

CONCORD HIGH SCHOOL PARENTS & CITIZENS ASSOCIATION

MINUTES

TUESDAY, 14 JUNE 2016

Meeting Opened: 7.10 pm

Attendance: As per Attendance Book

Apologies: Julie Rush, Steve B and Mae.

Previous Minutes: Accepted: Rae Lawrence **Seconded:** Lesley Caldwell - **passed as true and correct**

Correspondence: In: Entertainment book fundraiser, bank statements, ATO,

Email: P&C federation newsletter

Guest Speaker: Sascha Ogilvy – Head Teacher, CHS EALD Program

Students 67% LBOTE students

EALD students in 154 support program.

2 paid Korean and Chinese liaison officers.

Query from P&C to see if important P&C forms can be translated to the main second languages at CHS to ensure to reach as many parent/carers as possible? **Action:** School to follow up

Intensive language centres – Key information given to these students (reduced information; only important information.)

Received additional funding via Federal government this year. A shopping spree is on for the next holidays. Exciting news

Readers / CD's are on the list- all levels will be purchased.

International students – homestay host/ providers; visa

Small groups to help kids integrate into the school. Capped at 10

TELL – Teaching English Language Learners (More than ½ teachers have completed this course)

President Thank you very much to Sascha Ogilvy.

Business arising from previous minutes:

- **Treasurer Position;**

- Position remained open as at end of AGM;
- Leonie Duck saw role advertised in KIT, volunteered to be put forward for position of Treasurer, has taken brief from Violet Abbas on role and spoken with Emma Wakefield and Cathy Scanlan to confirm (she is not attending this meeting) – proviso will not be able to attend all meetings but we confirmed another nominated person could present report from Leonie on these occasions;
- Leonie will meet with Violet (2015 Treasurer) and Emma and Cathy for handover & setup of Westpac banking, etc. prior to next meeting;

- **Motion:** Election of Leonie Duck as Treasurer – **Nominated:** Violet Abbas - **Accepted:** Leonie Duck (as instructed to Emma Wakefield & Cathy Scanlan as not attending meeting) - **Seconded:** Cathy Scanlan – **Carried;**
- Congratulations, welcome and thanks to Leonie. Huge thanks to Violet for the wonderful work she has completed in getting all the systems up and in place such that will ensure a smooth handover. Huge thanks also to Cathy who stepped up to complete treasurer work recently. Great team work thanks to all.

- **Partial 2015 Audit & Fiscal Plan/Budget Update:**

- Still completing audit but making progress;
- At last AGM should have included nomination of 2016/2017 Auditor & Payment which same as for 2015 \$150 gift voucher – nominated Fiona Notarangelo, current 2015 auditor;
- **Motion:** Fiona Notarangelo be nominated 2016/2017 CHS P&C Auditor with remuneration by way of \$150 gift voucher – **Accepted:** Terry Moore – **Seconded:** Violet Abbas – **Carried**

- **Westpac Signatory – Additional Requirements to be very specifically included in Minutes:**

- On various visits to Westpac to get new office bearers set up as signatories and old taken off, Westpac have identified additional information to very specifically be put forward, accepted and included in the minutes in order for them to complete the process – this is new from previous years – these requirements are:
- List of office holders (as per Tuesday, 3 May 2016 AGM) & that all office holders are authorized to sign;
- Confirm that is requirement for CHS P&C to have 2 authorised signatories to clear all cheques & future internet banking;
- Confirmation of Administrator(s) for all accounts (Leonie Duck & Cathy Scanlan proposed) & those authorized to view online (Leonie Duck & Cathy Scanlan proposed for all accounts / Mae for Uniform Shop Account only);
- Confirmation P&C o.k. to look into procedures for clearing raising / paying payments electronically;
- Confirmation of all non 2016 office bearers to be removed as signatories.
- Ensure minutes note that office holders are authorized to query tax department on behalf of CHS P&C.

