



## Concord High School P & C association

ABN: 43 317 153 298

### General Meeting

6.10pm, Tuesday, 3 December 2019, Concord High School Library

	Item	Lead
1.	<b>Welcome</b>	President
2.	<b>Apologies</b> Adrienne Keane, Suzanne Ellis	President
3.	<b>Acceptance of Minutes</b>  Motion: That the minutes of the meeting 22 October 2019 be accepted:  <b>Moved:</b> Angela Smith  <b>Seconded:</b> Lea Wilson	President
4.	<b>Correspondence</b> <ul style="list-style-type: none"> <li>• P&amp;C Federation Community News Term 4, edn 1, 2019</li> <li>• P&amp;C Federation Community News Term 4, edn 2, 2019</li> <li>• P&amp;C Federation Community News Term 4, edn 3, 2019</li> <li>• Canada Bay Council Public Safety Plan poster</li> <li>• icare reminder to pay 26 October 2019</li> <li>• icare overdue notice 17 November 2019</li> <li>• icare final demand 25 November 2019</li> </ul> <p>Glen advised that the icare insurance for the Uniform Shop has been cancelled.</p> <ul style="list-style-type: none"> <li>• ACNC Advice – Re-registration of Concord P&amp;C as a Charity</li> <li>• P&amp;C Federation Email re Liability Insurance Schedules Misprint</li> </ul> <p><b>Action:</b> Follow up with P&amp;C Federation to get replacement schedule</p> <ul style="list-style-type: none"> <li>• Request from Alison Armitage, GATS Coordinator/SRSC Fundraising Coordinator</li> </ul>	Secretary



	<p>The P&amp;C supports the Concord High School Uniform Policy being altered so the wearing of a tie is optional for all students with the exception of those representing the school off campus at special events.</p> <p>The motion was put to the membership at the meeting, achieving the following result:</p> <p>12 votes in support of the motion</p> <p>2 votes opposed to the motion</p> <p>The motion was carried.</p> <p><b>Action:</b> Victor will consult with students and staff in relation to the P&amp;C motion and report back to the P&amp;C early in 2020.</p>	
6	<p><b>Principal's Report</b></p> <p><i>Presentation night - Wednesday 11 December, 6.00pm</i></p> <p><i>Wellbeing Program and changes from 2020</i> - Victor encouraged parents and carers to read the article in the recent KIT in relation to changes to the school's wellbeing program which will take effect from 2020.</p> <p><i>Survey in relation to transport</i> - the most recent KIT includes a Transport Survey and link. Victor asked families/carers complete the survey as the data gathered will highlight the transport issues the school community is experienced. Students should also be reminded to tap on using their Opal card to ensure their travel is recorded and and patronage statistics analysed by Transport NSW are accurate.</p> <p><i>Requests for funding – Timpani Drums</i></p> <p>Ms Ceste &amp; Mr Jobson addressed the meeting in relation to a request for the P&amp;C to provide funding for Timpani Drums. Cost estimates, ranging from \$7,638 to \$9,046, were provided.</p> <p>The meeting agreed that request would be added to the agenda for the P&amp;C February 2020 meeting to allow full consideration by P&amp;C members.</p> <p><b>Action:</b> Donna to include request for funding on the agenda for February 2020 meeting</p> <p>Victor was congratulated on both the wellbeing program and the success of the day's orientation for the 2020 year 7 intake.</p>	Principal
7.	<b>Treasurer's Report</b>	Treasurer

