

*General Meeting Minutes*

**Date:** Tuesday 23<sup>rd</sup> May, 2017  
**Opened:** 7:40 pm  
**Present:** Norman Meader, Megan Elliott-Rudder, Trish Nixon, Melinda Tom, Nim Weerakoon, Julie Studeman, Sandra Bertoldi, Danette Gale, Amanda Yeo, Sharon Stoll, Jo-Anne Strader, Sharon McLay.

**Apologies:** Lisa Addison

**Minutes of previous meeting:**

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

**Moved:** Danette Gale  
**Seconded:** Amanda Yeo  
**Passed**

**Business Arising from previous minutes:**

- Canteen Volunteer Appreciation Certificates : have been printed. There were 25 volunteers in 2016.
  - **Action :** Sandra to leave certificates for current volunteers in the canteen.
    - Norman to ask administration staff to obtain contact details for previous volunteers in order to post them their certificate.
  - Amanda and Lyn to receive their certificates at the next assembly as part of Canteen Week.
- School Finance Committee met in regards to the tied funds given annually by the P&C. Jo-Anne Strader in attendance.
- Decision of School Finance Committee was to request the same monies as previous years but to use it as follows
  - \$6000 for presentation night
  - \$5000 for grounds upkeep
  - \$1500 for PDHPE sport uniforms
  - Change CAPA "Band" Grant for the band \$8,000

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- Funding to change from arrangement and tuition to arrangement and release time
  - Remainder to be committed to teacher requests at discretion of the school executive, total sum of \$8,000
  - **Motion** : *Change the model for tied grants to the model proposed by School Finance Committee and Norman (see attached)*
  - **Moved** : Megan Elliott-Rudder
  - **Seconded** : Jo-Anne Strader
  - **Passed – unanimously**
- Sports Clothing Policy
  - Noted general displeasure at the delay of access to the new school uniform warm jackets at Lowes during winter.
  - Unable to enforce any current policy given the lack of access to uniform
  - **Motion** : *P&C to send a written complaint stating their displeasure about not having access to the clothing when required*
  - **Moved** : Megan Elliott-Rudder
  - **Seconded** : Amanda Yeo
  - **Passed**
  - Norman has discussed the use of sporting representative clothing encompassing all clothing not KHS uniform with executive. General thought it should not be a part of the uniform. Mrs Reagan, has only surveyed half the staff so far. She has not yet surveyed the Student Representative Council
    - Survey conducted asking the opinion of all P&C Members.
    - **Action** : *Norman to take survey results back to Mrs Reagan*
- Quality of new items discussed
  - Concerns
    - Rugby jumper pilling and seam separation and appearance of colour
    - Cost of Rugby jumper
    - T-shirt fabric quality is poorer than original Beare & Ley T-shirt (sample from 2004 compared with new T-shirt). New T-shirt in worse condition.
      - Note that the senior shirt quality is not problematic
  - Consideration to return to the old Rugby Jumper from Miltons
  - **Motion** : *Ask Mrs Reagan to approach Milton's Gear to continue stocking the old*

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- Rugby Jumper to allow the parents the choice of which jumper they would like to purchase.*
  - **Moved** : Megan Elliott-Rudder
  - **Seconded** : Julie Studeman
  - **Passed**
  - **Motion** : *Ask Mrs Reagan to check on the quality of the new junior T-shirt as it is poorer than the senior shirt and poorer than previous shirts purchased from Lowes.*
  - **Moved** : Sandra Bertoldi
  - **Seconded** : Amanda Yeo
  - **Passed**
  - **Motion** : *Ask Mrs Reagan to consider whether the new Rugby Jumper from Lowes be left as an option rather than the only option for rugby jumper.*
  - **Moved** : Megan Elliott-Rudder
  - **Seconded** : Amanda Yeo
  - **Passed**
- Auditor. Still has not produced audited financial statements for last year.
  - **Action** : *Jo-Anne to chase this up personally and express her displeasure with delay*
- Alternate meeting venues
  - **Action** : *Committee is satisfied with only having meetings off school grounds at Christmas.*
- School Photos.
  - Noted quality of the photo presentation is excellent.
  - Instructions given to children for photos may have contributed to concerns about quality
  - Some parents were unhappy with the photos and suggest that more than one photo be taken
  - **Action** : *Norman to discuss photo quality directly with MSP photography*
- P&C Pigeon hole. New pigeon hole noted with thanks.
- Grant funding
  - **Action** : *Deferred to next meeting given Derek's absence*
- Meats for Canteen. Currently uses Knight's Meats.
  - Concern noted that other butchers were not asked for quotes
  - **Action** : *Sandra to approach Amanda to suggest obtaining other quotes for meat to ensure the cheapest and/or best option is obtained*



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### **Correspondence In:**

1. P&C Magazine
2. Caleb Wilde and Connor Willis are attending an AFL International Tour. They are not representing the school.
  - Action : To decline financial assistance for tour due to not fitting the criteria of representing school sport
3. Letter from Andrew Upton re: Café proposal.
  - To discuss in other business
4. Letter from the STEAM Team requesting for funding for the purchase of Lego Mindstorms
  - To discuss in other business
5. Email from Sarah Groves from Headspace regarding Suicidal Prevention presentation.
  - To discuss in other business

### **Correspondence Out:**

- Nil

### **Treasurer Report:**

Treasurer's report presented as per attachment.

