CARLINGFORD HIGH SCHOOL P&C ASSOCIATION INC.

MINUTES OF GENERAL MEETING HELD AT THE SCHOOL
WEDNESDAY 14 FEBRUARY 2007

Opening/Welcome by President – B. Rooney: Meeting declared open at 7.45 pm.
  Chair: B. Rooney (President); Minutes: W. Whittaker

1. The President opened the meeting and welcomed parents.
2. General introductions of attendees.

Present: T. Alexander; T. Apollonov; M. Cochrane; D. Dabrouski; L. Healey; L. Jenkins; M. Lewis; K. Mould; R. Nesbitt; J. Nixon; N. Philip; B. Rooney; P. Roy; A. Simpson; N. Stoneman; G. Trau; W. Whittaker; M. Yousuff; (18)

Staff: R. Clarke; D. Halloran;

Apologies: S. Berzins, L. Langley, A. Pearsall; J. Simpson;

Previous Minutes:

3. Minutes of the meeting 8-Nov-06 were circulated prior to this meeting by e-mail, and copies were available at this meeting.

4. Amendment to the version of the minutes for 8-Nov-06 circulated via email – as the email version contained the wrong detail for the Correspondence In/Out. New corrected version of Correspondence In/Out was provided in hard copy for attendees at this meeting.

5. Add J. Simpson to Attendees for last meeting.

   N. Philip moved that the Minutes of the Previous Meeting be accepted.
   Seconded: A. Simpson. Carried.

Business Arising:

6. -

Correspondence In:

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<th>From</th>
<th>Description</th>
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<tr>
<td>DEC 06</td>
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<td>Advice of Investing in Our Schools Programme in Round 3, 2006 (Successful)</td>
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<td>1</td>
<td>The Hon. Pat Farmer MP</td>
<td>Federation of P&amp;C Affiliation &amp; Insurance Overdue</td>
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<td>Federation of P&amp;C</td>
<td>Federation of P&amp;C Journal Term 4, 2006 – Vol 57 No 4</td>
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<td>3</td>
<td>Randall &amp; Judy Long</td>
<td>Thank you</td>
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<td>4</td>
<td>Epilepsy Action Australia</td>
<td>Fundraising Promotion - 2007 Calendar</td>
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<td>Michael Greenwell</td>
<td>Motivational Speaker - Addiction - Combat (Education not Rehabilitation)</td>
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<td>Loftus Pies and Nadine's Coffee Beans</td>
<td>Fundraising Promotion</td>
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<td>FEB 07</td>
<td>Advisory Centre for Australian Education</td>
<td>Homestay Hosting Opportunity</td>
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<td>Federation of P&amp;C</td>
<td>P&amp;C School Mailout - Term 1, 2007 incl:</td>
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<td>- P&amp;C Newsletter, Term 1 2207</td>
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<td>- Letter &amp; stickers re Inaugural P&amp;C Day (Wed 7-MAR-07)</td>
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<td>- 2007 Annual Association Record (form)</td>
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<td>- 2007 Annual Conference information</td>
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<td>- Join your P&amp;C leaflet</td>
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<td>- Fundraising - P&amp;C 2007 Family Organiser</td>
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<td>- Student Injury Insurance flyer</td>
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REPORTS:

**Principal’s Report** – (R. Clarke):

7. Principal’s Report focussed on performance and achievement of students based on 2006 HSC.
8. Recognised achievement of last year’s Year 12 as reported in Carlingford Calling.
10. Enthusiastic start to new school year for students and staff. Development of learning strategies appropriate to needs of students (male and female).

**Welfare Report** – (D. Halloran):

11. Award given to HSC student who achieves under duress – Brother John Taylor award. Several students nominated who performed well despite personal difficulties.
12. Year 7 Pastoral care program reviewed from last year and will be introduced into Year 7 and in Year 8 this year. Covers areas including: habits of the mind, perseverance, controlling impulses, leadership, and life skills.
13. Taken on youth worker into welfare team. Very involved in working with the students – started last year through Year 11 camp.
14. Counsellor on site 5 days per week this year. 3 Counsellors to cover the week.
15. Vaccination for Year 7 – Hep B and Chicken Pox covered in 2 sessions. 7 March and other in August. Immunisation for girls against Papaloma virus now available – involves 3 vaccinations.
16. Tony Turner runs mentoring problem with Year 10 students working with Year 7/8 students who require some assistance. Relates to TAFE qualification.
18. Four Year 11 students attended leadership course – 2 boys, 2 girls. Came back very enthusiastic with lots of ideas.

**President’s Report** – B. Rooney:

19. Welcome to continuing and new parents.
20. Aim to maintain strong communication with the parents of students at the school.
21. Please feel free to email either B. Rooney or W. Whittaker with any suggestions or points to be discussed so that they can be incorporated into the agenda.
22. Meeting tries to finish by 9.30 pm. Always trying to improve meeting format and efficiency while encouraging discussions as needed.
23. Will have teacher’s to present at future meetings – which allows attendees to become more familiar with things that are happening at the school, and contact with departments and teaching staff. Next month is M. Palmer – Year 7 Advisor.
24. All attendees encouraged to be involved in activities that are handled by the P&C. May be opportunity to work on sub-committees. Please volunteer.
25. Fri 23-FEB-07 – Welcome to Year 7 Parents – will need helpers.
26. The three yearly Parent Survey will be undertaken in 2007. Looks to identify basis for strategic planning for the next 3 years.
27. Vacancy on executive – 2nd Vice President. March Meeting will be an Extra-ordinary general meeting where volunteers may be considered for the position.

