

## Concord High School P & C association

ABN: 43 317 153 298



### Minutes

**Date:** Tuesday, 25 July 2017

**Time:** 7:05pm

**Venue:** Staff Common Room, Concord HS

	ITEM	Lead
1.	Open Meeting, Welcome & Introductions	Cathy Scanlan
2.	Attendance & Apologies: Jody Engisch, Emma Wakefield, Rae Lawrence and Leanne Bland	Cathy Scanlan
3.	Minutes of Previous Meeting – Receipt/Amendments/Adoption Accepted Mae Seconder: Marie (Check emails ½ the group didn't receive the P&C emails.)	Cathy Scanlan
4.	We are delighted to welcome our guest speaker, Fiona Milligan, Head Teacher Welfare, Careers Adviser, who will be speaking about the Year 10 subject selection process and Year 12 exit plans.  Online presentation about Youth <b>A</b> ware of <b>M</b> ental Health program ( <b>YAM</b> ) that will run at the school for year 9 students. 3 sessions over three weeks. The starting date will be Thursday 3rd August.  Concord High school web site: Facilities careers.	Craig Anderson and Fiona Milligan
5.	Business Arising from Previous Meeting Minutes  Building Fund - Motion to Establish & Tabling of Associated Documents  Tabled: Accepted Donna Hogan Seconder: James Duck  Jody sent Marie's request to the Dept of Education legal branch due to LMBR to say yes or no.  Building Fund subcommittee: Members Marie del Rama and Donna Hogan and school executive: Pending (See note above)  Letter tabled from Craig Laundry supporting our request to reinstate Our charity status again.  Charity status requires a letter from CHS Principal to give a letter of support to reinstate our charity status (Needs support / approval from Dept of Education legal)	Marie del Rama        Donna Hogan  Marie del Rama

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	<p>A big thank to Marie, Leonie and James Duck and Aaron</p> <ul style="list-style-type: none"> <li>· <b>US Review Update</b> - Cathy and Emma will organize an email to go out this week to convene the first meeting US Review Committee</li> <li>· <b>Grants - Update</b></li> </ul> <p>Community building partnership grant from John Soditi's office. Capital type funding. Minimum \$2,000 max \$20,000</p> <p>Motion: That the p&amp;C will support the Community building partnership 2017 of <b>\$2,000</b> Moved Adrienne and seconder: Marie.</p> <p>Envirobank – School Suez next year.</p> <ul style="list-style-type: none"> <li>· <b>Voluntary Levy Update</b> – Form to be sent to CHS Wed 26 to be emailed to all parents with cover note &amp; then form to appear with appeal in P&amp;C KIT copy going forward. FYI All payments via POP and/or cash, cheque payments to CHS direct will be receipted by CHS – those payments to CHS P&amp;C Account will be receipted by P&amp;C. Will report contributions at P&amp;C meetings. FYI 2016 collection was \$2,663. The previous 2 years had collected \$9,000 over two year collections i.e. \$4,500 pa. Proposal put forward and confirmed with Jody at previous meeting was to be able to include the P&amp;C Vol &amp;/or Building Contributions in fee schedule at start of school year as per request from many parents and as done by most other local high schools. P&amp;C need to ensure to work with school exec on this Term 4.</li> <li>· <b>Web Page Updates</b> New By-Laws and 2016 and 2017 minutes added to P&amp;C page on CHS web site. Thanks to Mr Cheeseman. Encourage members to visit page as appreciate any feedback. Looking for P&amp;C volunteer to take on task going forward of managing P&amp;C web page on CHS site – now set up, requires posting of approved minutes and updating meeting and event dates as required - both probably twice a term after each meeting and organizing any other changes required and approved by P&amp;C. as occur. Ensuring content is up-to-date. Submit changes to Mr Cheeseman who makes them for us.</li> </ul>	
6.	Correspondence: Numerous emails from P&C federation	Cathy Scanlan
7.	<p><b>Treasurer's Report:</b> Money P&amp;C bank \$19,485 (unchanged) Uniform \$58,095.16. \$55742.10 (Nett)</p> <p>Insurance: Authorise up to <b>\$1,500</b> due beginning of August. For insurance 2017-18</p> <p>Motion James seconder Donna.</p> <p>Auditor: Need three years' worth of auditor. Need auditor for July to June.</p> <p>ATO authorized person we think is Walter F. ATO will not give us any information until the authorised person is changed. We need the authorised person to be changed ASAP - School may help with phone contact.</p> <p>Registration for GST:</p>	James Duck

