CARLINGFORD HIGH SCHOOL P&C ASSOCIATION INC.

MINUTES OF GENERAL MEETING HELD AT THE SCHOOL
WEDNESDAY 11 MAY 2005

*Opening by President* – B. Rooney: Meeting declared open at 7.35 pm.

*Present:* T. Apollonov; J. Chivers; M. Cochrane; J. Dick; J. Dilworth; G. Endicott; M. Lewis; K. Mould; N. Philip; T. Ridley; J. Roberts; B. Rooney; A. Simpson; D. Tattersall; L. Taylor; G. Trau; W. Whittaker; J. Wong; N. Wood; (18)

*Staff:* R. Clarke; D. Halloran

*Apologies:* G. Thomson; J. Lloyd

*Previous Minutes:*
Minutes of meeting 9-MAR-2005 were circulated.
A. Simpson moved that Minutes of the Previous Meeting be accepted
Seconded: N. Philip Carried.

*Business Arising:*
1. Thank you to CHS parents for their help and support of the CPS Fete. BBQ Stall raised $1000.00. Fete raised approx $7000.00
2. Position of Auditor – to be addressed next meeting. Possible nominee to be verified - as is a qualified, but not currently a registered company auditor.
   J. Chivers indicated that she would be happy to participate in the School Council

*Correspondence In:*
5. Federation of P&C - Tax Invoice - receipt # 26473 (*passed to P&C Treasurer – N. Wood*)
6. Northern Sydney Health - Building Positive Relations with your Teenager Courses
7. NSW Health - NSW Healthy School Canteen Evaluation
8. ACSSO - Investing in Our Schools Programme’ - Briefing for Principals and Parents
9. ACSSO - Values - Alive and Well
10. ACSSO - ACSSO National Conference (17-19 OCT-2005)
    Eureka - Australian Museum Eureka Prizes 2005
    Back to School Day - Tue 17-MAY-05
11. Enhanced Learning Educational Services - Help your Students Develop Amazing Study Skills
12. Sun Shade Australia - Apply for a Shade Grant
13. Spizvac Marketing - Sales Brochure/Information
14. North Sydney Shade and Sails - Sales Brochure/Information
15. Flight Centre - Fundraising Promotion
16. Advanced Photographers Pty Ltd - Fundraising Promotion
17. The Fresh Green Fundraiser - Fundraising Promotion
18. Sweet Success - Fundraising Promotion

*Correspondence Out:*
19. Nil

*REPORTS:*

**Principal’s Report** – R. Clarke:

20. See attached copy of Principal’s Report.
21. Introduced SRC Presidents – Shantosh Sivapathan and Jessica Yeow
22. Q. J. Dilworth re concept of downsizing school when the population in the area is increasing?
Six year program developed in past looked to address concerns of the school outgrowing its capacity – requiring several demountables and leading to possible decrease in quality of facilities and ability to cater for the student body. Decision made to bring the school back to a physical capacity level – which could be catered for by the infrastructure in place – without a need for demountables and temporary measures. This was a 6 year program – and the school is currently 2/3 of the way through this plan. Working to ensure that numbers do not diminish beyond the acceptable level. Will also be attempting to balance gender inequities as far as practical.

Welfare Report – D Halloran:
23. Thu 27-APR-05 – Vaccination Program for Year 7 very successful
24. Attendance in Term 1 – 271 certificates of excellence; 122 letters of concern
25. Appointed Chinese Liaison officer - C. Chen
26. G. Glassborough part time School Councillor with M. Callaghan
27. Yr 10 camp to Canberra went well
28. Yr 11 went to Rotary ‘You Turn the Wheel’ program (about improving driving skills)
29. Blood bank donations at the school being organised
30. Numeracy exam for Yr 7 & 8 has taken place
31. 31-MAY-05 Annual GP Program for Yr 11 (will include Med students this year)
32. WED 15-JUN-05 – Parent Talk – Carol Kefford on Adolescent Health Issues
33. Attended ‘Mind Matters’ program - to be used in PDHPE program. 2 day in-service course – looked at issues such as: depression; concerns with adolescents; incidence of youth suicide; unhealthy weight loss in young girls. Would look to seeking this presenter to speak to the parents / student body.

Treasurer’s Report – N. Wood:
34. Emails received from the P&C federation re Building Funds; Receiving Grants; School Injury Insurance
35. Payment of 1st Term P&C Contributions received from CHS : $15697.50 ($10600 to the Building Fund)
36. Letter from Mrs Heggarty detailed contributions by Year as a % … should be allowed each term to show comparisons, and will be publicised in Carlingford Calling (plus include in the translated section).
37. Letter from Mrs Heggarty – Nov 2004 P&C donated $10,000 to the Building Fund – breakdown provided – used for shelter; dance/drama conversion.
38. Letter from Mrs Heggarty re concerns with Tax arrangements and Tax deductibility status – being investigated.
39. Treasurer’s report as tabled.
   P&C Account: $32,891.19
   Uniform Shop Account: $19,520.62
   Total: $52,411.81

Motion 1: That the P&C approves cheques to be issued by the Treasurer as they appear in the Treasurer’s report.
Moved: N. Wood                Seconded: N. Philip     Carried.

40. N. Wood to investigate the options of recognising contribution of P&C to school community within the school by placing small plaque to recognise the P&C contribution on those items to which the P&C contributes.

