

Approved minutes from CHS P and C Association meeting 2018.6, held on Tuesday 30th October 2018 at 7:15pm, in the Staff Common Room

In Attendance: Srima McQuillan (Chair), Allison Fox (minute-taker), Bridget Bobkowski, Janice Choy, Jane Merrett, Angela Pearson, Megan Salmon and Anna Warren.

Apologies : Deborah Lee, Jenny Riseborough, Belinda Kent, Sarah Culhane and Victoria Waller.

The minutes are reported in the order of the agenda.

1. Welcome and apologies.

Srима McQuillan opened the meeting at 7:17pm noting we had a quorum and welcomed members and the acknowledgment to country and then welcomed attendees to the meeting.

2. Minutes from previous meeting

Motion: that the Minutes from the 4th of September 2018 meeting be accepted as a true record.

Moved: Anna Warren Seconded: Jane Merrett

Carried

3. Business arising from the minutes of the previous meeting

3.1 Outstanding items from previous meetings

Responsibility	Actions	Status
Meeting 2017/6 (5.9.17)		
Jenny	Organise a Building Fund (Item 6.3) Update: The building fund will be ready to launch in term four.	Carried over
Meeting 2018/5 (4.9.18)		
Jenny	Follow up with school regarding transfer of P&C Fee collection. Allison to follow up with Jenny.	Carried over

4. Standing items

4.1 Collection of membership fee

No new members

4.2 Working with Children check

Noted as per agenda.

4.3 Correspondence

No correspondence of note.

5. MOTIONS (for decision)

Nil

6. Reports

6.1 Principal's report

Kathy provided an update on the new site, confirming that years 10 and 11 (about 250 students) will move to the new site day one 2019. The 450 students in years 7, 8 and 9 will remain on the current junior campus.

Kathy outlined a draft of the 2019 process for student leadership nominations and elections. Students who wish to be school captain will need to have a confirmation by two referees a student and a teacher. Each nominee will need to prepare and deliver a speech to teachers and student representatives prior to a vote.

Recruitment for the 22 open teacher positions continue. The feedback was very positive in relation to the quality and quantity of candidates. Kathy thanked the parents involved in the selection panels.

6.2 President's report

Last week Srma submitted a letter to the DoE on behalf of the P&C raising the concerns around the flexible learning area and regarding safety. The letter is attached to the minutes.

Action: Members requested an update on the irrigation and solar panel projects at the next General Meeting

6.2 Treasurer's Report

The treasurer's report was sent through following the meeting for recording in the minutes and is attached.

7. Social & Fundraising Sub-committee Report

Jane provided an update on the inaugural annual fundraiser, the 2018 Spanish Fiesta Trivia Night. Over 140 parents and 10 teachers attended and raised \$19,000 after costs. Jane asked the P&C to note that the fundraising envelopes and raffles were effective. The overwhelming feedback from parents was there was not enough time for the silent auction (which was less effective) and more time was needed for socialising and dancing. More time was also needed for setting up and packing down.

It was also noted that most of work was undertaken by only three people. The lack of support from volunteers needs to be noted for future events.

Jane thanked Kate Victorovich for lights and help, the teachers for help to get it across the line and Pat for cleaning.

Jane also asked the P&C to consider funding an industrial cleaner. It was noted by volunteers during events that the venues needed cleaning before and after events and that the schools cleaning contractor was not sufficient.

Action: Find out whether the school requires funding for additional cleaning.

Finally, in consideration of fundraising for next year, more volunteers are required to spread the workload for all. A suggestion was made that a year group be responsible for each event.

8. Other business

The next General Meeting will be on 27th November, followed immediately by the Annual General Meeting (AGM). It was agreed that information about the new campus and HSC be presented to the members commencing at 6:45pm, prior to the commencement of the General Meeting.

It was proposed that commence future General Meetings at 6:45pm.

Action: Motion at next General Meeting to change the start time of future meetings to 6:45pm.

In accordance with our constitution, at our AGM all Officers and committee positions become vacant at AGM and then filled by nomination, with no officer filling one role for more than three consecutive years. Members discussed the need to advertise available positions to parents.

Action: Encourage participation in P&C meetings and volunteering for open positions through the newsletter.

There being no other business, the meeting closed at 8.20pm.