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	required as growth in student numbers means uniform shop revenue approaches the registration threshold.	
8.	<p><b>Uniform Shop Subcommittee Report</b></p> <p>Uniform Shop Price Increases - Motion for approval</p> <p>Motion: Start the new prices 7<sup>th</sup> August</p> <p>Mover: Cathy and Seconder: Donna</p>	Mae and Cathy
9.	<p><b>Principal's Report</b> – Open questions from the floor</p> <p>NAPLAN results coming out shortly</p> <p>NAPLAN online testing can only be done on a lock down computers.</p> <p>Music tuition: No update</p> <p>Congratulation to Michael Solomon and the CHS band for winning NSW state band completion winning gold. CHS won gold for the category.</p> <p>2018 Year 7 enrolment approx. 300 kids.</p>	Mr Craig Anderson
10.	Grants: Information in Business arising	Donna Hogan
11.	<p>General Business</p> <p>A note from Emma Wakefield, President. CHS P&amp;C</p> <p>On behalf of the P&amp;C and greater school community, huge thanks to our US Manager, Mae, and all other P&amp;C volunteers who have been working on progressing such important matters as: reinstating our Charity Status and setting up a Building Fund; identifying, timetabling and, ultimately, working on grant applications; continuing work on the US in terms of reviewed pricing as well as supporting the day to day running of the shop; sitting on merit selection panels, managing our finances, accounts and bills payment; typing up minutes and agendas; and many other P&amp;C related matters. Thank you to all involved for your time and dedication and thank you to all that are attending and supporting the P&amp;C tonight.</p> <p><u>ClickView - Motion to approve purchase of service for CHS for 2017/2018.</u> We funded ClickView Video Resource System (<i>Craig can explain how works &amp; benefits for P&amp;C membership</i>) in 2016 when we paid \$5,494.50 - the 2016 invoice shows ClickView applied new school introductory rates over 2 years. Savings for 2016 were approximately \$5,390 (\$1,000 off student rate, \$1,000 off Cloud, \$995 off training, \$2,395 off ClickView itself).</p> <p>The 2017 order form and invoice presented is for \$6,264.50 - a difference of \$770 incl. GST. Emma worked through the invoice, and established this represents the difference in student numbers from 2016 of 1,000 and 2017 of 1,175 (175 x \$4 = \$700 + GST). Confirmed this with ClickView. Savings for 2017 were approximately \$4,570 (\$1,175 off student rate, \$1,000 off Cloud, \$2,395 ClickView itself - the ClickView order form shows \$4,520 but think this is typo!).</p> <p>As this was presented to the P&amp;C just after the last P&amp;C meeting and a few days prior to it expiry, the P&amp;C exec made the decision to pre-approve so</p>	<p>Cathy Scanlan</p> <p>James Duck</p>

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	<p>that CHS's subscription would continue – but only on the agreement with ClickView that if P&amp;C membership did not approve – we would cancel – as approval of any P&amp;C spending is by membership.</p> <p>Motion: CHS P&amp;C, will fund the ClickView Resource System for 2017/2018 for \$6,264.50.</p> <p>Mover: Adrienne Seconder: Donna.</p> <p><b>Speaker Programme</b> – many thanks again to our speaker Fiona Milligan tonight.</p> <p>September meeting, Mrs Fiona Payne will run a NAPLAN presentation after CHS receive the results from students – we encourage parents and carers to attend as this was a most informative session last year.</p> <ul style="list-style-type: none"> <li>• <b>Year 8/9 Parent Teacher Night Refreshments</b> – Emma will setup for 4.00 pm start – if any other Year 8/9 parents are attending and have time to help keep an eye, most welcome. Craig – can we have 3 trestle tables and the urn set up, filled and running in the same position as before with thanks. Thanks to Marie for all her hard work at the Year10/11 night.</li> </ul>	
12.	<p>Close of meeting: 8:55pm</p> <p>Next meeting Tuesday, 5 September 2017 from 7.00 pm</p> <p>Guest speaker: Fiona Payne, presentation on CHS 2017 NAPLAN results.</p>	Cathy Scanlan