

**CAMMERAYGAL HIGH SCHOOL
PARENTS AND CITIZENS ASSOCIATION**

Confirmed minutes from CHS P and C Association general meeting 2015.4, held on Tuesday 2 June 2015 at 7.00pm, in the CHS Staff Room

Attendees: Naina Gupta (President), Elyse Sainty (Vice-President), Jenny Riseborough (Treasurer), Anne-Lise Daniel (Secretary), Jodi Arrow (Deputy Principal), Sarah Culhane, Paul Fletcher, Ting Lim, Kathy Melky (Principal), Alison Robson

Apologies: Priscilla Feehelly, Tamara Hankinson, Belinda Kent

The minutes are reported in the order of the agenda.

1. Welcome and apologies

Naina Gupta welcomed all attendees and apologies were noted.

2. Minutes from previous meeting

Motion: that the Minutes from the 5 May 2015 meeting be accepted as a true record.

Moved by: Paul Fletcher. Seconded by: Alison Robson. All approved.

Motion carried.

3. Business Arising from the minutes of the previous meeting

3.1 Insurance

Elyse reported that she had reviewed the product disclosure statement for the Student Injury Policy proposed by the P&C Federation and that the insurance was beyond the scope of what the P&C wanted to focus on at this stage.

Motion: that the CHS P&C does not subscribe to the Student Injury Policy in 2015.

Moved by: Elyse. Seconded by: Anne-Lise. All approved.

Motion carried.

3.2 Canteen

Kathy reported that she met with the canteen owner to discuss the concerns raised by the students and parents about the choice of food offered at the canteen. Following the discussion, new fresher options had been introduced. The feedback from students had been positive with still with some complaints about the prices, which were deemed too high.

3.3 Changes to bank account signatories

At meeting 2015.3 on 5 May 2015, the Committee approved that two signatories would be required for all payments and four members of the Executives were designated as signatories.

Naina raised the issue that the requirement to have two signatures could be problematic when making online payments, a now very common form of payment. It was proposed that only one signature be required for payments up to \$1,000 (one thousand dollars) and two signatures for payments above \$1,000 (one thousand dollars). The arrangement would be reviewed in six-month time or when the account balance would be over \$10,000 (ten thousands dollars).

Motion:

- a) *that only one signature be required for payments up to \$1,000 (one thousand dollars) and two signatures for payments over \$1,000 (one thousand dollars).*

- b) *that this arrangement be reviewed when the P&C account balance reaches \$10,000 (ten thousands dollars) or in six-month time, whatever comes first.*

Moved by: Anne-Lise. Seconded by: Naina. All approved.

Motion carried.

4. Standing items

4.1 Collection of membership fee

Anne-Lise reminded all attendees that, under rule 7 of the CHS P&C, a membership fee of \$1 (one dollar) was to be paid by members in order to have voting rights at the general and annual general meetings of the P&C.

Attendees were invited to pay the fee at the meeting. Anne-Lise would keep an up-to-date register of the membership.

5. Correspondence

There was no correspondence for noting or discussion.

6. Reports

6.1 School Principal's report

Kathy presented the draft school plan, informing the Committee that the aim was for the plan to be finalised and publicised early in Term 3. In response to a question in relation to the long-term sustainability of the clubs, one of the components of the school program, Kathy confirmed that this could indeed be an issue as the school grows and teachers' time would be stretched amongst more students and responsibilities. The school was considering various options to support the clubs in the long-term without having to solely rely on the school teaching staff.

Kathy also reported on:

- Athletic Carnival on Friday 5 June
- School reports to be sent home on week 10
- Uniform:
 - compliance with the school uniform had slipped in Term 2 (especially socks and shoes) and the sanctions outlined in the Uniform Policy were being implemented;
 - introduction of track suit.

Jodi presented the Mind Matters program (<http://www.mindmatters.edu.au/>) being implemented in the school in response to the results of the "Tell them from me" survey run in Term 1. The survey results showed higher than average levels of anxiety with regards to school amongst the CHS students (21%) (NSW: 19%).

The Mind Matters program had been developed by Beyond Blue and was supported by the Department of Education and Communities (DEC). The program provided a framework for staff to support the wellbeing of students. The first stage of the implementation would consist of a training program for staff, followed by activities aimed more directly at the students.

It was suggested that a talk or presentation on the topic of anxiety be organised for parents.

6.2 President's report

Items from the President report were covered throughout the agenda.

6.3 Treasurer's report

Jenny reported on the following:

- Bank account had been opened.

