



Concord High School P & C association

ABN: 43 317 153 298

Minutes

Date: Tuesday, 19 March 2019

Time: 6:30 pm

Venue: School Library, Concord HS

	ITEM	Lead
1.	Open Meeting, Welcome & Introductions	Angela Devine Smith
2.	Attendance : Refer to attendance book Apologies: Jenny Dey	Angela Devine Smith
3.	<p>Guest speaker: Alice Leung, HT Secondary Studies & Technology coordinator at Concord High School Technology spoke to to the P&C community and provided parents with information regarding the latest social media sites and what to be aware of when young people are engaging with these various social media platforms.</p> <p>Aussie teens online</p> <p>Girls use social media for images</p> <p>Boys more likely to play online games.</p> <p>Girls were cyber bullied more. But were more likely to discuss this.</p> <p>Instagram and Snapchat more young people use these. Not Twitter, more adults use</p> <p>An older sibling or mentor will be more effective to listen to; Parents don't know anything!</p> <p>Different spaces Online and Off line. Sometimes these merge and the online world becomes the online world.</p> <p>Common sense media.org – advise for parents</p> <p>Downtime on Apple Only uses certain apps</p>	

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	<p>Digital nutrition. Viewing you online as a food nutrition. Using technology. A balance.</p> <p>Hand out provided Common sense media: Family Media Agreement</p>		
4.	<p>Principal report:</p> <p>Cooler classrooms program for A/C application. The P&C A/C funds raised will be held until we hear from the school if they were successful in obtaining government funding for airconding?. This money raised through the P&C could cover three rooms. The school will need to cover cost of maintainace and cost of electricity. They will be reverse cycle.</p> <p>Lockers: Thefts from students bags. Small lockers in the change rooms, that the P&C could fund. 60 – 90. School to get quotes and bring back to P&C</p> <p>School security on the agenda for front gate</p> <p>Uniform on Tuesday: Students in 8, 9 and 10 wear sports uniform to school.. This will commence Day one, term 2</p>	Victor Newby	
5.			
6.	<p>Minutes of Previous Meeting</p> <p>Motion: That the minutes of the meeting 12 February 2019 be accepted (held over to next meeting) Wasn't distributed.</p> <p>Moved:</p> <p>Seconded:</p>	Cathy Scanlan	
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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8.1	<p>Incoming</p> <ul style="list-style-type: none"> i) Email LWReid re uniform shop proposal – requesting meeting with USSC. ii) P&C Federation bulletin x 4 iii) Womens Week invitation iv) Canda Bay Council – Sewing Bee flyer v) Substainable schools vi) Healthy Teens opportunity – Passed onto CHS vii) Optus bill viii) IWD – International womens day ix) Icare insurance x) Smarty Grants x 3 xi) First State Super – Change of authority received and accepted. <ul style="list-style-type: none"> I. Parents emails: II. Air con fund raising question III. Removing name from CHS P&C email IV. Parent of a potential student wanting information – passed to CHS V. Uniform shop email re exchange of clothes. <p>Outgoing</p> <ul style="list-style-type: none"> I. Cricket player support – President II. First State super – Requesting change of authority. III. Response to parent re Air condition information. <p>Responsible: P&C Executive</p>	Cathy Scanlan
9.	<p>Vacant positions treasurer</p> <p>Treasurer: Glenn Harris Nominator: Emma Wakefield Seconder: Vanessa Harris</p> <p>Congratualtion Glenn and Thank you</p>	Angela Devine-Smith
	<p>Ellen Hoy (Teacher) request the P&C purchase Antibullying program \$1580 covers year 7</p> <p>Recommend: The Anti Bullying program be purchased for \$1580 incl GST</p> <p>Mover: Ange Smith Seconder: Bob Allison</p> <p>Volunteer levy: Note will be sent to all parents for school fees, volunteary school voluntery, subject fees and P&C contribution volunteer levey(Optinal)</p>	
10.	<p>Treasurer’s Report by A/Treasurer</p> <p>Uniform: \$71,329.16 (True balance \$62,004.89)</p> <p>P&C: \$8,764.30 (True balance \$4,114,30)</p>	Emma Wakefield

