

# KOORINGAL HIGH SCHOOL P & C MEETING

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## *General Meeting Minutes*

**Date:** 22 March 2016

**Opened:** 7.37pm

**Present:** Julie Bailey, Megan Elliott-Rudder, Ainsley Wolter (paid \$2.00), Sandra Bertoldi, Samudra Bandara, Jennie Meiklejohn, Danette Gale, Amanda Yeo, Sharon McLay Chris Davies

**Apologies:** Jennifer Bannister, Kathleen Trenaman, Jo-Anne Strader

**Minutes of previous meeting:** Two adjustments need on previous minutes:

The details added for where the P&C Forum is being held in Wagga-South Wagga Public School, 140 Edward Street, Wagga 6-9pm, Registration from 5.30pm

On page 2 you is changed to who in the sentence:  
The KHS Principal position was offer to Janine McGrath who unfortunately has accepted an alternative position.

**Motion:** Minutes of the previous meeting are accepted with the above changes

**Moved:** Sandra Bertoldi

**Seconded:** Megan Elliott-Rudder

**Business Arising from previous minutes:**

*Action: Sharon Regan to be invited to the next meeting re the KHS uniform*

Sharon Regan will attend the meeting on the 24<sup>th</sup> May 2015 with Uniform samples

*Action: Kingsley to chat with other staff and will bring back to the next meeting ideas re Lockers*

Kingsley investigated the option of lockers further – contact was made with oasis re pay lockers – the issues around maintenance and security outweighed their usefulness.

**Correspondence In:** Email in from P&C Federation regarding the fact that they have not heard from us re voting in the upcoming P&C Federation Election

Joint media release received regarding the Retention of the Australian Charities and Not-for-profits Commission from The Hon Kelly O'Dwyer MP, Minister for Small Business, Assistant Treasurer.

**Correspondence Out:** Email to P&C Federation stating that we are happy to continue to receive information from the Federation but that our members have currently not expressed interest in being active in the P&C at state level.

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**Treasurer  
Report:**

The Treasurers report is attached

**Canteen  
Report:**

It was reported back to the P&C that while the canteen committee support our fundraising ideas they don't feel that they have any capacity to organise additional fundraising events. Any fundraising events would need to be P&C generated.

The Canteen Committee AGM was held 10<sup>th</sup> March 2016.

A Committee was elected with all positions being filled:

Chair Person: Sandra Bertoldi

Vice Chair Person: Ainslie Wolter

Treasurer: Megan Foster

Minute Taker: Maureen Fawns

A copy of the Canteen Committee AGM is attached

KHS Canteen Committee General Meeting was held 10th March 2016. The new menu and daily specials are well received by students and staff, a new pie oven is needed to meet the increased sales demand, new yellow/white lines need to be painted to allow for single lines while waiting, a motion was moved that the paid volunteer be paid an extra hour each week to help with food preparation – the full report is attached.

It was noted the mention of a visa/debit card ready to be used and needs topping for canteen business. One of the P&C members queried if this was allowable under P&C regulations,

*Action: The P&C president will confirm this with canteen treasurer.*

There was a general note of the wonderful job that Amanda is doing. She is very dedicated and working above and beyond her role, everyone is enjoying the new menu and variety.

**Motion:** Minutes of the Canteen Committee AGM and General meeting be accepted.

**Moved:** Amanda Yeo

**Seconded:** Sharon McLay

**Principal's  
Report:**

Principal position to be advertised next term for a term 3 start

Staffing Changes in Term 2:

Acting Principal – Chris Davies (Mr Ireland on long service leave)

Deputy Principals – Sharon Regan & Nikki Cocks

HT Science – Michelle McArthur (term 2,3,4) – Lyndall Nickell appointed

Deputy Principal of WWHS

HT Welfare & HT teaching and learning – TBA, current expression being sort

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Lockers as stated in previous actions

Uniform – Sharon Regan has been in touch with our current supplier and will attend the next P&C meeting with samples for discussion. She is happy to address any other issues re the quality of the supply. Decided that we need to publicise this discussion at the next P&C meeting – via facebook page, The Ziegler.

*Action: Julie to contact KHS Office and organise for this notification to be placed on the facebook page and in The Ziegler that the P&C are discussing uniform changes at the next meeting on the 24<sup>th</sup> May 2016 – all welcome.*

Bus Shelter seats – to be installed in the school holidays

Parking is to be adjusted around the school in conjunction with the Wagga Wagga City Council – signage will change. Currently in conversation.

## **General Business:**

Fundraising Ideas were discussed to raise money for the P&C: Garden visits with artists, market stalls, food available, door prize and charge on the day. Discussed placing an advertisement in The Ziegler and on the KHS Facebook page to see if anyone is willing to host a garden day event. Let's see what kind of response we get – we may be able to have a few gardens open on the day.

