

**CAMMERAYGAL HIGH SCHOOL  
PARENTS AND CITIZENS ASSOCIATION**

**Confirmed minutes from CHS P and C Association general meeting 2016.3, held on Tuesday 3 May 2016 at 7.00pm, in the CHS Performance Arts Theatre**

**Attendees:** Elyse Sainty (President), Sarah Culhane (Vice-President), Victoria Waller (Vice-President), Anne-Lise Daniel (Secretary), Jenny Riseborough (Treasurer), Bernard Babus, Bridget Bobkowski, Priscilla Feehelly, Paul Fletcher, Johanna Graham, Russell Jeffery, Belinda Kent, Srma McQuillan, Kathy Melky (Principal), Alison Robson, Anna Warren, Mary-Anne Webb

**Apologies:** No apologies received.

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 March 2016 meeting be accepted as a true record.*

*Moved: Victoria Waller. Seconded: Paul Fletcher.*

**Carried.**

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

**3.1 Outstanding items from previous meetings**

| <b>Responsibility</b>          | <b>Actions</b>   | <b>Status</b>   |
|--------------------------------|--|---|
| <b>Meeting 2016/2 (5.4.16)</b> |  |   |
| Alison                         | Provide Kathy with a short report courts issue, including specific cases or injuries or near misses (item 8.2)   | Completed<br>Reported under item 8.2  |
| Kathy                          | Raise the court issue with the Department (item 8.2)   | Completed<br>Reported under item 8.2  |
| Paul                           | Attend the SRC meeting on Thursday 7 April to get students' feedback on hat preferences and decide whether follow-up with families, through a survey, is still required (item 8.4) | Completed<br>Reported under item 8.4  |
| Anna                           | Write a short report to Kathy about the issue of pollution on the lunch area (item 8.6)  | No longer required.<br>Reported under item 8.6                                  |
| Kathy                          | Raise the issue of pollution on the lunch area with the Department (item 8.6)  | No longer required.<br>Reported under item 8.6                                  |
| <b>Meeting 2016/1 (1.3.16)</b> |  |   |
| Elyse /Kathy                   | Discuss next steps to explore median strip barrier with Council (item 6.1)   | Completed<br>– Anna will follow-up with North Sydney Council about this matter. |

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|------|---|---|
|      |   | – All parents were invited to respond to the online survey organised by North Sydney Council: Traffic & Parking Surveys & Changes |
| Paul | Survey parents about hat preferences (item 7.5) | No longer required. Reported under item 8.4   |

#### 4. Standing items

##### 4.1 Collection of membership fee

As per agenda.

##### 4.2 Working with Children check

As per agenda.

#### 5. Correspondence

The following correspondence was noted:

- Invitation from the Federal P&C Association to attend a forum on “Building Capacity in our P&Cs”, held on 16 June.

#### 6. Reports

##### 6.1 Principal’s report

Kathy reported on the following:

SD1: Student Learning

Achievements in term 1:

- All year 7 and most year 8 programs are completed on the school template which provides for explicit differentiation and teaching of literacy and numeracy
- All students who fall into our targeted groups have been identified and their names and requirements are available to all teachers on Sentral
- Student groups schedule has been published for all students, staff and parents, and students have been encouraged to apply for leadership opportunities this term

Plans for Term 2:

- Whole school assessment audit, to evaluate the effectiveness of assessment practices and protocols, and provide feedback to faculties about how to ensure that all assessment tasks provide opportunities for differentiation, meaningful feedback and authentic learning opportunities.
- Learning Coach goal setting interviews, round 1, will be completed. Year 8 have already been completed, year 7 will be completed by the middle of this term.
- Learning Coach interviews with year 8, round 2, will happen late in the term where semester 1 reports will be discussed with students before they are sent home.
- New student leaders to be selected within the next few weeks
- Reflective survey and focus groups to be conducted later in the term to determine effectiveness of student groups, engagement and areas for future growth.

