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

Opening by President – B. Rooney: Meeting declared open at 7.40 pm.


Staff: R. Clarke, D. Halloran

Apologies: M. Lewis, A. Simpson, G. Thompson

Meeting suspended for the purpose of conducting the Annual General Meeting.

Previous Minutes:
Minutes of meeting 12-OCT-2005 were circulated.
N. Wood moved that Minutes of the Previous Meeting be accepted
Seconded: N Phillips Carried.

Business Arising:
1. Hamper delivered to family of Yr 11 student who had passed away – which was very much appreciated.

Correspondence In:

<table>
<thead>
<tr>
<th>#</th>
<th>From</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Kiran Premnath (School Magazine)</td>
<td>Letter of thanks for contribution towards production of School Magazine</td>
</tr>
<tr>
<td>2</td>
<td>Sydney Sports Medicine Centre</td>
<td>Offer of Information Night</td>
</tr>
<tr>
<td>3</td>
<td>Federation of P&amp;C</td>
<td>Tax Invoice</td>
</tr>
<tr>
<td>4</td>
<td>Federation of P&amp;C</td>
<td>Notice - Temporary Change of Address</td>
</tr>
<tr>
<td>5</td>
<td>Charter Bus Direct</td>
<td>Information - Seatbelts on School Excursions</td>
</tr>
<tr>
<td>6</td>
<td>Glow Products</td>
<td>Sales Brochure/Information</td>
</tr>
<tr>
<td>7</td>
<td>U-Turn Promotions</td>
<td>Fundraising Promotion (Fragrance Sell Out)</td>
</tr>
<tr>
<td>8</td>
<td>P.N.P. Amusements</td>
<td>Sales Brochure/Information</td>
</tr>
<tr>
<td>9</td>
<td>Ultratunez</td>
<td>Sales Brochure/Information (DJ Hire)</td>
</tr>
<tr>
<td>10</td>
<td>Leukaemia Foundation NSW</td>
<td>Charity Promotion</td>
</tr>
<tr>
<td>11</td>
<td>Fragrance Fundraisers</td>
<td>Fundraising Promotion</td>
</tr>
<tr>
<td>12</td>
<td>Loftus Pies</td>
<td>Fundraising Promotion</td>
</tr>
<tr>
<td>13</td>
<td>The Mortgage Bureau Baulkham Hills</td>
<td>Sponsorship Opportunity</td>
</tr>
<tr>
<td>14</td>
<td>Glowstix Australia</td>
<td>Sales Brochure/Information</td>
</tr>
<tr>
<td>15</td>
<td>Life Activities</td>
<td>Fundraising Promotion (Newcastle’s Pudding Lady)</td>
</tr>
<tr>
<td>16</td>
<td>Nutritional Science Group</td>
<td>Healthy School Communities Initiative - Grant Opportunity</td>
</tr>
<tr>
<td>17</td>
<td>Federation of P&amp;C</td>
<td>P&amp;C Journal Term 4, 2005 – Vol 56 No 4</td>
</tr>
</tbody>
</table>

Correspondence Out:

<table>
<thead>
<tr>
<th>#</th>
<th>Sent By</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>B. Rooney</td>
<td>Delivery of Hamper to family of Yr 11 student who had passed away</td>
</tr>
<tr>
<td>2</td>
<td>B. Rooney</td>
<td>Thank you letters sent to D. Hopley and Korean School Liaison officer</td>
</tr>
<tr>
<td>3</td>
<td>N. Wood</td>
<td>Notification to the ATO that the CHS P&amp;C School Treasurer was now N. Wood</td>
</tr>
</tbody>
</table>

REPORTS:

Principal’s Report – R. Clarke:

2. See attached copy of Principal’s Report.
3. Indicated that staff are keen to contribute and participate in the P&C meetings. The invitation that was sent to staff inviting them to volunteer to present to be resent to R. Clarke with dates for P&C meetings in 2006.

4. Intranet as means of communication is working well, especially to track movements of teachers and students at a busy time of year in Term 4.

5. $180,000 has been marked for a complete overhaul of the boys/girls changerooms that are above the canteen – will happen.

   a. Yr 11 Camp went extremely well with lots of ‘experiences’ and a variety of activities at Stanwell Tops. Students worked well together and were pleasant to be with. Great level of teamwork. B. Worsley did an outstanding job in organising the camp – to be congratulated. Fantastic location with good food.
   b. Reward Day Out has had a slow response – but may increase as Nov 15 approaches. May not fill places booked which is a concern. Reward Day will include trip on boat, plus Imax show.
   c. Beyond Year 10 program – in week 7 – to assist with the migration from Yr 10 to Yr11. Youth worker organising to run some group work with Yr 10. Also – how to use the library as a senior. External speakers have been invited. G. Hardy will cover some material on careers.
   d. School assists in focussing on students who need assistance – and works to ensure that they receive help wherever needed. School has developed a good reputation for supporting students.

7. Motion 1: Vote of thanks to D. Halloran, B. Worsley and all members of the welfare team for the wonderful job that they are doing with the students of Carlingford High School. Their efforts are acknowledged and greatly appreciated.
   Moved: N. Wood          Seconded: G. Trau         Carried.

