## THE HENRY LAWSON HIGH SCHOOL P&C MINUTES 6<sup>th</sup> December 2016 7pm School Library

MEETING OPENED: 7.10pm PRESENT: Helen Carpenter, Lisa Griffiths, Keryl McCann, Tristen Matthews, Veronica Hazell, Margaret Carey, Ken Schaefer, Carly Brown APOLOGIES: Kath Holz, Sonja Cotter, Kelly Nealon, Peter Mitton MOVED: Keryl McCann SECONDED: Veronica Hazell LAST MINUTES OF THE 6<sup>th</sup> September READ AND RECEIVED: MOVED: Tristen Matthews SECONDED: Keryl McCann

4. MATTERS ARISING 4.1 Rainbow Run – Will take place Thursday or Friday of the last week.

4.2 SBAT Traineeship – after consideration the committee have decided that given the executive is changing soon and the financial benefit minimal against the amount to administration needed it is not viable for this committee to undertake such a commitment.

5. CORRESPONDENCE IN: Auburn Carr – fortnightly grants x 3

P&C E Bulletin x 4 P&C Far West Newsletter Positive Parent Corner –Carly from Margaret from Chris RSVP's Annual Dinner

CORRESPONDENCE OUT: Minutes and Reports
 Agenda
 Thankyou Card Ken & Chris
 Student Insurance – Carly wrote letter on our behalf
 Order Form for Uniform set up and sent to Margaret, Carly,
 Sonja, Kelly and school for publication
 Uniform Stock take Form designed and sent to Sonja for use
 Emails to Carly and Margaret relation to grants

\*\*\*Received from Carly copies of communications with P&C Association Insurance Officer Ela
 Comertpay and 1 outgoing to our Insurance Company and in regular communication with Claimant\*\*\*
 MOVED: Verconica Hazell
 SECONDED: Lisa Griffiths

- 7. FUNDRAISING: 7.1 Quilt Had Meeting set dates for Sewing and a finish date Keryl and Helen presented the quilt blocks so far and a briefing on the quilt project and completion date.
- 8. YEAR 12 FARWELL Nothing to report to Term 2
- 9. UNIFORM Any issues? Stock take needs to take place. Helen Carpenter has designed form and supplied Sonja with a copy to make the process easier.
- 10. SOCIAL MEDIA All going well, still having a great reach.
- 11. CANTEEN & CANTEEN TREASURER Report Attached.

11.1 Laptop Canteen – Sonja has and is using.

Tristen presented meeting with a Profit and Loss comparison so 2015/2016 and this year it shows that the expenses of the Canteen remain similar to previous year but the Sales are down some \$10,000. Meeting expressed concern about this and we looked at the report to see if fresh eyes could see a reason. Helen Carpenter and Carly Brown stated that this is the reason that Canteen Committee

meetings need to happen each month and report back to the P&C Committee as a whole. The meeting also suggested that Profit and Loss Comparisons are undertaken each term as that this doesn't happen again.

MOTION: A Profit and Loss statement be presented to the Whole Committee at the end of each School Term and compared to the previous year, and that a Canteen Committee meeting be held and report to each P&C meeting as per constitution.

MOVED: Verconica Hazell SECONDED: Tristen Matthews ALL IN FAVOUR

The meeting also discussed the issue of volunteers to assist in the canteen. The meeting resolved that 1 to 1 contact should be made from Sonja Cotter as Canteen Supervisor to all New Parents partically the New Year 7 Parents and they be asked if they would be interested or consider volunteering in the Canteen.

The meeting also suggested that next year when the New Parents for 2018 visit the school they be given a tour of the Canteen area on the Orientation day and that a Volunteers Form be available that day for Parents to complete.

MOVED: Verconica Hazell	SECONDED: Ken Schaefer
	SECONDED. KEII SCHAEIEI

The Long Service Leave Fixed Term is due on the 21<sup>st</sup> December and Tristen Matthews suggested that we make a deposit into the account as no money has been added since 2013. Tristen suggested that a deposit of \$200 would be suffice, and that the fixed term be rolled for a further 6 months at the best rate available.

MOVED: Veronica Hazell SECONDED: Ken Schaefer ALL IN FAVOUR

Carly Brown made a presentation to Tristen Matthews and thanked her for her time and dedication to the position of Canteen Bookkeeper and supporter of the P&C and wished her and her family all the best in the future.

12. TREASURER Report Attached

12.1 Fixed Term due in December – as discussed above.

Lisa bought to the meetings attention that at the start of the year \$200 was taken from an account for the Uniform Float to be kept in the Canteen. Lisa stated that we needed to take the \$200 back from the float and put back into the General Account before the audit to balance the books. If the amount was from the General Account and not the Uniform account. Lisa is to confirm which account and write a cheque and reimburse the General Account if from there. MOVED: Lisa Griffiths SECONDED: Helen Carpenter ALL IN FAVOUR

13. PRINCIPAL Report Attached

Year 10 Projects to be listed and presented to the P&C committee for consideration of support. Carly Brown thanked Margaret for her support across the board School and Community and wished her all the best for her future.

ALL REPORTS AND CHEQUES RATIFIED.

MOVED: Lisa Griffiths SECONDED: Keryl McCann

14. GENERAL BUSINESS: 14.1 Christmas Dinner – well attend & everyone had a great night

14.2 Presentation Day – Carly to speak on – Carly Brown informed the meeting that she was unable to attend Presentation Day and that she has asked Helen Carpenter to speak on her behalf. Helen Carpenter suggested that she put together a film clip of the P&C activities to run whilst she makes the speech.

14.3End of Year Gifts – Ross Hunter, Collen Gorman and Emily Calvert to receive carafes and<br/>Photographs from DA Yates to be purchased for \$198 along with a Carafe for Margaret Carey.MOVED: Tristen MatthewsSECONDED: Veronica HazellALL IN FAVOURTo be presented on Presentation day.

14.4 Need to write guidelines for Student Insurance and a step by step to be published on Website and given to parents.

LATE BUSINESS:- Carly Brown explained the Relieving Principals Position to the meeting. What's happening and that she had been asked by the Director to be on the panel. Carly explained that the EOI close on the 15<sup>th</sup> December with Interviews to take place on the 16<sup>th</sup> December. Margaret to train Carly on Merit Selection before Thursday and that Carly be the Parent Representative on the panel. MOVED: Helen Carpenter SECONDED: Tristen Matthews ALL IN FAVOUR

EAST STREET:- Electrician required as there is a faulty power point. All power points to be checked. Margaret has organized and it is happening this Friday.

An invitation to be made to all new Teachers to attend the February or March Meeting to introduce themselves to the Parent body. CLOSE:

## NEXT MEETING: FIRST MEETING 2017 7<sup>TH</sup> FEBUARY 2017 7PM SCHOOL LIBRARY