



## **Minutes of the General Meeting held 1<sup>st</sup> February 2012**

**Attendance:** Leanne Jones, Robyn Jonassen, Penny Packham, Trevor Liu, Geoff Hastings, Sarah Veilande, Gillian McNarey, Bev Nancarrow, Jenny Arthur, Mandy Irwin, Darlene Macri, Gaye Dunshea, Carol Neary, Wendy Inwood, Manuela Giovenco, Peter Downs, Lisa Cebokli, Sharlene Bingham, Ella Van Den Boom, Eleanor Cloherty, Craig Petersen, Jenny Stirling, Lyndall Ross (minutes)

**Apologies:** Melanie Baines, Denise Chapman

---

**Meeting Opened:** 7.32pm

### **Special Business:**

- P&C President, Carol Neary welcomed new and returning parents, as well as school staff. She gave an overview of the aims of the P&C, particularly emphasising ways involvement in P&C enhances school, student and parent relationships. Carol also outlined the focus the P&C have to lobby for a gym for the school.
- Geoff Hastings introduced staff who are new to the school. Each new staff member present gave an overview of their experience. P&C extended their welcome to staff and wished them well for their time at Bathurst High.

### **Acceptance of December Minutes:**

The Minutes were accepted as a true and accurate record.

Moved: Wendy Inwood      Seconded: Carol Neary      Carried unanimously

### **Business Arising:**

- Auditing. Wendy Inwood reported that we do not have to have a certified accountant to oversee our books; a qualified book keeper or person with similar skills will be sufficient.  
**ACTION: Jenny Stirling will ask her daughter if she would be willing to provide a service for P&C.**
- Canteen operations. A new supervisor has been appointed and previous issues for the provision of long service leave for staff have reportedly been resolved. Other operations still need to be worked through including the need to notify of price rises and publish these on the school web site; range of food available; as well as to review the provision of a coffee machine. Discussion occurred about emphasising that we want the canteen as a service not just for profit making.  
**ACTIONS: 1. Geoff Hastings to review the canteen operations more thoroughly and discuss the contract terms with the operators.**  
**2. Geoff will report back to the next P&C meeting including to advise if a committee is needed to monitor the canteen.**

- Uniform shop. Safety concerns are being addressed through the operators purchase of a mobile phone for staff use. The shop has been busy with the start of the school year. Information re the shop is available on the school web site.
- Sponsorship of student (K.Kennedy) attending a track and field tour to Canada. Sponsorship was given as a precedent had been set with support given to music students in a similar situation. As P&C have previously discussed, these sort of opportunities are becoming more common for talented students. It was agreed that P&C would need to consider if and how they support students in to the future. The new school year seemed a good time to set new recommendations.
- Budget Committee. Bev Nancarrow gave an overview of her role on this committee. She said that she found it a good experience and was particularly surprised at how tight the budget was (especially after utilities and casual staff were paid for). It was challenging to spread financial support across all the faculties and Bev encouraged P&C to consider further spending on resources for the school. At this stage a “wish list” has been developed and it will be prioritised in line with strategic directions for the school. (Gaye to meet with Geoff regarding this). Discussion also took place about better using opportunities to apply for grants (eg for solar panels).
- Gym. There continues to be good feedback about our prospects for getting funding for a gym. Carol has followed up with the State Member, Paul Toole including to invite the State Education Minister to the school to discuss the need for the gym.  
**ACTION: Craig Petersen to provide an updated submission (highlighting increasing student numbers) to relevant parties (as per Dec 2011 Minutes)**

#### **Correspondence:**

##### **In:**

- Photos from Les Gardner taken at the Dec P&C meeting
- McIntosh McPhillamy and Co solicitors advising that they have a marquee that they are willing to lend for events
- P&C Federation – info on student insurance scheme

##### **Out:**

- Letter to Paul Toole thanking him for attendance at the Dec meeting and for continuing to support us in getting a gym

#### **Presidents Report:**

- No formal report presented.

#### **Treasurers Report:**

- As tabled by Wendy Inwood:

*We finished last year with \$1419 in our working account. Since our last meeting we did send a cheque to Kandy Kennedy for \$400 to help her with her sports tour. We currently have \$23 773 in our other interest bearing account. The interest from this account together with funds raised from our Trivia Night, Bunning's BBQ and chocolate sales provided our main income for 2011.*

*Our chocolate fundraising continues and for 2011 Jasmyn alone was responsible for raising \$1159 for the P&C. I commented last year that profits were down on the year before but after reviewing the records over the holidays found this was due to money being deposited in the wrong account back in 2009 and this being corrected in 2010 making the figures look very good.*

*In regards to getting our books audited we have used a certified accountant in the past but as this cost \$660 last year, we were hoping to find someone else – maybe a qualified bookkeeper to look at our records. As this P&C*

was incorporated back in 1998 (confirmed by a phonecall to federation on 31/1/12), I should be sending Federation a copy of the audited financial report following it's presentation at the AGM.

The following was found on the Federation's website.

**Q) Do we have to have a professional CPA or CA Chartered Accountant to conduct our audit?** A) No, anyone that posses appropriate skills and experience in auditing and financial record management, (this can be a qualified book-keeper), as long as they do not have a personal or business relationship with an officer of the Association, may conduct a P&C Association audit.

### **Principals Report:**

- As tabled – copy attached to Minutes

### **Denison College Principals Report:**

As presented by Craig Petersen:

- *College team 2012*  
*New HT Senior Studies KHC - Wendy Murphy; Jim Browning HT Senior Studies BHC; Suzanne Kissell college executive assistant; Shane Fitzpatrick college VET coordinator. First time since 2009 that full team in permanent positions*
- *Combined college staff session day 1 around ROSA and implications for assessment practices.*
- *High Achievers' Reception 8/2 4-5pm CSU S15*
- *HSC Study Day Monday 20/2*
- *Preliminary Study Day Tuesday 21/2 - both at CPD, CSU. Notes out late this week/early next week.*

### **Fundraising:**

- Chocolates – continuing to be sold at the LPI.

### **General Business:**

- Maths On Line. Discussion about the fact that this site is no longer sponsored and therefore costs from \$200 per year. Craig and Geoff noted other useful resources such as Mathletics and Moodle  
**ACTION: Craig to ask Damian Allen to arrange relevant presentations on alternative resources**
- Information recorded on Parent Portal site. Discussion occurred about the type of information available and why some details could not be recorded.  
**ACTION: Parents to contact their childs year advisor (phone or email best) if they require more information / explanation**
- Year 10 work experience. Discussion about the need to clarify early in the year what the expectations will be; when work experience will occur and what support students will be given to find a placement. It was noted that the school found it difficult to program and continue lessons if work experience was staggered over a number of weeks in the middle of the year. A number of parents felt that a mid year work experience did guide their students in their subject choices for Yr 11.  
**ACTION: Discuss further at the next meeting**

Meeting closed: 9.10pm

**Next Meeting (incl AGM) : Wednesday 7<sup>th</sup> March 2012 at 7.30pm.**