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**Approved minutes from CHS P and C Association meeting 2019.02, held on Tuesday 02 April 2019 at 6:45pm, at the CHS Pacific Campus in the Staff Common Room**

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**In Attendance:** Srma McQuillan (Chair), Allison Fox (minute-taker), Geraldine Allan-Willcock, Meg Ambrose, Bernard Babus, Andrew Boyce, Janice Choy, Krystal Denny, Diane Jackson, Helena Johnstone, Kathy Melky, Jane Merrett, Kara Moeller, Stephanie Nicholls, Megan Salmon, Claire Wallis, Anna Warren, Nichlas Westling, Susanna Westling and Julian Wilcock.

**Apologies:** Laurens Libeton, Angela Pearson and Mary Tazawa-Lim

The minutes are reported in the order of the agenda.

**1. Welcome and apologies.**

Following a presentation from the CHS Robotics club, Srma McQuillan opened the meeting at 7:25pm noting a quorum was present and welcomed members to the meeting.

**2. Minutes from previous meeting**

**Motion:** that the Minutes from the 5<sup>th</sup> March 2019 meeting be accepted as a true record.

**Moved:** Helena Johnstone **Seconded:** Susanna Westling

**Carried**

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

Resp.	Actions	Status
Meeting 2019.1 (05-Mar-19)		
Jane Merrett	The list of requirements has been sent for tender and quotes will be presented to P&C for decision.	Quotes still pending, work in progress.
Jane Merrett	Seek volunteers for Dads to run the Mother's Day breakfast event.	Completed
Megan Salmon	The Wellbeing subcommittee table the funding required for the 2019 wellbeing strategy for decision at next meeting.	Addressed in agenda 6.1
Meg Ambrose	Recycle Bins to be followed up with supplier to deliver to school.	Completed
Meg Ambrose	Education on correct use of recycle bins to be provided to students.	This will be coordinated by the school with the support of the students Environment special interest group
Margriet Wooldridge	Vacant position for Sports Subcommittee convenor to be advertised.	Completed
Margriet Wooldridge	Set-up basketball coordinator email addresses	Completed
Treasurer	Establish building fund	This is in progress and will be established following the approval of the Buy a brick campaign

**4. Correspondence**

No correspondence reported.

## 5. Reports

### 5.1 Principal's Report

Kathy congratulated the staff and students for a successful Term 1 transition to the new senior campus. New staff have settled in and adjusted well and are committed to the school. Kathy continues to ensure a "one school" cohesion across the two campus'. Activities are organised for students to visit the other campus and teachers are moving between the sites regularly. Kathy expressed the importance of students wearing full school uniform and asked for the support of the P&C for students to dress in full school uniform. Kathy reported \$39,685 had been collected from parents for P&C contributions to date.

Jody provided information on the study skills Elevate program being run for year 11 students in Term 1 and 2. Elevate will be engaged to run a session for parents on student teacher interview evening to help provide parents to support their children improving study skills and habits.

**Action: Send reminder to all parents in Term 2 for contribution fee payments. Remind what the P&C do and how their contributions are spent.**

### 5.2 President's report

Annual calendar will be released end of April of the activities for the whole year. Facebook group has become more active and has provided good feedback. Feedback will be collated and provided to the school or raised at the meeting. Srma received several requests for a year 7 parent and carer social event. Date will be set and sent out with the calendar.

**Action: Invite parents to join the CHS parent network Facebook group.**

## 6. General Business

### 6.1 Wellbeing Program Funding Request

The Wellbeing subcommittee tabled a request of the P&C fund the Wellbeing Program. The paper circulated to members ahead of the meeting was discussed.

**Motion:** The P&C approve funding up to \$14,000 to fund the schools 2019 Wellbeing Program.

**Moved:** Jane Merrett **Seconded:** Anna Warren

**Carried**

**Motion:** The P&C approve funding up to \$2,000 to fund two Wellbeing parent/carers events in 2019 in addition to any ticket sales for the events.

**Moved:** Jane Merrett **Seconded:** Julian Wilcock

**Carried**

### 6.2 Buy-a-brick Campaign

The P&C are establishing a building fund to support future school building and maintenance needs. Contributions to this fund are tax deductible. The P&C would like to establish a campaign for today and future years of students, parents, carers and community members to support this fund. Allison is seeking volunteers from the members to brainstorm the campaign.

*Kathy confirmed that P&C meetings in Term 2 will be held on the West Street (Senior) campus.*

*There being no other business, the meeting closed at 8:25pm.*