8. Treasurer’s Report – N. Wood:
   a. Presented written report to the meeting (distributed).
   b. Treasurer’s report as tabled.
      - P&C Account: $38,571.37 (includes building fund and general contributions)
      - Uniform Shop Account: $20,408.07
      - Total: $58,979.44
   c. Suggested that P&C look at the ways in which these funds can be spent to benefit the school community – consider allocation of approx $20K (to be discussed further in general business).
   d. M. Cochrane moved that Treasurers report be accepted
      Seconded: K. Mould          Carried.

9. President’s Report – B. Rooney:
   a. Yr 7 BBQ to be held on Fri 24-FEB-06.
   b. Other matters to be covered in general business.

10. School Council Report – B. Rooney / R. Clarke:
    a. Met Mr. Tink with school council wrt getting security fence around Carlingford High School and Roselea. Need to clarify area to be fenced (include or not include Ovals – Dept. would like to include whereas the school would prefer to leave those areas unfenced), and need to get consensus from Roselea Principal (who is currently on leave – back next week). Once determined – need to advise Mr. Tink of what will be required, and he will then promote this task within parliament to gain support.
    b. Attempts to improve front façade of the school – pavement and main pedestrian entry have been discussed. Hoping to get the work done for start of next year.

11. COMMITTEE REPORTS:
    a. Uniform Shop – G. Trau:
        - Fully stocked ready for orientation day on 8-DEC-05.
        - Uniform changes need to consider how these are to be discussed/addressed. Maybe girls junior summer uniform could be revised to a cooler fabric. Plus option of School Jersey – polar fleece variety.
        - Uniform shop has access to the storeroom that is near the new uniform shop – could be used for storing excess or out of season stock.
        - Uniform shop will be selling school sports shirts on behalf of the canteen.

    b. Traffic & Safety –:
        - No report.
Music Support – K. Mould / R. Clarke:
22. Acoustics engineer has returned to the school to examine problem identified in letter from A. McKnight re soundproofing of the room. Method has been proposed to provide sealant around doors – music staff have been involved in these discussions.
23. Music Presentation evening 7-DEC-05.

Landscape Committee – J. Lloyd:
24. School planting day went well – about 20 parents helped. Communicated with D. Baron – planning 3 half-day working bees to happen next year for environmental improvements around the school. D. Baron has also put in an application for an environmental grant. May also look at option on water grants.

GENERAL BUSINESS:
25. Considered expenditure of P&C funds to benefit the school community. P&C executive discussed options, and sought advice from school executive. Recommendation is to fund purchase of 4 sets of laptop, data projector and trolleys to be used in the 4 blocks that currently do not have access to this equipment.

Motion 2: That the P&C donate funds to the school to allow the purchase of suitable resources to be used for the provision of education and learning within the school. The P&C will donate up to $22,000 for this purpose.
Moved: N. Philip Seconded: N. Wood Carried (1 abstention).

26. Other funding options for 2006 –
- consideration of improved sound equipment for the music department/drama groups (esp. for use in school hall for musicals etc)
- partial/full contribution to the security fence
- science rooms refurbishment (waiting on quote from relevant dept. authorities)
- smartboard
- technology
Further discussion to take place in 2006.

27. Need to follow up on any outstanding amount to be donated to the School Magazine – P&C was to match dollar for dollar (up to $300) any amount raised by the School Magazine Committee.

28. Consideration of alignment required between P&C year, school year and accounting year. School year is run to end Nov. P&C audit was on Financial Year – i.e. July – June. May be better to have the P&C financial year in correspondence with that used by the school, which allows for the Audit to take place after NOV (i.e. in school holidays) – and be presented at the first P&C meeting of the school year (Feb). Option is to also consider moving the AGM to be in conjunction with when the Audit report is to be presented. Further discussion will need to be held on this matter in 2006.

29. Extraordinary General Meeting may be required at February 06 meeting to present and accept audited books.


31. Yr 7 BBQ – 24-FEB-06.

32. Presentation Night – Mon 27th Feb at 7.30 pm. P&C have been requested to support the presentations – funding of DUX prize, sport trophies (incl. engraving) to approx. $1700.

Motion 2: That the P&C donate funds to the school to allow for the support of Presentation Night. The P&C will donate up to $2,000 for this purpose.

33. Parents asked to help with the running of Business Week by M. Owens – volunteers to leave their names at the office or contact M. Owens. Also ask for assistance from parents of Year 10 students involved. Also request that more notice and indication of what is required may improve the level of assistance that can be offered by the P&C in future years.

34. Has been a noticeable improvement in the pride in the school community. Students seem to be making a bigger effort to keep areas clean and tidy – strongly encouraged by P. Van Stensail.
**Motion 3:** Carlingford Calling has been published regularly and on time for 2005 – providing a more reliable means of communication between the school, students and parents. Congratulations and thanks to J. Morton for her efforts in ensuring that Carlingford Calling was put out regularly and on time in 2005.

Moved: N. Philip  
Seconded: N. Wood  
Carried.

**Meeting Closed:** 10.55 pm

**Next Meeting:** Wednesday 8 February 2006.

Minutes taken/typed by W. Whittaker.