Minutes of Merewether High School P & C Meeting  
Held 18th October  2011  7.30pm  
General Meeting  

Present:  Rachel Soars, Karen McLuckie, Lizz Bowes, Donna Clucas, Mal Roope, Christine Rippon, Jo Chisholm-Ray, Andrew Peek, Karen Buckner  

Apologies:  Lorraine Sim, Baz Thrower  

Mal rope welcomed new Principal – Christine Rippon.  

1. Minutes from previous meeting:  
Minutes accepted – Rachel and Lorraine  

2. Business Arising from previous minutes  

2.1 Paperwork for procurement contract for Canteen:  
For discussion at next meeting  

2.2 Progress on Library Extension  
See Principal’s report  

2.3 Book Packs  
Sample pack shown to members present. Orientation day confirmed as 6th December. Assembly of book packs to be late November. Brumbies Bakery have been generous in providing bags to carry book packs.  

2.4 Appointment of Auditor  
Mal will review the state of financial books and then speak with Greg Valentine and approach him to attend 2011  

2.5 Lap Top Policy  
Please see principal’s report – Draft policy drawn up.  

2.6 Student Volunteers - Canteen  
Prefects now looking at role of volunteers in the Canteen. Issue also discussed at SRC meetings. General discussion amongst P&C members present re student responsibilities. General consensus to trial students on more responsibilities (ie: cashier etc). Prefects will commence duties in the Canteen next week. They have drafted a roster and the Canteen Committee will look to outline an orientation program. At this stage only looking at Yr 12 volunteers. Review next meeting.
3. REPORTS:

Treasurer report (Mal Roope):

- Balance sheet provided – to be emailed to secretary. Several creditors paid in July.
- Still looking to close Commonwealth A/C’s and reinvest. Mal and Jo will attend to this shortly as both are signatories to the current account.
- One additional person required to be a signatory – Andrew Peek nominated and agreed.
- Mal will take on role of treasurer until the end of year. Position has been advertised on the school website.
- Mal has requested a cheque book for the odd occasions required.
- Final canteen payment of approx. $18,000 has been made.

Canteen Coordinator (Andrew Peek):

- Committee met in August
- Looking at why volunteers are dropping canteen roster.
- Christine happy to make calls to volunteers to ascertain reasons for dropping rostered day. Andrew will provide names of same.
- Meeting also discussed canteen expenditure and need for more regular meetings.
- Volunteer luncheon to be organised. Christine happy for school to sponsor same. Looking at mid November. Karen will ask Donna Hill to make enquiries re same.

Functions Coordinator (Jo Chisholm Ray):

- Yr 12 morning tea was successful.
- Looking at 2 more functions for the year
- Yr 7 2012 orientation day 6/12/11
- Presentation days.

School Council: Nil executive report available
Tidy Gardens Project (Jo Chisholm Ray):

- Working Bee planned for 30th October 2011.
- Christine advised she will be looking at option of school beautification programs that may involve students who do not wish to participate in sport etc. Will also look at environmental grants from local council.

District P&C Meeting report: Nil

Principals Report (Graeme Muddle relieving):
Tabled: and will be emailed to all members.

4. CORRESPONDENCE:
   * Nil

5. OTHER BUSINESS

5.1 School Security Procedures – Canteen responsibilities
   Policy in need of updating – Christine will address along with other policy reviews.

5.2 P&C Levy (Rachel Soars)
   Rachel discussed same. Levy would be in lieu of fundraising. Would look at goal setting for the school requirements and then advertising this to families to donate. Would look to include levy on school fee notices for all students. Christine will look at past billing systems and general contribution amounts to gauge response.

5.3 School Finance Committee
   Christine inviting a P&C representative to attend the committee. Mal Roope happy to attend. Date to be advised.

5.4 Back Entrance – path
   Jo advised that a concrete path has been completed and will enquire as to who was responsible so that a letter of thanks can be sent.

Meeting closed: 9.15pm
Next meeting: 15th November 2011 7.30pm