SD2: Teacher Learning

Achievements in term 1:

- Professional learning workshops conducted on effective differentiation strategies for GAT learners and engagement for all students
- Literacy and numeracy support teams have been formed, led by HT T&L
- All new staff have been inducted into MindMatters, our wellbeing framework

Plans for Term 2:

- Whole school assessment audit (as before) - to provide feedback and PL for teachers
- Faculties to map all literacy and numeracy strategies so that L&N support teams can commence work on L&N support guides to be published to all students in the school, to ensure a common approach to the teaching and learning of literacy and numeracy.
- Renewed MindMatters Action Team, including students and staff, to be formed this term.
- Professional learning workshops on effective differentiation strategies for students requiring learning support and EAL/D learners to be run later this term.

SD3: School Learning

Achievements in Term 1:

- Smooth transition for year 7 students - camp was highly successful.
- Open Day for prospective students and parents held in week 5.
- Andrew Martin Motivation and Engagement survey showed smooth transition led to reduced levels of anxiety in year 7 students, compared with 2015
- Interim report sent home to parents
- CHS staff visit to Coonamble High School at the end of term 1

Plans for Term 2:

- Offers to be made to In Area students for year 7 2017, and a School Enrolment Panel to meet to determine offers and waiting list for Out Of Area Students.
- Finalisation of Art Club Mural with Jess Birk
- Establishment of program for CHS to become a White Ribbon school.
- CHS staff to visit Coonamble HS- to establish partnership with rural and remote school – team of 4 teachers have visited. We are looking towards taking the concert band there later this year and other joint curriculum projects
- Approximately 55% of voluntary fees have been paid.
- Learning coach meetings have occurred with year 8. Year 7 about to happen. Another interview before subject selection and semester 2 reports for year 7
- Student leadership elections are happening and a camp will occur in week 5
- Thank you to all parents for the wish list donations of over \$6,000- much appreciated and valued by the school

In response to parents' questions about the "No Touching" policy, Kathy clarified that it was not all forms of touching, but inappropriate touching which was discouraged. Kathy agreed that the policy may need to be re-explain to students and staff.

## **6.2 President's report**

Elyse reported on the following:

- Running Club BBQ: it was a success, but students did not have enough time to eat before class. The club may need to start and finish earlier.

- Sunscreen: the P&C has secured donations for some sunscreen and is purchasing supports to install on the courts.
- Elyse to attend a P&C Federation event on the topic of Collaboration.
- Wishlist: there had been almost \$6000 pledged against the wishlist, and most of the funds had been donated or items delivered. There were \$2400 worth of outstanding items, which the P&C agreed to fund.

*Motion: That the P&C funds the remaining items on the 2016 Wishlist to an amount of up to \$2,400 (two thousands four hundreds dollars), subject to the cost of the mural being approximately \$2,000 (two thousands dollars)*

*Moved: Elyse Sainty. Seconded: Vicky Waller.*

**Carried.**

### **6.3 Treasurer's report**

As circulated prior to the meeting.

### **7. Governance**

There was no item under this heading.

### **8. General business**

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

Priscilla reported on the following:

- Possibility to run a BBQ on Election Day, if confirmed.
- Preparing a list of social activities involving both parents and students.

The Committee discussed the role of the Social and Fundraising committee, in particular whether its role was to pro-actively seek donations from local businesses. The Committee saw its role more focused on organising social events through which funds may be raised. It was suggested that an initial approach to seeking donations could be to include a call in the newsletter to families who have a local business and would like to contribute.

#### **8.2 Sports Sub-committee**

- **Update on outstanding items from previous meeting:**

Alison provided a report to Kathy on the issues with the court. Kathy raised the matter with the Assets Management Unit on the Department of Education and was waiting for a response. Kathy suggested that the P&C wrote to the department and users continue to keep a log of incidents. In the meantime, the coaches and teachers had adapted their practice to minimise the risk of injuries to students.

