

**Approved minutes from CHS P and C Association meeting 2019.01, held on Tuesday 05 March 2019 at 6:45pm, at the CHS Pacific Campus in the Staff Common Room**

**In Attendance:** Srima McQuillan (Chair), Allison Fox (minute-taker), Amanda Petrides, Angela Brothers, Ann See, Anna Warren, Babus Daryl, Babus Bernard, Belinda Kent, Boris Cuzon, Brinda Balki, Brinda Kandel Upreti, Chris Chamberi, Claire Wallis, Daniela Gaete-Muller, Gaynor Armstrong, Geraldine Allan, Helena Johnstone, Janice Choy, Jay Sunnam, Joanna Graham, Julian Wilcock, Kara Moeller, Kathy Melky, Kristina Markel, Laurens Libeton, Margriet Wooldridge, Meera Gopakumar, Melissa Lam, Remi Penn, Sandhya Sunnam, Susanna Westling and Tim Warren.

The minutes are reported in the order of the agenda.

**1. Welcome and apologies.**

Srima McQuillan opened the meeting at 6:45 noting a quorum was present then welcomed returning members and new to the meeting.

**2. Minutes from previous meeting**

*Motion: that the Minutes from the 27th November 2018 meeting be accepted as a true record.*

*Moved: Margriet Woodridge Seconded: Tim Warren*

**Carried**

**3. Business arising from the minutes of the previous meeting**

**3.1 Outstanding items from previous meetings**

| Responsibility                   | Actions   | Status   |
|----------------------------------|---|--|
| <b>Meeting 2017/6 (5.9.17)</b>   |   |  |
| Srima                            | Organise a Building Fund (Item 6.3)   | Building was discussed with agenda item 6.2  |
| <b>Meeting 2018/5 (4.9.18)</b>   |   |  |
| Jenny                            | Follow up with school regarding transfer of P&C Fee collection. Payment was still pending as at 27/11/18. | Paid since last meeting - CLOSED   |
| <b>Meeting 2018/7 (27.11.18)</b> |   |  |
| Megan Salmon                     | Wellbeing Committee to provide a 2019 Wellbeing plan to update at next meeting and discuss funding.       | Wellbeing team met on 27 Feb. Pip will provide an overview at the meeting. Wellbeing subcommittee will meet and prepare report for the P&C on what programs the school is asking for the P&C to fund.        |
| Jane Merrett                     | Develop a requirement and needs list for additional cleaning and send to Peter Barraclough                | List sent to Peter Barraclough on 22 Feb. It has been itemised into a defined scope of works and request for quotes have been sent out. Quotes will be provided to the P&C before next meeting for decision. |

**4. Correspondence**

No correspondence of note.

## 5. Reports

### 5.1 Principal's Report

Kathy introduced two new head teachers to the P&C and reported that the new staff had transitioned well into the school. Kathy thanked the parents and staff for all the help to coordinate and to those who attended last week's "Welcome Night" at the senior campus. It was a great success, the biggest one to date.

While the school has a new campus for senior students (years 10 through 12), the P&C were reminded the structure remains "one school" over two sites and all contact channels remain unchanged. The junior campus has 430 students and the senior campus 220. The senior campus hall is still under construction and Senior School deputy Jody Arrow is working through defects and issues with the new building. Kathy has asked parents to approach her and Jodi directly if they would like to share or discuss anything in regards to the senior campus.

### 5.2 Treasurer's report

The Treasurer's report was tabled at the meeting for the full year of 2018. Member's noted a net profit of the year of \$36,854. The report is attached in appendix 1.

### 5.3 Wellbeing Subcommittee Report

Teacher, Pip Hicks provided an update and presentation from the meeting of the wellbeing teachers group.

***Action: The Wellbeing subcommittee will table a wellbeing plan and list of requests for funding before the next meeting for a funding decision.***

### 5.4 Social Subcommittee Report

Belinda reported attendance of the welcome night last week of at least 260. Belinda thanked, Kathy, Jody and the school staff for organising. The feedback from attendees was very positive regarding our new "state of the art" campus. Belinda thanked the parents who volunteered on the night for check-ins, bar and service, setup, clean up and a big thank you for those who donated their time and catering skills for the food. The drinks cost about \$1,400 and we received about \$1,100 in donations.

Jane reported the next social event will be the Mother's Day breakfast. Dad's coordinate this event each year and we have the plan ready to handover to the group of Dad's who volunteer to coordinate it this year. The event will only go ahead if we have a volunteer to coordinate the event. We will be sending out a notice in the newsletter this week and encourage Dad's to get involved.

***Action: Seek volunteer for Dads to run the Mother's Day breakfast event***

### 5.5 Sports Subcommittee Report

Over 120 CHS kids playing in sports more coordinators are required. Support from parent community is being sought so we can continue to provide the range of sports at CHS.

