

CONCORD HIGH SCHOOL

P & C MINUTES

Date: Tuesday, 14 February 2017
Time Started: 7pm
Venue: Staff Common Room, Concord HS

	ITEM	Lead
1.	Open Meeting, Welcome & Introductions	Emma Wakefield
2.	Attendance & Apologies Helen Gouuld, Terry Moore, Lesley Caldwell, and Jo Wilms NB No Membership Payments can be taken this meeting ahead of the AGM 14/3/17	Cathy Scanlan
3.	<p>Guest Speaker: Judi Joy</p> <ul style="list-style-type: none"> ▪ Welcome of school counsellor, Judi Joy who spoke to parent and carers about students starting high school, what they can expect, how they can help their students, etc. ▪ School counsellors, Judi Joy and Jennifer Kent. There is a school counsellor available every day of the week. ▪ Students can self-refer; parent/ carer or the school for an appointment with the school counsellor. ▪ Have a balanced life; study, socialise and sport ▪ Be organised; Timetable somewhere they can see; assessment tasks and pack their bag the night before. <p>Guest Speaker: Jody English (DP year 7, 9 and 11)</p> <ul style="list-style-type: none"> ▪ Provided an update on the school's PB4L (Positive Behaviour for Learning) approach. ▪ Respectful ▪ Responsible ▪ Achieving ▪ Red and yellow cards have been replaced with Level 1 or 2. 	Emma Wakefield
4.	Minutes of Previous Meeting – Receipt/Amendments/Adoption Moved To Accept: Rae Lawrence Seconder: Violet Abbas	Emma Wakefield
5.	<p>Business Arising from Previous Meeting Minutes</p> <ul style="list-style-type: none"> • Westpac Setup: Follow up on procedure document particularly with electronic payment of expenses to ensure compliancy with P&C procedures and audit requirements and to protect office holders involved. <p>Procedure in place: Internet banking procedures. Includes paying suppliers, paying mobile phone and paying employee</p> <p>Leonie Duck tabled internet banking procedure document. Motion to accept the procedure Moved Rae Lawrence and Seconder Violet Abbas Motion Passed</p> <ul style="list-style-type: none"> • Appointment of Committee to Review Operation of CHS Uniform Shop for 2017 and Beyond: Reported on not much progress to date given holidays and start of term. Need to email all committee members to get together for the first meeting. <p>Action: Cathy Scanlan to send an invitation to set up the first meeting.</p> <ul style="list-style-type: none"> • Voluntary Fundraising Contribution: <ul style="list-style-type: none"> ○ Looking for volunteer to receipt payments for 2016 contribution (involves setting up of 	<p>Leonie Duck</p> <p>Emma Wakefield</p> <p>Emma Wakefield</p>

