

Concord High School P & C association

ABN: 43 317 153 298



Minutes

Date: Tuesday, 31 July 2018

Time: 6.30 pm

Venue: Staff Common room, Concord HS

	ITEM	Lead
1.	Open Meeting, Welcome & Introductions:	Angela Devine-Smith
2.	Attendance & Apologies: Emma Wakefield, Rae Lawrence and Donna Hogan	Cathy Scanlan
3.	Minutes of Previous Meeting: Mover: Jenny Dey Secunder: James Duck	Angela Devine-Smith
4.	Guest Speaker: Ms Fatma Bekheet. Ms Bekheet is one of Concord's Science Teachers and will be talking to us about the CHS Enviro Club initiatives and the social media communication through twitter both of which she is responsible for coordinating. The P&C thanked Fatma for presentation.	Angela Devine-Smith
5.	Correspondence: Incoming Numerous emails from P&C federation P&C Federation magazine ATO PAGY Harequin – Mae DEC account Westpac statements ICARE – workers compensation (for Uniform shop) Optus phone account Outgoing: NIL	Cathy Scanlan
6.	Treasurer's Report: Uniform shop: \$68, 661.28 True balance: \$68,661.28 P&C account: \$33,026.32 True balance: \$9,527.82 Move that CHS P&C association pay insurance via P&C federation authorised	James Duck

