



Concord High School P & C association

ABN: 43 317 153 298

Minutes

Date: Tuesday, 12 February 2019

Time: 7.00 pm

Venue: Staff Common room, Concord HS

	ITEM	Lead
1.	Open Meeting, Welcome & Introductions Welcome to all, including year 7 parents and carers, Mr Newby, Ms Joy, Mr Hellmers and Ms Hoy.	Angela Devine Smith
2.	Attendance : Refer to attendance book Apologies: Cathy Scanlan, Jenny Dey	Angela Devine Smith
3.	Principal's Report Mr Newby noted he saw the P&C as a forum for information sharing and on the running of the school. He encouraged the new year 7 parents to stay involved. Mr Newby stated that his mission for Concord High was that every student and staff member felt valued and cared for. Concord High would provide high levels of support but in turn he had high expectations for kids to cooperate, do their best and achieve full potential. He added that the school would operate on a consultative, collaborative and evidence driven basis and emphasised the importance of achieving a calm, settled, learning environment. Mr Newby saw student attendance and correct school uniform as integral to setting the tone at the school. Students are expected to attend every day unless they are sick. In relation to correct uniforms, Mr Newby sought the support of parents and carers to ensure students wore the correct uniform but also noted that the School could provide uniform assistance for those families in need. Mr Newby emphasised the importance of parents, carers, teachers and students working together.	Victor Newby
4.	Guest speakers Transitioning to Year 7 Ms Judy Joy and Mr Robert Hellmers, Concord High Counsellors Mr Robert Hellmers Main points. <ul style="list-style-type: none"> Like any new adventure, the year 7 students will face many challenges over the coming years, including new teachers, new setting and new rules. At the same time, they will be tired, experiencing grief and bereavement at losing their old identity. They need extra care, love, acceptance, patience and kindness. Humour also helps. Abstract thinking capacity is developing. Daydreaming is necessary for 	

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	<p>exploring their capacity. Synaptic pruning of old memories is happening for efficiency. Sleep is critical as this happens overnight. Sleep can be an issue. Tired kids experience difficulties learning. Blue light from devices inhibits the chemical needed to get to sleep. Try and establish a routine at night.</p> <ul style="list-style-type: none"> • Frontal lobe component of the brain is the last to mature and adolescents are more emotion driven. We need to be their frontal lobes. Be their judgement and help with organisation. • Puberty is an individual process and your adolescent will worry they are different to their peers. Encourage resilience, communication and connection. Relationship with you is paramount. Pick the right moment, like a walk in the evening, to talk and encourage them to develop their own solutions to problems. • Assertion of rights – there is a balance that needs to be maintained while relinquishing some control. Establish standards and communicate your values on life, work, education, drugs/alcohol, friendship etc. Set limits but be prepared to negotiate. Allow space for independence and privacy. • Provide empathy, give reassurance and recognise they are unique. Enjoy them, its an adventure. 		
5.	<p>Introduction and welcome to families by Ms Ellen Hoy, Concord High Year 7 Advisor/Literacy Coordinator.</p> <p>Ms Hoy advised that her role as year 7 advisor is to help the kids settle in and support them when things are going well or wrong. She noted the Year 7 kids are starting to settle in and familiarise themselves with their surroundings. It is a busy time with Best Start testing, the upcoming year 7 camp and vaccinations. Term 2 will feature bullying programs and student welfare. Ms Hoy stressed she is a touchstone for parents and encouraged them to reach out using the school email.</p> <p>Parents/carers can encourage kids to speak up, get involved and try new things. The many clubs available at the school can facilitate this.</p>		
6.	<p>Minutes of Previous Meeting</p> <p>Motion: That the minutes of the meeting 4 December 2018 be accepted</p> <p>Moved: Donna Hogan</p> <p>Seconded: Bob Allison</p>	Donna Hogan	
7	Business arising		
	Item	Status	
7.1	<p>Minutes – 8. Grants Report</p> <p>CBP Grant 2018 – School to complete AMU form and forward to Donna by 15 March 2019</p>	In progress	Donna/Concord High
7.2	<p>Minutes – 9: Uniform Shop Report</p> <p>\$1,000 Annual stock donation to School – Mae to distribute 4 boys shirts to CHS Welfare Team and deduct cost from the \$1,000 donation amount</p>	Completed	
8.	Correspondence		

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<p>8.1</p>	<p>Incoming</p> <p>i) Email regarding P&C support for individual student selected to tour the UK with his Cricket Team which will cost \$8,250 Emma Wakefield noted that the P&C traditionally donated an annual sum of money to the school (currently \$3,000) as an equity fund to assist students who are experiencing financial need. The school is responsible for deciding how the funds are used.</p> <p>After some discussion, a motion was put that: The Concord High School P&C will continue to provide CHS an annual sum of money to be used as an equity fund and utilised as the school decides. Further the P&C will generally not accept requests to support individual students.</p> <p>Moved: Donna Hogan Seconded: Bob Allison</p> <p>ii) Email Oz Sports Uniforms – requesting meeting with USSC. iii) CB CBP 2018 - Confirmation of EFT Banking Details Submission iv) P&C Federation email regarding Student Injury Medical Insurance promoting Student Injury Insurance. The basic level of insurance would cost the P&C approximately \$4357.44 (\$3.56 per student) annually. The NSW Department of Education does not provide accident cover for students but there is an arrangement with NSW Ambulance to provide ambulance transport where necessary at no cost to the student. The only option currently for parents to recoup the medical costs for a student who is injured at school is through legal action. Twelve per cent of families at the school are considered socioeconomically disadvantage. It was agreed that the P&C would investigate this insurance in more detail.</p> <p>Action: The P&C would investigate the viability of paying for Student Medical Insurance</p> <p>Responsible: P&C Executive</p> <p>v) P&C Federation – email regarding casual vacancies elections. vi) P&C Federation Term 4 Christmas Edition 2018 – E Bulletin vii) P&C Federation Term 4 Edition 4 2018 – E Bulletin viii) Comedy for a Cause – Fundraising information Linda noted that she had made contact and that a Comedy night was being organised for 11 May 2019</p>	<p>Donna Hogan</p>
<p>9.</p>	<p>Vacant positions</p> <p>The following positions are vacant: Treasurer, Assistant Treasurer, Social/Fund raising Committee, Grants administrators. The President called for nominations.</p> <p>Treasurer/Assistant treasurer -</p> <p>No nominations received. The Assistant Treasurer role will continue to be filled casually by Emma until the position of Treasurer is filled.</p> <p>Social/Fundraising Committee -</p> <p>Julie Constantinidis, Chantelle Dowdell, Bob Allison and Kiri Collins nominated as Social/Fundraising Committee members.</p> <p>Grants Administrator</p>	<p>Angela Devine-Smith</p>

