

**CAMMERAYGAL HIGH SCHOOL
PARENTS AND CITIZENS ASSOCIATION**

Confirmed minutes from CHS P and C Association general meeting 2015.5, held on Tuesday 4 August 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), Bernard Babus, Michelle Calder, Sarah Culhane, April Deering, Priscilla Feehelly, Paul Fletcher, Elspeth Froude, Tamara Hankinson, Christopher Hiraishi Mae, Belinda Kent, Deb Lee, Ting Lim, Kathy Melky (Principal), Kristy Millanta, Marcela Rea, Alison Robson, Anna Warren

Apologies: No apologies were received.

The minutes are reported in the order of the agenda.

Prior to the meeting, the Cammeraygal High School Concert Band and Vocal Ensemble gave a short concert.

The concert was followed by a presentation by Ms Sharon Sands, Director Public Schools from the Department of Education and Communities. Ms Sands provided an update on the Cammeraygal High School Senior campus following the announcement that the Department had purchased the TAFE campus on West Street in Crows Nest. Ms Sands advised that the site did not require extensive work to accommodate the first Year 11 Cammeraygal students in 2019, with the Library being particularly well appointed and some TAFE equipment for specialist subjects to be likely to remain on site after TAFE departure. Answering questions from parents, Ms Sands advised:

- the site will be able to accommodate at least 250 students
- the site will be ready on time as it was already ready to move in
- the school principal will be the same for the junior and senior campuses
- the name of the senior campus will be the same as for junior campus: cammeraygal High School
- concerns around staff having to travel between the two campuses will likely be addressed through staff specialising in teaching at junior or senior level, as well as through timetabling
- a communication plan will be developed and implemented to inform parents considering application in Year 7 in 2016 and 2017.

1. Welcome and apologies.

Naina Gupta welcomed all attendees

2. Minutes from previous meeting

Motion: that the Minutes from the 2 June 2015 meeting be accepted as a true record.

Moved by: Priscilla Feehelly. Seconded by: Elyse Sainty. All agreed.

Motion carried.

3. Business arising from the minutes of the previous meeting

3.1 Signatories (business arising from item 6.2 at meeting 2015/3 (5.5.15) and 3.3 at meeting 2015/4 (2.6.15))

The Committee noted that .2 of the proposed motion included in the agenda should read 'one signature be required for all payments up to \$1,000'. The Committee also suggested that the Secretary, Anne-Lise Daniel, be added to the list of signatories.

The Committee also noted that a new account was to be opened with Westpac and the account opened with the Commonwealth Bank will be closed. The change of bank was motivated by Westpac offering services more suited to the need of the Association.

The Association will be registered as follows:
Cammeraygal High School Parents and Citizens Association
192 Pacific Highway, Crows Nest NSW 2065
PO Box 32 Crows Nest 1585
(02) 9954 7100
ABN 58 122 649 081

Motion:

1. *that the following motion approved at meeting 2015/3 (5.5.15) be rescinded:
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*
2. *that the following motion approved at meeting 2015/4 (2.6/15) be rescinded:*
 - a) *one signature be required for all 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 thousand dollars) or in six-month time, whatever comes first.*
3. *that two signatories be required for all payments made by the Cammeraygal P&C Association*
4. *that the following Committee members be approved as signatories on the Cammeraygal High School P&C Association bank account:*
 - *Naina Gupta - President*
 - *Elyse Sainty - Vice-President*
 - *Jenny Riseborough - Treasurer*
 - *Anne-Lise Daniel - Secretary*

Moved: Priscilla Feehelly. Seconded: Belinda Lee. All agreed.

Motion carried.

3.2 Contribution letter

Naina reported that the letter calling for families' contribution to support the P&C would shortly be sent out, both as hard and soft copy shortly, by the School on behalf of the P&C.

3.3 Letter to the Department of Education and Communities with regards to the senior campus

Naina informed the Committee that, following the June meeting of the P&C, she had sent a letter to Ms Sands seeking information about the senior campus. The letter was sent one week prior to the announcement being made in the press.

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.

5. Correspondence

There was no correspondence for noting or discussion.

6. Reports

6.1 School Principal's report

Kathy reported on the following:

- Induction had been conducted for the 32 School Leaders. They have been invited to attend a leadership camp.

- The School Plan was being finalised.
- In preparation for the opening of the senior campus, the School was looking into models of dual campuses school, with a plan to operate as a single school with two campuses rather than two schools. It may possible that Year 10 to 12 be on the senior campus, rather than just Year 11 and 12. This would allow the School to offer more choice in terms of subjects.
- School Gala had been a real success. Students were very well behaved.
- A Creative Arts soiree will be held on 4 September. This will be an opportunity to showcase students' performing and visual arts. Kathy asked whether the P&C could coordinate the catering for the event ("bring a plate").
- A debating/public speaking day was being planned.
- Delivery of Stage 3 of the buildings within the planned timeframe was very likely. Facilities are were very nice, but there were not much additional play space. Timetabling will be reviewed for Term 4, with relocation of the staff rooms into their dedicated space. There should be a tour organised for parents in the first week of Term 4.
- Working with Children check was required for all parents involved in activities with students at the school through the P&C. A copy of the form would need to be provided to the School.

In response to questions from parents, Kathy advised that:

- transition programs were in place with Cammeray Public School and North Sydney Demonstration School for students starting in Year 7 in 2016. The School was at capacity for Year 7 in 2017 (no more out-of-area students could be accepted), with an even mix of girls and boys.
- she will give a presentation on NAPLAN results at the September meeting of the P&C.

6.2 President's report

Naina reported that she attended the North Sydney Boys P&C meeting and shared with the Committee a few ideas she collected at the meeting:

- tips to help students manage their stress and learn better;
- seeking parents inputs on groups their children would like to join;
- seeking parents' input on guest speakers they would like the P&C to invite.

