

KOORINGAL HIGH SCHOOL P & C MEETING

General Meeting Minutes

Date: 27 October 2015

Opened: 7.37 pm

Present: Julie Bailey, Megan Elliott-Rudder, Amanda Yeo, Danette Gale, Kingsley Ireland, Jo-Anne Strader, Sandra Bertoldi, Yapa Bandara, Samudra Bandara, Sharon McLay

Apologies: Dan Bedgood, Jennifer Bannister, Margie Selvey

Minutes of previous meeting: **Motion:**
Previous Minutes are accepted as a true record with an adjustment to have Glyn spelt correctly with one "n"

Moved: Jo-Anne Strader
Seconded: Danette Gale

Business Arising from previous minutes: *Action: Megan Elliott-Rudder to dot point the process of recruitment for future reference – deferred to next meeting.*

Action: Megan Elliott-Rudder to talk to Mr Ireland who will be able to liaise with JOSS re the issue of soap in the toilets

Discussed soap in the toilets – dispensers get broken, kids don't respect the soap and it is wasted – the Acting Principal is taking the concern raised on board and will continue to investigate options.

One suggestion was to have an Alcohol hand pump (mounted and secured) available at the front of canteen for students who wish to use it
Action: P&C to Liaise with the Canteen Committee – via the minutes - to see if they would trial a hand pump at canteen

Canteen volunteers and price increase discussed in canteen report

The canteen volunteer Facebook page has not commenced as yet – it may have been started as a friends page

Action: P&C suggest that Amanda (Canteen Manager) liaise with Jo Norton who works at KHS and runs the KHS Facebook page for assistance

New menu started in term 4: more variety, posting specials on Facebook and they have been very popular. Great feedback from the P&C Parents.

Currently the Canteen has an issue with the Teachers being served before the students – accessing behind the counter – it has been hindering service - the suggestion was made that the Teachers be requested to put in an early morning order so that their lunch can be ready for collection

Action: Kingsley Ireland will discuss this further with staff and Amanda Reid (Canteen Manager)

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Further suggestions were made for the Canteen Committee and canteen manager to consider:

- To advertise on facebook that orders can be received before school commences – to guarantee order
- To put specials on regularly if possible and to advertise the specials via Facebook
- To use the noticeboard to advertise specials as well
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Action: P&C Ask Amanda who are the current volunteers, ask how she is going about recruiting more volunteers, and also have texts/reminders been sent out to volunteers?

Year 7 Information night - 3rd December 2015 – it was suggested that Amanda talk to the year 7 parents about volunteering in the canteen. It was also suggested that she make the parents aware that there is no prep involved in the KHS canteen – just straight sales.

Action: P&C Request that Amanda attends the year 7 Information night and talk to the new parents about volunteering in the canteen.

Correspondence In:

Emailed received from Jo Klimpsch on behalf of Wagga canteen managers – inviting the KHS Canteen Manager to attend the Canteen Network Meeting for Term 4 – held in week 5
This email was copied for the canteen manager and placed in her pigeon hole at KHS – this would be great if she could attend – great networking

A flyer received advising the P&C of a forum being held on the 27 October 2015 in Wagga re National Gonski Week – asking Principals, P&C Executives, Federation Members and all other members to attend. Acting Principal Kingsley Ireland advised our meeting that this forum was cancelled – with no new date set as yet.
The Acting Principal will advise the Secretary when the next meeting date is set and the Secretary will advise the Committee

Letter received from Kye Ritchie Air Force Cadet requesting assistance to attend Gallipoli 2016
The decision was made that this request be denied as this is a wonderful achievement but has no link to Kooringal High school – we wish him well with his endeavours

Letter received from Annastasia Lucas requesting support the National Youth Science Forum in January 2016.

Motion: To support Annastasia Lucas – individual @ at the National Level \$200.00

Moved: Megan Elliott-Rudder
Seconded: Sandra Bertoldi

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Correspondence Out: No correspondence out

Treasurer Report: Treasurer report presented as per attachment.
Comments:

Report to (date)

- Chq Acc: \$8144.65
- V2 Acc: \$10827.19
- V2 Acc Building Fund: \$21339.87

Current forecast presented – we still should expect a deficit.

Motion: that we can accept no more Teacher Requests until further notice in view of financial constraints – Kingsley Ireland to advise Teachers of current situation

Moved: Yapa Bandara

Seconded: Sharon McLay

Motion: That the Tied grants be paid out – Treasurer to organise

Moved: Megan Elliott-Rudder

Seconded: Sharon McLay

Motion: The Treasurers report be accepted and all payments confirmed.

Moved: Megan Elliott-Rudder

Seconded: Sharon McLay

Canteen Report:

The Canteen Committee Meeting Minutes dated: 15 October 2015 and 16 October 2015 were discussed.

Action: P&C to ask for clarification from the Canteen Committee re the engagement of a paid volunteer to assist when needed:

- Maximum number of hours
- Costs involved
- Volunteer vs paid hours

Motion: The Canteen report be accepted and all payments confirmed.

Moved: Jo-Anne Strader

Seconded: Sharon McLay

Principal's Report:

The new KHS sign has been erected on the corner of Faye and Ziegler Avenue – it looks great

Yr 11 Assembly this Friday – to present certificates and recognising the

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new leaders and house captains

We are establishing a second multicat/special education class in 2016

Current Recruitment needed for 2016:

- Head Teacher for special education classes
- English position internal
- Two TAS positions
- Science position
- Principal

Kingsley asked for support from the P&C re the recruitment of these positions – needing parents from the P&C that have done the online training and are willing to assist with interviews.

<http://www.dec.nsw.gov.au/about-us/careers-centre/e-learning>

Currently Jennifer Bannister, Megan Elliott-Rudder and Dan Bedgood have completed the training, Sharon McLay is interested.

Once completed you receive a certificate of completion which needs to be given to the School for their records or emailed directly to Kingsley:

Kingsley.ireland@det.nsw.edu.au

When the big end of year excursions are on this year there will be a range of creative/innovative activities on offer for the students remaining at the school to do. Kingsley presented us with draft of the program. This looks fantastic and will be distributed to the students/parents in the next couple of weeks.

As a trial - Mobile phones will be able to be used in class during lessons, for specific things only (if the teacher of that class permits) Mobile phones are wonderful quick devices for looking up information – this will be a trial only to see how it goes – not to replace the BYOD but to complement it.

Reports and Year Advisor comments. Kingsley asked the P&C for feedback re the Year Advisor comments on the Reports. P&C members present commented:

- Found the communication valuable
- Did think that some cutting and pasting went on
- Like to read the summary
- Found the report summary useful
- Could also include merit certificates etc but understand this would be more work

Year 8 will be receiving their subject selections in the next coming weeks.

General

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Business:

Electronic bookings for Teacher interviews – are we able to do this? We were advised that this would not happen in 2016 – as there is a third party purchase that needs to happen
It was suggested that it may be better if the teachers were asked to run to schedule and time.

Action: Kingsley to talk with the Teachers about keeping to time and will get back to us about electronic booking in the future


Relay for Life was recently held. KHS had four teams in Relay! – all behaved wonderfully, were very supportive of the bands, walked through the night. Well done – very proud

Our next meeting is the last for the year – please bring along drinks and nibbles to share.

Next Meeting : **8th December 2015 @ 7.30pm**
Meeting Closed: 9.12pm



President – Megan Elliott-Rudder



Secretary – Julie Bailey