

**CONCORD HIGH SCHOOL PARENTS & CITIZENS ASSOCIATION**

**MINUTES**

**Date:** Tuesday, 29 November 2016

**Time Commenced:** 7pm

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

	ITEM	Lead
1.	<b>Open Meeting, Welcome &amp; Introductions</b>	Emma Wakefield
2.	<b>Attendance as per register</b> <b>Apologies</b> Treena Carter and Leonie Duck <b>Membership Payments none</b>	Cathy Scanlan
3.	<b>Minutes of Previous Meeting on Tuesday, 18 October 2016 were distributed on #</b> <b>Motion:</b> that the minutes be accepted without amendment. <b>Moved by:</b> Mae Czernkowski <b>Seconded By:</b> Helen Y <b>Motion carried</b>	Emma Wakefield
4.	<b>Guest Speakers:</b> Welcomed Fiona Payne, Head Teacher Secondary Studies, and Kathy Kalachian, Numeracy Coordinator for their presentation on NAPLAN 2016 and beyond. Fiona presented results and statistics for English and Kathy for maths for NAPLAN results for 2016 for year 7 and year 9 with comparison to previous years. They also presented on upcoming changes to the NAPLAN tests and how CHS would be working to implement these and support students.  Gift given to Fiona and Kathy on behalf of the P&C with thanks for an informative and important presentation and their time.	Emma Wakefield
5.	<b>Business Arising from Previous Meeting Minutes</b> <ul style="list-style-type: none"> <li>• <b>Westpac Setup:</b> All working well. Need procedure document particularly with electronic payment of expenses to ensure compliancy with P&amp;C procedures and audit requirements and to protect office holders involved.</li> <li>• <b>Partial 2015 Audit &amp; Fiscal Plan/Budget Update:</b> Presentation of Proposal to Form Committee to review operation of CHS Uniform Shop for 2017 and Beyond – Proposal document handed out to all and read through for those attending by Emma Wakefield on behalf of P&amp;C. Proposal document attached with minutes. Opened out to floor for comments, feedback, etc. <ul style="list-style-type: none"> <li>○ Jacqueline Koob thanked those involved for their work to date and noted was a very thorough approach documented in the proposal. Acknowledged that the number of volunteers are decreasing but that CHS Uniform shop has been the biggest fund raiser for the school to date</li> <li>○ Discussion around convenience and what is best: buying at school, online, etc. and extended availability potentially offered by other suppliers e.g. weekends, after hours.</li> <li>○ More personal approach with our current situation.</li> <li>○ It was noted once again that proposal confirms this review process is likely to take 6-12 months to complete and, therefore, it is important to</li> </ul> </li> </ul>	Emma Wakefield on behalf of Leonie Duck  Emma Wakefield