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	<p>Moved:</p> <p>Seconded:</p> <p>.</p> <p>Action:</p> <p>Responsible:</p>	
<p>11.</p>	<p>Uniform Shop Report</p> <p>The Uniform Shop Sub Committee (USSC) met on 18 March 2019. Members of the USSC present at this meeting: Linda Dunkin (Convenor), Donna Hogan (Minute Taker), Mae Czernkowski (Uniform Shop Manager), Jenny Dey, Vicki Saarensen, Michelle O’Brien and David Oxnam.</p> <p>Discussion points:</p> <p>1. Transfer of payment of US Manager wages to CHS</p> <p>Concord High School has agreed to take over the payment of the Uniform Shop Manager’s wages. Mae has received the paperwork required from the Manager Admin Services and will complete it by Wednesday.</p> <p>The proposed process for payment of the Uniform Shop Manager’s wages going forward will be:</p> <ul style="list-style-type: none"> i) Mae will complete her new timesheet (provided by school) and submit to Linda and MAS each week for payment ii) School will pay Mae iii) School will invoice P&C iv) Linda will reconcile invoice with submitted timesheet and approve payment v) Treasurer will arrange payment to school <p>Mae will need a new letter of engagement which will need to specify her employment arrangement with the school but acknowledge her reporting relationship to the P&C. P&C Insurance policy will need to be reviewed to reflect the changes.</p> <p>Action: Linda/Donna to discuss content of letter with Principal.</p> <p>2. Point of Sale System</p> <p>Following a review of the capacity of a number of point of sale systems, specifically FlexiSchools, VendHQ and QKR, the USSC is recommending VendHQ for use in the Uniform Shop. It is a powerful system that is easy to use.</p> <p>VendHQ provide a 30 per cent discount for not for profits and it would cost the P&C \$97.30 per month or approximately \$1167 per year. This is inclusive of e-commerce software. The necessary hardware is additional and would cost \$500 through VendHQ (cashdrawer and printer).</p>	<p>USSC</p>

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A laptop would still need to be purchased. The option for the school to purchase and claim back from the P&C was discussed as it is believed the school would be able to access discounted prices and not have to pay GST.

Integration with an accounting software system such as Xero can be reviewed by Treasurer if necessary later down the track.

Recommendation:

The USSC recommends that the P&C authorise \$3,200 in expenditure for the following items:

- VendHQ system \$1,167.60 annual fee
- VendHQ hardware \$500
- Laptop for use by US Manager, up to \$1,500 (Through the school)
- Move: Linda Dunkin
- Seconder: Ange Smith

3. Uniform Shop EOI's

Michelle O'Brien is reviewing the EOI's and will put a business case together for the consideration of the USSC and ultimately, the P&C.

Action: Linda to send an email to suppliers to advise of delay.

4. Increase in hours for Uniform Shop

The USSC noted that opening hours of the uniform shop had remained the same in spite of the increase in school population. Mae and Linda have both received requests from parents to extend the opening hours to commence at 8.30 on at least one day, and increase the number of days the shop is open each week.

The USSC agreed that this would be reviewed once the online ordering system is in place as this may negate the need to increase opening hours.

5. Uniform shop email address for online orders

Mae proposed that a separate email address for the uniform shop be created. It was agreed by the USSC.

Action: Linda will create a gmail account for Mae.

6. School approved discounts for uniforms

It was agreed that the new system should incorporate the capacity to include a uniform 'discount' option to enable school approved discounts to be facilitated. This is a more ideal way of accommodating wholesale prices which would require the new system to include two pricing structures i.e wholesale and retail.

Action: Ensure the VendHQ system includes a school approved discount.

7. Girls shorts

Mae provided a sample of the girls shorts and proposed that we approve Focus to start production. The USSC agreed but requested a wider leg and zipped pocket.

Recommendation – The USSC recommends that the P&C approve the production of girls shorts through the supplier, Focus.

8. Change/update the girls skirts (Junior & Senior).

Mae proposed that the current girls skirt be modified to include an elasticised waist.