**Treasurer’s Report** – J. Nixon:

28. Written report to be provided.
29. Main P&C Account: $4000.00 (approx).
30. Expenditure - Paid P&C affiliation, reward day out buses; Incoming - P&C contributions.
32. Building Fund: $42255.00
33. Approx. Total Funds - $60,920.00

**COMMITTEE REPORTS:**

**Uniform Shop – G. Trau:**

34. Open Friday lunchtime.
35. Four volunteers in 2006 have left. Three new Year 7 Mum’s and one new Year 10 Mum have offered assistance. Roster is now full.
36. Thanks to those parents who helped in 2006 and have had to leave.
37. First Friday open took approx. $2.5K. Last Friday was over $1K.
38. Sports shorts and track pants have been delivered.
39. School cap – only small number left. Need to consider re-ordering. Discuss in general business.
40. New girl’s summer uniform seems to be going ok. Comment that fabric is still too heavy. Some issue with sizing seeming to be too short. New uniform has less pleats, and no tie. Will be phased in over 2 years. Old uniform must still be worn with ties. School had to buy out Lowes stock of older style – brand new uniforms (14) – mostly small sizes – now available in the Uniform Shop.

**Motion 1:** That the P&C approves payment to Daylight of $2175.25 for purchase of school uniforms.
Moved: P. Roy Seconded: K. Mould Carried.

**Traffic & Safety – (P. Roy - absent):**

41. No report for this meeting.

**Music Support – (K. Mould):**

42. Music support group meets 2nd Tue of each Term – first meeting held on 13-FEB-07.
43. Wed 21-FEB-07 – Year 7 Parents Music Information Meeting in hall at 7.30 pm. Anyone with students interested in being in the Bands should attend.

**Landscape Committee – (J. Lloyd – absent – per B. Rooney):**

44. Working bees conducted in past to improve school environment. Some will be planned this year and will be advised once the dates are determined in consultation with the school.
45. D. Baron (school environment consultant) has relinquished this position. New school rep to be found.

**School Council Report – (M. Cochrane):**

46. No school council meeting as of yet in 2007.

**Regional School Council Report – (K. Mould):**

47. No report

**GENERAL BUSINESS:**

  - Decided that it will be a Welcome to Year 7 Parents and Information Night.
  - P&C will provide Wine/nibbles before the Information Session, and then supper following the meeting.
  - Previous years have involved a BBQ with Parents and Students – which was a lot of effort with difficult timing due to the early start. New format is simpler – targeted to the parents – will allow more socialising of P&C reps with parents who are present.
  - Numbers attending will be advised by D. Halloran. Philosophy of presentation advised by D. Halloran.
  - Need volunteers to help on the night. Starts at 7.00 pm. Would need to setup at 6.30 pm.

49. Investing in Our Schools Grant Success ($134,262) for the refurbishment of the Science Labs … funding will allow 2 science labs to be updated, and with school funding an additional Science Lab will be updated. Project will be managed through Dept. of Ed. in consultation with the school. No further task
R. Clarke outlined that Dept. Ed. is looking at the suitability of design, which may require further discussion between Dept. Ed. and School.

- Thanks to the committee who put together the application.

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50. Plans for CHS 40th Anniversary 2007 – being organised by the school community. P&C will contribute where requested. G. Furness (English Teacher) is the event manager on behalf of school. Main functions to be held through a week in September. Includes an Open Day on a Saturday. Dates TBA. Will encourage participation of current school community as well as past school community. P&C will offer assistance thru M. Cochrane to see how we can be involved – and to obtain updates on what is planned.

51. Presentation 2007 on 28-Feb-07 - P&C Funded Prizes. C. Cutler requested that as there were 2 Duxes, that P&C donate another $100 towards the prizes. Was agreed that this amount should be added to the $600 already agreed to be contributed by the P&C.

Motion 2: That the P&C donates an additional $100 (new total of $700) from the General Fund to Presentation Night.

52. Progress with P&C fund for subsidizing students representing Carlingford High. N. Philip updated wrt progress by committee formed last year. Draft guidelines document in preparation. Will distribute draft guidelines for discussion at March Meeting. Many students achieve excellence in activities

53. CHS Three Year Strategic Planning Cycle - 2007 is next round of the Parent Survey. Discuss what is involved and the initial steps to get this underway – will be best managed thru a committee to look at the content of the survey, and then collect and collate the responses. Initial volunteers: N. Philip, M. Yousuff, A. Simpson, P. Roy. To be discussed further to establish timelines and committee.

54. Teacher presentations at P&C Meetings (to commence in March 2007). M. Palmer for March meeting. May encourage Yr7 parents as he is the Year 7 advisor. Also look to get session on Gifted and Talented / Extension classes program for one of the meetings.

55. School Hats to be discussed at next meeting.

56. Q. L. Jenkins - How to find out information about what is happening at school, concerns that some yearly reports were sent out late in final week and were not received till after Christmas. Difficult to manage collation of all material and distribute in limited time. Must be compiled by staff due to confidentiality. If arrives late – is difficult to follow up on any matters/concerns with teachers. Need to keep parents informed of when they are expected and any delays in process.

57. $1 fee – to be Financial Member of the P&C – and eligible to vote in any elections.

58. If you would like to get notice for when Carlingford Calling is available, form available to list your email which will be passed on to the school.

59. If you would like to get advice from P&C including notice of meetings agendas and minutes, form available to list your email.

60. Helpers for Yr 7 Parent info night – form available to complete if you can help.

Meeting Closed: 10.40 pm


Minutes taken/typed by W. Whittaker