteen was generally praised except for some problems with the time taken to line up for food and some girls pushing in the lines. The uniform shop was thought to be too small and needs more change rooms. However overall the comments were good. A detailed report is available for viewing.
3. Some correspondence was noted, including a letter regarding the needs of the creative arts department.
4. Rachel Lynn the newly appointed bookkeeper was introduced. Of the six applications considered, three were interviewed and Rachel, being the mother of a year 7 student, was favoured for her excellence in communication, presentation and her interest and involvement in the school. Rachel will commence 21/5/10, working mostly in the canteen office with the primary documentation remaining on the school premises. If necessary she can work off campus. Rachel will work on a contract basis for \$55 per hour, approximately 10-11 hours per month. Melanie has offered to assist with the handover and Robyn will be available as well.

Motion by Doug to buy a gift to the value of \$100 for Melanie, the outgoing bookkeeper, in recognition of her service, flowers and something for the baby or a voucher. Seconded by Steven Bliim. Passed.  
Robyn Perry to organize the gift.

5. Motion by Sandra Walters to confirm the minutes of the previous meeting as accurate and correct. Seconded by Sandy Bliim. Passed.
6. Natalie talked about the Entertainment Books. 20 purchases so far raising approximately \$300. Suggested to extend the deadline date 2 weeks to 19/5/10 and send out a last chance reminder to parents. Christine Del Gallo to send the final reminder.
7. The fridges have been purchased and delivered to the canteen.
8. A cheque for \$50,000 was presented to Christine Del Gallo for the school from the P&C.
9. Natalie asked how we acknowledge Wayne Christie's life membership of the P&C. Talk around getting a plaque or whether one existed at the school already. Christine Del Gallo to check with Ms Brettell if she knows of one. It was observed after the meeting that there is a small trophy in the foyer that might suffice to have his name engraved. Steven and Sandy Bliim to create a certificate for Wayne. Natalie Morton to write a letter to accompany the certificate.
10. Principal's report.  
Christine acknowledged and thanked Doug Price for his time and effort on the P&C to date and presented him with a gift.  
Noted that the executive meetings this year have been very positive and forward moving.

The pedestrian crossing is complete in Campbell Parade and is being used by the students. Spoke about her opposition to lighting on Passmore oval for night sport for the reasons of the noise and the difficulty of parking it would create for school functions. It could also contribute to the already growing problem of damage, vandalism and graffiti at the school if more people congregate on the oval at night.

Year 7 at camp.

Year 8 sleepover with prefects

Year 9 to receive their notebook computers soon

Year 10 choosing subjects for year 11. Noted 'competitive tension' with Freshwater campus and canvassed suggestions to retain students.

Year 11 prefect nominations and elections and exams

Year 12 just had half yearly exams. Able to convert exam results to indicative ATAR.

The musical is underway, dance ensembles and debating are happening.

Noted the staff who have retired this year.

Process of merit selection for a language teacher.

NAPLAN – our school will be doing it – this is a staff decision, not the principal's.

Observed that Lowes have only a few large sizes of our uniform in stock, so may not be attempting to compete any longer.

Christine is going on 4 ½ weeks long service leave. Amanda Harris will be relieving.

11. Treasurer's report

Robyn Perry presented.

Main account balance	\$30,143
Canteen Long Service	\$ 3,451
Administration	\$ 24,316
Business investment	\$ 21,368
Uniform shop	\$53,529

Discussion regarding having the authority to move money between the accounts to gain the best interest rate as it can be moved back quickly if required.

Robyn Perry to investigate how best to optimise interest return and report to the P&C.

Natalie and Robyn to look into the auditor's report to see what needs to be done and report to the P&C. Doug Price noted that in future it didn't necessarily have to be done outside as it is now allowed to be done through the school, which could be more cost effective.

12. Canteen report

Lee McPhail presented for Elaine.

Canteen still having problems getting volunteers for Thursdays and Fridays. Asked the group for ideas to combat this and suggested contacting outside volunteer groups.

Gross profit margin is down, although producing the same amount of food.

Need to systemize procedures to make it easier to run with two employees with volunteer support. Discussion as to whether we need to increase prices. Executive committee to look into what is the basis of the problem. Could split shifts for volunteers be a way to attract more people to help? Report to the P&C at the June meeting.

13. Regional Meeting report

Doug Price presented.

Mostly discussion was around the BER, mostly for primary schools, with a general feeling of dissatisfaction. Regional elections, Doug and Natalie were elected and had the first ever executive meeting at Mackellar campus.

Move by Steven Bliim to accept all the reports. Seconded by Dawn Newton. Passed.

14. Natalie asked for any feedback on NAPLAN to be given.

15. Doug Price asked that the executive committee meeting minutes be provided at P&C meetings. This was agreed.
16. Survey Feedback  
Suggestion whether we could approach the Department of Education for assistance with some of the issues raised from the survey, particularly the bubblers and the science lab fume cupboards which are not and never have been operational. As this is an OH&S issue, they may assist. Emma Jewell's mother, Bronwyn works for Pittwater Council in OH&S so could be approached for assistance in this regard.  
Natalie Morton to write a letter to the department.  
Natalie Morton moved for the letter to be written. Steven Bliim seconded. Passed.

#### Toilets.

Natalie proposed a joint project for the school with the P&C to improve E block toilets which are small, but the worst in the school. Looking for a working party of parents to co-ordinate the project and see if we can find volunteers from within the school community to assess what would be involved.

#### Smart Boards

There exists a similar but cheaper alternative, E beams. School would like the P&C to consider supporting money to purchase these.

#### Lockers

Some are old and rusty and it would be good to replace them.

Christine Del Gallo to prepare a costing of a maintenance and upgrading cycle of E Beams, lockers and the toilets.

Father/parent / daughter working bee proposed for the spring time.

Parent band committee would assist Jenny greatly. Such sub committees existed in the past.

Natalie Morton to talk to Jenny Lewis to compose a letter to the parents of the band members requesting a short meeting to try and resurrect a band committee.

Teachers have requested that a census of students and their families be done to provide information of parent professions that might be useful in assisting the teachers with presenting real world experiences.

Natalie Morton to follow up with Amanda Harris.

Natalie Morton to talk to the PE teachers regarding what support they need and report back.

Christine Del Gallo moved the above actions. Geoff Callender seconded. Passed.

17. Doug Price proposed and offered to organize a social fundraising function.  
Natalie Morton to put the suggestion in the P&C section of the newsletter that any interested parents could contribute their ideas to Doug via email or phone for him to coordinate.
18. Christine suggested that in future we email copies of the agenda, previous minutes and reports to all regular attendees of P&C to try to reduce the meeting time. All agreed.

Next meeting Wednesday 2<sup>nd</sup> June 2010 @ 7.30pm  
Meeting closed at 10.10pm.