Recommendation – The USSC recommends that the P&C approve the production of the girls skirt with an elasticised waist through the supplier, Focus.

9. Vouchers for Volunteers assisting in the Uniform Shop during recent December/January period.

On 20 December 2018 the Uniform Shop opened to allow the incoming 2019 year 7 students to purchase their uniforms. On this day Mae was ably assisted by Alexander and Andrew Czernkowski who voluntarily gave their time between the hours 8.00 – 1.00pm. Alexander again helped in the shop on 29 January 2019 between the hours 10.00 – 2.00.

In recognition of this, it was agreed that the P&C approve funds to purchase a \$100 gift card for Alexander and a \$50 gift card for Andrew.

Recommendation - That the P&C authorise payment of \$162.90* for 2 gift cards for Alexander and Andrew Czernkowski as a gesture of gratitude for assisting in the Uniform Shop on 20 December 2018.

*Detail of expenditure:

\$50 gift card + \$5.95 purchase fee = \$55.95

\$100 gift card + 6.95 purchase fee = \$106.95

Total expenditure: \$162.90

Moved Linda Dunkin

Secunder: Chantelle Daldel.

Thank you to Mae and the uniform shop sub committee.

<p>12.</p>	<p>Open table discussion</p> <p>Social committee</p> <p>Chantelle Daldel – Canada Bay club 11th May, Comedy for a Cause. \$750 fee for hall hire. CD to ask for a discount for hall hire.</p> <p>\$35 for tickets. Max 150 people.</p> <p>What can be improved on communication (facebook) Next meeting</p> <p>Donations from local business (100 businesses)</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>	<p>Angela</p>
<p>13.</p>	<p>Grants Report – tabled</p> <p>Grants Report – P&C Meeting, 4 December 2018</p> <p>1. Current applications:</p> <p><i>i) Volunteers Grant</i></p> <p>Applied for \$3,766 for stock management/pos software, laptop and other equipment in the School’s uniform shop.</p> <p>Outcome: End of March 2019</p> <p><i>ii) Sydney Motorway Corporation</i></p> <p>Applied for \$10,000 for outdoor seating and shade sail.</p> <p>Outcome: June 2019</p> <p>2. Grants awarded/in progress:</p> <p><i>Community Building Partnerships 2018</i></p> <p>AMU and Funding Deed to be completed by 31 March 2019</p> <p>Work to be completed by April 2020. Completion report by 30 April 2020</p> <p>Action: School to complete AMU and send to Donna who will submit with Funding Deed by 31 March 2019</p>	<p>Donna Hogan</p>

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3. Grant opportunities for 2019

Date	Grant	Amount
March (quarterly)	Hewlett Packard For HP items. School to submit 60 second video	\$10,000
April	Community Building Partnerships (State Govt)	\$2,500 - \$25,000
	Clubs NSW Category 1 Grant	No limit specified
	Canada Bay Council Community Support and Development Grants	\$1,000-\$3,000
May	Suez for projects that improve environment or the community's sustainability targets	\$1,000 - \$15,000
June	Sydney Water for Arts and Heritage, Safety, Health and Wellbeing projects	\$1,000
August	Stronger Communities (Fed Govt) funding for equipment, aircon, kitchen upgrades, furniture, software/hardware and more. Local (Fed) MP issues an invitation to express interest (Worthwhile lobbying when election is over)	\$2,500 to \$20,000. Will only provide funding for ½ the cost – School or P&C must fund the residual.
Anytime	Grill'd – Need to approach local store (Leichhardt)	\$100-\$300
	Clubs NSW – Category 2 grant	Limit not specified. Depends on club
	Variety Club Community Grants for equipment, supplies or technology but school must service children who are disabled, critically ill or living under financial hardship	Limit not specified.
	McDonalds – sponsorship of project	Limit not

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	or event	specified. Application through Store Manager	
	<p>Westconnect applied for last week School is applying for the Hewlett Packard \$10,000 (Alice Leung)</p> <p>If anyone knows of any grants, please let the P&C know and we can follow up.</p>		
14.	AOB		
15.	Close of General Meeting: 8:30pm Next meeting: 6.30pm, 7 May 2019		Angela Smith

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