

Concord High School P & C association

ABN: 43 317 153 298



Minutes

Date: Tuesday, 4th December 2018

Time: 6.30 pm

Venue: Staff Common room, Concord HS

	ITEM	Lead				
1.	Open Meeting, Welcome & Introductions	Angela Smith				
2.	Attendance & Apologies: Emma Wakfield, Kath Walkey and Adrienne Nash	Angela Smith				
3.	Minutes of Previous Meeting	Cathy Scanlan				
4.	Naplan report / Presentation	Jody Engisch to introduce				
5.	<p>Treasurers Report / Audit Results P&C account</p> <table border="1" style="margin-left: 20px;"> <tr> <td style="text-align: center;">\$9,348.58</td> <td style="text-align: center;">\$6,683.58</td> </tr> </table> <p>Uniform shop</p> <table border="1" style="margin-left: 20px;"> <tr> <td style="text-align: center;">\$34,926.47</td> <td style="text-align: center;">\$31,584.77</td> </tr> </table> <ul style="list-style-type: none"> • Apologies for being unable to attend tonight and sending all best wishes for a happy holidays. • As Acting Treasurer this is my first report to the P&C. Thanks to the great foundations built by our previous Treasurers: Violet; Leonie and James, who started the CHS P&C accounting system up again from scratch in the last few years as well as implementing internet banking, it has been relatively straight forward. Thanks also to Mae for all her work with us in processing invoices for payments, etc. • Please find attached the Treasury Report with the following comments:- <ul style="list-style-type: none"> ○ P&C Association Account:- <ul style="list-style-type: none"> ▪ at the February meeting I hope to present the first draft of a financial plan for 2019 so that as a P&C working with CHS we can develop a budget for 2019 knowing clearly what our operating costs are and what we are able to currently fund for CHS and what will require further fund raising activity in 2019. It will be important for CHS to further develop with CHS P&C their funding wish list for 2019; 	\$9,348.58	\$6,683.58	\$34,926.47	\$31,584.77	A/Treasurer _ Emma Wakefield
\$9,348.58	\$6,683.58					
\$34,926.47	\$31,584.77					

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	<ul style="list-style-type: none"> ▪ we have a few payments to be made and are currently waiting on CHS to raise invoices and transfer the 2018 Voluntary Levy funds they took and hold to us. ○ Uniform Shop Account:- <ul style="list-style-type: none"> ▪ you will note a drop in the US shop funds which is normal for this time of year as orders are placed and bills paid ready for the 2019 Year 7 fittings and purchases; ▪ other pending payments are Mae's wages from 1/11 to date and to the tax office for PAYG and GST withholdings due 28/2/19 but currently we have a credit of \$739.38. • We also received a letter from ATO chasing tax returns since 2014 but have confirmed again with the tax office our exemption as P&C Associations do not have to submit tax returns. This we need to do annually and have done to date - an administrative error by the ATO with this letter. • Plan is to have all new executive officers set up as Westpac signatories by end of Term - this has been delayed due to Westpac and also volunteers being able to get to the bank but we are nearly there. • The Treasurer position is still vacant so call for volunteers. This role can easily be split between two volunteers - accounts payable and wages/super/tax/Gst, etc. and does not require attendance at all meetings. 	
6.	Call for a Treasurer & Assistant Treasurer	Emma / Angela
7.	<p>Principal's Report New principal – Victor Newbie starts first day Term1 2019 Thank you to all P&C members for working well with the P&C and support from. Eddie Woo year 9 and 10 last week. STEM – Alice Leung; Head teacher, secondary studies (Check spelling) STEAM year 10 over two days, then taster courses for the last three days. Year 8 electives. Presentation evening 12th December First day of year 7 morning tea 30th January 2019 Question of the floor: Grading for maths. Yes is true. 5.1, 5.2 and 5.3 School portal is running with year 7 and 8 letter and information sent home today.</p>	Jody Engisch
8.	<p>Grants Manager Report:</p> <p>Current applications:</p> <p>* Womens Week Grant for activities during Women's Week 4-8 March 2019</p>	Donna Hogan