### 5.6 Environment Subcommittee Report

The subcommittee reported that recycle bins have been ordered for use by students and staff. The recycle bins when used properly will provide a refund for approved recycled items and these funds will go to the P&C.

**Action: Recycle bins to be followed up with supplier to deliver and educate to students on correct use.**

## 6. General Business

### 6.1 Election of office bearers

Kathy Melky acted as the Returning Officer for the elections. Office bearers and sub-committee convenors were elected as follows:

| Position       | Nominee         | Nominated by    | Seconded by | Results |
|----------------|-----------------|-----------------|-------------|---------|
| Vice-President | Claire Wallis   | Srima McQuillan | Allison Fox | Elected |
| Communications | Mary Tazawa-Lim | Srima McQuillan | Allison Fox | Elected |

There were no nominations for a Sports Subcommittee Convenor and the position remains vacant.

**Action: Continue advertising for Sports Subcommittee convenor and set-up email addresses for basketball coordinators.**

### 6.2 Requirements for a building fund

The P&C would like to establish a building fund to help maintain the high level of the school facilities. What is a school building fund? A school building fund is solely for providing money to acquire, construct or maintain the school buildings for the purposes of using that building as a school. It cannot be used for any other purpose. Donation to the funds are tax deductible and provide an additional avenue for parents to support the school. For more information on building funds: <https://www.ato.gov.au/Non-profit/Getting-started/In-detail/Types-of-DGRs/School-building-funds/?page=5>

**Action: Set-up the building Fund**

### 6.3 Discussion on covered outdoor area at Senior Campus

It was clarified that the ground floor area (which is covered) is an area where students can eat.

### 6.4 Discussion on senior campus open plan learning areas

Kathy clarified that Jody is working through and evaluating all the opportunities and challenges of the new campus and will work through these with the department.

*There being no other business, the meeting closed at 8:05pm.*

#### Remaining meeting dates for 2019

|        |                    |                        |
|--------|--------------------|------------------------|
| Term 1 | (29 Jan to 12 Apr) | 02-Apr                 |
| Term 2 | (29 Apr to 05 Jul) | 07-May; 04-Jun; 02-Jul |
| Term 3 | (22 Jul to 27 Sep) | 06-Aug; 03-Sep;        |
| Term 4 | (14 Oct to 20 Dec) | 05-Nov; 03-Dec         |

# Profit & Loss

## Cammeraygal High School Parents and Citizens Assoc 1 January 2018 to 31 December 2018

|                                 | 31 Dec 18      | 31 Dec 17      |
|---------------------------------|----------------|----------------|
| <b>Income</b>                   |                |                |
| Interest Income                 | 218            | 190            |
| Member fees                     | 62             | -              |
| Secondhand uniform              | 900            | 325            |
| Trivia                          | 13,370         | -              |
| Voluntary Contributions         | 40,173         | 23,847         |
| <b>Band</b>                     |                |                |
| Band                            | -              | 330            |
| <b>Total Band</b>               | <b>-</b>       | <b>330</b>     |
| <b>Basketball</b>               |                |                |
| Basketball                      | 76,841         | 58,656         |
| Basketball expenses             | (64,564)       | (57,535)       |
| <b>Total Basketball</b>         | <b>12,277</b>  | <b>1,121</b>   |
| <b>Fundraising</b>              |                |                |
| Fundraising                     | 5,368          | 1,328          |
| Fundraising expenses            | (1,738)        | (1,594)        |
| <b>Total Fundraising</b>        | <b>3,629</b>   | <b>(266)</b>   |
| <b>Netball</b>                  |                |                |
| Netball                         | 10,300         | -              |
| Netball expenses                | (10,080)       | (1,356)        |
| <b>Total Netball</b>            | <b>220</b>     | <b>(1,356)</b> |
| <b>Tennis</b>                   |                |                |
| Tennis                          | -              | 2,609          |
| Tennis expenses                 | -              | (2,709)        |
| <b>Total Tennis</b>             | <b>-</b>       | <b>(100)</b>   |
| <b>Wishlist</b>                 |                |                |
| Wishlist                        | -              | 6,018          |
| Wishlist purchases              | (2,110)        | (2,833)        |
| <b>Total Wishlist</b>           | <b>(2,110)</b> | <b>3,184</b>   |
| <b>Total Income</b>             | <b>68,740</b>  | <b>27,276</b>  |
| <b>Gross Profit</b>             | <b>68,740</b>  | <b>27,276</b>  |
| <b>Less Operating Expenses</b>  |                |                |
| Computer expenses               | -              | 90             |
| Legal expenses                  | 821            | 891            |
| School donations                | 20,435         | -              |
| Wellbeing contributions         | 10,631         | -              |
| <b>Total Operating Expenses</b> | <b>31,886</b>  | <b>981</b>     |
| <b>Net Profit</b>               | <b>36,854</b>  | <b>26,295</b>  |