Meeting opened at 7.00 pm.

1. President’s welcome:
   • The President welcomed the 23 people in attendance

2. Apologies:
   • 2 apologies as per the attendance book.

3. Minutes from the previous meeting:
   • Minutes were circulated and passed (Jenny Hudson, Tracey Barry)

4. Business arising from minutes of the previous meeting:
   • Desktop computer has been provided to the Canteen and is up and running
     Action: Canteen computer to be linked to a printer
   • Copies of School OHS policies and information from OHS committee has been provided to the Canteen
   • Cards sent to Patrons Milton Morris and Bev Smith thanking them for their donation
   • Copy of the SRC Constitution has been provided
   • Incorporate Canteen Business in P&C Meeting and consider at the August meeting - refer to Canteen Report
   • P&C Federation advised that even if student helpers have OHS training, personal accident insurance requirements prohibit them from serving hot food in the Canteen – refer to Canteen Report
   • Alison Gill from Daylight Sportswear will be guest speaker at the September meeting
   • Action c/fwd: P&C Committee to establish a ‘budget’ for 2010 – 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 review of Canteen operation and preparation of Canteen Sub-Committee Rules and employment agreements – on-going
   • Action c/fwd: Kaye to put notice seeking expressions of interest for 2011 auditor in next newsletter
   • Action c/fwd: Liz to follow up correction of audit for Investing in Schools payment
   • Action c/fwd: Kaye to contact Terry Ellis regarding supply of another fire blanket for the Canteen
   • Action c/fwd: P&C Executive to coordinate change of Canteen bank account signatures
   • Action c/fwd: Kaye to revise draft MGHS P&C rules to include additional items and present for comment at a future meeting
   • Action c/fwd: Dr Di to organise for the replacement of lights in the Canteen to be done. Lisa to put as much stock as possible away and to count and tape goods
   • Action c/fwd: Dr Di to organise tour of classrooms with air-conditioners – tour will be conducted at a meeting when there is more daylight
   • Action c/fwd: Lisa to provide Dr Di with quotes for new wire screens for the Canteen serving windows
   • Action c/fwd: Dr Di to obtain Canteen blueprint from Property
5. Correspondence:

In:
- Acceptance from Patron Chris Welbourne
- Invitation from Maitland City Council for Lindsay to join a community reference panel for “Maitland 2021” - launch on 6th August
- Letter and press release from Bob Baldwin with a copy of the Coalition’s policy regarding BER funding
- P&C Federation insurance renewal – due 1st August with grace period to 1st November
- MGHS Invoice for Yr 12 Graduation Certificates $206.52
- Update from P&C Federation Insurance Manager regarding canteen student helpers
- Email from Thornleigh Public School P&C requesting details of our paver supplier
- Email from Alison Gill from Daylight Sportswear indicating that she is able to attend the September meeting
- P&C Federation e-Bulletin advising that Helen Walton of Broken Hill was elected President. Other office bearers include Mary Lawson who was elected Country Vice-President
- Fundraising/Promotional:
  - Fundraysia
  - Events organised by Hunter/Central Coast Gifted and Talented Committee

Out:
- Website updates – Minutes
- Certificate of Appreciation and Thank you for ‘retiring’ Yr 12 parent canteen volunteer

6. Business Arising from the Correspondence:
- **Action:** Kaye to email Thornleigh West Public School P&C with details of our paver supplier
- Refer to advice from P&C Federation Insurance Manager in Canteen Report

7. Guest Speaker: Suzanne Ross, HT TAS
- Suzanne Ross gave a presentation about the variety of subjects offered in TAS, including Food Technology, Family & Community Studies, Commercial Cookery, Textiles & Design, Information Processes & Technology, Multimedia, Marine Studies, Compulsory Yr 8 Computing providing students with skills for using laptops in Yr 9
- TAS students achieve excellent results, showing improvement from School Certificate to HSC and most results are above the state average
- A video of Maitland Gaol Hospitality Kitchen was shown and a tour of the kitchen will be conducted at a future P&C meeting when there is more daylight

8. SRC Report: Nicholas Tam
- Friday 6th August is Jeans for Genes day and a gold coin donation will be collected by Yr 12
- Yr 12 prefects will participate in D-Day for deafness and diabetes on 14th September
- 40 Hr Famine is still going ahead
- School leaders attended a breakfast at Maitland Citizen Centre – guest speaker was former Olympic swimmer Nadine Neumann

