



Minutes of the General Meeting

1st July 2010

Meeting opened at 7.20 pm following the Canteen Subcommittee meeting.

1. The President's welcome:

- The President welcomed the 13 people in attendance

2. Apologies:

- 8 apologies as per the attendance book.

3. Minutes from the previous meeting:

- Minutes were circulated and passed (Tracey Barry, 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 cfwd: Dr Di to look at options for additional undercover seating** – need to do a "walkaround"
- **Action c/fwd: P&C Executive review of Canteen operation and preparation of Canteen Sub-Committee Rules and employment agreements** – on-going
- **Action cfwd: Kaye to put notice seeking expressions of interest for 2011 auditor in next newsletter**
- **Action cfwd: Liz to follow up correction of audit for Investing in Schools payment**
- **Action cfwd: Kaye to contact Terry Ellis regarding supply of another fire blanket**
- **Action cfwd: P&C Executive to coordinate change of Canteen bank account signatures**
- **Action cfwd: Dr Di to provide copies of School OHS policies and information from OHS committee**
- **Action cfwd: Kaye to revise draft MGHS P&C rules to include additional items and present for comment at a future meeting**
- **Action cfwd: 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**
- **Action cfwd: Dr Di to organise tour of classrooms with air-conditioners**

5. Correspondence:

In:

- Acceptance from Patron Cheryl Kernot
- Acceptance and donation from Patron Milton Morris
- Acceptance and donation from Patron Bev Smith
- Receipt from MGHS for HSC Breakfast
- Letter from Blackheath Public School regarding information and strategies on removing unflued gas heaters
- P&C Federation - Term 2 Journal, mailout regarding P&C Federation Annual Conference, Ethics Campaign etc
- Advice from P&C Federation Manager regarding Canteen Student Helpers
- Copy of Weston Primary School P&C By-Laws
- Copy of Irrawang Public School Canteen Supervisor Employee Agreement

- Fundraising/Promotional:
 - Direct Bulbs
 - Garden Express Bulbs
 - Sydney Shopping Tours

Out:

- Website updates – Minutes, Pavers closing date, Entertainment Books Closing date
- Notices – Bunnings BBQ Price List, Canteen Volunteers Thank You
- Email to Dr Di with details of issues and revised Canteen Helper Student Permission Note

6. Business Arising from the Correspondence:

- **Action: Kaye to send thank you cards to Patrons Milton Morris and Bev Smith for their generous donation**
- Discussion of advice from P&C Federation in Canteen business

7. Guest Speaker: Nicole Crow, Coordinator Digital Education Revolution

- Nicole Crow spoke about the Digital Education Revolution
- Laptops - commissioning, resourcing, training and development
- Presented video – “Vision of K-12 students today”
- 500+ laptops have been commissioned
- 21st Century learning → technology and learning
- Learning with technology is more interesting and engaging
- Differences in learning styles with young people
- Collaboration and closer connection between staff and students
- 2012 HSC possibly on laptops

8. SRC Report: Jenna Matthews

- School dance raised approx \$1000
- Great response to Salvation Army winter clothing appeal
- Visit from Regional Director, Robin McKerihan, was well received
- Friday's breakfast
- Discussions with Dr Di regarding reintroducing House groups
- Boardies Day at the pool to be held on 3rd December
- 40 Hr Famine – 92 students have expressed interest in being involved
- Yr 12 went to Open Day at Newcastle University

9. Treasurer's Report:

- Nil due to Treasurer's absence

10. Principal's Report:

- Japanese students to visit in Week 2, Term 3 - return visit next year, 20 year celebration of sister school
- Yr 8 Blue Mountains trip
- Yr 9 laptops have been distributed
- School Dance was well done
- Reports have been issued – 85% of employers have indicated that they want Yr Advisor comments to remain
- Girls AFL team won at Regional level and will compete in State Finals
- Yr 7 & 8 Aerobics successful at State level and will perform at Yr assemblies
- New music teacher, Mr Rose, is to introduce impromptu performances eg in playground
- Susan Ross has made a movie of students working in the gaol kitchen
- 22 students training as SES Cadets, funded by SES
- Tafe certificate on team building, rescue, first aid will roll into PCYC Leadership course – provides citizen and job skills

11. School Council Report: Greg Ransom

- Meeting was held on 17th June
- Some time since the last meeting - “catch up” and discussed SRC Red Shield Appeal, Awards Program, reintroducing House Captains
- Expression of interest for new SRC members to be held
Action: Dr Di to provide a copy of the SRC Constitution
- Next School Council meeting to be held 29th August at 5.30