**Motion:** to have an Advertisement placed in The Ziegler and on the KHS facebook page to see if there is anyone willing to host a Garden Day Event

**Moved:** Megan Elliott-Rudder

**Seconded:** Julie Bailey

Trivia night also discussed as a fundraising idea as it may be easier to coordinate than a Garden day. Remembering that we don't have many members available. Decided that if the Garden Event falls through the Trivia night is the next option as we have a Parent who already runs Trivia nights at the school and P&C members with experience at organising a Trivia night.

Pie drives were discussed, as well as the Bunnings BBQ but it was decided to have a Cookie Dough Drive in 2<sup>nd</sup> Term.

Billy G's Cookie Dough

<http://www.australianfundraising.com.au/fundraising-products/billy-g-s-cookie-dough-fundraiser>

To be promoted in Term 2 in weeks 4-5, via Facebook page, The Ziegler and an email home to parents.

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SRC could be involved in the distribution on the day – Cookie dough to be picked up in the 2<sup>nd</sup> last week of term.

*Action: Danette Gale to contact and find out all the information required re the Cookie Dough fundraiser and mail out to all P&C Committee Members.*

**Motion:** KHS P&C hold a Billy G's Cookie Dough Fundraiser

**Moved:** Megan Elliott-Rudder

**Seconded:** Amanda Yeo

Also discussed having a BBQ while the Parent and Teacher Interviews are on: we could use the school BBQ and utilise the Canteen Fridge.

*Action: for future discussion*

It was noted that there are many weeds along the footpath on Ziegler Avenue


Action: The Acting Principal will talk to the grounds keeper and have them sprayed.

Sharyn McLay has offered to again send out the building fund letters to all local businesses. Thank you Sharyn☺. Sharyn will bring the list of who the letters were sent out to to the next meeting.

Meeting closed at: 9.34pm

Next meeting will be held: 24 May 2016 @ 7.30pm

  
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President – Megan Elliott-Rudder

  
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Secretary – Julie Bailey

KOORINGAL HIGH SCHOOL CANTEEN COMMITTEE MEETING  
Thursday 10<sup>th</sup> March 2016

MEETING OPENED: 2:25 PM

PRESENT: Maureen Fawns, Megan Foster, Sue Belling, Ainsley Wolter, Amanda Reid, Sandra Bertoldi.

APOLOGIES: Jennifer Banister, Lyn Parker, Debbie Hastings.

MINUTES OF PREVIOUS MEETING:

Previous meeting minutes read by Sue Belling. Motion moved that the Minutes of the previous meeting held on 15<sup>th</sup> October 2015 be accepted. Moved by Megan Foster seconded by Ainsley Wolter. Carried.

BUSINESS ARISING:

- Visa debit card to is ready to be used and needs to be topped up.

TREASURER'S REPRESENTATIVE REPORT:

- Sue Belling moved that the reports tabled for October, November and December 2015 and combined reports for January and February 2016 be accepted. Seconded by Maureen Fawns. Carried.
- Megan has drafted a budget for the year, and all profit and expenses have stayed within the projected figures on a monthly basis.
- Account balance as at 31<sup>st</sup> October 2015 showed \$26,154.13.
- Account balance as at 30<sup>th</sup> November 2015 showed \$19,723.75.
- Account balance as at 31<sup>st</sup> December 2015 showed \$13,772.44.
- Account balance as at 29<sup>th</sup> February 2016 showed \$21,201.44

SUPERVISOR'S REPORT:

- Number of volunteers has declined significantly this term, only managed to recruit a couple of new volunteers.
- Thank you to Year 12 students who have been supportive in terms of helping out during lunch and recess, and a special facebook page has been established to keep them posted if help is required on a daily basis.
- Special thank you to Caitlyn Coffy and Bianca for their help in the canteen when extra help was needed.
- New menu and daily specials are well received by students and staff; currently daily burger specials are selling between 30-60 extra burgers per day.
- With the extra income/profit made this term, Amanda moved the motion that the paid volunteer (Lyn Parker) be employed for an extra hour each work period which will be beneficial in terms of preparation. Seconded by Maureen Fawns. Carried.
- Suggestion made to repaint the canteen yellow/white line for single file lines whilst ordering, and for the teacher on duty to reinforce the matter. Amanda to approach AJ and request line be repainted. Amanda to contact Kinglsey Ireland and request he ask duty teachers to enforce.
- As there are only 3 functional pie ovens, Amanda is looking into purchasing an additional oven to meet the increased sales demand generated this term. She will report next meeting.

GENERAL BUSINESS: Nil.

PRINCIPAL'S REPORT: Nil.

CORRESPONDENCE IN AND OUT: Nil.

NEXT MEETING: TBA.

