

KOORINGAL HIGH SCHOOL P & C MEETING

General Meeting Minutes

Date: 28 November 2017

Opened: 6.20 pm

Present: *Danette Gale, Jodie Hinds, Amanda Yeo, Julie Studeman, Sandra Bertoldi, Jo-Anne Strader, Dana McLay, Megan Elliott-Rudder, Nym Weerakoon, Andrew Higgins, Norman Meader, Mel Tom*

Apologies: *Trish Nixon, Sharon McLay, Lisa Addison, Fiona Hawkins, Derek Keir*

Minutes of previous meeting: Typing errors identified and minutes corrected.

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

Moved: Jo-Anne Strader

Seconded: Amanda Yeo

Passed

Business Arising from previous minutes:

Currently there are tins in Canteen collecting for Movember. Fundraising total will be reported next meeting by Mr Meader

Canteen air conditioner has been replaced

Uniform – New fabric has been checked out by canteen committee and staff – it looks ok. Interim measure for next term

Item 10 Fundraising. P&C wishes to express sincere thanks to Danette Gale for her very successful fundraising and hard work

KHS can't give a STEM invoice or hockey invoice. The school need an email from P&C Treasurer requesting proof of purchase and this can then be noted by P&C Treasurer to reconcile against a donation to KHS. Point 6

KHS has given an award at assembly to student who raised the most funds. This will give credit in the merit system.

Point 4 School app use for permission slips to be deferred to 2018

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School photography has been renegotiated to use The School Photographer who have offered attractive packages with bonuses.

**Correspondence
In:**

- 1 P&C Federation Newsletter
- 2 P&C Federation Media Release opposing online NAPLAN
- Request from English Teacher for debating team funds

Motion: Request for funding for debating team as state representatives to be supported \$500.00 according to agreed amounts

Moved: Megan Elliott-Rudder

Seconded: Melinda Tom

Passed

**Correspondence
Out:**

- Nil

**Treasurer
Report:**

Financial statement attached (one page)

Closing balances as at 27 November 2017

Cheque Account:	\$20,760.33
V2Account:	\$ 5,872.26
Building Acc:	\$ 104.93
Grand Total:	\$26,632.52

Note that Council grants have closed.
No grant funding has been accessed.

Note that \$30,000.00 was donated from the canteen during calendar year 2016 and \$40,000.00 in calendar year 2017.

Amanda is requesting an update of old equipment which is currently difficult to use easily.

Need new workbench with refrigeration for smaller quantities for sandwich making, new glass front fridge, glass front freezer and oven. Amanda has three quotes for each item.

Motion: P&C approve Amanda to purchase capital items to the value of \$20,000.00 as detailed in the

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canteen minutes with the following considerations:

- 1 Need to consider servicing arrangements dependant on supplier
- 2 Preference for local supplier where possible
- 3 P&C Support for KHS to be the purchaser, under the condition that canteen continue to cover maintenance costs beyond the warranty period, and suitable insurance cover can still be arranged
- 4 Installation costs, plugs and power phase are considered and priced
- 5 P&C suggest that Amanda ask for a discount
- 6 Amanda to discuss purchase options with Norman

Moved : Nim Weerakoon

Seconded : Dana McLay

Passed

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

Moved: Nim Weerakoon

Seconded: Dana McLay

Passed

Meeting resumed at 7.20 after ordering meals

Canteen Report: Need for additional staff in canteen discussed. Three parents present at today's meeting report that they offered to help at the beginning of the year but were not called in

Motion:

- 1- P&C support the canteen manager in calling in additional paid staff when required for Term 4 and to be re-evaluated next year after the next canteen committee meeting
- 2 - P&C recommend that the role of volunteer liaison to be offered to one of the part time paid employees to manage volunteer rosters and roles; and to focus on engaging more volunteers. This will enable the canteen manager to continue her focus on food management which she does well.

Moved: Jodie Hinds

Seconded: Dana McLay

Passed

Sandra will speak to the office staff about fortnightly lists of canteen roster and help needed

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Nim will create a list of pairs of student in years 9-11 and send them to assist in canteen each day

Motion: The Canteen Minutes be accepted

Moved: Amanda Yeo

Seconded: Nim Weerakoon

Passed

Principal's Report:

Principal Report to be forwarded

Staffing budget is now coming under school control, hence KHS budget now heading for \$8 million

Increase in year 7 enrolments, 7 classes in 2018 separate from the selective stream

Staff changes: Mrs Reagan on leave, HT Welfare Ros Mattingly, Taryn Lean resigned as Defence Mentor, New position will be 3 days per week - shared with Kooringal Public

Resource allocation management funding - KHS has a lot of support provided to the principal. Norman is wanting to employ a school business manager to resource principal and also head teachers.

Kingsley Ireland will move to Coolamon Central School as deputy principal.

Thank you to P&C and also to Danette for the juggernaut that was Krispy Kremes.

General Business:

1. Year 7 parents welcome night is 5 December. Norman has LOWES vouchers \$50.00. Raffle tickets are sold at \$2.00 for lucky door, Prize is a warm top – size 12 jacket suggested, to be donated by P&C. Sellers available: Dana, Amanda, Danette Amanda will organise with the office to sell hats and put details on the app Dana will get a jacket from Lowes

2. Touch typing in period zero suggested. Discussion that primary schools are teaching typing, and student interest in by no means guaranteed. Considered not to be supported

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3. Portal for scheduling for parent teacher night needs to reflect actual teacher availability where possible

4. Signage for events when parents are attending the school needs to be improved eg laminated temporary signs – Norman happy to facilitate this

5. Deputy Principal Andrew Higgins suggested an afternoon/evening open day:

4.30-7.30pm

Week 7 term 1

Not a fete (no jumping castle)

Encourage mid primary families

Faculties open eg. TAS activities, Art activities, Ag – show team, CAPA in the PAV, Kitchen

Teachers to talk about curriculum

BBQ available

Presentation from existing students and Principal at the end in the gym

Develop and launch a prospectus for the school to hand out – professional and glossy, include in a show bag eg with small branded products

Keen for funding of handouts and food

Targeted at families ie what we do at the school

Market it well

Offer alternative to private schooling

Amanda, Danette and Jodie keen to be involved – P&C support this open day

6. Andrew Higgins is leading the technology team and looking at BYOD revision. Considerations:

- starting with year 7 and years 11-12

- encourage students to bring laptops or a device with keyboard

- school wifi does have capacity

- create a BYOD hub listing the requirements and options for parents seeking information about what devices to purchase

- leaflet will be given to year 7 parents at welcome night

Meeting discussed best ways to inform parents about options and requirements, and to provide guidance. Clear and simple information is appreciated. Adequate notice is required. Equity has

been considered, Lenovo are still available for students unable to purchase their own devices.

Concerns were raised about staff engaging with use of devices for learning and management of

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classroom behaviour with devices. Need for thorough promotion to teachers and parents including evidence for using them. Parents are frustrated by purchasing devices that were not used in the classroom.

General business items moved:


Megan Elliott-Rudder

Seconded: Amanda Yeo


Passed

Meeting closed 8.40pm

Next Meeting 27 February 2018
AGM followed by General Meeting
Membership renewals will be due.



President – Megan Elliott-
Rudder



Canteen Committee
Representative – Sandra
Bertoldi