	<p>Report attached</p> <p><i>Changes to Westpac accounts</i></p> <p>It was noted that the Executive would need to update the authorised signatures for the Westpac accounts to remove Cathly Scanlon and Emma Wakefield and add Donna Hogan and Kathryn Zerk. At the same time, the separate account established for the Uniform Shop will be closed and remaining funds transferred to the P&amp;C general account.</p> <p><b>Action:</b> Executive to determine a date for Westpac visit to update authorised signatories and close P&amp;C Uniform Shop account.</p> <p>As noted in the Treasurer’s Report, the P&amp;C has not been invoiced for Mae’s wages for the three month period prior to the uniform shop handover. It was agreed that CHS would not invoice the P&amp;C as the P&amp;C would likely transfer the equivalent amount to the school in due course anyway.</p> <p><i>Voluntary contribution</i></p> <p>Parents and carers have contributed \$21,000 in voluntary contributions since the school fees invoice was amended to include the option for a \$50 P&amp;C donation. After some discussion, it was agreed to maintain the current donation amount at \$50.</p>	
8.	<p><b>Grants Update</b></p> <p>Nothing to report</p>	Donna Hogan
9.	<p><b>President’s Update</b></p> <p>Key points</p> <ul style="list-style-type: none"> <li>○ The fan, funded by the P&amp;C, has been installed in the school hall and is working effectively to cool the space.</li> <li>○ Uniform shop – new premises will be operational by mid term 1 2020</li> <li>○ Comedy night 2020 has been scheduled for 7 March 2020. A room has been booked at Canada Bay Club and the fundraising committee is attempting to have the hire fee waived.</li> <li>○ Airconditioning – 2-3 airconditioners will be installed by the end of the year with funds raised by the P&amp;C contributing to the total cost. It is planned to install high powered air conditioners in the English and Maths common areas. The high horsepower airconditioners will be powerful enough to</li> </ul>	President

	<p>cool the adjoining classrooms. Vanessa noted the P&amp;C may need to pass a subsequent motion to fund the additional electricity costs associated with the airconditioners.</p> <p>Victor advised approximately 70% of the school is without airconditioning. The school is still waiting on the outcome from its 2019 application for funding for airconditioning through the NSW Government’s Cooler Classrooms program</p> <ul style="list-style-type: none"> <li>○ Canada Bay Council is offering grants to schools for the purpose of installing solar panels. Victor noted that the school does have solar panels but will contact Council to obtain more information.</li> <li>○ Volunteer’s Grant - \$3,766 Angela proposed that the Grant be used to purchase two laptops for use by the P&amp;C Executive. The laptops will remain the property of the P&amp;C and used for P&amp;C purposes. Bob Allison moved the motion. Vanessa Harris seconded the motion.</li> <li>○ Insurance refund – Angela has been in contact with the P&amp;C insurer in relation to obtaining a refund on our policy which currently includes cover for Uniform Shop stock. The insurer will refund the P&amp;C \$900 once they receive the paperwork confirming the transfer of the shop to the school.</li> </ul>	
10.	<p>AOB</p> <ul style="list-style-type: none"> <li>● 2020 year 7 parents &amp; carers morning tea 29 January 2019 – Volunteers are sought to attend the morning tea in the school hall which will take place after the students have left. The event will be catered so the role of P&amp;C volunteers is to talk to the new parents and carers about the role of the P&amp;C and some of our funding initiatives. Kathryn Zerk and Vanessa Harris volunteered Any other members interested in attending should email <a href="mailto:pandcassociationconcordhigh@gmail.com">pandcassociationconcordhigh@gmail.com</a></li> <li>● P&amp;C Funding Requests process – Draft document and form was discussed. It was agreed that the P&amp;C should promote and open the funding request process on an annual basis with a closing date for applications. It was also agreed that the Principal should be an integral part of the process. The role of the Principal would be to brief the executive at the commencement of the process and discuss parameters for suitable projects/initiatives. All applications for funding will need to be vetted and supported by the Principal. It was also agreed that the funding request for the purchase of Timpani drums (see under Principal’s Report above) be considered through this new process.</li> </ul>	Various

	<p><b>Action:</b> The process will be amended to include dates and reinforce the role of the Principal. The amended document and application form will be considered again at the February 2020 P&amp;C meeting.</p> <ul style="list-style-type: none"> <li>● P&amp;C Building Fund – <b>Action:</b> Draft document and resolution will be discussed in further detail by Glenn, Angela and Victor.</li> <li>● P&amp;C information on school website <b>Action:</b> Angela will contact Alice Leung, Head Teacher CHS in relation to updating the P&amp;C information on the school website</li> <li>● Uniform Shop Outstanding Actions <ul style="list-style-type: none"> <li>○ Optus account – resolved</li> <li>○ icare – resolved</li> <li>○ ATO – Final BAS will be completed shortly and sent to the ATO</li> <li>○ Close bank account – discussed under Treasurer’s report</li> <li>○ Filing cupboard in storage shed – will be investigated.</li> <li>○ Volunteers sought to assist Mae in the Uniform Shop during December/January – members please email Donna if interested in volunteering.</li> </ul> </li> </ul>	
	<p><b>Meeting closed – 8.05 pm</b></p>	

**Next Meeting: 6.00pm, 11 February 2020 following year 7 parent/carers welcome BBQ**