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|---|
| <p><b>Action:</b></p> <p>Elyse to write to the Department of Education to raise the P&amp;C concerns about the safety of the court.</p> |
|---|

Alison reported on the following:

- The school holiday camps were successful.
- Drop in the number of tennis players due to tennis also being offered as a School sport.
- North Sydney Girls was looking for water polo players.
- Yoga offered on Tuesday morning, but insufficient numbers to proceed. To be better promoted to students.

- Looking for mums to join the soccer teams.

### 8.3 Communication Sub-committee

Srima informed the committee that 120 parents had provided their contact details and she was now looking at options to make this information available to the families.

The Committee discussed the benefits for the School to use an app such as Connective or SchoolStream to communicate with families. Kathy's preference was to use Sentral as the main communication tool between the School and families, and agreed to look into whether there was push notification function in Sentral.

**Action:**

Srima to prepare a report for Kathy on the Connective and SchoolStream apps

### 8.4 Uniform Sub-committee

• **Update on outstanding items from previous meeting:**

Paul reported that he attended the SRC meeting to present the hat options to students. Students preferred options were #1 the brimmed hat with mesh and #2 the traditional brimmed hat. However, SRC students overwhelmingly advised that they would not wear any hat. The Committee agreed that, provided that feedback, it was not necessary to survey the parents on their preferred options. Paul would get quotes on the two brimmed hat options and decision will then be made on which one could be offered as an optional uniform item.

**Actions:** Paul:

- to get a quote for two brimmed hat options from the uniform supplier.
- to include a note in the newsletter to encourage families to donate their second-hand items.

Paul also reported that the long sleeve shirts for both boys and girls were available for purchase through the supplier website.

### 8.5 Music Sub-committee

Bridget reported on the following:

- Wishlist items to be ordered this week.
- Hoping to confirm the uniform in the next week.
- There would be a performance by some of the Music ensembles before the next P&C meeting, starting at 6:00pm.
- Tutors needed, either in-home tutoring or willing to come to school before school and tutor a few students in a row for the following instruments: guitar (both classic and contemporary), trombone, trumpet, flute/clarinet/sax (someone who would come to school to teach all 3 or 2 of the three would be great), or in home flute, clarinet or sax. Details of recommended tutors to be passed on Anthony McGirr.
- At least one performance scheduled each term outside school hours so that parents can attend. Term 3: probably a Soiree. Performance each term that parents can watch.
- Families invited to "request" music by sponsoring a score for one of the music ensemble. Visit JW Pepper website (<http://www.jwpepper.com/sheet-music/welcome.jsp>) for scores for low-mid range ability and email Anthony McGirr.

Bridget also asked whether anyone had any contacts at Mater Hospital or the aged-care facility to pass onto Anthony McGirr to organise Cammeraygal ensembles performances at these venues.

**Actions:**

Priscilla and Anna to send details of their contact at Mater to Anthony McGirr

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

• **Update on outstanding items from previous meeting:**

The Committee discussed the way forward to address the issue of pollution in the lunch area and agreed that it may be possible for the P&C to fund plants if a proposal was put forward outlining the type and number of plants required as well as an estimate of the cost.

Anna reported on the following:

- She had met with the School to discuss various items, including the need for a retractable shade for the kitchen garden on the rooftop.
- The Committee was looking at a couple of grants.

Mary-Anne advised the Committee that she was interested in preparing the grant applications, looking at fundraising opportunities and sourcing sponsorships from local businesses.

## **9. Presentation by school staff**

There was no presentation by School staff.

## **10. Topical presentations**

**Action:** Elyse to organise a survey to get families' feedback on topics they would like to be presented at the P&C

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

**Remaining meeting dates for 2016 (First Tuesday of the month during school term)**

Term 2 (27 April - 1 July): 7 June

Term 3 (19 July - 23 September): 2 August; 6 September

Term 4 (10 October - 16 December): 8 November; 6 December (AGM)