



Minutes of the General Meeting

30th March 2010

Meeting opened at 8.30 pm following the AGM

1. The President's welcome:

- The President welcomed the 26 people in attendance, including Mary Lawson, NSW P&C Federation Country Vice-President, and noted that this meeting replaces the April meeting due to the timing of Easter and end-of-Term 1.

2. Apologies:

- 3 apologies as per the attendance book.

3. Minutes from the previous meeting:

- Minutes were circulated and passed (Roz Smee, Jenny Hudson)

4. Business arising from minutes of the previous meeting:

- **Action c/fwd: Dr Di to organise for a reflective strip to be put on footpath steps – construction class to complete** – Dr Di advised that the reflective strip is in place as far as the bus lines, and will hopefully be completed in the holidays
- **Action c/fwd: Lindsay to finalise Annual School Report by 31st March**
- The discrepancy on Canteen statement was due to a bank error – there was a deposit to our account that should have been for another school and this had to be reversed
- **Action c/fwd: P&C Committee to establish a 'budget' for 2010**
- **Action c/fwd: Dr Di to check on the availability of a computer for the Canteen with TSO** – cabling requirements are to be determined
- The link to the ICAS online applications appears to only allow for schools to submit applications and has been removed from the MGHS website – **Action: Dr Di to check if individual students can apply for ICAS tests online**
- Mr Muller has organised 25 hats (similar style to those for cricket trip) and they will be available for sale in Term 2

5. Correspondence:

In:

- Letter from P J Curran suggesting that parents sign a petition and forward to the Member for Hunter to show concern at the removal of the William Street Railway Overpass by Australian Rail Track Corp
- DET School Global Funding Allocation 2010
- Invoices:
 - MGHS 15/02/2010 Photocopying for Fundraiser - \$17.50
 - MGHS 19/02/2010 Newsletter 2010 - \$2002.00
 - MGHS 08/03/2010 5 air conditioners @ \$3165.90 - \$15829.50
- Receipt for payment of AGM Change of Date notice (\$30.80)
- MGHS Yr 7 Student Interest Surveys (Canteen and P&C Helpers)
 - 46 were interested in attending P&C Meetings; 11 were interested in attending P&C Meetings depending on the topic for the meeting
 - 14 were interested in being a Canteen Helper, 41 were not interested in being a Canteen Helper and 2 gave no response.

- Fundraising/Promotional:
 - LW Reid Hats, Headbands, Bags, Beanies, Socks, Smocks and Scrunchies
 - Big Screen Promotions
 - Footprints (Australian Science Teachers Association) Environmentally Friendly Board Game Fundraiser
 - Alison from Daylight Uniform Shops – request to attend P&C Meeting to present onsite uniform shop information
 - Fundraising Directory 2010

Out:

- Website updates – AGM Notice, Calendar update
- Maitland Mercury Newspaper 16/03/2010 – AGM Change of Date Notice – cost \$30.80

6. Business Arising from the Correspondence:

- **Action: Kaye to send letter on behalf of the P&C to the Member from Hunter and to the CEO of Australian Rail Track Corporation expressing concern at the removal of the William Street Railway Overpass by Australian Rail Track Corporation (Tanya White, Tracey Riley)**

7. Guest Speaker:

- Nil

8. SRC Report:

- Rotary Dinner held on 10th March was a big success. Captains from MGHS and Maitland High attended and gave a speech. Rotary said that it was the best evening they have ever had and they eagerly await the visit from next year's captains.
- Shave for Cure/Crazy Hair Day was held on 11th March raised approximately \$800. Mrs Rose offered to shave her eyebrows if an extra \$100 could be raised – this mark was easily reached and Mrs Rose's eyebrows were gone!
- Handball competition for Yr 7 is now finished. Winners are to be awarded their trophies and vouchers on assembly. The competition was successful in improving relations amongst Yr 7 and Yr 12 and many of the prefects are now constantly bombarded with hellos and high-fives from Yr 7's in the corridor.
- Harmony Day was held on 18th March to promote multiculturalism. Captains, Jenna and Nick, presented a short speech on assembly and teachers and prefects wore harmony badges for the week.
- ANZAC Day Dawn Service, Maitland Service, East Maitland March, Breakfast will be attended by various members of the SRC and prefect body. A representative from the school has been invited to give a reading at the Dawn Service.

9. Treasurer's Report:

- The Treasurer's report for March was tabled (Janine Thomson, Tracey Barry)
- The Treasurer noted that payments cannot be made without an invoice
- Bulb Fundraiser profit \$1104.50
- Reimburse Lisa Ellicott for Bulb Fundraiser payment \$1134.50 (Rowen Lewis, Jen Davies)
- Reimburse Kaye Tam for payment of rescheduled AGM notice in Mercury Newspaper (Tanya White, Sharon Brewster)
- Payment of air-conditioner invoice \$15,829.50 – wait until term deposit has matured (Jen Davies, Christine Taylor)
- Receipt of money from Jen Davies – Medallions (\$246), P&C Badges (\$6), 4 Entertainment Books (\$240)
- Payment of \$192 to be made to Entertainment Books – **Action: Jen to obtain invoice for 4 Entertainment Books so that payment can be made**
- Payment of auditor account (Sharon Brewster, Jenny Hudson)

10. Principal's Report:

- Jacket sample with school logo (\$59) and track pants (\$29) available from Lowes in approx 4-6 weeks. Shirts with the school logo will also be available from Lowes.
Action: Dr Di to advise Lowes that an extra small size jacket and track pants are required.
- Italian excursion leaves on Thursday 1st April - 12 students
- Request from Japanese school to host students
- Maintenance, including chipped paint, to be done in the holidays
- 2011 Yr 7 enrolments are on the way in – Lindsay to be on the panel for out-of-zone enrolments
- Yr 9 laptops available 2nd week of Term 2. Legal charter is required to be signed before laptops will be issued – cost \$470 to replace if damaged.
- DP position will be advertised in Term 2
- Payment of general contributions is up
- Dr Di attended a Principal's Breakfast at the University of Newcastle – past MGHS vice-captain Matthew Tam gave the address

