Minutes of Merewether High School P & C Meeting  
Held 17th May 2011 7.30pm  
General Meeting

Present: Rachel Soars, Lozzie Macey, Andrew Peek, Lorraine Sim, Karen McLuckie, Lizz Bowes, Jo Chisholm-Ray, Baz Thrower, Donna Clucas, Mal Roope, Graeme Muddle

Apologies: Margaret Lynch, Yvonne Keevers

1. Minutes from previous meeting:
   Item 4: Canteen Coordinator report – should read “main issue for discussion is administration of payments needs to be kept up to date”
   Minutes otherwise accepted: Andrew Peek and Lorraine Sim

2. Business Arising from previous minutes

   3.1 Paperwork for procurement contract for Canteen:
      Jim Griffiths has reviewed constitution and rules and has emailed relevant documents to Andrew Peek who will forward same to Mal Roope. Further requirements needed - letter to the ATO stating that the Merewether Canteen is a non government organisation. Mal will look into this as familiar with ATO.

   3.2 P & C website (now known as Parents Home Page):
      Andrew Peek presented “draft” of Parent Home Page to be part of the schools website. This draft is already available on the website, but components are still hidden until further advice. Entitled “Parent Home Page” so that all parent topics could be included. P & C will have its own heading. Other titles also available. All areas are variable and Noel Glover happy to assist in this area. Proposal that P&C minutes are loaded (following acceptance), upcoming meeting dates and agenda for P&C etc.

      ACTION: Secretary of P&C to be main contact for all P&C advice to Noel for website inclusion. Canteen Committee to be responsible for all canteen information and items, and all other Office bearers responsible for their respective item menu. Review again at next meeting
3.3 **P & C Contact List:**
Evolving and will keep updated.

3.4 **Response re auditor:**
Still no response as yet.

3.6 **“Wish list “ from Merewether High School:**
* Andrew Peek met with Graeme Muddle and viewed the plans for the proposed Library extension
* Completed preliminary costings – same approx $280,000 plus $35,000 for external works
* In Andrew’s opinion the current design is outdated and expensive. Design was based on computers being installed in library prior to distribution of student laptops. Also proposed Fence does not need to be built.
* Andrew proposes redesign for current functionality. DA already in existence but may just need some minor redesigning.
* Andrew to draft up proposals for redesign and cost the project, keeping in line with current DA Approval. Also look at staging of the build. Also need to look at getting value for money and increasing same.
* Culture of the library to provide a study space for year 12. Function of library though would be aided by more available space for other students.
* Discussion re P&C seeking both corporate and family donations.

**MOTION:** To proceed now with Library extension
Motion passed by all members present.

**ACTION:** General letter to be drafted for any donations – Mal Roope.
Ongoing agenda item
3.7 Book packs:
Letter written to P&C from Barbara Church – previous book pack coordinator, outlining issue of missing items from 2010 book packs. Query whether to seek refund being offered from book pack company or request items (dictionaries) to be replaced. General discussion re confusion at distribution and also items required in the book pack. It would appear that there was some confusion regarding what items were required from all faculties.
ACTION: Mal Roope will speak further with Barbara Church to clarify issues.
Graeme Muddle will ensure single list of items is drawn up for Book Packs 2011.

3.8 Canteen Extension:
Final instalment able to be paid back to school – not yet attended.
ACTION: Mal will get update.

4. REPORTS:

Treasurer report (Lynne Kentish):
Report distributed (table with minutes). Lynn has maintained role and duties to date. General discussion ensued regarding need for paid position of bookkeeper for the canteen. Canteen turnover would warrant need for same. Role could also encompass rostering. Karen McLuckie would be happy to hand this duty over if able.
ACTION: Mal to approach Lynn re P&C proposal to employ a paid bookkeeper. Mal will also check on reconciliation statement for April 2011 as full expenditure not noted on report.
MOTION: To employ a bookkeeper approx 3 hrs per week to provide catch up and assistance to Lynne. Passed by all members present.
Canteen Coordinator (Andrew Peek):

School is attending to some maintenance issues. Bookkeeping issue as above is main topic for discussion.

Functions Coordinator (Jo Chisholm Ray):

School development Day (2/5/11) – successful day.

Jo Chisholm Ray moved that P&C provide catering at next Staff Development Day, Karen McLuckie seconded – motion passed.

ACTION: Thank you cards to be sent to Lorraine Scott and Lorraine Anderson for their assistance on the day – Jo will attend.

Looking to hold another School Staff luncheon towards the end of the year.

School Council:

Nil executive report available.

Tidy Gardens Project (Jo Chisholm Ray):

* Working bee to be held again 22nd May 2011. Working Bees are advertised on the schools website.

District P&C Meeting report:

Nil attendance. AGM being held in Tamworth

Principals Report (Graeme Muddle relieving):

Tabled: and emailed to secretary.

1. Items from previous meeting – follow up – Website improvements – in progress; Electronic noticeboard signage – done; No parking in drop off zones – enforced; Building Project – liaison has occurred with A Peek; Book Pack issue – addressed; SDD – some P&C assistance given to L Scott; Uniform review (HT Welfare) and tender review (Bob H) in 2011; Dux – as per minutes – P & C Website dates – fixed

Motion: from P&C members that examination timetables and assessments due be available on the school website. Passed.

ACTION: Graeme to follow up with staff.
2. ANZAC ceremony - most fitting tribute – congrats to all involved

3. Year 12 - received comprehensive feedback concerning their HSC mid course examinations – reports issued – new format - academic interviews to commence Week 5 – every student personally interviewed by P or DP


5. Year 7 and Year 9 students NAPLAN tests last week – no issues – diagnostic info

6. Cross Country - excellent level of student participation – Zone yesterday ????

7. “Raising the Stakes” – What does it mean to be part of MHS? – all about the culture of MHS / Values - engagement in learning – making most of opportunities – positive feedback - going well

8. Trade Training Centre – Hospitality – delayed 3 weeks but will eventuate – first class commercial kitchen – Alfresco deck – barista facility

9. Front Courts – $65k upgrade under Premiers Grant – commence 17/5 – complete in 4 weeks

10. Community Volunteer Grants - $1k to $5k – NFP organisations - details from Coreena Allen - SRC

11. Year 7 Camp (week 5) plus Year 9 Camp (week 9)

12. Mid Course Exams – Yr 11 – 27/5 to 3/6; Yr 7-9 – 6/6 to 10/6; Yr 10 – 23/6 to 28/6

13. P/T interviews Yrs 11 & 12 – 21/6; Yrs 7&9 - 28/7; Yrs 8&10 - 2/8

14. School Photos – distribute this week

15. Innovation 2011 – Official launch at MHS – FH10 as showcase – great publicity and interest

16. Staffing Changes – Mrs Abbo – merit selection Careers Adviser; Ms Taylor TAS – service transfer replacing Mr Goldsworthy (retired); Merit Selection in place for French/Japanese languages teacher replacing Mrs Milton (retired) and for HT CAPA replacing Mr Goyette (retired) and for Hospitality/Home Ec teacher replacing Mrs Ramage (retired) – more to come

17. Student achievement in the broader community – please advise
5. CORRESPONDENCE:

Fundraising materials

6. OTHER BUSINESS

6.1 No soap in student toilets
Graeme will follow up with cleaning staff.

6.2 Playground bins being knocked over.
Graeme Muddle indicated that SRC are looking at this issue. Better bins required, or use of bins on poles as per Newcastle High School.
Recommendation from the P&C that SRC take the initiative to provide a solution to garbage bins.

Meeting closed: 9.40pm
Next meeting: 21st June 2011