**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

	<p>note that running of Uniform Shop and current USSC to continue as is.</p> <ul style="list-style-type: none"> <li>○ <b>Motion:</b> see below (as taken from the Proposal document and to be read in relation to the proposal document) Moved <b>by:</b> Leeanne Bland <b>Seconded by:</b> Rae Lawrence <ul style="list-style-type: none"> <li>▪ The proposal put forward to the P&amp;C by its Office Bearers at its general meeting on Tuesday, 29 November is, therefore, that as a P&amp;C we should consider forming a committee to carry out a review of the operation of the Uniform Shop and its future. Our proposal is that, if this motion is carried, we nominate and appoint the committee members including a committee Chair and that the committee look to convene early Term 1 2017.</li> <li>▪ Our recommendations are that the committee include the current Uniform Shop Manager, the Treasurer and nominated representatives from the USSC and Office Bearers. The first meeting should clearly define the scope and operation of the committee and its members for approval by the P&amp;C at its first meeting on Tuesday, 14 February 2017.</li> <li>▪ We also recommend that the committee get in touch with Burwood Girls President &amp; Treasurer given that they have just completed this exercise for any learnings and information sharing as well as other local high school P&amp;C as to what affected their decision to move away from running a uniform shop and how their volunteer resources are now allocated.</li> <li>▪ We fully anticipate that this review will take at least a six-month period with regular reports required by the committee to the P&amp;C Office Holders and P&amp;C members.</li> <li>▪ Nominations/Volunteers for Committee proposed and accepted as above : Jacqueline Koob / Mae Czernkowski / Lesley Caldwell / Terry Moore / Violet Abbass / Kathy M / Leonie Duck, Violet Abbas and Emma Wakefield.</li> </ul> </li> <li>• <b>Voluntary Fundraising Levy Update:</b> \$2,363 collected for 2016 which lower than other years but accepted, due to volunteer time being diverted to Audit and other fiscal issues to be sorted, was run too late in year. Look at setting up Term 1 2017 for approval to run early Term 2. Put forward that all that was needed was for 2016 form to be updated to 2017 but form must be approved at a P&amp;C meeting.</li> <li>• <b>P&amp;C Email Account Problems Update:</b> Cathy outlined continuing problems with the P&amp;C Federation provided email account which is now Outlook. Currently no group emails can be sent as old email addresses weren't transferred from old to new system by P&amp;C Fed. Cathy continuing to work with P&amp;C Fed technical support. P&amp;C thanked Cathy for all her work to date on trying to resolve issue and her patience and good humour. Will continue to post in KIT for people to email P&amp;C if not receiving minutes, etc.</li> </ul>	<p>Emma Wakefield</p> <p>Cathy Scanlan</p>
6.	<p><b>Correspondence:</b></p> <p>GIO insurance, Workers compensation, ATO, Westpac, ATO activity statements and receipts from CHS</p> <p>Mayor invite to Christmas Reception to Emma Wakefield who RSVP's cannot attend as</p>	Cathy Scanlan

	<p>will be overseas passed to Cathy Scanlan to see if she can attend.</p> <p>CHS Invitation to presentation night</p>	
7.	<p><b>Treasurer's Report</b></p> <p><b>General account: 28,285.15</b></p> <p><b>Uniform shop: 34,444.13</b></p> <p><b>Motion:</b> Treasurers reported be accepted. <b>Moved by:</b> Violet Abbass <b>Seconded By:</b> Lesley Caldwell</p> <p>Motion <b>carried</b></p>	Violet Abbas on behalf of Leonie Duck
8.	<p><b>Uniform Shop Subcommittee Report</b></p> <ul style="list-style-type: none"> <li>Do we change suppliers to Cowan and Lewis? Yes (we should expand In minutes on background to this – my memory fails??)</li> <li>Hours for December – January – Additional 116 hours including the first four weeks of term 1 (one additional day). Plus, two Saturday's (different pay rate) (RE send dates and link to RMS)</li> <li>Need volunteer to help put together roster to help Mae – Rae Lawrence volunteered and took names and details from volunteers. This will also be advertised in the KIT and the USSC. All volunteers need Working with children check. This is free if you are doing volunteer work. (<a href="http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check/apply/apply">http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check/apply/apply</a> RMS website)</li> </ul> <p><b>Motion:</b> that the additional 116 hours required to run the Uniform Shop over the December 2016 / January 2017 period be approved.</p> <p><b>Moved by:</b> Helen Yellowlees <b>Seconded by:</b> Rae Lawrence <b>Motion Carried.</b></p>	USSC Member
9.	<p><b>Social &amp; Fundraising Committee Report</b></p> <p>Due to volunteer time being diverted to other P&amp;C matters, no progress this year – look to work up plans and ideas for 2017.</p>	S&FRC Member
10.	<p><b>Principal's report</b></p> <ul style="list-style-type: none"> <li>Firstly, my thanks to the P &amp; C and particularly the Executive, for their contributions to the school in 2016. This has taken a variety of forms, from attending the Meet and Greet and Orientation Day, to manning a stall for Harmony Day, to providing a thank-you morning tea for teachers, assisting on staffing panels. I know a very large amount of time has been put in by the Executive to sort out the finances of the P &amp; C and arrange a long-delayed audit. The Uniform Shop Management Committee have also been very hard-working, assisting Mae as volunteers but most importantly, trying to streamline and legitimise many of the operational practices. This has been a very big and at times daunting task. I have appreciated the great encouragement and support of the teaching staff which is always expressed by Emma as the spokesperson and know that you all have the interests of the students and the school very much at heart.</li> <li>We have a big issue to consider in the future of the Uniform Shop and</li> </ul>	Jacqueline Koob