- **Action** : *Jo-Anne to chase up the unrepresented cheque.*
- **Motion** : *Hand over the grounds, PDHPE and CAPA "Band" money in order to make it available for use by the school. Total \$14,500*
- **Moved** : Jo-Anne Strader
- **Seconded** : Sharon Mclay
- **Passed**

**Motion:** Accepted Treasurer's Report as per attachment

**Moved:** Megan Elliott-Rudder

**Seconded:** Sharon McLay

**Passed**

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### **Canteen Report:**

Tabled by Sandra Bertoldi. Written report to follow.  
Amanda has purchased the thermomix as approved  
previous meeting to replace personal use of her own  
thermomix.  
Has obtained 3 quotes for the shelving  
Derek Keir was to source quotes. Has not been able to  
source this at the moment.  
Still awaiting audited financial accounts.  
Donated \$10,000 to P&C for Term 1.  
Upright glass door freezer will get three quotes. Initial  
quote is just under \$7,000  
**Motion** : *To accept canteen report as described above*  
**Moved** : Megan Elliott-Rudder  
**Seconded** : Julie Studeman  
**Passed**

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

- Tabled and read by Norman Meader
- Request parent representative on Committee for out  
of zone enrolment
  - Deferred to other business

### **General Business:**

- Request for parent representative for committee for out  
of zone enrolment
- Amanda Yeo volunteered and accepted
- Bank account signatories need to be updated
- Noted that the secretary for 2017 is Trish Nixon  
(aka Tricia Robson)
  - **Motion** : *New Signatories for 2017 to be all office  
bearers as per minutes today and AGM*
  - **Moved** : Megan Elliott-Rudder
  - **Seconded** : Jo-Anne Strader
  - **Passed**
- Presentation to parents on Suicide Prevention by  
Headspace
- Should be about 15 minutes
  - Suggested advertising this to encourage other  
parents who are interested in this topic also  
attending.
  - The question was raised as to whether Ros  
Mattingly should be available to share how KHS  
deals with some of these issues. To prevent P&C  
meeting from being prolonged, suggested  
discussion move to a different room.

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- In order to have the correct room available will have online booking system open. Also allows for correct catering.
- **Motion** : *Opening the meeting to Headspace to give a presentation on suicide prevention at next P&C meeting*
- **Moved** : Danette Gale
- **Seconded** : Amanda Yeo
- **Passed**
- **Motion** : *To allow Ros Mattingly, Erin Digglemann Taryn Lean to answer questions arising in from this talk in a separate room to allow continuation of the normal P&C meeting following this talk.*
- **Moved** : Amanda Yeo
- **Seconded** : Sharon McLay
- **Passed**

### KHS Café Proposal

Requesting funding distribution through the P&C but managed by the students

**Motion** : *P&C excursion to proposed area for the new KHS Café at the first P&C meeting in term 3 – 25<sup>th</sup> Jul, 2017.*

**Moved** : Danette Gale

**Seconded** : Amanda Yeo

**Passed**

**Action** : *Deferred funding model until after review in Term 3*

Both the secretary and the president will be away for the next P&C meeting. For this meeting Julie Bailey has agreed to write up the minutes following the meeting as long as someone is able to take the notes at the meeting.

### Lego Mindstorm STEAM request

- Purchase of 24 EV3 kits in order to run STEM program in robotics involving a number of curriculum areas
- Unable to use current robots which are specifically owned by the technology area.
- Allow access available to KHS feeder schools to improve
- See attached sheet
- **Action** : *Deferred to next meeting after Nim explores external funding in order to obtain funding in entirety. Meeting open to the idea of providing partial funding.*

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Building Fund "end of financial year letters"


- **Motion** : to email letter to all parents requesting donations to the building fund which are tax deductible before the end of the financial year
- **Moved** : Sharon McLay
- **Seconded** : Megan Elliott-Rudder
- **Passed**
- **Action** : *Norman to get administration to send out this letter*

**Meeting Closed : 10:25 pm**



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President – Megan Elliott-Rudder



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Secretary – Trish Nixon

**Next Meeting 27<sup>th</sup> June 2017.**