CARLINGFORD HIGH SCHOOL P&C ASSOCIATION INC.
MINUTES OF GENERAL MEETING HELD AT THE SCHOOL
WEDNESDAY 9 FEBRUARY 2005

Opening by President – B. Rooney: Welcomed everyone – both those who have returned and those who are new to the P&C and School. Meeting declared open at 7:40pm

Present: D. Anderson; S. Anderson; T. Apollonov; M. Cochrane; J. Dilworth; G. Endicott; D. Featherston; P. Gorman; V. Gorman; V. Lane; M. Lewis; K. Moon; K. Mould; D. Orr; M. Paterson; N. Philip; B. Rooney; A. Simpson; N. Stoneman; G. Trau; W. Whittaker; N. Wood (22)
Staff: R. Clarke; D. Halloran

Apologies: J. Roberts; A. McKnight

Minutes: Minutes of meeting 10-NOV-2004 were circulated.
K. Moon moved that they be accepted. Seconded: N. Philip Carried.

Business Arising:
1. Position of Treasurer – N. Wood nominated for the position
2. Position of Auditor – to be addressed next meeting. Possible nominee to be verified - as is a qualified, but not currently an acting auditor.
3. Position of Traffic & Safety – K. Moon provided information on the origin of the Traffic & Safety Committee and the efforts being made in relation to improving the access across Pennant Hills Rd. N. Stoneman may be able to offer assistance with this area – but will confirm at next meeting.

Correspondence In:
4. Letter from Carlingford Primary School – thank you for support provided
5. Excellence and Innovation booklet and letter
6. Federation of P&C
   - invitation to renew affiliation and insurance
7. Invitation to Baulkham Hills Community Network Reception (held 5-NOV-04)
8. School Raffle opportunity
9. Emails:
   - ACSSO 17-SEP – Public Education System had to be a National Priority
   - ACSSO 23-SEP – Acel Currie Lecture 2004
   - ACSSO 28-SEP – World Mental Health Day/Week
   - ACSSO 30-SEP – World Teachers Day
   - ACSSO 19-OCT – ‘Behind the News’ comes back
   - ACSSO 4-NOV – Family-School Partnerships

Correspondence Out:
10. Letter to CHS – R. Clarke outlining motion that the P&C is to receive the school contributions that are paid to the school at least once per term at a time to be agreed with the school administration and P&C request that the school transfers all outstanding payments made to the school for P&C contributions prior to the school financial year roll over date to clearly delineate yearly contributions.

REPORTS:

Principal’s Report – R. Clarke:

11. See attached copy.
12. School had made adequate plans to ensure that the Department was aware of the imminent start of a disabled student – 3 years notice. Issue was forced to a head with publicity when Year 7 disabled student arrived and the school had not been adequately set up to cater for the needs of the disabled student (eg. classroom access, amenities). Big steps now underway to complete required development asap – and school community is working well around any disruptions during the construction.
13. Submitted copy of ‘Future School Improvements – 2001 -2009’ noted improvements that were identified when Mr. Clarke first started at the school. May be used to identify areas for funding by P&C to improve the school environment.
14. Submitted copy of the Teacher and Student Perspectives survey (November 2004) – Qualitative Comments
15. Submitted copy of the Teacher and Student Perspectives on Welfare and Learning survey (October 2004)
16. Looking to get the Uniform Shop relocated to the new location. Needs to look at what the requirements will be – and then plan to get it all underway. Will meet with G. Trau to follow up asap.

**Welfare Report – D Halloran:**
17. Acknowledged work of Mr. Clarke in ensuring that the school has continued to grow and develop.
18. Good collection of things for Exodus at end of 2004 (included 512 grocery items and financial donation)
19. Welfare team met early in year – representatives for each year, career’s advisor, girl’s advisor, …. to put together plan for 2005
20. Looking to hire Chinese Community Liaison Officer (already have a Korean Community Liaison Officer)
21. 22-Feb – Brett Worsley organising motivational speaker – John Coutis
22. 22-Feb – Year 12 Study Skills – to help survive Year 12
23. 2-4 Mar – Year 7 camp
24. 15 Feb – Girls committee having a welcome to Yr7
25. No boys committee this year (TBC)
26. May have breakfast organised by girls to celebrate International Women’s Day
27. 25 Feb – Yr 7 BBQ and Welcome to Year 7 Parent talk. Look at expectations of students in Yr 7. BBQ early, followed by Parent Talk – perhaps 6.30 pm to 8.00 pm. Details will be provided in a letter.
28. Judy Long will run Peer support program – commencing in next weeks

**Treasurer’s Report – N. Wood:**
29. Due to handover – report deferred to next meeting.

**President’s Report – B. Rooney:**
30. Exciting time at the school – and an opportunity to look at where the school will go from here. Will look at the results of the survey held last year, and the school plans to help guide decisions.