future sources of funding for the P & C in their efforts to support the school. I know that this is being taken seriously and thoughtfully by your leaders and look forward to working with them on it.

- The school itself continues to be a place of frantic activity and constant efforts to provide students with an enriched environment. In this term alone we have had a multitude of events, including
  - HSC – results will be out 15 Dec, ATAS 16<sup>th</sup>, with a Morning Tea for the students.
  - Art Smart
  - Yr 7 Gala Day for sports
  - An off-site evacuation drill – congratulations to all students and staff – really successful and good spirit. We turned a necessity into a fun day.
  - A Welfare Conference, very productive planning and learning for the Welfare Team, linked with more activities from the Mind Matters team.
  - Schools Spectacular
  - Symphonia Jubilate end-of-year concert.
- Coming up, we have even more to finish the year on a high,
  - Assessment fortnight currently. Reports will be sent out at the end of the year
  - Swim School for Yr 7 in Week 8
  - Orientation Day for the new batch on 6<sup>th</sup> Dec. Then Holiday Madness 24 / 25 Jan
  - Rewards Excursion linked with Merit System – 180 students qualified.
  - Note the first P & C mtg next year is scheduled for Week 4, to work around the Yr 7 Camp and coincide with the Meet and Greet., i.e. Feb 14<sup>th</sup>.
  - Presentation Evening on 14<sup>th</sup> December – wide range of achievements being recognised.
  - Formal assemblies tomorrow and Friday – further recognition and awards.
- A Multicultural Harmony Day is being planned for Term 1, late March, and the P & C have already indicated their interest in playing a significant role again. We hope you have been able to put together something concrete for your participation by the beginning of the year.
- A huge event still under planning is the school trip to China next April. Another is in the earliest stages of planning – to Europe in 2018 to visit sites of historical significance.
- Latest news about the school must include information about our continuing growth. Based on my estimated numbers for next year, the school will have > 1150 students.
- This means a few extra permanent staff members, some already appointed. Also, a couple of replacements. New Head Teacher Teaching & Learning, Penelope Merchant; English, Ellen Hoy; Maths, Jonathon Shum; New in TAS – still in the staffing process. There will also be a few new temporary teachers due to staff on leave.
- School looks a little like a building site at the moment as 4 new demountables have been delivered and are being prepared for use. Good

news is they will be ready for the beginning of the year. There is also a demountable toilet block coming and we have constructed a new storage shed at the side of the hall.

- We are to receive a Sustainability Upgrade during the holidays – most neon lights being replaced with LED, some dimmer switches and sensors installed, and additional solar panels.
- Planning a renovation of the hall toilets for next year.
- I have been informed that School flashing lights are to be installed on both sides of the school during 2017.
- We have had to lose a few trees so are looking to replace them. I would like to suggest a P & C activity in 2017 could be a working bee to help improve our gardens.
- School Plan. We have completed second year of the 3 year plan and been evaluating our progress and refining the plan for its final year. The introduction of RAM funding model and documents from the Department and BOSTES, such as the School Excellence Framework, the Premiers Priorities, literacy and numeracy requirements for the HSC, Milestones and processes such as School Validation, have meant some adjustments are necessary but on the whole we are pursuing our three strategic directions and aiming for the same outcomes. We have added a few more strategies to achieve them. The new Plan will be published on the website after the submission of the Annual Report at the end of Term 1. The past few years have brought many reforms in our schools and this has placed a heavy workload on staff to try to accommodate them.

