

*General Meeting Minutes*

**Date:** 23<sup>rd</sup> June 2020

**Opened:** 7:56pm

**Present:** Kyle Bryant, Helen Schmetzer, Andrew Schmetzer, Naomi Hocker, Bron Lawrence, Vicki Allan, Shannon Allen, Danette Gale, Trish Nixon, Jodie Hinds, Amanda Yeo, Jo-Anne Strader

**Apologies:** Bernadette Blake, Bridgett Simpson

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

**Moved:** Jodie Hinds

**Seconded:** Naomi Hocker

**Passed**

**Business Arising from previous minutes:** *Compliance Register*

**Motion :** *To adopt compliance register for remaining 2020 and will be available for review on an annual basis to ensure that internal control are maintained*

**Moved :** Shannon Allen

**Seconded :** Andrew Schmetzer

**Passed**

*Uniforms :* White Line Clothing has taken a sample of the current clothing range and will look at having prototypes made. Samples should be available to presented at the next P&C meeting.

**Correspondence In:** 1. *Adams Kenneally White (AKW) Invoice for the 2019 Audit*  
**Motion :** *To Pay the auditor AKW \$880 for providing the auditing services of the 2019 P&C Financial Statements*

**Moved :** Jodie Hinds

**Seconded :** Amanda Yeo

**Passed**

2. *Bronwyn Lawrence invoice for uniform shop*

**Motion :** *to pay the \$19.80 BD Bags invoice*

**Moved :** Trish Nixon

**Seconded :** Danette Gale

**Passed**

3. NSW P&C Federation E-bulletin Term 1 Edition 3

<https://www.pandc.org.au/forms/ebulletins/2020E-BT1E3.pdf>

4. NSW P&C Federation E-bulletin Term 1 Special Edition 2

<https://www.pandc.org.au/forms/ebulletins/2020E-BT1ESpecial2.pdf>

5. NSW P&C Federation COVID-19 Special considerations for P&C

Canteens [COVID-19 Important Considerations for P&C Association-run Canteens](#)

6. NSW P&C Federation E-bulletin Term 1 Edition 4

<https://www.pandc.org.au/forms/ebulletins/2020E-BT1E4.pdf>

7. NSW P&C Federation E-bulletin Term 1 Holiday Edition <https://www.pandc.org.au/forms/ebulletins/2020E-BT1EHoliday.pdf>
8. NSW P&C Federation E-bulletin Term 2 Edition 1 <https://www.pandc.org.au/forms/ebulletins/2020E-BT1EHoliday.pdf>
9. NSW P&C Federation E-bulletin Term 2 Edition 2 <https://www.pandc.org.au/forms/ebulletins/2020E-BT2E2.pdf>
10. NSW P&C Federation E-bulletin Term 2 Edition 3 <https://www.pandc.org.au/forms/ebulletins/2020E-BT2E3.pdf>
11. The Impact Suite Team email : Charity Mates <https://www.theimpactsuite.com/charity-mates>
12. The Impact Suite Team email : Work Health and Safety Tops for Chairities. <https://www.theimpactsuite.com/blog/tips-for-charities-operating-in-a-physical-environment-keeping-workers-safe>
13. The Impact Suite Team : Post Pandemic Survival <https://www.theimpactsuite.com/blog/post-pandemic-survival-tips-for-charities-on-the-brink>
14. NSW P&C Federation email : Call for motions. Close June 12, 2020
15. The Impact Suite Team email : How to keep your charity afloat <https://www.theimpactsuite.com/blog/how-to-keep-your-charity-afloat-tips-for-charity-leaders>
16. The Impact Suite Team email : Post COVID-19 Priorities for Australia <https://www.theimpactsuite.com/blog/post-covid-19-priorities-for-australian-charities>
17. The Impact Suite Team email : Staying Positive in Tough Times <https://www.theimpactsuite.com/blog/staying-positive-in-tough-times>
18. The Impact Suite Team email : Why Not-for-profits need an online presence <https://www.theimpactsuite.com/blog/why-not-for-profits-need-an-online-presence>
19. NSW P&C Federation email : Rules on virtual meetings. [Model constitution for incorporated P and Cs \(docx 32.14 KB\)](#)
20. NSW P&C Federation email : Amended Constitutions for Constitutions for Incorporated P&C <https://www.pandc.org.au/amended-constitution-for-incorporated-pc-associations-2/>
21. NSW P&C Federation email : Expression of interest for annual Zoom account
22. NSW P&C Federation email : Annual Zoom Account Offer <https://www.pandc.org.au/zoom-account-application/>
23. The Impact Suite Team email : What the future holds for Not-for-profits <https://www.theimpactsuite.com/blog/what-the-future-holds-for-not-for-profit-regulatory-change-part-3>
24. Invoice from Adams Kenneally White fro auditing the financials for 2019
25. Parents and citizens magazine
26. Adams Keneally White Letter : COVID-19 Assistance available for Not-for-Profit entities
27. Grok Learning : Advertising material for children learning to code
28. School Products Australia : advertising booklet containing products available



# KOORINGAL HIGH SCHOOL P & C ASSOCIATION

---

**Correspondence** Nil  
**Out:**

**Treasurer** Tabled by Jo-Anne Strader.  
**Report:** Audited financial report as attached.

**Motion:** The Treasurers report be accepted and all payments confirmed.  
**Moved:** Andrew Scmetzer  
**Seconded:** Bron Lawrence  
**Passed**

**Canteen** Canteen report by Jodie Hinds presented as per attachment.  
**Report:** Comments: Safe work practices enacted in the canteen. Marks outside canteen to help guide social distancing.  
Note was made of the effort Amanda made to help bolster the profits of the canteen by making meals for the staff at KHS  
Catering pricing suggestions made  
Wifi connection is poor. Kyle will look into getting a guest account

**Motion:** *The Canteen report be accepted and all payments confirmed.*  
**Moved:** Jo-Anne Strader  
**Seconded:** Shannon Allen  
**Passed**

**Principal's**  
**Report:**

*Presented by Kyle Bryant*

- Acknowledgement made of the effort staff members made to transition between the different education delivery methods due to COVID-19
- New guidelines created for schools and families can be found on the app
- Cleaning occurring through the school grounds during the day and will continue until at least September.
- Café is almost complete and should be open day 1 term 3.
- Reversible air conditioner installation throughout the school should be completed in the next few weeks
- Will revisit the budget for a school bus later in the year.
- Note made of the fantastic murals created recently around the school in order to update the fading artwork around the school
- Note made of the wonderful work Kaye Crawford and Blue Hinds have undertaken in the grounds around the school
- Focus this year is building up the school culture
- Matt Baron has been designing new logos for the different sporting houses. Badges will be created for each house. Obtaining house mascots also being looked into as well as school sporting song.
- Focus is being on updating the school's 'outdated' website and improving communication with families
- Reporting for years 7-10 this semester will focus more on level of engagement with online learning rather than on academic performance. This will return to normal by the end of the year.

## KOORINGAL HIGH SCHOOL P & C ASSOCIATION

---

- Contributor to this is the inequitable access to technology which makes academic progress assessment difficult.

**General  
Business:**

Special note made of the effort and the sacrifices the teachers made to continue educating our children through the COVID lockdown period.

Note is made of the difficulty members had in connecting to the inaugural zoom meeting tonight. With each meeting we look to improve this should our requirement to hold zoom meetings be ongoing.

Meeting Closed @ 9:12pm

Next Meeting July 28<sup>th</sup> at 7:30pm



*President – Danette Gale*



*Secretary – Trish Nixon*