



Minutes of the General Meeting

3rd June 2010

Meeting opened at 7.20 pm following the Canteen Subcommittee meeting.

1. The President's welcome:

- The President welcomed the 18 people in attendance

2. Apologies:

- 4 apologies as per the attendance book.

3. Minutes from the previous meeting:

- Minutes were circulated and passed (Sharon Brewster, Jenny Hudson)

4. Business arising from minutes of the previous meeting:

- **Action c/fwd: P&C Committee to establish a 'budget' for 2010** – in progress
- **Action c/fwd: Dr Di to organise with TSO for cabling and computer for the canteen** – in progress
- **Action c/fwd: Dr Di to look at options for additional undercover seating** – need to do a "walkaround"
- **Action c/fwd: P&C Executive to hold further meeting to review operation of the Canteen and prepare Canteen Sub-Committee Rules and employment agreements** – in progress
- **Action c/fwd: Kaye to put notice seeking expressions of interest for 2011 auditor in next newsletter**

5. Correspondence:

In:

- Letter from Mrs Goward on behalf of Yr 12 thanking P&C and Canteen Supervisor for the opportunity to run the Canteen at the athletics carnival
- Reply from ARTC advising they have decided not to remove the William St Footbridge and outlining the options for repairing and strengthening the bridge
- Med Entry UMAT preparation (Government Registered Training Educational Institution for Health Science Course) – passed on to Dr Di
- Fundraising/Promotional:
 - Cellarmasters Community Group Network – wine fundraiser
 - No Frills Rollback Offer – Fundraising Shopping Tour
 - Gorilla Sports – school leavers apparel – passed on to SRC
 - Appaloosa Toys – Show Bags Galore
 - Alison Gill – follow up previous info on Daylight Sportswear

Out:

- Website updates – AGM Notice, Calendar update, April/May P&C Newsletter
- Letters have been sent to Patrons inviting them to continue

6. Business Arising from the Correspondence:

- Nil

7. Guest Speaker: Dr Di spoke on behalf of Nicole Ross, Co-ordinator Vocational Education

- Apologies from Nicole Ross who will attend a future meeting - instead Dr Di outlined the extensive range of vocational subjects available and options with these subjects eg HSC ATAR and uni entry, plus alternative pathways such as Cert II in Entertainment (crew for Starstruck), Metals and Engineering, Hospitality, Commercial Cookery (Goal Kitchen), Food and Beverage, Business Services,
- Courses to meet needs eg hairdressing, agriculture, plumbing
- No longer straight HSC subjects – school, apprenticeship and Tafe
- Well endorsed by local industries, some scholarships
- Different courses are needed for students returning until they are 17 years of age eg animal, SES cadets, PCYC Sports Skills
- SPY (Skills Pathway for Youth) Course at Tafe – apprenticeship courses for 12 months and students still do English and Maths at school
- Pathways to employment program starts in Yr10

8. SRC Report:

- Friday's Breakfast starting again
- Salvation Army Winter Clothing Appeal
- Biggest Morning Tea was a great success \$750
- Captains Nick and Jenna visited Parliament House and Government House
- Yr 9, 10 and 11 SRC representatives attending Triple T workshop on volunteering
- Yr 11 reps also presenting on our Adopt-a-Resident Program
- Yr 10 SRC representatives attending Global Leadership Convention organised by World Vision
- 40 Hr Famine
- School Dance on 22nd June – theme is "Colours of the World"

9. Treasurer's Report:

- The Treasurer apologised for absence at the last meeting
- The Treasurer presented reports for April and June. The June report was presented in a new format which better represents our financial position by showing "Available Free Funds excluding Term Deposits" and highlighting Outstanding Accounts and Commitments in addition to Deposits and Withdrawals.
- Balance of Investing in Schools payment has been accounted for incorrectly - the balance appears as an overpayment but should be a donation and the audit needs to be redone
Action: Liz to follow-up accounting for balance of Investing in Schools payment

10. Principal's Report:

- Yr 10, 11, 12 parent teacher interviews on 10th June
- Student reports are being done at the moment – Yr 12 and 11 are out
- Yr advisers comments remain on reports – there is resistance from the executive to remove these and nothing will change unless there is extensive consultation with parents, students and employers
- Jackets and track pants have arrived at Lowes
- SRC have decided that the girls tunic fabric is not close enough to our uniform
- We have received praise regarding our uniform and the confidence and manners of our students
- Gas heaters have been removed from air-conditioned rooms and an audit will identify where remaining heaters are and how they are being used
- Yr 10 – proposed changes to School Certificate are being looked at – eg an Exit Certificate at the end of Yr 10 or Yr 11 administered and marked by schools and an exit survey when leaving school
- Yr 10, 11, 12 interview and improvement program if students not working well – support provided from teachers

