

**CAMMERAYGAL HIGH SCHOOL  
PARENTS AND CITIZENS ASSOCIATION**

***Confirmed minutes from CHS P and C Association general meeting 2016.1, held on Tuesday 1 March 2016 at 7.10pm, in the CHS Performance Arts Theatre***

**Attendees:** Elyse Sainty (President), Victoria Waller (Vice-President), Sarah Culhane (Vice-President), Jenny Riseborough (Treasurer), Paul Fletcher (minutes), Jodi Arrow (Deputy Principal), Bernard Babus, Bridget Bobkowski, Catherine Donnelly, Jenny Dunn, Priscilla Feehelly, Elspeth Froude, Annette Grundy, Katie Harris, Mel Ho, Russell Jeffery, Helena Johnstone, Belinda Kent, Deborah Lee, Libby Ling, Angela Mager Chandrika Manna, Mahesh Manna, Marge McInnes, Ray McQuillan, Kathy Melky (Principal), Helen Nenke, Moira Nolan (Enrichment Differentiation Coach), Amanda Petrides, Antje Robinson, Alison Robson, Chantal Salinger, Megan Salmon, Kath Spillane, Peta Turner, Anna Warren, Mary-Anne Webb, Geraldine Wilcock

**Apologies:** Anne-Lise Daniel (Secretary). Lori Jenkins

The minutes are reported in the order of the agenda.

**1. Welcome and apologies.**

Elyse presented the acknowledgment to country and welcomed all attendees to the meeting. Apologies as listed above were noted.

**2. Minutes from previous meeting**

*Motion: That the Minutes from the 1 December 2015 meeting be accepted as a true record.  
Moved: Jenny Riseborough, Second: Priscilla Feehelly  
Carried.*

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

**3.1 Working With Children**

Kathy explained the requirements pertaining to WWC checks, including the WWC 'number' and the '100 point' ID check. Once these requirements are fulfilled, one other Department of Education (DOE) form must be completed. The process is now more rigorous. Packages outlining the current requirements are available at the Office. Elyse suggested that Kathy, Alison and herself get together to resolve any issues.

<b>Action:</b> Elyse, Kathy and Alison to clarify any remaining issues surrounding WWC checks.
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**3.2 Excursion Notes**

Kathy outlined the school preference that parents take responsibility for all notes received by students, and keep track of their own receipts. If paying for excursions by cash, students should come to the office (with the signed permission note) to pay, then deliver the note to organising teacher. Kathy further noted that the school prefers POP payments.

## **4. Standing items**

### **4.1 Collection of membership fee**

Paul 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. Paul further clarified that this was an annual fee.

### **4.2 Working with Children check**

Addressed at 3.1 above.

## **5. Correspondence**

Correspondence was received from the NSW P&C Federation calling for nominations to that body.

## **6. Reports**

### **6.1 Principal and Deputy Principal's reports**

Kathy reported on the following:

- CHS currently has 205 enrolments (capacity 220) and she anticipates that capacity will be reached. Much positive feedback and many enquires have been received, including for Year 8 enrolments. The gender balance at CHS is increasingly even.
- The new Year 7 students are a “delightful” group and have settled in well. Year 8 has also settled reasonably well but are facing new challenges as they progress through the teenage years. It is intended to keep expectations as high as possible in respect of learning and appearance.
- In response to a question, Kathy noted that Year 8 students are still doing mandatory subjects, although they have been able to choose their language preference. The full range of elective choices (3 subjects) will open up for Year 9, and Kathy intends to meet with Year 8 parents in Term 3 to explain the choices.
- Kathy had travelled to Canberra to receive the Dorothea Mackellar Prize for Poetry on behalf of CHS. She noted the presence of the Federal Education Minister and various MPs at the ceremony.
- In respect of the ongoing CHS building works, the TAS Workshop and the rooftop court are still to be completed. It is anticipated that the woodwork room (for Year 8 students) will be ready at the start of Term 3.
- Progress has been made in completing the “strategic direction” aspect of the School Plan. The first CHS Annual Report is to be completed, with the DOE providing a value added update with Year 5 / Year 7 data.
- In response to a question, Kathy noted that the school website will be updated to include relevant information from the school calendar for parents.

#### **Actions:**

- Elyse /Kathy to follow-up publicity of CHS achievements, eg. Dorothea Mackellar prize, with local print media.
- Kathy to provide an update in respect of the School Plan at the next P&C meeting.

Jodi reported on the following:

- Jodi introduced herself to those Year 7 parents present and noted that she is the “go-to” person for timetable, classes, IT, well-being and fair discipline.
- Jodi provided an overview and answered questions on the operation of the student/parent portal (‘SENTRAL’) and outlined the protocol to be observed in contacting teachers, ie. email via the office in the first instance.

- The mobile phone and electronic device policy is to be re-iterated, and in response to a question Jodi suggested that the Mathematics textbook can be kept at home.
- In response to a question concerning the installation of a barrier on the Pacific Hwy median strip, the meeting concluded that such a request would need to be made to North Sydney Council.

**Action:** Elyse and Kathy to discuss next steps to explore median strip barrier with Council.

## **6.2 President's report**

Elyse spoke to the President's report which was circulated at the meeting:

- Many Year 7 parents expressing interest in getting involved in Committees. Setting up a new Communications group a priority.
- Family Contributions – many Year 7 parents paid at the end of last year; will wait until next term to follow up Year 8 parents as term 1 has a lot of outgoings.
- Attended Northern Sydney P&C District Council and now on the Executive Committee – significant discussion about continued impact of population pressure across the region
- Input welcomed about future parent information sessions (eg cyber safety).