Our emphases continue to be on the teaching and learning processes. They are building on the extended use of differentiation to meet all student needs; developing the general capabilities that will equip them for the future; encouraging project – based learning; further developing literacy and numeracy to meet the Premier’s targets; developing further and deeper connections for students to support their mental wellbeing and sense of belonging to the school, community and world; and developing respectful, contributing citizens.

- CATS. I want to give some details about an exciting new initiative to help to cater for the diverse learning needs of our students. We recognise that many students may not wish to proceed through a strictly academic pathway, may not want to gain an ATAR, or even an HSC, or simply learn better in the practical work environment. For this reason, we are introducing a Careers and Transition Class in Year 10, which will focus specifically on developing work skills, giving students extra access to TAFE and work experience, developing literacy and numeracy to the point which employers expect, even if students leave before the HSC, and engaging students in their lessons. It will involve some subjects in particular being tailored in their programs to these skills (English, Maths, PDH, and Careers) and some of the students will spend a day a week at TAFE. Programs will still follow the syllabuses for Year 10 and students will still be able to slot back into an ATAR pathway in Year 11 if they wish. It is a very practical and exciting approach and we hope it will gain a lot of support.
- Concord High is to be deployed with the LMBR administration, and finance system during 2017 and this will have some major

	<p>implications for the way staff operate in these areas – a steep learning curve ahead! To complement this, we have decided to introduce a Parent Online Payment System and get this established first. It will be available for the beginning of the year and should make payment of fees, excursions or anything else, much easier for parents. It will eliminate the need for students to bring cheques or large sums of cash to school with them.</p> <ul style="list-style-type: none"> <li>• Thank you once again to all the members of the P &amp; C. I wish you all a very Merry Christmas and a relaxing holiday break.</li> </ul>	
11.	<p><b>General Business</b></p> <ul style="list-style-type: none"> <li>• <b>Year 7 Orientation Day 6<sup>th</sup> December</b> discussed help required for Mae with taking advanced booking – 2015 P&amp;C volunteers had helped - Mae reported that coordinating teacher was providing her with student helpers and she was already taking advanced bookings – Mae to reach out to P&amp;C if needed extra help – Emma Wakefield as President was to speak to orientation group about P&amp;C and was in diary.</li> <li>• <b>Year 7 Holiday Madness Tuesday, 24 January proposed P&amp;C host parent/carer morning tea from 9.00 am – 10.30 am</b> as this was well received and successful in 2016 – Emma Wakefield happy to source supplies and coordinate but needed approval of funds (see below) – volunteers to contact Emma if available to help.</li> <li>• <b>CHS P&amp;C Web Page Update:</b> With thanks to Mr Cheeseman had changed tabs so now under Our School, Your P&amp;C with three categories – 1<sup>st</sup> page general information about P&amp;C, 2<sup>nd</sup> Upcoming Meeting &amp; Events, 3<sup>rd</sup> Minutes &amp; Documents which has yet to be activated. P&amp;C members encouraged to visit page and provide feedback.</li> <li>• <b>End of Year CHS Staff Thank You Morning Tea</b> proposed to be provided by P&amp;C to CHS staff on pupil free day with request for approval of funds to purchase supplies.</li> <li>• <b>Harmony Day 2017</b> P&amp;C confirmed their commitment to support CHS on this important day and that Emma Wakefield would liaise with Fiona Milligan early 2017 as falls March 2017 so need to have any plans/funds approved at 1<sup>st</sup> meeting of 2017.</li> </ul> <p><b>Motion:</b> that \$250 be approved for the supplies for the Year 7 Holiday Madness Morning Tea &amp; \$250 be approved for the CHS Staff Thank You Morning Tea <b>Moved by: Seconded by: Motion Carried.</b></p>	Emma Wakefield
12.	Close of Meeting / Next Meeting Tuesday 14 <sup>th</sup> February 2017	Emma Wakefield