6.3 Treasurer's report

Jenny reported on the following:

- A new bank account had been opened with Westpac.
- The P&C could not accept cheques, only Electronic Funds Transfer (EFT). The School contribution could be paid via the School online payment system.

Action: Kathy to check whether it will be possible to pay sports registration through the School online payment system.

7. Governance matters

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

Anne-Lise reported that changes to the rules were proposed to fix inconsistencies in the references to the annual general meeting date.

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

*4. The annual general meeting of the P&C Association will be held in ~~November~~ **December** of each year, in conjunction with and following the ordinary general meeting for that month. The agenda of the annual general meeting shall include setting the membership fee of the P&C Association for the next year.*

*17. As the end of financial year is 31 ~~December~~, and the audited financial accounts are not adopted until the AGM the following ~~November~~ **December**, the audited financial accounts will be tabled for noting at a general meeting before the end of Term 1 each year.*

Moved by: Elyse Sainty. Seconded by: Alison Robson. All agreed.

Motion carried.

7.1b Elections

The following Committees members were elected.

| Position | Candidate | Moved by | Seconded by | Elected |
|---|---------------------------|---------------|-----------------------------|---------|
| Vice-President | Sarah Culhane | Deb Lee | Alison Robson | Yes |
| Uniform sub-committee convenor | Paul Fletcher | Naina Gupta | Jenny Riseborough | Yes |
| Fundraising/ Social Events sub-committee convenor | Priscilla Feehelly | Naina Gupta | Jenny Riseborough | Yes |
| Sports sub-committee convenor | Alison Robson | Ting Lim | Christopher Hiraishi Mae | Yes |
| Community sub-committee convenor | Elsbeth Froude | Anna Warren | Naina Gupta | Yes |
| Music sub-committee convenor | Elyse Sainty | Sarah Culhane | Deb Lee | Yes |

It was agreed that a convenor for the Grounds sub-committee would be constituted when the works would be completed and a convenor would be elected at that stage.

Priscilla offered to join Paul on the Uniform sub-committee.

7.2 Social events/fundraising

Kathy advised that the official School Opening will take place in mid to late November. Date and time will be dependent of the Minister's availability.

The sub-committee will start thinking about activities and liaise with the School about their plans. They will present their ideas at the September meeting.

7.3 Sports Sub-committee

Alison spoke to the Sports sub-committee report which was circulated prior to the meeting.

The Committee thanked Alison for all her work so far on the Sports sub-committee.

7.4 Communication

Tamara advised the Contact booklet was ready to be sent out. The Committee agreed that the booklet will be sent as a pdf, by via the P&C Secretary email address, to parents whose names was in the booklet.

Tamara reported that some parents suggested that the photos on the School website show a larger variety of students. Kathy advised that she was careful not to show students' faces on the website, but will organise for more new shots to be taken and published.

Tamara advised that a P&C website was being developed to facilitate communication between members.

Elyse presented the three designs for the P&C logo created by Tim Warren and invited members to vote on their preferred design. The Committee expressed his thanks to Tim for his work.

Action: Tamara to send pdf of the Contact Booklet to Anne-Lise for circulation to parents via P&C Secretary email address.

7.5 Uniform

Paul presented new uniform options:

- Track suit: jacket \$75; pants: \$55. Will be ready early September. Parents suggested that pants with a stretchy band at the bottom or pants with a zip at the bottom could be more practical.
- Winter scarf: \$11.95. Two colours were presented: black and red.
- Girl's tie: \$20.50. Available immediately.

Motion:

- 1) *that the red winter scarf with the school logo be added as an optional item to the School uniform package*
- 2) *that the girl's tie be added as a compulsory item to the School uniform package.*

Moved by: Anne-Lise Daniel. Seconded: Priscilla Feehelly. All agreed.

Motion approved

The Committee discussed the following:

- Responsibility for making decisions and providing uniforms for school teams rests with the School.
- Plain black shirts with School logo should be introduced for the band in 2016.
- The uniform provider was supplying shirts with a shorter design. The School and parents preferred to keep the existing longer design which could be tucked into pants/skirts.
- Long sleeves shirts should be introduced.
- The School and P&C will look into introducing hats for girls.
- Fitting sessions on Orientation Day would need to be better coordinated.
- A system to offer second-hand uniform items should be set up.

Actions: The Uniform sub-committee to:

- follow-up with the uniform provider about the shorter shirts;
- present ideas for a system to offer second-hand uniform items

7.6 Canteen

Kathy reported that the feedback about the canteen had improved.

7.7 Music sub-committee

Elyse reported on the following:

- The band was doing very well.
- There will be more opportunities to perform in term 4.
- There was an opportunity to join a band camp with Chatswood High School in term 4.
- She will follow-up with the students who have shown interest in the band to encourage them to join in 2016

7.8 Community

Elsbeth sought information about what initiatives the school was taking in terms of indigenous engagement and the following was discussed:

- The P&C Community sub-committee could support the School making contacts and organising events.
- An acknowledgement to country would be introduced at the beginning of each meeting.
- Information about the indigenous initiatives undertaken by the School should be included in the newsletter.

Action: Elspeth to present ideas at the September meeting about initiatives to support indigenous engagement that the school could undertake with the support of the P&C.

8. Other business

The Committee thanked Deborah for getting the BBQ at a very discounted price.

Anna Warren invited parents to join a commemorative ceremony for the 70th anniversary of the Hiroshima bombing on World Peace Day on Thursday 6 August.

There being no other business, the meeting closed at 9:10pm.

Remaining meeting dates for 2015

Term 3 (14 July – 18 September): 1 September

Term 4 (6 October – 16 December): 6 October, 3 November (AGM)