

Concord High School P & C association

ABN: 43 317 153 298



Minutes

Date: Tuesday, 5 September 2017

Time: 7pm

Venue: Staff Common Room, Concord HS

	ITEM	Lead
1.	Open Meeting, Welcome & Introductions	Emma Wakefield
2.	Attendance & Apologies; Rae Lawrence, Mae Czernkowski, Donna Hogan, Linda Dunkin, Adrienne Keane, Terry Moore, Aaron?, Lesley Caldwell and Matthew Powell	Cathy Scanlan
3.	Minutes of Previous Meeting – Receipt/Amendments/Adoption Accepted Marie Seconder James	Emma Wakefield
4.	P&C are delighted to welcome Mrs Fiona Payne, Ms Kathy Kalachian and Ms Penny Merchant to talk to us about this year’s CHS NAPLAN results. Emma thanked Fiona, Kathy and Penny for giving their time an interesting presentation and presented a small gift to these teachers.	Emma Wakefield
5.	Business Arising from Previous Meeting Minutes Building Fund, Charity & DGR Status: Ongoing. - Still waiting on Department of Education legal department. Update Uniform Shop Review Update - Ongoing: Uniform shop review committee will meet before or at the beginning of term 4 Email sent to nominated committee members. Voluntary Levy Update - Sent out via KIT and will be sent to the school community individually via the school email From 2018, this levy will be included with the school fee notice. At the beginning of the year. From the floor: The issue re the voluntary levy information is very hard to print from the KIT due to the dark shading / background. This will be looked at for future issues of the KIT and when sent to the school community.	Marie del Rama Emma Wakefield Emma Wakefield

P&C Executive 2016/2017: **Emma Wakefield** (President); **Rae Lawrence** (Vice President); **Marie dela Rama** (Vice President); **James Duck** (Treasurer) and **Cathy Scanlan** (Secretary).

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6.	Correspondence: Emails from P&C federation; ICARE workers comp; Westpac Bank statements; voluntary contributions notices (with thanks); P&C association magazines. P&C federation conference; Blue Datto foundation (Road safety activities)	Cathy Scanlan
7.	<p>Treasurer's Report</p> <p>General account: \$11,903.38 (true balance)</p> <p>Uniform shop: \$57,914.15 (true balance)</p> <p>Voluntary payments have been paid either to the school or to P&C account directly. Thank you to parents who have donated towards the levy.</p>	James Duck
8.	<p>Uniform Shop Subcommittee Report</p> <p>Focus meeting- Leonie and Cathy attended the office of Focus and met Ted and Edward Leaney</p> <p>The supply of uniforms for 2017/18 will continue the same supply methods as used in previous years. This means buffer will be ordered and pricing will stay the same. Our terms, conditions and, most importantly, service will not change.</p> <p>New prices effective from 17 August 2017</p> <ul style="list-style-type: none"> At the next meeting, the USSC seeks approval for additional hours for December – January. At this stage 124hours including the first four weeks of term 1 (one additional day). Plus, two Saturday's (different pay rate) <p>Volunteers will be asked via the CHS KIT and P&C email account. Mae wil nominate days she is available to work. A roster will be created with dates and hours asking for volunteers.</p> <p>Suggestion from the floor. An orientation for all volunteers before the December January period.</p> <p>All volunteers need Working with children check. This is free if you are doing volunteer work. (http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check/apply/apply)</p> <p>Kathy Murfitt will be on the review committee.</p> <p>Cathy S to chase up how much HBHS receives from Lowes for uniforms.</p> <p>Have an orientation day for volunteers</p>	Cathy
9.	Principal's Report	Ms Jody Engisch

10.	<p>Grants</p> <p>Two grants we can't do as we don't have our DGR status; still being worked on.</p> <p>Telstra kids – Telstra employee \$1,200 will open during the school holidays. P&C to work with Jody</p> <p>Accepted James Seconder Cathy</p>	Marie dela Rama
11.	<p>General Business</p> <ul style="list-style-type: none"> • 2016/2017 Auditor Gift voucher \$200 <p>Motion: To purchase a gift for the auditor 2016/17 up to the value of \$200</p> <p>Accepted: Emma and seconder: Marie</p> <ul style="list-style-type: none"> • End 2017 & Start 2018 key dates confirmation from CHS to help with P&C planning. Email sent to Jody for these dates. • Year 7 2018 P&C Questionnaire & Information Flyers – copy date from CHS & proposal for Year 7 2018 Parent / Carer P&C Survey On-Line Survey & call for volunteers to set up. • Constitution & Audit Documents for signature. Emma and Jody to sign at the end of meeting. • World Teachers Day P&C Morning Tea Proposal for Friday, 27 October. Did we put a cost to this? • Financial & Spending Plan Policy document proposal. At next meeting • P&C President Position. 	Emma Wakefield
12.	<p>Close of General Meeting 9:00pm</p> <p>Next meeting Tuesday, 17th October 2017 from 7.00 pm</p>	Emma Wakefield