

Concord High School P & C association

ABN: 43 317 153 298



Minutes

Date: Tuesday, 11 September 2018

Time: 6.30 pm

Venue: Staff Common room, Concord HS

	ITEM	Lead
1.	Open Meeting, Welcome & Introductions:	Emma Wakefield
2.	Attendance & Apologies: Vicki Saarinsen	Cathy Scanlan
3.	Minutes of Previous Meeting:	Emma Wakefield
4.	<p>Business arising from previous meeting:</p> <p>AGM - Postponement, Associated Actions including By-Elections and Audit Proposal;</p> <p>President stepped down. Position declared vacant Angela Devine-Smith nominated by Emma Wakefield Seconder: Donna Hogan</p> <p>Vice President position vacant Linda Dunkin nominated by Angela Devine-Smith Seconder: Emma Wakefield</p> <p>Voluntary contribution 2018; Approximately \$6,000. School asked to send an email with the voluntary note to families and carers. Lucky draw needs permission for online school contribution. Some options to be looked at.</p> <p>Task list: One thing you can get off task list, donate to P&C. Jody to be given a message from P&C to be read out.</p> <p>Recommendation: That we spend \$10 on a canteen voucher for the next three weeks excluding school holidays. (First week 21.9.18) Last spend \$50 on Westfield voucher. Approve \$100 Mover: Donna H and seconder: Cathy.</p> <p>Guest speaker programme for remainder for 2018 - confirm scheduled date for NAPLAN presentation; Second P&C meeting in term 4.</p> <p>P&C financial & spending plan; Ongoing.</p> <p>P&C Morning Tea Off Site. Term 4</p>	<p>Emma Wakefield</p> <p>Angela Devine-Smith</p> <p>Jody Engisch</p> <p>Emma Wakefield</p> <p>Emma Wakefield</p>

5.	<p>Correspondence: Westpac Tax P&C federation Sam Crosby – for Emma Workers compensation – email. Year 12 graduation 27.9.18 for P&C exec someone to attend. Mae to send Emma and Angela. P&C table at orientation day 4.12.18. No one from P&C expected to speak formally.</p>	Cathy Scanlan
6.	<p>Treasurer's Report : P&C: \$7,853.33 Uniform shop: \$53,780.66 Assistant treasurer? KIT to be updated to ask for a KIT. Emma Wakefield nominated for assistant treasurer by James Duck: Accepted Seconder: Donna Hogan Annual tax return – We are a non profit organisation and we shouldn't have to put in a tax return. Completed self assesment: The CHS P&C approves self assesment completed by James. Need to notify ATO, of who is our nominated conatct when James D finishes up. Thank you James, very much for the hard work in being our treasurer.</p>	James Duck
7.	<p>Uniform Shop Subcommittee Report: Report sent to me by Donna. Include it here. Parent needs to send a note given permission for the student to work in the uniform shop. School holidays: Parents needs to be present. Jody will discus with legal branch about students helping / work experience during the holidays. Grant for stock inventory; due early next week. EOI for uniform shop Table: Draft letter for EOI for uniform shop. Uniform shop sub committee to review replies. Girls, green / grey shorts to be made for girls sample. (Next year) Additional hours for Mae for the December / January period additional forty hours. All approved School packs: Approved.</p>	USSC Member

P&C Executive 2017/2018: Emma Wakefield (President); **Rae Lawrence** (Vice President); **Angela Devine-Smith**(Vice President); **James Duck** (Treasurer) **and Cathy Scanlan** (Secretary).
Correspondence email : concordhighschool@pandcaffiliate.org.au

	Jody would like a look at the audit report re the WHS issues. A group from the school P&C and a WHS committee member from the school will conduct a risk assesment at the Uniform Shop. Urgent	
8.	<p>Principal's Report: Concert band – Gold three years running. Staff and students congratulations:</p> <p>Launch of Invisious games mascot- site to see students and channel 7 news.</p> <p>Year 7 portal trial. Not being updated automatically (Parent feed back) Split families can have both emails for access.</p> <p>Year 8-11 coming before the end of the year. Emails need to be updated.</p> <p>Rubbish an issue around the school. Students think the ground is the rubbish bin. Ian Kirran may be asked to come and talk to the school. (Adrienne K to look at programs that may help with the clean up)</p> <p>Uniform – track suit and hoodies an issue.</p> <p>Mobile phones and ear phones are showing.</p> <p>Prinicpal position: This term for panel or next term. The director is hoping to appoint a Prinicpal to commence at the begining of term 1.</p>	Jody Engisch
9.	<p>Grants Manager Report:</p> <p>Volunteer grant – discussed options. Decided to apply for the grant to purchase software for the Uniform Shop to assist stock management and record keeping.</p> <p>Community Building Partnership grant (NSW governement) – applied for \$35,0000 to extend and cover the pathway behind the demountables on Crane St.</p> <p>Clubs NSW – funding for Coffee Hub for operation by senior students. (Still waiting for a response)</p>	Donna Hogan
10.	General Business:	Emma Wakefield
11.	<p>Close of General Meeting: 8:11pm</p> <p>Next meeting Tuesday, 23 October from 6:30pm</p> <p>AGM followed by General Meeting</p>	Emma Wakefield