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	Natasha Mogilin nominated as Grants Administrator.- Thank you to all volunteers.	
10.	<p>Treasurer's Report by A/Treasurer</p> <p>Please see attached report</p> <p>Key points:</p> <ul style="list-style-type: none"> • Waiting on CHS SAM to raise invoices so that CHS P&C can pay \$900 2018 Uniform Levy and \$3,000 2019 Equity Fund as previously P&C approved to CHS. Also waiting CHS to transfer Vol Levy Funds of \$2,535 to CHS P&C account. • Reimbursement for refreshments and general P&C stationery items <p>Motion: To reimburse Emma Wakefield \$286.50 for refreshments for school Year 7 Parent/Carer welcome morning tea and stationery items for P&C labels, pens and markets.</p> <p>Moved: Donna Hogan</p> <p>Seconded:Linda Dunkin</p> <ul style="list-style-type: none"> • Uniform Shop Manager Wages <p>The P&C thanked Mae, the Uniform Shop Manager, for her hard work over December and January.</p> <p>Motion: Payment of \$6,500 to cover Mae's wages for this period.</p> <p>Moved: Donna Hogan</p> <p>Seconded: Linda Dunkin.</p> <ul style="list-style-type: none"> • Concord High School P&C Constitution documents - Prescribed Constitution, By-Laws, Code of Conduct, Grievance Procedure <p>Emma noted that it was good practice to annually review this documentation. Feedback is welcome and can be provided at the next meeting.</p> <p>It was also agreed that the Constitution should be put on P&C letterhead and signed</p> <p>Action: - P&C members to review review constitution and incorporate any agreed changes. Add P&C letterhead, date and signature to all documents. Approved loaded to CHS web site.</p> <p>Responsible: Angela</p> <p>Voluntary Levy – the School has provided in principle agreement to include a P&C Volunatry Levy on the school fees notice distributed to parents and carers. Further discussions will be held with the Principal to progress this.</p> <p>Action: P&C to discuss the Voluntary Levy with the Principal</p> <p>Responsible: Angela Devine-Smith</p>	Emma Wakefield
11.	<p>Uniform Shop Report</p> <ul style="list-style-type: none"> • Year 7 intake <p>Mae did a magnificent job in trying circumstances including stock issues and limited volunteers. Concentrating on filling back orders.</p> <ul style="list-style-type: none"> • EOI process in progress <p>USSC will make a recommendation regarding the operation of the uniform shop and manufacture and supply of school uniforms.</p> <p>Emma noted that Mae's standard hours also needed to be reviewed given</p>	USSC

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	the increasing demands of the shop.	
12.	<p>Open table discussion</p> <ul style="list-style-type: none"> • Speakers for future P&C meetings and other events – <p>Options were discussed including inviting other schools to contribute to costs..</p> <p>Suggested topics included gaming, social media, setting boundaries, talking to teens.</p> <p>Linda agreed to distribute a survey to garner suggestions from parents and carers.</p> <p>Action: Develop and distribute survey to parents and carers in relation to suggestions for speakers</p> <p>Responsibility: Linda Dunkin Survey - Emma Wakefield - Programme & Speakers</p>	Angela
13.	Grants Report – tabled and attached.	Donna Hogan
14.	<p>AOB</p> <p>International Womens Week Event</p> <p>5.45 – 7.00pm 6 March 2019 in Theatrette</p> <p>Theme is ‘Celebrating women’. 2 guest speakers – Dr Aleta Knowles, recommended through the STEM mentoring program, Tara Lal, recommended by Beyond Blue. Light refreshments will be provided. P&C would like to acknowledge the support of the school, particularly Alice Leung.</p> <p>Emma noted all P&C sponsored events need an event form for insurance purposes.</p> <p>Action: Raise an event form for this event</p> <p>Responsibility: Donna Hogan</p> <p>Mr Newby</p> <p>Merit selection training – The Principal noted merit selection training for parents and carers will be conducted in term 3. This training allows for P&C representatives to participate in selection processes for school staff.</p> <p>Staff Development days at end of year 2019 – Staff development days are scheduled for the last Thursday and Friday of term 4. Staff would like to do equivalent training over the course of the year in twilight/after school hours sessions.</p> <p>The P&C noted it has no objection to this.</p> <p>KIT – The Principal sought the support of the P&C to replace the weekly KIT with a fortnightly edition.</p> <p>The P&C noted it has no objection to this.</p>	
15.	<p>Close of General Meeting: 8.56 pm</p> <p>Next meeting: 6.30pm, 19 March 2019</p>	Angela Smith

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