MEETING CLOSED: 3:00 PM

KOORINGAL HIGH SCHOOL CANTEEN COMMITTEE AGM MEETING  
THURSDAY 10<sup>TH</sup> MARCH 2016

**MEETING OPENED: 2:00 PM**

**PRESENT:** Maureen Fawns, Sue Belling, Ainsley Wolter, Lyn Parker, Amanda Reid, Megan Foster, Sandra Bertoldi.

**APOLOGIES:** Jennifer Bannister, Debbie Hastings

**MINUTES OF PREVIOUS MEETING:**

Minutes of the previous meetings read in proceeding Canteen Committee Meeting.

**PRESIDENT'S REPORT:** Read by Sue Belling. Report as attached.

**TREASURER'S REPRESENTATIVE REPORT:** Reports as attached.

**ELECTION OF OFFICE BEARERS FOR 2016**

**Kingsley Ireland acting principal declared all positions open and took nominations.**

**CHAIRPERSON:** Sue Belling nominated Sandra Bertoldi as chairperson for 2016. Seconded by Lyn Parker. Declared elected.

**CANTEEN/SCRIPT MINUTE TAKER:** Amanda Reid nominated MAUREEN FAWNS. Seconded by Lyn Parker. Declared elected.

**TREASURER'S REPRESENTATIVE:** Maureen Fawns nominated Megan Foster as Treasurer. Seconded by Sue Belling. Declared elected.

**VICE TREASURER'S REPRESENTATIVE:** Maureen Fawns nominated Debbie Hastings in absentia as Vice Treasurer. Seconded by Lyn Parker Declared elected.

**VICE CHAIRPERSON:** Sue Belling nominated Ainsley Wolter. Seconded by Megan Foster. Declared elected.

**REPRESENTATIVE TO P&C:** Lyn Parker nominated Amanda Reid to be canteen representative to P&C. Amanda accepted role. Seconded by Megan Foster

**AUDITORS:** ADAMS KENNEALLY WHITE & CO CHARTERED ACCOUNTANTS retained as canteen Audits. Waiting for their report.

**COMMITTEE MEMBERS:** Maureen Fawns, Debbie Hastings, Ainsley Wolter, Megan Foster, Amanda Reid, Lyn Parker, Sandra Bertoldi

**BEING NO FURTHER BUSINESS MEETING CLOSED AT 2:25 PM**

**KHS P&C TREASURERS REPORT**  
**22 March 2016**

|                                     | Cheque Account | V2 ACCOUNT | BUILDING AC | Grand Total | EXC BUILDING |
|-------------------------------------|----------------|------------|-------------|-------------|--------------|
| <b>Opening 1 JAN 2016</b>           |                |            |             |             |              |
|                                     | 3,075.05       | 5,837.78   | 21,366.67   | 30,279.50   | 8,912.83     |
| <b>INC</b>                          |                |            |             |             |              |
| CANTEEN DONATION                    | 18.30          |            |             | 18.30       | 18.30        |
| DONATIONS                           |                |            |             |             |              |
| INTEREST                            |                |            |             |             |              |
| MEMBERSHIP                          | 0.30           |            |             | 0.30        | -            |
| TRANSFER                            | 18.00          |            |             | 18.00       | 18.00        |
| <b>EXP</b>                          |                |            |             |             |              |
| ACCOUNTANCY & AUDIT                 | 50.00          |            |             | 50.00       | 50.00        |
| AFFILIATES & INSURANCE              | 50.00          |            |             | 50.00       | 50.00        |
| OTHER MISC                          |                |            |             |             |              |
| RECRUITMENT                         |                |            |             |             |              |
| STUDENT ASSISTANCE (Inc TOM)        |                |            |             |             |              |
| TEACHERS REQUESTS                   |                |            |             |             |              |
| TIED GRANTS                         |                |            |             |             |              |
| TRANSFER                            |                |            |             |             |              |
| ELEVATE                             |                |            |             |             |              |
| <b>NET MOVEMENT</b>                 | 31.70          |            |             | 31.70       | 31.70        |
| <b>Closing 21 MAR 2016</b>          |                |            |             |             |              |
|                                     | 3,043.35       | 5,837.78   | 21,366.67   | 30,247.80   | 8,881.13     |
| <i>Unrepresented at 21 MAR 2016</i> |                |            |             |             |              |
| Interest                            |                |            |             |             |              |
| Donation                            |                |            |             |             |              |
| Memberships                         |                |            |             |             |              |
| Cheques:                            | 18.00          |            |             | 18.00       |              |
| <b>Balance Per Bank 21 MAR 2016</b> | 3,025.35       | 5,837.78   | 21,366.67   | 30,229.80   | 8,863.13     |
| 50 Dollar Audit Cert Fee            |                |            |             |             |              |
| Cheque Cashed                       |                |            |             |             |              |