	<p>simple pro forma receipt letter on CHS P&C letterhead (with sequential numbering), customizing & emailing (as PDF)/posting or passing to student to take home for each donor, keeping simple summary record and copy of receipts to pass to Leonie Duck for audit trail – total of <@ 30 to receipt. To be completed by end Term 1.</p> <ul style="list-style-type: none"> ○ Form revised for 2017 presented to P&C & CHS Executive for comments / feedback with final form to be sent to P&C with minutes as FYI. <ul style="list-style-type: none"> Proforma receipting of 2016 contributions to be completed by Violet Abbas. Emma Wakefield to pass Violet paperwork. Marie raised query as to tax deductions against voluntary contribution – reported back that had been tabled and looked at several times and each time ruled too difficult / not attainable for CHS P&C –but that said very happy for Marie to look in to as research had not been 100% conclusive and P&C had tabled to perhaps look at again in future when had more time/resources – Marie happy to do this – to contact Leonie re charity status and her work to date on this. Tabled and agreed P&C voluntary fund raising contribution letter will be sent start Term 2. <ul style="list-style-type: none"> • P&C Email Account Problems Update. Still problems so to email to be included on P&C email list. • Year 7 Orientation Day 6th December & Holiday Madness Tuesday, 24 January P&C hosted parent/carer morning tea & CHS Staff Thank You Morning Tea feedback from Emma that all went well with thanks to all volunteers who made it happen • CHS P&C Web Page Update: With many thanks to Mr Cheeseman who has updated meeting & event dates for Term 1 and Term 2 and links to Constitution Documents. Propose we add minutes for 2016/2017 year historically and minutes and agenda going forward. Will put note to say if want copy of minutes prior to 2016 to email P&C. P&C members encouraged to visit page and provide feedback. Will provide link in KIT copy to encourage visitors to details. • Harmony Day 2017 P&C have been asked to host a Cake Stall at recess at the CHS Harmony Day Tuesday, 21 March following on from the success of the P&C 2016 stall. Looking for a volunteer to coordinate the stall - usual stuff of buying supplies such as tables cloths, gloves, ensuring sign in forms for volunteers, KIT copy asking for donations and where to drop, etc., etc. and volunteers to run the stall. Lots of material and copy available from Emma Wakefield from 2016. Fiona Milligan, Head Welfare, is CHS coordinator. Last year funds were for Beyond Blue – they are still working out what funds raised should be for. <ul style="list-style-type: none"> ○ Matthew, Selma and Linda, Mae volunteered to help coordinate the stall. ○ Motion: that the P&C run a cake stall at CHS' Harmony Day Celebration at recess on Tuesday, 21 March and that \$100 be approved for purchase of supplies to run the stall. ○ Moved Cathy Scanlan Seconded Violet Abbas Motion Passed ○ 	<p>Cathy Scanlan</p> <p>Emma Wakefield</p> <p>Emma Wakefield</p> <p>Emma Wakefield</p>
6.	Correspondence: bank statements, email federation	Cathy Scanlan
7.	<p>Treasurer's Report – Use attachment from Leonie.</p> <p>\$67,000 (both accounts) Uniform shop account will not be touched until after the audit.</p> <p>From general account propose we donate @ \$20,000 to school noting that By-Laws require notice if approving funds over \$10k so suggested break down spending approval over two meetings. (See Mrs</p>	Leonie Duck

	Koobs report)	
8.	<p>Uniform Shop Subcommittee Report including Thank You to Mae and volunteers for running the US over the summer holiday period and Rae for coordinating the volunteer roster.</p> <p>Need to increase cost of clothing. Subcommittee to work on. May include the GST factor plus larger sizes to be affected.</p> <p>Need to order green jackets and cotton jumpers.</p> <p>Thanks to Rae and volunteers for helping Mae during the holiday period.</p>	USSC Member
9.	<p>Social & Fundraising Committee Report</p> <p>S&FRC, due to P&C volunteers concentrating volunteer time on other P&C matters not progressed much during last year excluding Year 7 and other smaller social events. Propose that we wait until formation of new S&FRC at March AGM noting long term objective has been to work on building community and parent/carer connection through a few social events run by the P&C.</p>	S&FRC Member
10.	<p>Principal's Report</p> <p>Following on P&C proposal to donate \$10,000 to school for approval this meeting, Mrs Koob suggested following:-</p> <p>\$2,000 to school (yearly donation for sports sponsorship such as BASS subsidy)</p> <p>Blinds for demountables (\$7,000 to \$8,000 quote)</p> <p>Motion that the P&C donate \$8,000 for the demountable blinds and \$2,000 yearly sponsorship of various students. Moved Emma Wakefield and Seconder Leonie Duck Motion Passed</p> <p>Other funding requests to be tabled by P&C Exec and discussed at the next meeting noting that in By-Laws if sum over \$10k have to table notice for meeting to be considered at.</p> <p>Possible projects for future funding at next meetings are:</p> <p>Bully Busters programme</p> <p>Upgrade sound equipment in the theatre</p> <p>Outdoor furniture – general areas and senior area</p> <p>Boys to Girls Ratio 2:1</p> <p>Head teacher CAPA to be an internal transfer. Ms Cester from HT Admin to be moved.</p> <p>Endorsed by the P&C (Emma may have to sign)</p> <p>P&C member Matthew Powell to help with the canteen tender</p>	Ms Koob
11.	<p>General Business</p> <ul style="list-style-type: none"> Notice of AGM Tuesday, 14 March 2017 	Emma Wakefield
12.	<p>Close of Meeting / Next Meeting AGM followed by General Meeting Tuesday, 14 March 2017</p> <p>9:20pm</p>	Emma Wakefield