12. Canteen Report:

- No Canteen Committee meeting was held as only 2 sub-committee attendees
- Lindsay advised that Janine Thomson cannot hold position of Canteen Convenor as she doesn't have a student attending the school and doesn't reside 'in-zone'
- **Action: Propose to incorporate Canteen Business in P&C Meeting and consider at the next meeting**
- Yvonne Hinde presented the Bank Register and Profit and Loss for May
- Possibly transfer \$10,000 to P&C but will assess this next term
- Due to other commitments, the Canteen Treasurer Representative, Christine Taylor, has been unable to consult with Yvonne regarding changeover. A motion was moved that **Yvonne Hinde remain in the role of Canteen Treasurer Representative until the changeover with Christine Taylor is implemented. (Jenny Hudson, Tracey Barry).** Yvonne kindly agreed to continue with the Canteen Treasurer duties.
- Lisa reported the following:
 - Everything going great – egg pockets and seasonal fruit and yoghurt introduced
 - Canteen info to be included in Yr 7 information pack
 - Gas oven thermostat has been fixed
 - Milk now delivered by Dairy Farmers
 - Dates for Red Days to be determined
 - Some schools are operating as 'self-serve'
- Kaye summarised advice from the P&C Federation regarding P&C Canteen Legal and Insurance requirements:

- MGHS P&C Association is incorporated under the Federation of P&C Associations Incorporation Act 1976 and in order to satisfy legal and insurance requirements we are obliged to follow the advice of the P&C Federation
- **“You don't know what you don't know until you know it”** – the P&C Federation advises that it is not an excuse to say that we won't follow the rules because other schools aren't doing so.
- Any legal or insurance questions or conflicts will be raised with the P&C Federation via the P&C Executive
- Paid employees of the P&C Association cannot volunteer
- Sign-on book is to be kept in the Canteen – employees and volunteers record name, start time and end time
- Phone calls are to be recorded in a book kept in the Canteen
- Monthly stocktake should be done and reflected in the monthly profit and loss
- Any building requirements are the responsibility of the school eg windows, gas switch, floor etc
- Any employee, volunteer or student helper must not handle their own transactions
- Student helpers are covered by the P&C Association's Personal Accident Insurance but the P&C must obtain written permission from parents before student helpers can assist in the Canteen and student helpers are prohibited from handling hot food, accessing cooking appliances including pie warmers and using sharp implements.
- Due to health and safety issues and the requirement to handle money, student helpers should be restricted to suitable Food Technology Students and senior students only – no other students are allowed in the Canteen

- Lindsay advised that installing new wire screens is considered a 'structural' work and needs to be undertaken by the school as they have responsibility for the building. Dr Di advised that that this will have to be put in November budget for the following year and we should look at the new canteen code eg Singleton Canteen
Action: Lisa to provide Dr Di with quotes for new wire screens
- Concerns were expressed with only one entry/exit in the Canteen
Action: Dr Di to obtain Canteen blue-print from Property
- There was discussion about the insurance requirement that student helpers are prohibited from handling hot food and appliances – would only be able to have student helpers serve at a window that didn't serve hot food, but this may not be practical.
- P&C Federation advised that because the canteen is operated by the P&C, the permission note should come from the P&C.
- Dr Di mentioned that students undertaking hospitality etc have OHS training at commercial level and would be well equipped to serve hot food in the canteen.
Action: Kaye to check with P&C Federation if student helpers with OHS training are allowed to serve hot food in the canteen

Fundraising:

- Bunnings BBQ raised approx \$1300 – will resubmit application for next year
- Left over sausages and bread have been frozen and these will be sold at a sausage sizzle for Red Day – Wednesday 18th August (Jen Davies, Jenny Hudson)
- Entertainment Books – 29 sold, \$348 profit – Jen suggested target Year 7 next year and pre-order for other years
- Pavers – less than 70 ordered – require 100 for free delivery
Action: Jen to explore ordering a logo to qualify for free delivery
- Possibly hold a trivia night

13. General Business:

- Jen spoke about student reports at the School Council meeting and suggested that as the presentation at previous meeting was about removing year advisor's comments, we should have a presentation about retaining year advisor's comments.
- Jen mentioned that student fundraising was also discussed at School Council eg walkathon
- Lindsay spoke to Alison Gill from Daylight Sportswear who would like to attend a future meeting and supply sample sports shorts
Action: Kaye to invite Alison Gill from Daylight Sportswear to attend September meeting

14. **Date of next Meeting:** Thursday 5th August

Meeting Closed at 9.45 pm

Minutes prepared by Kaye Tam