11. School Council Report:

- **Action: Dr Di to advertise the School Council meeting at the beginning of next term**

12. Canteen Report:

- Tracey Holz thanked all involved with the Canteen for their commitment and hard work
- NSW P&C Federation Country Vice-President pointed out that the Canteen Report should inform the P&C of the Canteen Sub-Committee decisions
- NSW P&C Federation Country Vice-President advised that only food should be sold in the Canteen
- The following items were noted during the AGM held immediately prior to this meeting and overlap with discussions in this meeting:

- The Canteen Treasurer noted the following:
 - Workers Compensation Insurance is paid by the Canteen
 - Wages were higher in 2009 due to the LSL payment on retirement of the Canteen Supervisor
 - Term deposit of \$5000 is with Hunter United - due to expire in October 2010
 - No contracts exist for paid staff
 - Cleaning and Laundry expenses include allowance of \$1.90 per shift paid to supervisors at the end of each term to cover washing of tea-towels etc
 - General expenses to be itemised and tabled at the next general meeting
- The NSW P&C Federation Country Vice-President noted the following:
 - Canteen Sub-Committee has rules, not a constitution
 - Money passed from the Canteen to the P&C should appear as a "disbursement", not a "donation"
 - Canteen purchases over \$500 must be approved by the P&C Association
 - Change of Canteen bank account must be approved by the P&C Association
 - Contracts for paid staff need to be in place
 - Cleaning, laundry, shopping etc should not be done outside of working hours
 - Paid staff cannot work as volunteers
 - Payment of wages is a privacy issue between employee and P&C Executive
 - P&C Executive are the only people who can sign cheques
 - Canteen Sub-Committee meetings can be held prior to the P&C meeting or as part of the P&C meeting, but they should not be held in the Canteen
 - P&C has incorporation and insurance obligations

- **Action: Canteen Treasurer to itemise 2009 general expenses and table at next meeting**
- Lisa advised that the Red Day went well with takings of \$2125
- Lisa requested that she attend a first aid course – **Action: Dr Di indicated that Lisa would be able to attend the next first aid course held at School**
- Powerpoint has been changed to double powerpoint
- Minor floor repairs carried out
- Attended networking meeting at Francis Greenway High School – Canteen is entitled to government buying
- Fire drill conducted – switch for the pie oven is at the back of the oven and poses an OHS risk. Also request another fire blanket
Action: Kaye to notify Dr Di of safety concerns with position of oven switch and request that school supply another fire blanket (Christine Taylor, Roz Smee)

Fundraising:

- Bulb Fundraiser - 36 orders, total \$2239, profit \$1104.50 – thank you to Lisa Ellicott for her efforts coordinating the bulb fundraiser
- Jen Davies gave a presentation to student Jessica Burg for selling the most bulbs (\$533)
- Entertainment Books are issued with student's names on them, but they won't be handed out to students unless they are pre-ordered and paid for - this will eliminate the huge job of following up books that have not been returned.
- Details for the Bunnings BBQ on Sunday 13th June need to be submitted to Bunnings by 13th May including details of P&C's current public liability certificate of insurance
- Drinks and water have been ordered via the Canteen
- **Action: Kaye to include "Bunnings BBQ organisation" as an item on the Agenda for the May meeting**

13. General Business:

- Dr Di was asked to clarify the invoice requiring payment for the 2010 school newsletter.
 - Dr Di explained that in approx 2008, the P&C requested that the first newsletter of the year be sent to every family and paid for by the P&C
 - It was noted that information about the newsletter and the option to receive a hardcopy is included with the Yr 7 information pack
 - Approximately 35 families have requested a hardcopy of the newsletter
 - It was also noted that future School Annual Reports will only be available online
 - A motion was moved that the P&C no longer pay for the 1st newsletter of the year to be sent to every family (Janine Thomson, Tanya White)
- Concern was expressed regarding a lack of undercover areas when it rains – Dr Di explained that students are "territorial" in terms of where they sit and they won't always move to other areas. **Action: Dr Di to look at options for additional undercover seating**
- NSW P&C Federation Country Vice-President noted the following:
 - Contracts of employment are required for Canteen Supervisor and any other paid staff
 - Paid staff of the P&C cannot volunteer in the Canteen or at fundraising events such as the Bunnings BBQ
 - Canteen Manual is available from the NSW P&C Federation at a cost of \$30 and a motion was moved that the P&C purchase the Canteen Manual (Richard Davies, Roz Smee)
Action: Kaye to organise purchase of Canteen Manual
 - P&C is encouraged to advertise for volunteers – without sufficient volunteers, the Canteen may have to close eg 2 days per week to remain viable
Action: Kaye to continue to advertise for canteen volunteers in the next newsletter
 - **Action: P&C Executive to meet ASAP to review operation of the Canteen and draw up employment contracts**
- It was noted that Lisa Ellicott's employment was on a trial basis until the end of Term 1. A motion was moved that everything in the Canteen continues running 'as is', including employment of Lisa, Robyn, Aileen, Glenys and Yvonne, until the P&C Executive review the operation of the Canteen and present findings at the next meeting on 6th May (Rowen Lewis, Tanya White)
- The President thanked NSW P&C Federation Country Vice-President, Mary Lawson, for attending the AGM and the General Meeting and for providing advice.

14. **Date of next Meeting:** Thursday 6th May

Meeting Closed at 9.45 pm

Minutes prepared by Kaye Tam