- Yr 10 leadership courses, SES, team building, oral presentation to Yr 9 teacher, community panel about what student has learned
- Yr 7 acceptance letters have been sent out
- Yr 9 laptops will be distributed before the end of the term – additional cost of \$10 for replacement soft cases as supplied hard cases have contributed to some screens cracking

11. School Council Report:

- School Council meeting to be held 17th June at 5.30

12. Canteen Report:

- Kaye was to notify Dr Di of safety concerns with position of oven gas switch and request that school supply another fire blanket, but Lisa is investigating and obtaining quotes
Action: Kaye to check with Dr Di regarding supply of another fire blanket and Lisa to investigate and obtain quotes for moving the position of the oven gas switch
- The previous Canteen Treasurer's role will cease at the end of June and the Canteen laptop and records will be handed over and bank account signatures changed.
Action: Yvonne to hand over canteen laptop and records and P&C Executive to coordinate change of Canteen bank account signatures
- P&C Executive are analysing Canteen budget and expenses.
- Dr Di noted that the Canteen don't pay rent or electricity and the School pays for banking charges
- Dr Di noted that the School banking charges have increased from \$10-11,000 to \$14,000 – but clarified that not all of this cost is attributable to the Canteen banking alone as the school is allocated a certain amount of money for banking from the Government and the \$14,000 is the total cost above this allocation.
- Canteen employees have considered doing Canteen banking themselves in order to save costs, however there are concerns including safety issues with doing so. Dr Di is happy for the Canteen banking to be done as part of the School banking and the School will continue to absorb the cost
- It was noted that in the past, Canteen financial reports were not presented at the P&C General meetings
- Dr Di mentioned the Premier's Volunteer Program and the possibility of extending this to student helpers in the Canteen
- It is an insurance requirement that Student Helpers have written permission from parents to help in the Canteen – Lisa and Kaye both prepared permission notes
Action: Kaye to combine information from both permission notes plus clarify wording and whether the note should be issued from the School or the P&C Association
- First meeting of the new Canteen Subcommittee was held prior to this meeting
- Canteen Minute-Taker Lisa Burg is unable to continue in the position and a replacement will be elected at the next Canteen Sub-Committee meeting.
- Items discussed - cleaning, computer, quotes for rollup shutters to replace wire screens, moving the fridge is working well
- New lines introduced – egg and bacon rolls, hotcakes for breakfast and recess, soups, butter chicken and rice, spaghetti bolognese, wedges
- Next Red Day is 18th June and more helpers are required
- First-aid kit needs to be updated – Nicola Ryder to liaise with Lisa regarding engaging a consultant to advise on OHS and first-aid and purchase of first-aid kit, information and signs (Jenny Hudson, Tracey Riley)
- Dr Di advised that the School has an OHS Committee
Action: Dr Di to provide copies of School OHS policies and information from OHS Committee
- The P&C Federation website advises that the Shop Employees (State) Award has been replaced by the Fast Food Industry Award 2010
- Conflicting information about paid employees volunteering was given at the Canteen Supervisor's meeting
Action: Kaye to clarify the position on paid employees volunteering with the P&C Federation

Fundraising:

- Bunnings BBQ organisation underway – Jen called for confirmation of volunteers
Action: Kaye to prepare sign (Sausage sandwich \$2.50, Drinks \$1.50), Liz to organise cash float and sign-on book
- At the last meeting, Jen suggested putting a notice in the newsletter asking if people would like to be included on a fundraiser mailing list, but a motion wasn't moved on this. Dr Di advised that the school is looking at other ways of communicating and this suggestion has been put on hold. (Lesa Tewkesbury, Sharon Brewster)

13. General Business:

- Kaye summarised receipts submitted by previous Canteen treasurer but difficult to reconcile with audit without knowing when cheques were presented.
- Dr Di gave positive feedback from staff and students regarding service and provision of Canteen
- Draft MGHS P&C Rules were handed out
Action: Members to comment on Draft MGHS P&C Rules at next meeting
- Replacement of lights in the Canteen is an issue during school time
Action: Dr Di to organise for the replacement of lights in the Canteen to be done in the holidays. Lisa to put as much stock as possible away and to count and tape goods
- Lindsay mentioned that P&C members would be interested to see the air-conditioners that were funded by the P&C
Action: Dr Di to organise tour of classrooms with air-conditioners funded by the P&C

14. Date of next Meeting: Thursday 1st July

Meeting Closed at 9.30 pm

Minutes prepared by Kaye Tam