9. Treasurer’s Report:
- The Treasurer presented reports for July and August
- $1083 was raised from the Bunnings BBQ
- Payment to MGHS for Yr 12 Graduation Certificates $206.52
- At the July meeting Yvonne suggested possibly transferring $10,000 from the Canteen to the P&C Association, but it was decided to hold this over until the amount of LSL entitlements has been determined
- **Action:** Yvonne to work out LSL entitlements for all staff
- **Action:** P&C Executive to also determine whether auditor is accounting for LSL entitlement expense and capacity to pay
Principal’s Report:
- Outstanding performance at regional athletics – a student was Regional Champion in 6 events and Champion of the Meet
- Education Week assemblies and performances were well received
- Impromptu performances throughout the school are well received
- 7 Japanese students visited – return visit in October 2011 (10-12 days) for Yr 8 up (at least 25 students) and cost will be approx $4000
- HSC trials will commence on 16th August
- Unlikely that gas heaters will be replaced due to cost – fumes are dangerous and doors/windows must be open
- SES Cadets are about to graduate
- Rural Fire Service program is about to commence
- P&C Volunteer required for HT DER panel – Jen Davies will attend
- New Deputy Christopher Bice has a strong mathematics background and will commence in Term 4
- Yr 10 Formal will be held in the Gaol

10. School Council Report:
- Next School Council meeting is 12th August and P&C Volunteers are required – Jen Davies and Kaye Tam will attend

11. Canteen Report:
- Yvonne presented the Bank Register and Profit and Loss for June
- Next Red Day is 18th August - sausage sizzle and can of drink $4
- Lisa mentioned that Yr 12 are holding a sausage sizzle on 2nd September and this will affect sales
- Robyn expressed concern with number of Canteen staff, lack of volunteers and Aileen retiring soon – need to be able to cover leave and sickness
- Lisa mentioned difficulties trying to contact replacement volunteers when rostered volunteers are unable to attend
- Canteen Supervisor to claim payment for cost of text messages when contacting replacement volunteers (Roz Smee, Sharon Brewster)
- Dr Di advised that the school’s insurance will cover students undertaking work experience in the Canteen
- Kaye summarised further communication and advice from the P&C Federation Insurance Manager regarding Personal Accident coverage for Canteen Student Helpers. When asked if our student’s were given the appropriate OHS etc training, would they then be allowed to handle and serve hot food etc, the answer was again no. It was also mentioned how important our student helpers are to the running of the Canteen and that a number of students are involved in a variety of food handling and preparation courses and have had relevant training, but the response from the P&C Federation Insurance Manager was:
  - The student helper insurance requirements are the terms and conditions of the insurance company and the insurance writer comes up with these based on claims experience
  - If these terms and conditions aren't followed and there is an 'event' we are in 'trouble'
  - The insurance company has to have exclusions and draw the line somewhere - an insurance company cannot operate if it can't fund claims
  - Having students do OHS etc training doesn't change anything - its about unforeseen circumstances
  - Example of a current claim - a student dropped a cup of soup and suffered burns - $80,000 claim
  - Expect that other insurance companies also have the same exclusion - but expect that other companies policies would be more expensive (and possibly have other exclusions)
  - We should have a copy of the Insurance Risk Manual (cost is $15) - if we can't find it, we can request it with our next renewal
- Action: Lindsay and Yvonne to enquire whether alternative insurance without restrictions can be obtained from other companies and Kaye to check with P&C Federation if this is allowed
12. Fundraising:
- Spring date has been requested for Bunnings BBQ next year
- Postage cost of paver orders won’t be confirmed by the paver company until the order is submitted – MGHS order (47) has been combined with Mt Kanwary Public School order (19), but because order is less than 100 it is expected that postage will be between $72-100 and it won’t be viable to order logo
  Action: Lindsay to proofread spreadsheet of names for pavers before submitting order

13. General Business:
- Year 7 packs will be available 16th November
- Yvonne Hinde advised that she would like to finalise her Canteen Treasurer duties and handover at the end of August
  Action: Lindsay, Kaye, Liz, Christine to meet with Yvonne to discuss handover of Canteen Treasurer duties
- Due to difficulties with Canteen Sub-committee members attending at earlier meeting time and also repetition of Canteen Business at both Canteen and P&C meetings, it was decided to combine the Canteen Sub-Committee meeting with the P&C Meeting (Tabatha Jones, Roz Smee)
- Because Janine Thomson is not eligible to hold the position of Canteen Convenor and Lisa Burg is unable to continue with the role of Canteen Scribe/Minute Taker, Roz Smee was elected Canteen Convenor and Tracey Riley was elected Canteen Scribe/Minute Taker (Lesa Tewkesbury, Sharon Brewster)

14. Date of next Meeting: Thursday 3rd September

Meeting Closed at 9.15 pm 
Minutes prepared by Kaye Tam