President’s Report – B. Rooney:
41. Thank you to parents for support and assistance at Year 7 BBQ and CPS BBQ.
42. Looking at alternatives for parent support within the school community – eg. Working bees, planting programmes,

School Council Report – B. Rooney:
43. Discussed parent representation and participation within the school
44. Discussed concerns wrt property issues that need to be addressed within the school. Meeting has been held with the government funding body – who indicated limited funding. Need to pressure local member to push issue to get funding committed by the department.
45. Discussed application for the Federal Government Project Funding – to be focussed on COLA (Covered Outdoor Learning Area) over the large quadrangle near canteen. R. Clarke and B. Rooney to attend Government briefing on this application.

COMMITTEE REPORTS:

Uniform Shop – G. Trau:
46. Met with R. Clarke to examine new location for Uniform Shop. Steps underway to get quotes for work to be done to get the Uniform Shop setup.
47. K. Dent may have a new volunteer …
48. Out of Junior Ties … on order and will be in soon
Traffic & Safety – N. Stoneman:

49. No report.
50. Concern raised at dropping off in Bus Zone in front of school and accident caused as a result by negligent driver. Safety issues wrt drop-off and pick up to be written up in Carlingford Calling.

Music Support – J. Dilworth:

51. Met last Tue – 3-MAY-05.
52. Consider attending the Cabaret Night to be held on Sat 4-Jun-05.
53. Concerns at some issues in the Music Centre that relate to the building … need to be investigated and addressed.
54. Next meeting – 2nd Tue of Term 3 - 26-Jul-05
55. Advertise Cabaret Night on Carlingford Calling to be published on 20-MAY-05; Also on Intranet; Put on Internet for P&C as well.

Landscape Committee – J. Lloyd:

56. No report.
57. Has been in contact with D. Baron to look at options for assisting with landscaping within the school.

GENERAL BUSINESS:

59. CHS P&C Opportunities to contribute to the School Strategic Plan by N. Philip (see attachment – CHS P&C: 2005-07 School Strategic Plan – P&C opportunities to contribute to Plan implementation)
Discussion:
- Indicated that in past years in alignment with the Strategic Plan the P&C had agreed to contribute $10000 towards IT improvements – which has now reached agreed term.
- Need to consider P&C relationship and financial support in this and coming years to the school community – and how it can be best supported.
- May also consider some ‘profits’ from the Uniform shop to be used by P&C for funding projects
- Looking to get P&C to propose ideas as to how these funds can be best used within the school – having seen the information presented in the School Strategic Plan … for both short term and long term.
- Options … cost of uniform shop setup;
- Refurbishing of the change rooms/toilets will be on government capital works as high priority … but could do with parental/P&C support to get focus of local member on this issue to get it happening asap.
- Issue of communication and interaction/involvement of parents/staff raised. Suggestion to invite a member(s) of faculty to address the P&C meeting for 15 minutes … to showcase their faculty. (D. Baron has offered to conduct brief talk at next P&C meeting re greening of the school; Public Speaking in August … maybe the English department???) . Also look to invite/involves the Korean and Chinese Liaison Officers to P&C to talk at P&C meeting.
- Involvement through a working bee that can get parents support in improving the school environment.
- Write-up of P&C to be regularly included in the newsletters
- Indicate that Carlingford Calling has been issued on the School Notice Board …
- School working to get out the Carlingford Calling on time – on dates as per handout – Distribution dates for Carlingford Calling 2005 (Mar 24; Apr 8; May 6; May 20; Jun 3; Jun 17; Jul 29; Aug 12; Aug 26; Sep 9; Oct 21; Nov 4; Nov 18; Dec 2; w/c Dec 11).
- Carlingford Calling should be available on Intranet in PDF format with previous versions archived for subsequent reference.
- P&C has funded distribution of the Carlingford Calling by mail in past to ensure it gets home – but this is costly and cannot be taken on as a permanent arrangement.
- Can student assistance be obtained in the production process for Carlingford Calling – to assist Jillian and help with achieving deadlines.
- Any comments/suggestions to be passed on to N. Philip

Motion 2: That the P&C fully supports the School Council Application for Federal Government Funding through the ‘Investing In Our Schools’ Programme for the construction of a COLA (Covered Outdoor Learning Area) over the main quadrangle adjacent to the canteen.

60. J. Roberts asked Q re problem with student requiring emergency medical assistance – and need for school staff to be certified to be able to provide First Aid? School to look at a refresher course for staff to ensure they are able to administer First Aid.
61. Continued discussion on the School Hat Policy and issues with sun cancer concerns – which the P&C will put forward to be discussed at the School Council meeting so that SRC looks at ideas. Could discuss with other school SRC’s to see how this problem is being dealt with. Consider option of encouraging wearing of hats for sport. Other ideas to be encouraged through School Council. Can the Cancer Council be approached to assist with ‘educating’ students. Mr. Clarke indicated that he had looked to promote the concept of ‘no hat no play’ within the Year 7 group – to encourage the behaviour that has been established at the Primary school – no feedback yet on the success or otherwise of this approach.

62. Note – D. Baron has offered to conduct brief talk at next P&C meeting.

Meeting Closed: 10.05 pm
Next Meeting: Wednesday 8 June 2005.

Minutes taken/typed by W. Whittaker.