## **6.3 Treasurer's report**

Jenny spoke to the Treasurer's report which was circulated at the meeting:

- Book balance as at 29 February stood at \$35,903.52.
- A significant proportion of funds (approx. \$17k) relate to sport and band, and will flow out in months to come as payments are made to suppliers.
- Starting to build a small surplus.

## **7. General business**

### **7.1 Governance**

No matters were discussed under this agenda item.

### **7.2 Social Events and Fundraising Sub-committee**

Priscilla reported on the following:

- The parent/teacher social evening (for both Years 7 and 8 parents) will be held on 30 March. All parents are asked to bring a plate.
- Priscilla noted that most fundraising activities are 'social' based, and that the best assistance the sub-committee can receive is volunteers and ideas.
- Priscilla advised that a trolley would be useful for the sub-committee's functions.

*Motion: That the Social Events and Fundraising Sub-committee purchase a trolley for the P&C.*

*Moved: Elyse Sainty, Second: Helena Johnstone*

**Carried.**

### **7.3 Sports Sub-committee**

Alison reported on the following:

- Thanks to all parents who have assisted with the sports teams.
- There are currently 5 basketball teams and 3 soccer teams. It would be good to have more girls and Year 8 boys participating.
- A netball team is to be started, with a good number of interested students and a budget prepared.
- In response to a question, Alison confirmed the distinction and some details between P&C organised sport and school sport. In the case of P&C sport, it is not the school's responsibility to monitor the students or to get them to/from the venue.

**Action:** Kathy to arrange for Ms Hicks to attend the next P&C meeting to discuss school 'grade' sport and prospective trials for grade teams.

#### **7.4 Communication Sub-committee**

No matters were discussed under this agenda item. A convenor for this sub-committee is to be nominated on Friday 4 March 2016.

#### **7.5 Uniform Sub-committee**

Paul reported on the following:

- Long sleeve shirts for both boys and girls will be available soon.
- In response to a question, the issue of brimmed hats was again discussed. The concern was expressed that the current 'baseball' style cap does not offer sufficient protection, and it was noted that the formal straw brimmed girls' hat option previously discussed would not be suitable for sport.

#### **Actions:**

- Paul to obtain "multi-purpose" brimmed hat options for boys and girls from Noone Imagewear.
- Paul to survey parents about hat preferences.

#### **7.6 Music Sub-committee**

Elyse reported on the following:

- Gavin Staines is now conducting the Concert Band.
- Numbers across the music ensembles continue to grow – as at the meeting there were 25 in band, 5 in percussion, 10 in guitar and 23 in the vocal ensemble.
- Anthony McGirr doing a great job and wonderfully enthusiastic.
- Vocal ensemble to audition to take part in School Spectacular
- Band camp coming up soon; logistics finalised.
- Work in progress includes facilitating tutorials, procuring music ensemble shirts and organising performance opportunities.
- High level budget for 2016 presented: planned income approximately \$14k, which will enable purchase of music and some equipment after paying conductor fees for band and percussion.
- The offer of a spare drum kit was made (and gratefully accepted) during the meeting. The school has also purchased a xylophone and bass guitar.

#### **7.7 Community and Environment Sub-committee**

Anna reported on the following:

- It would be beneficial for this Sub-committee and the school Social Justice Committee to meet.
- Various areas for ongoing involvement or action were noted, including the 'green schools' community grants, exploring school diversity, performances by the CHS vocal ensemble at the Mater Hospital, visits to the Coal Loader Sustainability Centre and the Recycling Centre and liaison with the Youth team at North Sydney Council.

#### **8. Specialised Teaching Programme**

- At this point, Kathy noted the school's 'focus on differentiation' and outlined that three support teachers are working in that regard this year. Kathy introduced Moira Nolan (Enrichment Coach Differentiation), who has extensive experience in working with gifted

children. Moira is working across the whole school to review student performance. It was stressed that no “testing” is involved.

- Moira presented the school leadership program, highlighting the ideas and initiatives of the various leadership groups to date. Moira presented an exercise for those in attendance at this meeting and explained her position that the essence of differentiation is “good teaching” and that “choice” is the key to individual development. Moira outlined that she was completing “action plans” with individual students and provided the meeting with a general overview of the strategies being and to be employed.

## **9. Other business**

- In response to a question regarding the Duke of Edinburgh Awards, it was noted that this would be discussed later in 2016.
- Jodi noted that she had (during the meeting) made the school calendar available via the Sentral parent portal. This version may require some de-cluttering for parent ease of reference.
- In response to a question regarding the availability of ethics classes, it was noted that Year 8 students attend a contemporary philosophy class, and that Year 7 students may attend an ALP variation. There is no equivalent of Primary Ethics in high school.

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

<b>Remaining meeting dates for 2016 (First Tuesday of the month during school term)</b>
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Term 1 (28 January - 8 April): 5 April
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Term 2 (27 April - 1 July): 3 May; 7 June
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Term 3 (19 July - 23 September): 2 August; 6 September
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Term 4 (10 October - 16 December): 8 November; 6 December (AGM)
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