

KOORINGAL HIGH SCHOOL P & C ASSOCIATION

General Meeting Minutes

Date: 18th February, 2020

Opened: 8:11 pm

Present: Amanda Yeo, Jodie Hinds, Grant (Blue) Hinds, Vicki Allan, Bernadette Blake, Kyle Bryant, Bridget Simpson, Jo-Anne Strader, Kalysa Ackerman, Belinda Holdsworth, Christine Priest, Michelle Packer, Lisa Trevaskis, Emily-Jane (EJ) Miles, Shannon Allen, Danette Gale, Helen Schmetzer, Andrew Schmetzer, Prue Adams

Apologies: Bronwyn Lawrence, Megan Foster

Minutes of previous meeting: **Motion:** The previous minutes are accepted as a true record.

Moved: Amanda Yeo
Seconded: Danette Gale
Passed

Business Arising from previous minutes:

- Condolence gift to Amanda Reid

Motion : To accept condolence gift to Amanda Reid of \$65

Moved : Jo-Anne Strader

Seconded : Shannon Allen

Passed

- Gifts to the canteen agreed at the October Meeting was
 - \$150 Amanda Reid
 - \$80 Lyn and Deb
- BYOD – Computer Density and Office works
 - Out of 170 year 7 students only 22 don't have them

Correspondence In:

- NSW P&C Federation E-bulletin Term 4 edition 4
<https://www.pandc.org.au/forms/ebulletins/2019E-BT4E4.pdf>
- Email : Andrews' Insurances Services advertising material
- NSW P&C Federation E-bulletin Term 4 Christmas Edition
<https://www.pandc.org.au/forms/ebulletins/2019E-BT4EChristmas.pdf>
- Email : Fundraising Lapel pin POS Packs
- NSW P&C Federation E-bulletin Term 1 Special Edition
<https://www.pandc.org.au/forms/ebulletins/2020E-BT1ESpecial.pdf>
- NSW P&C Federation E-bulletin Term 1 Edition 1
<https://www.pandc.org.au/forms/ebulletins/2020E-BT1E1.pdf>

KOORINGAL HIGH SCHOOL P & C ASSOCIATION

- Email : P&C Federation 2020 Election. Enrolment notice/information and Nomination Form links provided
 - <https://www.pandc.org.au/pc-federation-elections-3/>
 - <https://www.pandc.org.au/forms/elections/ElectionNotice2020.pdf>
 - <https://www.pandc.org.au/pc-federation-elections-voting-delegate-2/>
- Parent and Citizen Magazine
- Advertising pamphlet for drinking water at school
- Cadbury School Fundraising Brochure
- Sun Shade Advertising pamphlet

Correspondence Out: • Emails to JB Hi Fi, Harvey Norman and The Good Guys re : BYOD

Treasurer Report: Treasurer report presented as per attachment.
Comments: Bendigo account now up and going.

Motion: The Treasurers report be accepted and all payments confirmed.
Moved: Amanda Yeo
Seconded: Vicki Allan
Passed

Canteen Report: Canteen report presented as per attachment.
Comments: Special note made of the effort made by the Canteen Manager in getting the Healthy Canteen Menu up and running. Also note of the importance of having assistance from people like Deb and Lyn and the volunteers.

Canteen report included report from the end of last year

Motion: The Canteen report be accepted and all payments confirmed.
Moved: Amanda Yeo
Seconded: Danette Gale
Passed

Principal's Report: • Presented by Kyle Bryant

- Significant maintenance to occur late in the term and during the April holidays
- Reverse Cycle Systems are being installed.
- Bus shed : Asset manager coming to look at where the shed will be located in the next few days

General Business: • Welcome to the parents who are new to the school

KOORINGAL HIGH SCHOOL P & C ASSOCIATION

- Uniform Shop
 - An explanation was given on how the shop operates
 - The P&C was given a tour of the shop
 - Note was made of the important role Blue made in the creation of the KHS Uniform Shop
 - To consider the purchase of a tap-and-go reader later in the year
 - Discussed the need for helpers to volunteer between 8:30am and 10am on Tuesday of the school term to run the shop
 - Josh Celi : business services children can get work placement hours. Kyle to look into.
 - Possibility of coffees being provided to all volunteers on the Tuesday courtesy of the School Café when up and running.
- Uniforms
 - Prue presented samples from a local supplier for winter uniforms
 - Jackets are waterproof
 - Same style as previous
 - Pricings discussed

Motion : *To go ahead with purchasing winter track pants and jackets in the same style from WhiteLineDesigns if the prototype is the same as the current uniform as determined by the P&C exec and the principal*

Moved : Andrew Schmetzer

Seconded : Christine Priest

Passed

- Open Day
 - 18th March 5pm-7pm
 - Will be advertised through all the primary schools
 - Band will be playing
 - Hospitality students will be operating the cafe
 - BBQ will be operated by the P&C
 - All members of the P&C encouraged to promote the Open Day
 - To put out a save the date on the app and facebook
 - Redo the uniform brochure so they can be handed out on the night – Jodie to help look into
 - Jodie to chase up costs of signage
- Internal Control Template
 - Developed over the past year
 - To be sent out for general discussion at next meeting and can be ratified then
 - Note made of the effort made by Jo-Anne on creating the template and improving controls
- Concern raised about the heaviness of the bags with the laptops and the books being brought to school
 - Children can leave subject specific books in the classrooms from this week to help with this problem

KOORINGAL HIGH SCHOOL P & C ASSOCIATION

Meeting Closed @ 9:38pm

Next Meeting 24th March 2020 @ 7:30 pm

A handwritten signature in black ink, appearing to read 'Danette Gale', written over a horizontal line.

President – Danette Gale

A handwritten signature in black ink, appearing to read 'Trish Nixon', written over a horizontal line.

Secretary – Trish Nixon