**COMMITTEE REPORTS:**

**Uniform Shop – G. Trau:**
31. Would still like 1 more volunteer to assist in the uniform shop – 2nd Friday of the month.
32. Over $2000 of sales on first Friday of school year.
33. May need to have 3 helpers at start of term/year … so additional help would be appreciated.

**Traffic & Safety – K. Moon:**
34. No current action to report – other than request for people to take on the fight to get safe access to/from the school for students.

**Music Support – J. Dilworth:**
35. Music Support Group meeting held last night (7.30pm second Tue of each Term) – to assist with the running/operation of activities related to the bands. Encouraged parents of students involved in the band to participate in these meetings.
36. Cabaret Night to be held on Sat 4-Jun-05

**Landscape Committee – J. Lloyd:**
37. Met with D. Barron to discuss school environment management plan. May look to organise activities in promoting the environment within the school – through the actions of the P&C. Maybe some working groups on specific tasks. Anyone interested in assisting in this area can contact J. Lloyd.

**School Council – B. Rooney:**
38. No meeting held tonight – no report.

**GENERAL BUSINESS:**
39. N. Philip tabled brief report on the ‘Carlingford High School Parent Survey 2004’ and discussed the setup/implementation of the Parent Survey and outlined the Findings. Look to organise a small group to work through the information collected, engage in discussion, and to be able to provide input/suggestions to the general P&C meeting. People willing to help should see N. Philip. Initial volunteers – N. Philip, B. Rooney, D. Featherston and T. Apollonov. Discussion of source of funding – no additional fundraising is planned – the group is to look at the allocation of current funding raised through P&C Contribution (and how this will be used to feed into the school requirements, processes and improvements). Looking at a long term program of what might be done – setting up objectives. Look to get report available in PDF format on the school website.
40. **2005 Yr 7 Welcome BBQ and Parent Night** combined Activity to be held on Fri 25-Feb-05. D. Halloran provided sample letter. 5.00 pm start for BBQ and then 6.30 pm start for Parent Talk which will be held in the Learning Centre. Concern over food offered in contradiction to ‘Healthy Eating’ policy adopted by P&C. May be considered as ‘Red Day’ – also need variance in diet, provided as a welcome activity in a casual environment. BBQ is the simplest alternative on offer. Parent Talk aimed at new High School parents – what to expect, changes, how to cope, communication to/from school. 4.30pm setup, 5.00 pm BBQ start, 6.30 pm Parent Talk start, 8.00 pm finish. P&C is the warm-up act to the Parent Talk … and P&C people only need to be there till shortly after 6.30 pm. School will organise appropriate supervision for the students while the Parent Talk is on (anticipated that Parent Talk is only for parents). J. Dilworth to act as the Activity Co-ordinator. Will contact volunteers (names on list) to distribute tasks to be done.

41. **Carlingford Public School Fete** – Sat 12-MAR-05 2pm to 7pm. CHS P&C have volunteered to assist by operating a BBQ. CPS will be providing all stock – sausages, steak, pre-cut onions, bread, tomato sauce, BBQ sauce, serviettes, and gloves. CHS to provide volunteers to work on stall. CHS requested to make signs - $2.50 Sausage Sandwich / $3.50 Steak Sandwich. Need to finalise BBQ arrangements and BBQ tools. W. Whittaker to coordinate volunteers and finalise requirements with CPS. Look to use stall to distribute info on CHS.

42. B. Rooney indicated concern at coverage of media in relation to the issue of the school being set up for the start of a disabled student. Need to ensure that the school reputation is not harmed by adverse publicity – when in fact the school had made every effort to ensure that the appropriate changes were made. The Department had not made the steps to get the plan implemented in time for the student to start. Maybe contact Caroline Parker with consideration of follow-up. Need to be sensitive though to student and parents – and avoid stirring up any additional media attention. Decision to advise news director of disappointment in relation to the wording of the story and the implication that Carlingford High School was negligent in pursuing adequate preparations with the Department of Education for the commencement of the works required to cater for the new student. CC letter to Mediawatch. Parents/Student to be approached and advised of the feelings of the P&C.

**Motion 1:** That the P&C, should write a letter to the news director at Channel 7 expressing disappointment in relation to the wording of the news story related to the start of a disabled student at CHS, and the implication that Carlingford High School had not fully pursued adequate preparations with the Department of Education for the commencement of the works required to cater for the new student. This strategy to be pursued only in consultation with the agreement of the family involved.


Abstained: N. Philip, P. Gorman

43. T. Apollonov raised issue of providing adequate sun protection at the school. School should be taking more proactive measures to ensure more responsibility in getting students to be sun-wise. Current hat is not adequate wrt cancer council requirements – should an approved style be considered … what steps can be taken to enforce ‘no hat no play’ type policy. Education program may be considered. Maybe student based group could focus on ideas to get a hat that is acceptable to students and will be worn.

Decision to continue discussion on this matter to next meeting.

44. Membership Fee of $1 collected from meeting attendees.

**Meeting Closed:** 10.10 pm  
**Next Meeting:** Wednesday 9 March 2005.

Minutes taken/typed by W. Whittaker.