- The account balance was \$1,616 (one thousand six hundreds and sixteen dollars), which represented donations from families who had pledged to sponsor specific items at the Parents' Social evening.
- The P&C Association had been registered with the Australian Charities and Not-for-Profit Commission (ACNC), making the P&C eligible to receive tax-deductible donations.
- Suggestion that the P&C subscribed to Xero, an online accounting software, to facilitate the management of and reporting on the P&C finances. Annual cost: approximately \$500 per year. No decision was made at the meeting about the subscription.
- Setting up of a Building and Library fund: Elyse was following up with Alan Gardiner, Vice-President of the P&C Association of NSW, on the process and requirements for setting up these types of funds.

1. Governance matters

7.1 Amendments to Rules of the Cammeraygal High School Parents and Citizens Association

Anne-Lise reported that changes to the following rules were proposed:

- Rule 3: amendment to the end of financial year date to align with the date in rule 17
- Rule 6: changes to the schedule of the general meetings from the second to the first Tuesday of the month
- Addition of rule 18 to meet requirements from the ACNC

Motion: that the P&C Rules be amended as follows (deleted text strikethrough; added text in bold underlined):

*3. The financial year of the association will close on ~~30 September~~ **31 December** each year.*

*6. A general meeting of the P&C Association will be held on the ~~second~~ **first** Tuesday of each month during term time at 7 pm, except where agreed by vote at a preceding P&C meeting, that a meeting may not be held for one month only or that a meeting be held on a different day than the first Tuesday of the month for one month only.*

18. If the organisation is wound up or its endorsement as a deductible gift recipient is revoked (whichever occurs first), any surplus of the following assets shall be transferred to another organisation to which income tax deductible gifts can be made:

- **gifts of money or property for the principal purpose of the organization**
- **contributions made in relation to an eligible fundraising event held for the principal purpose of the organisation**
- **money received by the organisation because of such gifts and contributions.**

Moved by: Anne-Lise. Seconded by: Naina. All approved

Motion carried.

7.2 Vacancy: Vice-President

Naina reported that Helen Trappel had resigned from the role of Vice-President for personal reasons. Elections for a new Vice-President would take place at the August meeting. A call for nominations would be included in the next newsletter and Anne-Lise would collect nominations via email. Nominations would also be accepted at the August meeting.

Action: Anne-Lise to send the nomination form and cover note to Kathy for inclusion in the next newsletter.

8. Sub-committees

Naina thanked all the parents who expressed interest in being on a sub-committee/working group or offered their skills to support the P&C:

- Fund raising: Naina Gupta, Priscilla Feehelly, Belinda Kent, Kristy Millanta, Deb Lee
- Fun/social events: Naina Gupta, Priscilla Feehelly, Belinda Kent, Deb Lee
- Grounds/Buildings: Elyse Sainty, Deb Lee, Linda Fardell, Ben Howlett, Annabelle Drew
- Uniform: Helen Trappel, Paul Fletcher
- Music: Elyse Sainty, Paul Fletcher, Sarah Culhane
- Sport: Alison Robson, Ting Lim, Chris Hiraishi Mae, Sarah Culhane

- Community: Elyse Sainty, Belinda Kent, Elspeth Froude
- Help with graphic design: Tim Warren and Russell Jeffery

Action: Anne-Lise to:

- draft a thank you note to be included in the next Newsletter;
- draft a communication for the sub-committee members with suggestions about how they could organise themselves as well as reporting expectations at the P&C meetings.

8.1 Social events/fundraising

8.1a Update on 20 May Parents' Social Night

Elyse reported that the event went very well. All costs had been covered and a small surplus had been made. Approximately \$3,500 (three thousands five hundreds dollars) had been pledged towards the wish list or in the form of second-hand items.

There was still \$12,500 (twelve thousands five hundreds dollars) worth of items on the wish list. This amount could be covered by further individual donations as well as a one-off donation from the P&C to the School once the 2015 contributions had been collected.

The wish list would be included in the next newsletter to encourage more parents to donate. Kathy would review the list in a couple of months and report to the September meeting of the P&C on what would still be required so the amount of the donation can be determined.

Action: Elyse to update the wish list and send to Kathy for review.

8.1b School disco

Naina proposed that the P&C organised a disco for the students. Kathy raised some concerns about the idea, noting that the organisation of such events in high school was quite complex and carried significant risks. It would also require the support of the school staff.

The Committee agreed to park the idea of the disco and that the Social Committee would look at other activities that could involve the students, but carried less risks.

