

**CAMMERAYGAL HIGH SCHOOL
PARENTS AND CITIZENS ASSOCIATION MEETING**

Confirmed Minutes from CHS P and C Association meeting 2015.1, held on Tuesday 31 March 2015 at 7.00pm, in the CHS Staff Room

Attendees: Nania Gupta (President), Elyse Sainty (Vice-President), Anne-Lise Daniel (Secretary), Peter Barraclough, Tamara Hankinson, Christopher Hiraishi-Mae, Ting Lim, Kathy Melki, Alison Robson, Helen Trappel

Apologies: Elspeth Froude

1. Welcome and apologies

Naina Gupta welcomed all attendees.

2. Minutes from previous meeting

Motion: that the Minutes from the 3 March 2015 meeting be accepted as a true record.

Proposed: Elyse Sainty, Seconded: Naina Gupta.

Motion carried.

3. Business Arising from the minutes of the previous meeting

There was no business arising.

4. Standing items

There were no standing items for noting or discussion.

5. Correspondence

Action: Kathy to organise a mail in-tray for the P&C mail sent to the school, to be collected by the P&C Secretary

4. Reports

4.1 School Principal's report

Kathy reported on the following:

- Term 1 was very successful thanks to a great parent and student body, despite the challenges posed by the lack of playground space.
- Facebook page and school website: both were active and the P&C was welcome to use the Facebook page to post messages. These should be sent to Kathy first for sign-off.
- School Mission Statement, and School Plan: under development
- Multi-sports court: the court was due for completion soon. It could only be used during specific school hours. As there were strict rules about walking to and from the court, as well as about supervision, it may not be easy to use the court before and after school hours for school supervised activities. Kathy
- Voluntary school contribution: approximately 70 families had paid the contribution. Kathy asked for the P&C support to encourage all families to pay the contribution, insisting that this additional money makes a significant difference in terms of the quality of learning and teaching provided to students.
- Music: the School had approached Tara Fermor to run a School Band on a user-pay model, while Anthony will continue to run the Concert Band and the Vocal Ensemble. Kathy asked that the P&C took on the responsibility of coordinating the band activities.
- Drama: the school was considering various options to offer extra-curricular drama activities on the school's premises. Kathy
- Staffing: recruitment was ongoing to fill continuing positions. Kathy suggested that more parents should be elected and trained to seat of Staff Selection Panels.
- Parking: there was very limited space to park on school grounds and staff were experiencing difficulties finding all-day parking around the school. Kathy called for parents to come forward if they had off-street parking available during the day that could be used by staff.

The committee agreed that the music activities should be coordinated by the P&C. It was agreed that further discussion was required about whether other extra-curricular activities, such as drama, should be coordinated by the P&C or by the School that could lease premises directly to private providers.

Motion:

- *that a Music sub-committee be established to develop and coordinate extra-curricular musical activities supported by the P&C.*
- *that Elyse Sainty be elected as the convenor of the Music sub-committee.*

Moved by: Anne-Lise Daniel. Seconded by: Naina Gupta.

Motion carried

Actions:

- Kathy to talk to North Sydney council about the traffic lights and signage between the school and the multi-sports court
- Kathy to check the rules about supervision of children on the court before and after school hours
- Kathy to include in the newsletter a call for off-street parking opportunities around the school
- Kathy to send Tara Fermor's contact details to Elyse

4.2 President's report

Naina reported on the following:

- The association had been registered and affiliated with the Federation of P&C Associations of NSW. The fee to register the association as an Incorporated body was \$100 (one hundred dollars). For the affiliation with the P&C Federation, Naina negotiated a reduced fee of \$200 (two hundreds dollars) (from \$465) based on the fact that the CHS P&C was created late in the year and the school only had a very small number of students. Naina advanced the \$300 (three hundreds dollars) which will be refunded to her once the P&C start collecting contributions.
- The affiliation fee includes public liability insurance cover for up to \$20,000,000 (twenty millions dollars). Additional insurance can be bought through the Federation and the P&C will need to look at this in detail once the range of activities to be run/supported by the P&C are clearer.
- The next step was to apply for an ABN and register the association as a not-for-profit organisation with the Australian Charities and Not-for-Profit Commission (ACNC). This will make the association eligible for tax-deductible donations.

The committee agreed to discuss at the next meeting the option of taking up student insurance at a cost of \$4.95 per student per year.

Actions:

- Naina to obtain the insurance product disclosure statement from the P&C Federation
- Kathy to invite Alan Gardiner to the next P&C meeting to provide advice on governance matters

4.3 Treasurer's report

There was no Treasurer's report.

