

# KOORINGAL HIGH SCHOOL P & C MEETING

---

## General Meeting Minutes

**Date:** 22<sup>nd</sup> August 2017

**Opened:** 7:13 pm

**Present:** Megan Elliott-Rudder, Trish Nixon, Norman Meader, Danette Gale, Jodie Hinds, Melinda Tom, Nim Weerakoon, Amanda Yeo, Sharon McLay, Amanda Reid, Julie Studeman, Clinton Reid, Sharon Stoll, Vicki Allan, Sandra Bertoldi, Jo-Anne Strader, Andrew Upton

**Apologies:** Derek Keir, Lisa Addison, Fiona Hawkins, Dana McLay

**Minutes of previous meeting:**

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

**Moved:** Sharon McLay

**Seconded:** Danette Gale

**Passed**

**Business Arising from previous minutes:**

1. Meeting started with Andrew Upton - head teacher of technology coming and presenting the concept of the KHS Café. Certificate II in hospitality offered here. As a result, they need a service space in order to deliver the competencies required in the course. They currently turn a classroom into a cafe only a few times a year because it displaces both teachers and students and becomes quite disruptive.

The plan is to run it all day except recess and lunch and have it available to the older students completing their certificate. It won't be open to the public as this would cause multiple issues. The aim is to fit it out with basic needs and build it up each year with the profits made.

They are unsure of the projected cost at this stage.

They aren't requesting money at the moment. They are using the profits from selling coffees and other catering events to start with. They are also chasing various grant avenues at the moment. Any gaps in financing will be determined over the next six months so they can be running by the end of next year. It is at this stage the P&C would be asked for financial assistance. We were given their proposal and a tour of the proposed site. When it makes money, profits will go to the P&C - just like the canteen does with their profits.

2. Murals : money to go from tied funds for this as previously discussed.

## KOORINGAL HIGH SCHOOL P & C MEETING

3. Movie ticket fundraiser : 200 tickets have been acquired from forum 6 @\$10.50 each. These are being sold at \$12 by Nim from the Science Teacher Staff Room. Usual concession tickets cost \$15.50. Nim has sold 40 in 1 month. Note was made of the importance of advertising – in the Ziegler, on the App, and Facebook on Fridays. The students haven't been selling them as the weather has been poor. The cash is being managed by Nim. Jo-Anne happy to do either on-line banking or by using deposit slips from Jo-Anne. Nim keeping a track of all transactions. Tickets have not yet been paid for. Expire in 12 months time. We are expecting an invoice for the tickets from Forum 6 cinemas for these tickets.

*Action : Amanda to check whether the bank pick-up each day can be used .*

**Motion** : P&C to sell 200 Forum 6 movie tickets at \$12 each having bought them at \$10.50 each and being supported by Nim, Amanda Yeo and Danette Gale. The revenue raised will be deposited periodically.

**Moved** : Megan Elliott Rudder

**Seconded** : Danette Gale

**Passed**

### **Correspondence In:**

1. Newsletter from P&C Federation
2. Media release re : Naplan Results for 2017.
3. Email from Nim re : Robokits professional development for staff.
4. Notification from the School about Andrew Uptons' Café proposal
5. Food premises Annual Assessment Report of the Canteen
6. Letter from Norman Meader expressing gratitude for the money donated from the P&C to the school.
7. Madeline Kieck re : Riverina Boys Hockey Team
8. Letter from Nim re : Science and Engineering Team
9. Bulletin from NSW Department of Education re : what is available to the public on the school website.
10. Parent and Citizen Journal
11. Advertising for Amy Hurd Learning Centre information about a seminar they are running on 24<sup>th</sup> September.

### **Correspondence Out:**

Nil

### **Treasurer Report:**

Treasurer report presented as per attachment.

Comments: Needs to change '2016 Forecast' to '2017 Forecast'  
We have some money from the Canteen and so are ready to give another \$10,000 donation to the school. We are waiting for the invoice for the Robokits – expected to be around \$3,000.

**Motion** : Donate \$10,000 to the tied grants and that we pay the

## KOORINGAL HIGH SCHOOL P & C MEETING

---

*STEAM invoice for the Robokits before the next meeting*

**Moved :** Jo-Anne Strader

**Seconded :** Sharon McLay

**Passed**

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

**Moved:** Megan Elliott-Rudder

**Seconded:** Amanda Yeo

**Passed**

### **Canteen Report:**

Canteen report presented as per attachment.

Comments: Note was made of the dwindling canteen volunteer numbers.

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

**Moved:** Megan Elliott-Rudder

**Seconded:** Jo-Anne Strader

**Passed**

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

- Presented by Norman Meader (Acting Principal)
- Started by introducing the new Deputy Principal Andrew Higgins.
- Advertisement for Principals' Position at Kooringal High School will go out in the next few days. We will know by the end of Term 3 who is our permanent principal. Norman Meader is applying for this position
- Considering employing small pool of casual staff permanently as lack of access to casual teachers across the region.
- Noted the practical skills of staff are limited in the first few years post University, need for support.
- Hosting the NSW Deputy Secretary of Education on September 7 about issues concerning the school
- NAPLAN results graphs presented for Kooringal High School and NSW. Trends for year 9 in 2017 compared with that from 2016 discussed. There was an upward trend in results for reading, writing, spelling, numeracy and, to a lesser extent, grammar. Norman wants to match the items assessed in Naplan to cluster markers, in order to better tailor assessment tasks.

### **General Business:**

1. Riverina Hockey Team – to represent at state level

**Motion :** Support Boys Hockey Team Financial support of \$500 to Represent the school at State Level

**Moved :** Megan Elliott-Rudder

**Seconded :** Nim Weerakoon

**Passed**

## KOORINGAL HIGH SCHOOL P & C MEETING

---

2. Science and Engineering Team – to represent school at state level.

**Motion :** To support the Science and Engineering team Financial support of \$500 to represent the school at state level.

**Moved :** Megan Elliott-Rudder

**Seconded :** Julie Studeman

**Passed**

3. Discussed privacy document (Correspondence in, item 9). The usual process for publishing and discussing minutes is considered suitable in accordance to this document. P&C members are satisfied that they have adequate chance to modify the minutes if desired before publication on KHS website. Will note at the bottom of each minutes that members are to make a special note if they do not wish something to be published on the website.

Meeting Closed at 9:20 pm

Next Meeting is on October 24<sup>th</sup> at 7:30.



\_\_\_\_\_  
*President – Megan Elliott-Rudder*



\_\_\_\_\_  
*Secretary – Trish Nixon*