

General Meeting Minutes

Date: 25th September 2018

Opened: 7:03 pm

Present: Megan Elliott-Rudder, Bridget Simpson, Nim Weerakoon, Shannon Allen Vicki Allan, Trudi Lewis, Grant Hinds, Jo-Anne Strader, Norman Meader.

Apologies: Trish Nixon, Danette Gale, Jodie Hinds, Amanda Reid, Clint Reid, Bindee Jobe, Amanda Yeo

Minutes of previous meeting: **Motion:** The previous minutes from July and August meetings are accepted as a true record.
Moved: Bridget Simpson
Seconded: Nim Weerakoon
Passed

Business Arising from previous minutes: From July meeting minutes : Purpose of the parent portal. Mr Meader advised it is used to book parent-teacher interviews. All notifications to parents are still on the app and facebook, while assessment schedules and notifications of student tasks are sent out by email. Feedback was that parents appreciate emails from science faculty.
Motion: A summary of methods used by KHS to communicate with the community be provided to parents in term 4 and term 1.

Moved: Megan Elliott-Rudder
Seconded: Nim Weerakoon
Passed

From August minutes
Action list of points was provided for Mr Meader. Addressing these points,
1 and 2. See principal's report
3 Weblink to the parent online training course available from the Black Dog Institute was being sent to Ms Mattingly

Motion: Mr Meader to ensure Link to Black Dog institute online parent learning program is posted on KHS welfare page and Face book

Moved: Bridget Simpson
Seconded: Megan Elliott-Rudder

4 Parents were concerned that teachers and students were not understanding the different roles of PB4L and Merits. Awareness among teachers and in classrooms around Positive Behaviour for Learning (PB4L) and merits has been reviewed by Mr Meader,

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who has visited classrooms. Mr Meader has also reviewed the number of merits being issued at the recent merit assembly, there has been no reduction. Mr Meader will take more time to review the understanding of merits distribution by teachers and to determine any necessary response.

5 The issue of the bottleneck at school exit via the office, particularly for seniors on Wednesday afternoons, is deferred to next meeting. Mr Meader wants to problem-solve with the office staff. He also wants seniors to maximise their study time at school, using the staff and resources available to them in their free periods, rather than expecting to generally leave the school grounds.

6 Fire Drill processes will be addressed at next meeting.

Correspondence In:

- Letter from Isaac Erbacher
- Advertising material for Shade clothes
- Letter of requesting funding for Honeywell Engineering
- **Motion:** That according to P&C formula of support \$200 to be given to Phy Sin for National Engineering Program on the condition that this is still needed after other grants to cover other cost and provide bank account details and contact details.

Moved: Megan Elliott-Rudder

Seconded: Trudi Lewis

Correspondence Out:

- Letter to WWHS re : support funding grants for different representative levels provided by the P&C as requested

Treasurer Report:

Treasurer report presented as per attachment.

Treasurer attended school finance committee meeting. So far in 2018 P&C have donated \$15,000 to KHS, directed to presentation night, Pav and library.

- 1 P&C now have access to internet banking instead of relying on the old technology of using cheques for all payments.
- 2 3 Motions presented as below.

Comments:

Report 25th Sept 2018

Chq Acc: \$18,859.61

V2 Acc: \$5883.18

V2 Acc building Fund: \$104.93

Motion 1: The Treasurers report be accepted and all payments confirmed.

Moved: Megan Elliott-Rudder

Seconded: Jo-Anne Strader

Passed

Discussion of parent interest in providing funds to fence the top

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oval to enable student use during recess and lunch, KHS does not have access to funds for this.

Motion 2: No more funds to be donated from P&C in 2018 until review of all possible suggestions from parents and a wish list provided by the staff via the Principal with costing. The process to include a special meeting in Term 1 2019.

Moved: Jo-Anne Strader

Seconded: Bridget Simpson

Motion 3: Notice to go in Ziegler/Face Book/App. The P&C wishes to consult with the school community on how to allocate donations from fundraising in the future. We welcome your ideas and suggestions. Please contact the KHS office

Moved: Megan Elliott-Rudder

Seconded: Jo-Anne Strader

Canteen Report:

Canteen report presented by Megan Elliott-Rudder

Comments: See canteen report attached

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

Moved: Megan Elliott-Rudder

Seconded: Jo-Anne Strader

Passed

Principal's Report:

- Read and tabled by Norman
- Thank you to Andrew and Bindee for presenting at the last meeting
- Suggestions for P&C grant funding considered
- Looking to appoint student representative for stages 4/5/6 for the financial committee
- See attached report

Feedback: Megan Elliott-Rudder Suggest Norman consult with TAS team regarding building of shelter for students on lower oval.

General Business:

1 Feedback from P&C Federation about the quorum was provided by Sharon McLay. If we have less than 50 members then 5 constitutes a quorum. This can include the principal. So 4 members + principal.

2 Meeting Time has been 7pm in winter, should it revert to 7.30pm? Discussion about possible start as early as 4.30pm, of those attending this meeting only one parent available before 6pm. Discussion about possible survey wording to clarify what times are possible or preferred by parents interested in attending P&C meetings. General agreement to continue meeting at 7pm until survey results available. KHS staff to advise on development

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of survey.

Motion 1: KHS to send out survey via Survey Monkey through school Face book page to decide on when parents will come to the meeting.

Moved: Jo-Anne Strader

Seconded: Bridget Simpson

3 Emails to P&C can go astray after each AGM when positions change.


Motion 2: P&C considering having a gmail account to be maintained by the P&C secretary, as a stable address for P&C incoming emails

Moved: Jo-Anne Strader

Seconded: Megan Elliott-Rudder

Meeting closed at 8:21PM

Next Meeting 7pm on 23 October



Megan Elliott-Rudder

Vice President and acting chair



Nim Weerakoon

Member and minute-taker

Action List

1. Summary of how KHS communicates with school Term 4 and Term 1-Norman?
2. Black Dog Institute link onto welfare page-R.Mattingly
3. Survey Monkey on P&C Meeting times-Helen Scmeterzer?
4. P&C communicate with community on how to allocate funds