5. General business

5.1 Governance matters: by-laws, mission statement, etc.

▪ Constitution

Motion: that the Prescribed Constitution in Attachment 5.1a be adopted as the Cammeraygal High School Parents and Citizens Association Constitution.

Moved: Anne-Lise Daniel. Seconded: Elyse Sainty

Motion carried

▪ Rules

The Committee agreed that:

- Rule 3: advice from the Treasurer should be sought about the most suitable date for the end of the financial year.
- Rule 5: no person should serve more than three-consecutive years in the same position.
- Rule 7: annual membership fee should be set at \$1.
- Rule 17 in relation Life Membership or Outstanding Service be deleted.

Motion: that the Rules of the Cammeraygal High School Parents and Citizens Association in Attachment 5.1b be approved, subject to the amendments agreed by the Committee.

Moved: Anne-Lise Daniel. Seconded: Elyse Sainty

Motion carried

(A final copy of the Rules is attached to the minutes)

▪ **Code of Conduct**

Motion: that the Code of Conduct of the Cammeraygal High School Parents and Citizens Association in Attachment 5.1c be approved.

Moved: Anne-Lise Daniel. Seconded: Elyse Sainty

Motion carried

▪ **Mission statement**

The Committee congratulated Elyse on the document and supported the approach taken. The Committee agreed that the document be submitted for discussion with a wider audience of parents at the next meeting.

5.2 Social events/fundraising

The Committee discussed the plan presented by Elyse and agreed to the following:

- The event will be held on Wednesday 20 May, from 7:00pm to 9:00pm. RSVP by 6 May.
- Entry will be free, but donations (from \$5 per person) will be invited.
- Drinks will be offered by the P&C to the guests.
- Guests will be invited to bring a plate to share.

Further discussions will be held about the activities that will be organised on the night (e.g. silent auction; 'Engagement' board; call for sponsorship of activities)

Actions:

- By week 2 of Term 2, Elyse to provide Kathy with a notice for inclusion in the school newsletter
- Kathy to get a list of suggestions from the SRC for discussion at the next meeting and presentation at the event

5.3 Sports

Peter presented options for the P&C to support extra-curricular sporting activities, referring to the model used by North Sydney Boys where extra-curricular sports are coordinated by the P&C and supervised by parents on school's grounds before and after school hours. The P&C collects information from students/parents, assist with forming the teams, coordinates the registration process in existing clubs or sporting competitions, organises coaches, etc.

Given the size of the CHS, teams may have to be formed with kids outside the school, and the choice of sports may be limited. However, as the school grows forming predominantly school teams will become easier and more options could be offered.

The Committee supported the approach and agreed that a sub-committee should be set up to establish the details of the plan and take the practical steps to set up teams and coordinate activities, in collaboration with Peter.

Motion:

- *that a Sports sub-committee be established to develop and coordinate extra-curricular sporting activities supported by the P&C.*
- *that the following parents be elected as members of the Sport sub-committee: Christopher Hiraishi-Mae, Ting Lim, Alison Robson*

Moved by: Anne-Lise Daniel. Seconded by Naina Gupta.

Motion carried

5.4 Communication

Tamara presented the online survey form designed to collect parents' contact details.

The Committee agreed that:

- the P&C will not prepare and circulate a separate newsletter, but include notices in the school's newsletter sent out every first Tuesday of every month.
- the survey should be reframed to collect contact details not for circulation of the newsletter, but for circulation of other P&C related information and inclusion in a 'Parents' Directory', with the option for parents not to be included in the directory.
- the parents' directory will be provided to parents in printed format.

Action: Tamara to send Kathy a notice and the link to the survey to be sent to all parents.

5.5 Uniform

Due to lack of time, this item was carried over to the next meeting.

5.6 Canteen

Kathy reported that she was aware that there were a number of issues with the canteen, especially with regards to the lack of 'healthy' options and variety of food on the menu. She will discuss these with the canteen operators.

Actions: Kathy to:

- circulate the canteen menu to all parents via email
- discuss with the canteen operator the possibility of having the menu available online
- gather feedback about the canteen from the SRC

There being no other business, the meeting closed at 9:00pm.

Remaining meeting dates for 2015
Term 2 (21 April – 26 June): 5 May, 9 June
Term 3 (14 July – 18 September): 12 August, 8 September
Term 4 (6 October – 16 December): 13 October, 10 November (AGM)