Minutes of Merewether High School P & C Meeting  
Held 20th September 2011 7.30pm  
General Meeting

Present: Rachel Soars, Karen McLuckie, Lizz Bowes, Donna Clucas, Mal Roope, Graeme Muddle, Jo Chisholm-Ray

Apologies: Andrew Peek, Lorraine Sim, Baz Thrower

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
   Torstar were successful in quoting for 2011 supply of book packs. Awaiting sample pack from Torstar. Donna will bring to next meeting.

2.4 Appointment of Auditor
   Nil contact as yet, Mal will speak with Greg Valentine and approach him to attend 2011

2.5 Cooling Systems for School Hall
   Louvers are not a feasible option as they will not be able to open and shut with bird proofing material. Independent advice has been sourced re cooling the school hall. Better to look at air conditioning.

3. REPORTS:

Treasurer report (Lynne Kentish): Mal Presented report on behalf of Lynne

- Lynne has offered her resignation to the P&C. Mal called for any nominations for the position of Treasurer for the remainder of the year. Notice to also be placed on website regarding same (Donna to attend).
All accounts have been paid and are up to date. Group Certificates will hope to be issued by Friday 23/09/11. Canteen Supervisor superannuation is now up to date.

Final canteen payment of approx. $18,000 still outstanding but money available in the account. **Action: Mal will discuss same with Graeme Muddle to rectify outstanding account prior to next term commencing.**

- **Canteen Account Balance:** $76971.63
- **P&C Balance:** 4667.49
- Mal proposing that accounts be consolidated and look at improving interest rate ability.

**Canteen Coordinator (Andrew Peek):** Nil available

**Functions Coordinator (Jo Chisholm Ray):**

Yr 12 function being prepared for 23/09/11

**Entertainment Books** – raised just under $1000. Thanks to SASS staff for their assistance.

**School Council:** Nil executive report available

**Tidy Gardens Project (Jo Chisholm Ray):**

Jo will look at arranging 1-2 working bees prior to end of term 4

**District P&C Meeting report:** Nil

**Principals Report (Graeme Muddle relieving):**

Tabled: and emailed to secretary.

1. **Last Meeting – follow up**

   ✓ Building Project – ongoing; letter drop has occurred + plans finalised – tenders being sought by Andrew Peek. Drawings on display in front foyer. Tenders out on October with view to commencing building in November.

   ✓ Uniform Review – meeting has occurred – items to be further looked at along with new tenders sought – ongoing negotiations re style of items and quality. New contract commences 2013. Daylight Uniforms have online ordering available.

   ✓ Playground bins – the follow up continues – half bins similar to council pickup to be purchased – plastic liners to avoid OH&S issues for outside cleaner
2. Yr 12 Morning Tea – Final Graduation/Farewell Assembly – 11 am Friday 23 August 2011 – P&C to catering – invites issued – final days at school going well – responsible behaviour outside school required – parental support expected

3. Trial SC examinations – this week – important benchmark and learning program to follow

4. NAPLAN results issued to all students – critical diagnostic info contained – explicit teaching paying off – specific areas for development being identified – whole groups and individual

5. Information Evenings for Yrs 8, 10 and 11 – very positive feedback – 8 and 10 very well attended – Yr 11 not quite as good

6. Receipts from P&C - $4k received – actual items being paid needs to be identified - suggested meeting with new bookkeeper yet to occur – a must in order to establish financial position and path forward – audit expected with entry on duty of new principal

7. Passing of Bob Gresham – sincere sympathy of school extended to Cathy, Allara and Evan, other family and friends – issue managed with appropriate sensitivity and respect at school level. **P&C will forward a card of condolence to the family and as per Cathy’s wishes place a donation of $50 to the Beyond Blue organisation.**

8. End of term – best wishes to all for a safe, healthy and happy vacation – come back refreshed in term 4 2011

9. Last Meeting as Acting Principal – thanks to P&C for support and patience during the period – feelings noted in Bulletin – very appreciative of overall support – next meeting, C Rippon in position

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**Graeme Muddle**  Acting Principal

4. **CORRESPONDENCE:**

   * Operational Guide and Policy Manual for P&C Associations received

5. **OTHER BUSINESS**

   5.1 **Laptop Policy**

       Yet to be issued to students

   5.2 **Airconditioning in Canteen**

       Vents require cleaning – school responsibility – **Graeme Muddle will follow up.**

   5.3 **P&C Levy** – place on agenda for Oct meeting

Meeting closed: 8.45pm
Next meeting: 18th October 2011 7:30pm