

**CAMMERAYGAL HIGH SCHOOL
PARENTS AND CITIZENS ASSOCIATION**

Confirmed minutes from CHS P and C Association general meeting 2015.2, held on Tuesday 5 May 2015 at 7.00pm, in the CHS Staff Room

Attendees: Nania Gupta (President), Elyse Sainty (Vice-President), Helen Trappel (Vie-President), Anne-Lise Daniel (Secretary), Peter Barraclough, Sarah Culhane, Priscilla Feehelly, Paul Fletcher, Elspeth Froude, Annette Grundy, Christopher Hiraishi-Mae, Russell Jeffery, Belinda Kent, Deb Lee, Ting Lim, Kathy Melky, Ed Rea, Marcela Rea, Jenny Riseborough, Alison Robson, Peta Turner. Annette Warren

Apologies: no apologies were received.

The minutes are reported in the order of the agenda.

1. Welcome and apologies

Naina Gupta welcomed all attendees and presented her condolences to Elspeth.

2. Minutes from previous meeting

Motion: that the Minutes from the 31 March 2015 meeting be accepted as a true record.

Proposed: Anne-Lise Daniel. Seconded: Helen Trappel.

Motion carried.

3. Business Arising from the minutes of the previous meeting

3.1 Insurance

Naina reported that she had obtained and reviewed the insurance product disclosure statement from the P&C Federation. The main points to be noted were that the insurance did not cover medical costs that could be covered by the Medicare or a student's private health insurance, and where students did not have private health insurance, but Medicare would apply, the P&C Federation insurance would only cover the gap.

It was agreed that the Product Disclosure Statement would be circulated to the Committee prior to the next meeting for consideration and a decision whether to subscribe would be made at the next general meeting on 9 June.

Action: Anne-Lise to circulate the PDS to the Committee for consideration at the next Committee meeting.

4. Standing items

There were no standing items for discussion.

5. Correspondence

There was no correspondence for noting or discussion.

6. Reports

6.1 School Principal's report

Kathy reported on the following:

- New policy and procedures were progressively being rolled out.
- Building works was progressing on the outdoors areas (courtyard) and the gym (the Department had allocated additional funds to make some modifications that will improve the use of space).

Stage 2 of the building works was on track with handover still scheduled in September 2015. The rain had delayed completion of the multi-sports court.

- The school was working out the processes to walk from the school to the court to ensure maximum safety for the students.
- Interviews with each student were underway and it was a very positive experience for Kathy. The feedback received to date was positive and constructive. The most positive aspect highlighted by the students was the teaching, while the least positive was the ongoing building works and lack of play space.
- There new staff members had been appointed: Ms Jacqueline Payne, as Head Teacher in English, Mr Stuart Madgwick, as Head Teacher HSIE (Human Society and its Environment), Mrs Stephanie Wagner, as Head Teacher Mathematics.

Stephanie presented her professional background and approach to maths teaching.

Peter Barraclough presented the Assessment Booklet and the shared tips with parents to support students planning their assessment tasks.

Jodie presented the following:

- Wellbeing and Fair Discipline Policy
- Merit system
- Student and Parent Portal

6.2 President's report

Naina reported on the following:

- Indra Perumal had resigned from position of Treasurer for family reasons, opening a vacancy on the Executive Committee.
- In order to open a bank account for the P&C, the Committee needed to designate account signatories. As a bank employee, Naina advised that she would not be an account signatory to avoid conflict of interest.

Motion: that the following Committee members be designated signatories on the Cammeraygal High School P&C Association bank account:

- Jenny Riseborough, Treasurer
- Elyse Sainty, Vice-President
- Helen Trappel, Vice-President
- Anne-Lise Daniel, Secretary

Proposed: Naina Gupta. Seconded: Anne-Lise Daniel.

Motion carried.

6.3 Treasurer's report

There was no Treasurer's report.

7. General business

7.1 Governance matters

a. Election of Treasurer

Jenny Riseborough self-nominated at the meeting for the role of Treasurer.

Motion: that Jenny Riseborough be elected as Treasurer of the Cammeraygal High School P&C Association.

Moved: Anne-Lise Daniel. Seconded: Naina Gupta.

Motion carried.

b. Mission statement

The group agreed that the Mission Statement be circulated to all families via email to seek feedback with a view to adopt the Statement at the June meeting.

7.2 Social events/fundraising

Naina reported that she had approached local business to obtain donation of or discount on wine for the event and was waiting for confirmation.

As the date was drawing closer and there was still a lot to be done, Elyse called for volunteers to help her organise the event. Seven parents came forward to help.

Action: Anne-Lise to follow-up with the school office to send a separate email to all families about the event and to extend the RSVP date.

7.3 Sports

Alison reported that the Sports sub-committee had met to discuss ideas, including running a multi-sports club before or after school hours. To progress this project, information from the School about accessing school's premises before and after-school hours, staffing for supervision, etc. will be required.

Action: The Sports sub-committee to prepare a written proposal for submission to the Principal, outlining the project including timing of the activities, proposed supervision arrangements, possible legal issues (e.g. working with children check).

7.4 Communication

Action: Anne-Lise to follow-up with Tamara and Kathy to circulate the online survey to collect parents' details.

7.5 Uniform

No matters were discussed under this item.

7.6 Canteen

Kathy reported that she had not yet had the opportunity to meet with the canteen operator to discuss the concerns raised at the previous meeting.

Actions: Kathy to:

- circulate the canteen menu to all parents via email
- discuss with the canteen operator the possibility of having the menu available online
- gather feedback about the canteen from the SRC

There being no other business, the meeting closed at 9:00pm.

Remaining meeting dates for 2015

Term 2 (21 April – 26 June): 9 June

Term 3 (14 July – 18 September): 11 August, 8 September

Term 4 (6 October – 16 December): 13 October, 10 November (AGM)