Motion:

- List of all office bearers from 2016 AGM are authorised to sign cheques and authorise future online payments:
- Two authorised signatories required to clear all cheques and future internet banking payments at all times;
- Confirmation of on line administrators of all CHS P&C Accounts: Leonie Duck and Cathy Scanlan;
- Authorisation to view main CHS P&C Accounts on line: Leonie Duck and Cathy Scanlan;
- Authorisation to view only CHS P&C Uniform Shop Account on line: Leonie Duck, Cathy Scanlan, Mae Czernkowski
- All 2016 authorised signatories cleared and authorised to look into procedures for clearing/raising payments electronically. All signatures nominated above.
- Remove all previous authorised non 2016 office bearers as signatories.
- All of the above needs to be sent to the taxation office (otherwise, the tax department will not provide any information to the Treasurer);
- **Accepted:** Violet Abbas – **Seconded:** Cathy Scanlan – **Carried.**

- Sydney Electorate Federation Forum Event Follow Up:

Cathy Scanlan and Emma Wakefield unable to attend due to personal reasons – asked if any other members made this event – none were able to attend.

Constitution Documents: Emailed to all members. All changes accepted by P&C. Next step President & Principal to sign and then post on CHS web site.

Bunnings BBQ Ongoing: Cathy to check the P&C emails as they said they will contact us in June.

Voluntary Fundraising Levy 2016:

- Committee of Terry Moore, Lesley Caldwell and Emma Wakefield met to prepare 1st draft edited from last levy letter of 2013;
- 1st draft of proposed letter handed out to members for comments and suggestions – suggestions and amendments noted and updated copy will be presented at next P&C meeting for final approval. Letter then needs to have final approval by Jacqueline Koob.
- Query raised on ensuring we know who has paid and issue with a receipt? Resolved receipting of all donations will be organised and administered by Violet Abbas and Emma Wakefield in liaison with Treasurer as too big a task to add to Treasurer role;
- Proposed original hard copy sent home via students and also emailed with KIT over a few weeks. The schools email should reach all the school community;
- Follow up via KIT;
- Need to check with CHS to check if payment can be made direct at school as per 2013 and how this will work;
- Issue tabled for consideration at another meeting for 2017– whether to send levy letter at start of year with fees or later in year.

Working with children check:

- Reminder all P&C Executive, members of committee and Uniform Shop volunteers need to get Working With Children Check – easy, free process;
- Please send copy and your number through to CHS P&C Secretary who will then pass to CHS.

Treasurer Report:

- No formal treasurer's report;
- Statement received;
- \$41,000 in main account;
- \$38,000 in uniform as at end of May.
- \$20,000 will be donated to the school once the school purchases the goods approved at last P&C meeting.

Uniform Shop Report:

1. Update boys pants and shorts

Focus has suggested we update the style of pants. The long and short pants could have pleats and a slightly expandable waist. The members at the meeting found the pleats in the shorts not flattering.

Action: Mae to discuss with Focus & Mrs Koob.

2. Organise starter packs for year 7

Have two basic start packs and one deluxe pack. All packs will receive a \$15 discount.

Parents are still able to buy individual clothing.

Junior Boys: 7-10

- 3 x shirts
- 2 x shorts
- 1 x tie

Junior Girls: 7-10

- 3 x shirts
- 2 x skirts
- 1 x PE shirt

1 x PE top	1 x PE short
1 x PE short	1 x scarf
1 x sports bag	
\$290 discounted \$275	\$310 discounted \$295

Deluxe pack includes the above plus a jumper.

3. Organise senior pack

senior boys: 11-12	senior girls: 11-12
1 x long pants	2 x shirts
2 x shirts (long shirts plus \$10)	1 x skirts \$135
1 x senior tie \$145	
Discounted \$135	Discounted \$125

4. Discuss uniform shop refurbishment

Quotes for shelving.

One company visited the school and said they will send a quote; hasn't arrived yet.

Second company, came and saw and will get back to us with a quote.