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	<p>Applied for \$3,000 for evening event featuring guest speakers and refreshments: 6th March 2019 – Theatre</p> <p>Potential speakers</p> <p>1. Women in Stem – Dr Aleta Knowles, Mentor with the Industry Mentoring Network In Stem, Australian Academy of Technology and Engineering.</p> <p>2. Life Lessons – Gita Johnson, Body image and Self Esteem.</p> <p>Outcome: December 2018</p> <p>Action: Need school endorsement/date for event.</p> <p>* Volunteers Grant</p> <p>Applied for \$3,766 for stock management/pos software, laptop and other equipment in the School's uniform shop.</p> <p>Outcome: February 2019</p> <p>Grants awarded:</p> <p>* Community Building Partnerships 2017</p> <p>Completion Report needs to be sent</p> <p>Action: School to provide proof of payment being made to Timenho, such as a receipt or copy of bank statement</p> <p>* Sydney Motorway Corporation</p> <p>Completion Report needs to be sent</p> <p>Action: School to provide invoice and photos</p> <p>* Community Building Partnerships 2018</p> <p>AMU needs to be completed by 15 March 2019</p> <p>Funding deed to be completed by 31 March 2019</p> <p>Work to be completed by April 2020</p> <p>Completion report by 30 April 2020</p> <p>Action: School to complete AMU.</p>	
9.	<p>Uniform Shop Report</p> <p>30 November 2018 @ 4.00 – 5.00 pm</p> <p>Discussion points:</p>	USSC

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	<ul style="list-style-type: none"> • Uniform Shop Suppliers – EOI process <p>An email has been sent to all businesses who submitted an EOI advising that the committee will convene and review the EOIs next year. It was noted that the Focus EOI did not include any information on wholesale arrangements. Action: Linda to contact focus to contact and obtain wholesale prices and conditions.</p> <ul style="list-style-type: none"> • Management of Year 7 and new student intake Roster 2018-19 <p>Very slow response to call for volunteers. The 20th and 21st of December are expected to be the busiest days. We will need at least 8 volunteers to be on deck at any one time to meet demand. We have no volunteers rostered for 4/12, 13/12, 18/12, 23/1 and 24/1. It was agreed that we should purchase portable change rooms for set up in the school hall on 20 and 21 December 2018. Action: Donna to purchase portable change rooms.</p> <ul style="list-style-type: none"> • Stock management <p>A full stocktake will be undertaken at the end of January 2019 and the stock management spreadsheet will be updated.</p> <ul style="list-style-type: none"> • Other business <p><i>\$1,000 annual stock donation to school.</i> Mae will provide four shirts directly to the Concord High School welfare team for distribution to students in need. Accordingly, the \$1,000 grant approved at the October P&C meeting will be reduced by the cost of the shirts. Action: Mae to distribute four boys shirts to the Concord High School Welfare Team and deduct the cost from the \$1,000 stock donation to the school.</p> <ul style="list-style-type: none"> • Change in Design on Uniform Shop Layout • Hours opening for incoming year 7 at end of 2018 • Hours opening for other years in early 2019 	
10.	<p>Open Table Discussion around</p> <ul style="list-style-type: none"> • What do you think a school P&C is for? • What did you think was going to happen at a meeting? • What would you like to happen at the meetings? 	Angela Smith
11.	<p>Open Table Discussion around</p> <ul style="list-style-type: none"> • Difficulties parents face with their teens? • What would parents like to learn about/gain support with? • Are there any speakers you have heard of that would be good to bring to CHS P&C table? 	Angela Smith
12.	<p>Creation & Volunteers for a ‘Social Group’ ‘Sub-Committee’ (SGSC)</p> <p>Volunteers Names:</p>	Angela Smith
13.	<p>Open Table discussion on fund raising ideas from “SGSC</p> <ul style="list-style-type: none"> • Comedy night – Comedy for Cause (handout) • Fashion Event - \$10. Per ticket (local businesses, inviting feeder 	SGSC & Angela Smith

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	<p>schools, engaging the music dept. & Sewing Dept.)</p> <ul style="list-style-type: none"> • Trivia Night – Five Dock RSL • Speaker Talks - \$5 -\$10 per ticket depending on event 	
14.	<p>Creation of a master P&C email contact list – to enable a call to action on events and fund raising.</p> <ul style="list-style-type: none"> • How can we get contact details from the current year 7 to 11? • What is the plan to obtain contact details for the incoming year 7 	Angela Smith
15.	<p>Correspondence</p> <p>Numnerous bank statements</p> <p>ATO letter re lodgement.</p> <p>Invitation to Mayors volunteer morning tea. (RSVP 7.12.18)</p> <p>OPTUS account</p> <p>\$35,366 from Gladys Berejikian for New Concrete Pathway and All weather awing cover.</p> <p>Outgoing:</p> <p>Minutes to P&C community</p> <p>Update to all companies (9) to let them know we will be working on the EOI next year.</p> <p>P&C federation notifying them of the AGM and new committee</p>	Cathy Scanlan
16.	General Business	Angela Smith
17.	<p>Close of General Meeting: 8:50pm</p> <p>Next meeting: 12 February 2019</p>	Angela Smith

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