



## Minutes of the General Meeting

1<sup>st</sup> September 2011

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Meeting opened at 7.05 pm

**1. President's welcome:**

- The President welcomed 29 people as per the attendance book

**2. Apologies:**

- There were 9 apologies as per the attendance book.

**3. Minutes from the previous meeting:**

- Minutes were circulated and passed (Tabatha Jones, Janelle Want))

**4. Business arising from minutes of the previous meeting:**

- Thank you sent to Good Guys for their support with the purchase and delivery of the new fridge and removal of the old fridge
- Certificate of appreciation sent to David Schafer for his assistance with the Canteen
- Certificate of appreciation sent to Christine Taylor for her work as Canteen Treasurer
- Hunter United Credit Union Term Investment required and given ABN
- **Actions cfwd: P&C Executive to:**
  - **decision to be made whether to invest some funds in a term deposit**
  - **review of Canteen operation and preparation of Canteen Sub-Committee Rules, Policy**– on-going
- **Action cfwd: Dr Di, Lisa and Steve to walk around school and look at options for additional undercover seating**
- **Action cfwd: Dr Di to determine relocation of Canteen gas shut off point**
- **Action: Dr Di to advise when SRC have contacted RTA regarding bottom school crossing so that P&C can follow up with their support**

**5. Correspondence:**

**In:**

- Westpac confirmation of changes to Business Online Banking regarding – Christine Taylor removed and Netta Moxey added to Canteen account
- Promotional:
  - Schools Only – P&C website host \$59.40 per month + \$2 per month webmail – not endorsed by P&C Federation
  - Site Systems Outdoor Seating
  - Garden Express
  - Harlequin International Group Pty Ltd School Bags

**Out:**

- Website and calendar update
- Meeting notice emailed to Anne Goldspring for sending via sms

**6. Business Arising from the Correspondence:**

- Nil

**7. Guest Speaker: Ben Wheatley, Head Teacher History**

- Spoke about history, OH&S and Anzac Day Centenary 2015.

## 8. SRC Report: presented by Dr Di

- Fundraiser 7<sup>th</sup> September for National Breast Cancer – Yr 12 come to school in PJs, slipper throwing contest, breakfast, morning tea, ping pong and playstation activities
- SRC assisted with Yr 7 Orientation
- Voting underway for new captains and prefects

## 9. Canteen Report:

### **Lisa:**

- Next Red Day is Friday 9<sup>th</sup> September
- Volunteers needed for stocktake on 23<sup>rd</sup> September - discussion regarding stocktake which is normally done at end of each term, but if we don't do anything with these figures then there is no point – only necessary to do at the end of each year
- Lisa going on Japan trip and will be away on the last day of term
- There is no pupil free day at beginning of Term 4, so back to school preparation will be done on Friday 7<sup>th</sup> October
- Canteen Christmas Party is Tuesday 22<sup>nd</sup> November, 6.30pm at Hunter River Hotel with RSVP by 8<sup>th</sup> November – txt message to be sent out
- Curly Moo trial last two weeks of this term – no rental fee – now only needs 1 clean per week – cost \$1.50 – sell \$2.50
- Gas Oven shut off not done yet, awaiting tradesman
- Canteen is in urgent need of 2 small refrigeration units to stock fruit, sandwiches, rolls etc for the warmer weather and to display food more effectively, thus promoting a healthy canteen and increasing sales. Lisa requires assistance with pricing.  
**Action: Lisa to provide dimensions for refrigeration units for pricing**
- Currently difficult for Lisa to itemise and be reimbursed for phone calls – P&C Executive recommend that a mobile be purchased for Lisa to use for work related calls  
**Motion: Purchase mobile phone for Lisa to use for work related calls – Lisa to top-up pre-paid credit and be reimbursed as required (Brenda Carlson, Tracey Riley)**
- Kerrie mentioned that she has an old phone that might be suitable instead of purchasing a new phone
- Canteen would like another staff member to provide backup if Lisa or Glenys are away – to be discussed in Treasurer's report
- Lisa would like to know the expectations/priorities of the Canteen ie student's first, money second?

## 10. Treasurer's Report:

- Liz presented treasurer's report (Jenny Hudson, Janelle Want)
- 2 cheques and insurance paid – balance \$24671.80
- P&C Executive have reviewed Lisa's letter regarding canteen staffing and have costed options and projected EOY profit
- Last 3 months analysed and expect approx \$33,000 profit and \$46,000 wages
- Liz used a sausage roll as an example to illustrate how wages impact on profit – purchase price \$1.25, selling price \$2.20 – on the surface it appears that the resulting profit is 85%, but as 55% is attributable to wages and costs, the actual profit is only 25%
- Liz explained that we are basically already staffing the canteen as per Lisa's request with the equivalent of 2 full-time staff
- To add an additional full-time staff member would cost approx \$34,000
- To have 2 full-time staff 5 x days per week and a 3<sup>rd</sup> staff member Monday and Friday, would cost approx \$11,760
- In order to increase paid staff hours, we need agreement to accept less profit
- **Motion: employ 3 staff on Monday and Friday and 2 staff on Tuesday, Wednesday and Thursday with a call-in staff member (2-5 hours) if required – to be reviewed monthly (Lesa Tewkesbury, Sharon Brewster)**
- Glenys happy to work Monday to Thursday
- Kerrie has been given a copy of her employment agreement and will be given first offer for the position vacated by Robyn – Kerrie happy to work Monday and Friday
- **Motion: Glenys and Kerrie to be on permanent roster (Sharon Brewster, Brenda Carlson)**
- **Action: P&C Executive to advertise new vacancy in newsletter and website with closing date of 16<sup>th</sup> September and interview the last week of term**

#### 11. Principal's Report:

- Students and staff ready to leave for Japan on the last day of term
- Teachers will strike next Thursday – could be the beginning of industrial action over the next 6 months due to Government changes to maximum pay increase for public service and changes in teacher transfer system
- HSC students have 15 days of school left – Yr 12 Formal is on 16 November at Harbourside
- Yr 10 Formal in December – no school certificate next year
- Staffing changes – English, Music, Maths, Social Science
- New social science teacher appointed
- Computing teacher, Karen Blatchford transferring from Maitland High, replacing Denise Goldsworthy
- Shelters and seating almost complete
- HSC performance night was held
- Solar system money not paid from Federal to State Government
- Ron Brown now on staff
- Implementation of National Curriculum held up
- State Budget on 6<sup>th</sup> September
- Damage from vandalism by children
- Defence mentor interview week ending 14<sup>th</sup> September
- Yr 10 have chosen subjects for Yr 11
- Yr 9 elective GAT – maths, engineering, science

#### 12. School Council Report:

- Next meeting 3<sup>rd</sup> November at 5 pm

#### 13. Fundraising:

- Nil report –apologies from Jen
- **Action: *Dr Di to check clash of dates with planned Trivia Night and Yr 12 Formal on 16th November***

#### 14. General Business:

- Robyn Ellison unable to attend this meeting and sent her apologies – P&C Executive will visit Robyn and present gift to her
- **Action: *Draft P&C Rules/Bylaws handed out for members for review – to be finalised at next meeting***

#### 15. Call for New Members:

- 3 new members

#### 16. Date of Next Meeting: Thursday 3<sup>rd</sup> November

Meeting Closed at 9.20 pm

Minutes prepared by Kaye Tam