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

	<p>up to \$2,500.</p> <p>Move: James Duck Seconder: Jennifer Dey</p> <p>Workers compensation: Move that CHS P&C pay upto \$300 to ICARE workers compensation.</p> <p>Mover: James Duck</p> <p>Seconder: Angela Devine-Smith</p> <p>Authorise to pay \$5.46 for payslips. Pay James Duck back.</p> <p>Thank you for all your hard work James. – Jody and P&C</p>																															
7.	<p>Uniform Shop Subcommittee Report:</p> <p>The Uniform Shop Sub Committee (USSC) met on 27 July 2018. Members of the USSC are: Linda Dunkin (Convenor), Donna Hogan (Minute Taker), Jenny Dey (member), Vicki Saarensen (member), and Mae Czernkowski (Uniform Shop Manager).</p> <p>Points of discussion:</p> <ul style="list-style-type: none"> • Clarification of Mae’s employment contract <p>Need to adjust wage rate to reflect July pay increase</p> <ul style="list-style-type: none"> • Quotes for Uniform Shop Refurbishment <p>Some preliminary drawings have been provided by John Ellen which will be followed up with a quote. We will attempt to get another tradesperson to provide another quote.</p> <ul style="list-style-type: none"> • Uniform Shop Stocktake <p>Completed. Approximately \$84,700 in stock</p> <ul style="list-style-type: none"> • Installation of Whirly in storage shed <p>School General Assistant has agreed to install</p> <ul style="list-style-type: none"> • Opening days for new enrolments 2019 <p>Based on the USSC’s estimation that approximately 180 appointments will be required for uniform fittings, it is proposed that the Uniform Shop extend the opening hours for the following periods:</p> <table border="1" data-bbox="355 1447 1201 1890"> <thead> <tr> <th>Date</th> <th>Time</th> <th>Appointments available</th> </tr> </thead> <tbody> <tr> <td>4 December (orientation day)</td> <td>2.30 – 6.30 pm</td> <td>16</td> </tr> <tr> <td>11 December</td> <td>2.30 – 6.30 pm</td> <td>16</td> </tr> <tr> <td>13 December</td> <td>2.30 – 6.30 pm</td> <td>16</td> </tr> <tr> <td>18 December</td> <td>2.30 – 6.30 pm</td> <td>16</td> </tr> <tr> <td>*20 December</td> <td>9.00 am – 4.00 pm</td> <td>60</td> </tr> <tr> <td>*21 December</td> <td>9.00 am – 4.00 pm</td> <td>60</td> </tr> <tr> <td>23 January 2019</td> <td>9.00 am – 2.00 pm</td> <td>Open/exchange</td> </tr> <tr> <td>24 January 2019</td> <td>9.00 am – 2.00 pm</td> <td>Open/exchange</td> </tr> <tr> <td>Total</td> <td>40 hours</td> <td>184</td> </tr> </tbody> </table> <p>On 20 and 21 December we would like to use the school hall to accommodate additional change rooms. We will seek volunteers to assist Mae during these times.</p>	Date	Time	Appointments available	4 December (orientation day)	2.30 – 6.30 pm	16	11 December	2.30 – 6.30 pm	16	13 December	2.30 – 6.30 pm	16	18 December	2.30 – 6.30 pm	16	*20 December	9.00 am – 4.00 pm	60	*21 December	9.00 am – 4.00 pm	60	23 January 2019	9.00 am – 2.00 pm	Open/exchange	24 January 2019	9.00 am – 2.00 pm	Open/exchange	Total	40 hours	184	USSC Member
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	<p>ACTION: P&C meeting to approve additional hours proposed for Mae during this time.</p> <ul style="list-style-type: none"> Uniform packs for 2019 – USSC proposes that the same packs as last year be offered, and include a scarf at no additional cost – <p><i>“Parents are not obligated to purchase the packs. They are a recommendation only”</i></p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <p>Girls Pack</p> <p>1 x Junior Skirt 3 x Short Sleeve Shirts</p> <p>1 x wet weather Jacket 1 x PE Shirt jacket 1 x PE Girls Shorts</p> <p>1 x scarf (free)</p> <p>PRICE*: \$298</p> </td> <td style="vertical-align: top;"> <p>Boys Pack</p> <p>2 x Tailored Shorts 3 x Short Sleeve Shirts</p> <p>1 x Tie 1 x wet weather 1 x PE Shirt</p> <p>1 x PE Shorts 1 x scarf (free)</p> <p>PRICE*: \$337</p> </td> </tr> </table> <p>The school cap could be added to promote ‘Sun Safe’ which would increase the cost of the pack by \$16.</p> <ul style="list-style-type: none"> Uniform Shop review: Did not discuss at this meeting. <p>Next meeting: 7 September 2018</p>	<p>Girls Pack</p> <p>1 x Junior Skirt 3 x Short Sleeve Shirts</p> <p>1 x wet weather Jacket 1 x PE Shirt jacket 1 x PE Girls Shorts</p> <p>1 x scarf (free)</p> <p>PRICE*: \$298</p>	<p>Boys Pack</p> <p>2 x Tailored Shorts 3 x Short Sleeve Shirts</p> <p>1 x Tie 1 x wet weather 1 x PE Shirt</p> <p>1 x PE Shorts 1 x scarf (free)</p> <p>PRICE*: \$337</p>	
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8.	<p>Principal's Report:</p> <p>New canteen company Bon Appatite. Price list to be uploaded to the website and Keeping in Touch.</p> <p>SAM – Relieving SAM – Phyllis ?</p> <p>Year 12 trial week 3 and 4</p> <p>Parent teacher night – third for the year. Year 8-9</p> <p>Multi lit volunteers thank you. One or two mornings per week.</p> <p>Technolgy panel and Wood-Metal panel.</p> <p>Burwood Rotary teacher awards – Alyesha Peoples and Kate Easterbrook</p> <p>Too many students not wearing the correct uniform.</p> <p>Looking at the reporting schedule. Year 7 reports will be put up on the portal.</p> <p>Prinicpal position we be readvertised. Jody will continue as acting prinicpal until the end of 2018.</p>	Jody Engisch		
9.	Grants Manager Report:	Donna Hogan		

	Telstra, Seating – coming on Wednesday, Walk way shelters in the next few weeks.	
10.	<p>General Business:</p> <p>Library reduced access – Teacher on leave. Library staffed 4 days. Recess and lunch. Has to be teachers supervising.</p> <p>Some years have group work and can't have access to library - Students can work in the common areas.</p> <p>Numbers for next year – 230 – 240 students. New high school at Olympic Park has found a location. Maybe 3 – 4 years time.</p>	Angela Devine-Smith
11.	<p>Close of General Meeting: 8:32 pm</p> <p>Next meeting Tuesday, 11 September from 6:30pm</p> <p>AGM followed by General Meeting</p>	Angela Devine-Smith