



Minutes of the General Meeting

6th May 2010

Meeting opened at 7.00 pm.

1. The President's welcome:

- The President welcomed the 24 people in attendance

2. Apologies:

- 4 apologies as per the attendance book.

3. Minutes from the previous meeting:

- Minutes were circulated and passed (Rowen Lewis, Tracey Riley)

4. Business arising from minutes of the previous meeting:

- Reflective strips have been put on footpath steps
- Annual School Report has been finalised
- **Action c/fwd: P&C Committee to establish a 'budget' for 2010** – in progress
- Computer for Canteen is available - **Action: Dr Di to organise with TSO for cabling etc**
- ICAS application forms available online but applications can only be made via the school.
- Dr Di advised Lowes that an extra small size jacket and track pants are required.
- **Action c/fwd: Dr Di to look at options for additional undercover seating** – need to do a "walkaround"
- Canteen Management Manual has been purchased
- Advertisement for canteen volunteers is in the April/May P&C Newsletter and May School Newsletter
- P&C Executive had a preliminary meeting to discuss requirements for Canteen management - **Action: P&C Executive to hold further meeting to review operation of the Canteen and prepare Canteen Sub-Committee Rules and employment agreements**

5. Correspondence:

In:

- Letter from Joel Fitzgibbon advising that he has inspected the railway overpass and made representations to the relevant authorities some time ago.
- Copy of Invoice - MGHS 08/03/2010 5 air conditioners @ \$3165.90 - \$15829.50 – note that Dr Di agreed to wait for payment until term deposit has matured
- Receipts:
 - MGHS 15/02/2010 Photocopying for Fundraiser - \$17.50
 - MGHS 19/02/2010 Newsletter 2010 - \$2002.00
- Receipt for payment of Canteen Management Manual (\$30.00)
- Royal Far West School appeal for donations
- P&C Federation Annual Conference, Nomination Details, Merchandise, Reminder that Affiliation Insurance due 01/08/2010
- P&C Federation Term 1 Journal
- Entertainment Book information

- Fundraising/Promotional:
 - Peerless Activewear Pty Ltd – Uniform Supply Agreement
 - The Christmas Cart – Personalised Christmas Baubles
 - Daylight Sportswear
 - Warehouse Shopping Tours
 - Mock N Roll Fundraiser

Out:

- Website updates – AGM Notice, Calendar update, April/May P&C Newsletter
- Letter to P&C Federation for order of Canteen Management Manual
- Letter to Dr Di requesting Canteen computer
- Letters to P J Curran, Joel Fitzgibbon, CEO ARTC expressing concern at the removal of the William Street railway overpass

6. Business Arising from the Correspondence:

- Nil

7. Guest Speakers: Mr Heaney and Mrs Stephan

- spoke about how our school's reports have the seal of approval from the Director and how we have the new Millenium system
- raised the issue of the time it takes for Year Advisors to write comments on reports and that this time could be better utilised to improve student outcomes
- sought support for Year Advisors not writing report comments and instead using their time to improve student outcomes in a variety of ways
- P&C meeting attendees acknowledged the time all teachers put into preparing reports and value the format and content of reports.
- Much discussion ensued and many views both for and against removing the Year Advisor's comments from reports were expressed

8. SRC Report:

- ANZAC Day went really well despite the weather. The Dawn Service, Breakfast, East Maitland March and morning Service, were attended by various members of the SRC and prefect body. Captains Nick and Jenna gave a reading at the Dawn Service and Vice-Captains Matt and Caitlin laid the wreath at the morning Service
- A representative from the 40 Hour Famine presented the SRC with a High Achievers Plaque for donating approx \$2500.
- A report submitted by a Yr 10 Geography student regarding bins and rubbish in the playground was looked at by the SRC and it was decided to add recycling bins in each classroom.
- SRC are attempting to combat the rubbish problem, particularly the eastern oval. Prefect members are walking around with bins trying to encourage those responsible for the litter to use them.
- The SRC hope to hold a school dance this term.

9. Treasurer's Report:

- Nil due to Treasurer's absence

10. Principal's Report:

- Italy trip was highly successful
- Japanese students will come here in August
- 2011 trip will be to Japan
- Portal access to the Millenium System will be made available to those who have paid their general contribution – this will allow parents to check on records about their child including attendance, reports, timetables etc

- Annual Report is available on the school webpage
- SES Cadets course is running
- Jackets from Lowes will be available mid-June
- 'Hard push' on appropriate black shoes
- Moratorium on NAPLAN testing has been lifted – teachers value NAPLAN
- Chewing gum blitz
- Yr 9 laptops due tomorrow but need to be commissioned before released

11. School Council Report:

- **Action cfwd: Dr Di to advertise the School Council meeting**

12. Canteen Report:

- New Canteen Sub-Committee elected – Convenor: Janine Thomson, Minute-Taker: Lisa Burg, Treasurer Representative: Christine Taylor
- Previous Canteen Treasurer was to table itemised 2009 general expenses - Yvonne submitted the bank register from 01/01/2010 to 30/03/2010 and 2009 receipts
- Lisa advised of a couple of corrections to the last Canteen Meeting Minutes (09/02/2010)
 - General Business item (i) ... Lisa advised that the list of prices are now placed on top of ovens and should be of assistance to workers *and students*.
 - General Business item (n) ... Lisa *and Robyn* both made pricing changes
- Lisa advised that the Red Day had record takings of \$2350
- Dr Di advised that Lisa would be able to attend the next first aid course held at School
- **Action cfwd: Kaye to notify Dr Di of safety concerns with position of oven switch and request school supply another fire blanket** – position of oven switch is under review

Fundraising:

- Nominations were called for the position of Fundraising Officer for 2010 – Jen Davies was nominated (Janine Thomson, Christine Taylor) and elected unopposed
- Paver orders to be finalised end of June – 32 orders to date
- **Action: Jen to coordinate Bunnings organisation:**
 - paperwork and insurance to be completed
 - help will be needed between 8-4 and numbers will be confirmed at the next meeting
 - book for all volunteers to sign on and off
 - ran out of supplies last year, so quantities will be increased
- Jen suggested putting a notice in newsletter asking if people would like to be included on a fundraiser mailing list
- Flyer with fundraising activities to be included with Yr 7 packs (eg bulb fundraiser, entertainment books etc) plus request email addresses for fundraiser mailing list
- Invoice for Entertainment Books received
- At some stage we should review whether selling of Entertainment Books is worthwhile

13. General Business:

- P&C Patrons (Milton Morris, Bev Smith, Chris Welbourne, Bruce Gray, Clair Hunter, Billie Andrew, Cheryl Kernot) were endorsed for 2010 (Jenny Hudson, Jen Davies).
Action: Kaye to write to Patrons inviting them to continue for 2010.
- Seek expressions of interest for 2011 auditor from parent body (Jen Davies, Tracey Riley).
Action: Kaye to put notice seeking expressions of interest for 2011 auditor in next newsletter
- **Action: Kaye to summarise receipts submitted by previous Canteen treasurer and table at the next meeting**

14. **Date of next Meeting:** Thursday 3rd June

Meeting Closed at 9.15 pm

Minutes prepared by Kaye Tam