

THE HENRY LAWSON HIGH SCHOOL P&C
MINUTES
13th March 7pm School Library

MEETING OPENED: 8.31pm

PRESENT: Carly Brown, Ian Pattingale, Heather Windred, Cathy Gibert, Peter Mitton, Nigel Hazell, Megan Starr, Sonja Cotter, Trudie O'Byrne, Beth Knight, Helen Carpenter

OBSERVERS: NONE

APOLOGIES: Anne Best & Tristen Matthews

MOVED: Cathy Gilbert SECONDED: Trudie O'Byrne

LAST MINUTES OF THE 7th Feb 2017 READ AND RECEIVED

MOVED: Cathy Gilbert SECONDED: Sonja Cotter

4. MATTERS ARISING 4.1 P&C Federation Forum – Set Budget Approx around \$100
Ask for donations of cakes, slices and sandwiches
RSVP's close 29th March will have better idea of numbers then
Ask SRC to do Acknowledgment of Country
Ian to address and Welcome to school
Depending on number attending maybe ask Council to do
Welcome to Shire
Current President to give a thankyou and close address
Give a promo bag to attendees on school and community
Sell tickets for our Quilt at

MOTION:- Budget for the Forum be set at the amount of \$250.

MOVED: Cathy Gilbert SECONDED: Megan Starr

5. CORRESPONDENCE IN: Request from Claire McCann – Re gumboot toss HLF
P&C GM Welcome to 2017
Principals Report
Grants Guide x 2
JTC – Fundraising Info
Proof Approval for AGM Add and go-ahead
Forum Invitation from Federation
Stewart House request from school for Street Stall
THLHS Marketing Email Carly to Ian
Email Ian from Department re:- Healthy Canteen policy change
Email Federation – new guidance's –Merit Selection and
Working With Children

6. CORRESPONDENCE OUT: Minutes and Agendas
Newsletter articles
Forum article for paper
Add AGM paper 2 weeks \$57
Email Informing school of Radio Interview for Quilt Project
P&C Annual Comment for School Annual Report

MOVED: Sonja Cotter

SECONDED: Trudie O'Byrne

7. FUNDRAISING: report attached
- 7.1 Street Stall held last Friday 10th
 Raffle donated by IGA a Hamper and Jenny Armstrong a \$50 open order at Grenfell Meat Barn
 Launched sales in Quilt
 First Event for Festival Queen
 ACTION REQUIRED:- a letter of thanks be writtern to the IGA and Jenny and Ian Armstrong for their kind donations for the street stall raffle.
 MOVED: Beth Knight SECONDED: Trudie O’Byrne
- 7.2 Coloured Powder – Helen approached Weddin Council, Young, Forbes and Cowra councils as all having Colour Run activities al using outside company to run.
 Carly and Helen came up with the idea of packaging into small lots and selling on street stall also advertised of Buy Sell Swap to community groups as a great fundraiser but no luck.
 The night of the social Brad mentioned to Helen that they are fundraising for the Science and Engineering team so she and Carly asked if they would like to have donated and they use.
 Note: the school was not keen to hold another Colour run when asked. Brad stated he would talk to Ashley and get back to us.
- 7.3 Letter needs to be written before next meeting to Henry Lawson Festival Committee re: catering for Concert - \$3 per adult ticket returning \$600 for the night.
 Helen Carpenter Received Confirmation from Andrew Hooper that the P&C are to cater for the concert at the same rate.
 Concert Date 9th June
- 7.4 Quilt Sales –
 \$2 ea a ticket
 Drawn Saturday of June Long weekend
 Need to book days to sell at IGA – Will need people to help will book a couple of days in May.
 Helen gave radio interview 18th Feb regarding Quilt Project – Helen to speak on (Just to inform)
8. YEAR 12 FARWELL Not until term 2
9. UNIFORM
- Any issues - Sonja Cotter stated that she had contacted Brad Robinson and Nicola Mitton about re-instating the Uniform Committee to help make decisions regarding the sports uniforms. Sonja stated that she had been in touch with Midford regarding the sports shirts and they can supply but the fabric is different, currently making samples up. She also stated that each is a minimum order of 100 and that we would need to

purchase all 100 within a 12 month period. We currently have no stock of Lehan and would need to purchase these ASAP.

9.1 Caps – Still to Investigate

10. SOCIAL MEDIA

All going great with huge response

11. CANTEEN & CANTEEN TREASURER REPORTS:

Please note NO Canteen reports available and that this is the second meeting in a row we have had no figures from the canteen. Need to have quarterly report at the May meeting showing a Profit and Loss comparison to last year. As we motioned at the November 2016 meeting.

11.1 Conflict of Interest with Canteen Bookkeeper position – sort clarification from Federation – Carly or Helen to speak on.

11.2 Canteen Supervisors Position – After hours work – Catering Community events – clarification and directive by Fair Work – Sonja must be paid in these cases as she is in her place of employment. – Carly or Helen to speak on. Fair work documentation held by Secretary and available if requested.

12. TREASURER'S REPORT: Attached – Helen Presented in Lisa Absence.

Fixed Term for Capital Works due for re-investment in April.

MOTION: To re-invest for a period ranging 3-6 months at the best rate available.

MOVED: Megan Starr SECONDED: Cathy Gilbert ALL IN FAVOUR

13. PRINCIPALS REPORT:

Attached

14. GENERAL BUSINESS:

14.1 P&C Federation has released 2 new guidance's both are available from the P&C Webpage and Secretary holds printed copies. Guidance's concern Merit Selection Panels and Working with Childrens, both areas have seen recent changes.

14.2 Department of Education has also in the last week released a new policy on Healthy Canteens. We do and will need to comply and there is a timeframe set by the department, Formal Training is a part of the change along with food changes in the Canteen. All changes need to be in place and training undertaken by 2019. The Canteen Committee and Supervisor will need to start working towards and report back to meetings. 2016 President Carly Brown and Sonja Cotter Canteen Supervisor have been notified.

If interested you can look up on Webpage:-

This is a department of education policy not a P&C federation policy and has to be implemented, if not will effect canteen operations.

14.3 Auditors Gift – Last year \$50 Go Grenfell Card – Suggest the same this year.

MOVED: Sonja Cotter

SECONDED: Beth Knight

ALL IN FAVOUR

- 14.4 Feedback Lawsons Legacy Donation – Ian covered in his report and stated that the Students enjoyed themselves and that it was a great experience.

MEETING CLOSED: 9.45pm
NEXT MEETING: 9th May