5. Looking at including socks for the year 7 starter pack.

Action: Mae to speak to Mrs Koob to discuss the style of socks she would like the students to wear. The committee thought the quality of the socks good. Socks would only be sold to year 7 or new families only.

6. Discontinue stocking stockings

The subcommittee would like to discount the remaining stockings - \$5. Again stockings are easily found in the shops.

7. Refunds

Mae to create a new book for refunds. This will help her and the auditor in the future.

General business

- **Volunteers in the uniform shop.**

All volunteer who work in the uniform shop need to organise a working with children check through RMS. If you are a volunteer it is free. Any paid work you need the \$80 working with children check.

Action: Mae to inform any of her current volunteers.

- **New supplier for the school tie.**

New company can supply the tie at the current price. Ties are made in Australia and the sample seemed better quality. Mae to make further investigation

- **Students picking up orders**

Some parents have rung Mae saying their child hasn't brought home their orders. Orders are either done on the phone, email or sometimes back orders.

Suggested that the student signs for the goods and Mae keeps this at the uniform shop.

Suggested Mae to send a text or email to the parent saying your child has picked up the order today (with the date) – P&C members thought this unnecessary and too much extra work for Mae so vetoed – student to sign should be sufficient.

Social and Fund Raising Committee:

Due to other P&C matters to be actioned, not organised meeting as yet.

Principal's Report : Presented by Mr Craig Anderson standing in for Mrs Jacqueline Koob

Presentation of Click View system as funded by P&C.

Click View. Great resource for teachers and students. Concord can upload to system to other teachers and students. A little like YouTube for students.

Staff learning how to use Click View and students will be allowed to access once teachers learn. Anyone can subscribe.

Perfect and SRC election:

6 boys and 6 girls; Students spoke to the executive today. The school leaders will be announced shortly.

GA (General assistant) – Olga retired due to injury.

Lockers and outdoor furniture ordered and delivered. Need someone install this equipment? (see above point)

Fund Raising with Canada Bay club – CHS received 1,500

Fathers Chris Riley (\$500), Max Brenner (\$500) and Max Pride (\$500)

Parent teacher night: Bell for timers to be raised; staff already raised this issue.

Year 10 and 11 week 10 term 2 27th (Monday)

Year 8 and 9 week 2 term 3 28th July (Thursday)

CHS Executive thought it might be nice idea for P&C to provide provide tea and coffee refreshments for parents and carers: Will try year 10 and 11 at first and then discuss Year 8 and 9 at next P&C meeting.

Motion: That the P&C provide tea, coffee and biscuit refreshments for parent & carers at parent teachers night for Year 10 and 11 for a gold coin donation. \$200 proposed to purchase supplies – **Accepted:** Violet Abbas – **Seconded:** Lesley Caldwell – **carried.**

Year 10 subject selection (parent's response)

Subject selection process online for year 10 for year 11. This will create a timetable for 2017. Parent feedback that was well organised and run by CHS.

Year 12 trials week 3 – 4 in term 3

Year 11 exams end of term 2.

Questions / Issues from parents to CHS Executive:

Parent raised concern once again that Year 7 and 9 NAPLAN exam sheets are being used for English and Maths ½ yearly exam. Craig to speak with head of English and Maths to find out why this is being used.

English class assignment used by ESL for year 7. Parent commented that felt the standard was very low. Reading / comprehension. Mr Cheesman has been approached by parent.

Scripture: Parent query as to who and which groups come in to teach the scripture? Craig to follow up and report back via KIT.

Scripture rotates each week so the subjects are not too affected.

Parent raised procedure for when child is sick; getting catch up work - year advisors contacted and no response. Missed out on work. Craig advised: Contact year advisors or teachers you are concerned about subjects.

General Business: - Nil

Meeting closed: 9:10 pm

Next Meeting: Tuesday, 26 July 2016

P&C Executive 2016: Emma Wakefield (President); Rae Lawrence & Terry Moore (Vice Presidents); Leonie Duck (Treasurer) and Cathy Scanlan (Secretary). **Correspondence email :** concordhighschool@pandcaffiliate.org.au