8.2 Sports Sub-committee

Alison tabled and spoke to the Sports Sub-committee report (attached).

The Committee agreed that in Term 3 2015, it would be best to focus on only tennis and basketball. Tennis would be offered off-site by an established business, while basketball would require more parents' involvement to manage and coach the teams. Both activities would be offered subject to sufficient number of students being interested. A survey would be sent to families to collect expressions of interest.

To plan for 2016, it was agreed that the 2015 Orientation Day would be used as an opportunity to collect expressions of interest from future students about sport activities.

Action: Sports Sub-committee to draft the communication to families about the Tennis and Basketball clubs to run from Term 3, to be sent out via the School office.

8.3 Communication

8.3a Parents' Booklet

The Communication report circulated with the agenda was received.

8.3b P&C webpages and branding

Action: The Executive Committee to liaise with Tamara about:

- the process to include information in the School newsletter;
- coordinating the development of the P&C website.

8.4 Uniform

Actions:

- Naina to contact Helen to check whether she wishes to be part of the Uniform Sub-committee;
- Kathy to follow-up with the uniform provider about the track suit;
- Paul to discuss with Kathy where decisions about the uniform are up to and what still requires follow-up;
- Anne-Lise to draft a call for volunteers for the Uniform Sub-committee to be included in the next Newsletter.

8.5 Music Sub-committee

Elyse reported on the following:

- Tara Fermor had been appointed as the Band Conductor. This would allow Anthony McGirr to switch his focus to the Rock Band.
- Rehearsal for the Concert Band would be on Tuesdays.
- A new recruitment drive was underway.
- A Beginner Band may be set up in 2016.

9.1 2015 P&C Contribution

The Committee discussed the amount of the contribution and the schedule for collection.

Elyse had collected information about the contributions charged by other P&Cs in the area (North Sydney Demonstration School, Cammeray Primary School, Mosman High School, Chatswood High School and Willoughby Girls High School). Contributions ranged between \$115 per family and \$245 per child; with some P&Cs charging a discounted contribution if more than one child attended the school. The rates of payment varied also greatly, between 20% and 80% of families paying the contribution depending on the school.

The Committee agreed that a \$250 (two hundred and fifty dollars) contribution was deemed adequate and discussed whether a discount should be offered for families with more than one child. Two options were discussed:

1. A contribution would be paid for each child attending the school, with a discounted rate applied from the second child.
2. A full contribution would be paid for the first child attending the school, and a family rate, about \$50 (fifty dollars) higher than the single child contribution, applied to families with more than one child attending the school.

The majority of attendees favoured the first model, with a contribution of \$250 (two hundred and fifty dollars) for the first child and \$150 (one hundred and fifty) for each additional child attending the school. It was agreed that this model would be reviewed when the amount for the 2016 contribution would be set.

With regards to the schedule for collection, 2015 contributions would be collected in Term 3. Since there would be no fees charged by the school in Term 3 (all fees were collected in Term 1), a stand-alone notice from the P&C would be sent out to families via the School office. The 2016 P&C contributions would be collected with the 2016 Term 1 school fees, which would be sent out in Term 4 2015.

Motion:

- *that the 2015 Cammeraygal High School P&C contribution be set at \$250 (two hundred and fifty dollars) for the first child and \$150 (one hundred and fifty) for each additional child attending the school.*
- *that the contribution model be reviewed when the amount for the 2016 contribution will be set.*

Moved: Naina. Seconded: Alison.

For: Nania Gupta, Elyse Sainty, Jenny Riseborough, Sarah Culhane, Paul Fletcher, Ting Lim, Alison Robson

Against: Anne-Lise Daniel

Motion carried.

Action: Naina to draft the notice to families about the 2015 P&C contribution, to be sent out at the beginning of Term 3 via the School Office.

9.2 Senior campus

Some parents raised concerns about the lack of communication from the DEC about the location of the senior campus.

Kathy advised that she had raised the matter with the DEC on several occasions, noting that the lack of information was a drawback when it came to convincing new families to join the school on 2016. She recommended that the P&C formally wrote to Sharon Sands, the Director of Public Schools NSW, requesting information about the future campus, or at least an indication of when a decision would be made.

Action: Elyse to draft a letter to Sharon Sands, the Director of Public Schools NSW, requesting information about the senior campus.

There being no other business, the meeting closed at 9:15pm.

Remaining meeting dates for 2015

Term 3 (14 July – 18 September): 4 August, 1 September
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Term 4 (6 October – 16 December): 6 October, 3 November (AGM)
