Minutes of Merewether High School P & C Meeting
Held 16th August 2011 7.30pm
General Meeting

Present: Rachel Soars, Lorraine Sim, Karen McLuckie, Lizz Bowes, Donna Clucas, Mal Roope, Graeme Muddle, Louise McKinnon, Baz Thrower

Apologies: Andrew Peek, Jo Chisholm-Ray

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

2. Business Arising from previous minutes

2.1 Paperwork for procurement contract for Canteen:
   Mal to follow up with Andrew Peek as to progress

2.2 P & C website (now known as Parents Home Page):
   Nil further discussion

2.3 Library Extension progress.
   Please see Principal’s report.
   Draft P&C letterhead distributed for comment.

2.4 Book Packs 2011
   Quotes received from 3 companies. Action: Donna will email P&C members with the quotes for comparison and feedback prior to decision being made. Cost of packs to be determined. Members agreed that at least profit of $10 - $15 per pack is viable.

2.5 Employment of Canteen Bookkeeper
   Jan Clifford has been employed. Access is now available to bank accounts and payments for overdue invoices have been made from July 1st. members present agreed to the decision to send thankyou letters to all canteen suppliers for their patience in recent months with overdue accounts. Also offer to advertise their business in upcoming newsletters. Action: Donna Clucas to write letters of thanks on behalf of P&C and canteen Committee. Karen McLuckie will provide a list of suppliers to Donna.
2.6 **Auditor:**

Auditor still required for books. **Action:** Mal Roope to approach Greg Valentine for 2011 calendar year

3. **REPORTS:**

**Treasurer report (Lynne Kentish):** Nil available for this month

Mal will discuss final payment for canteen extension with Graeme Muddle – payment still to be made. Mal will also contact Lynn re group certificates for canteen supervisors, superannuation payments and profit and loss statements for reporting to P&C. Mal will look at current financial position and seek better interest rates for accounts. Approx $40,000 in account after final payment of canteen extension has been made. Mal will also supply ABN to bank.

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

Recent red day was a success but unfortunately playgrounds were left with letter. P&C members would like to pass on their thanks to the school groundsmen for their assistance in tidying the grounds. Graeme Muddle will pass on this message.

**Functions Coordinator (Jo Chisholm Ray):** Nil report.

**School Council:** Nil executive report available

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

**District P&C Meeting report:** Nil
Principals Report (Graeme Muddle relieving):
Tabled: and emailed to secretary.

1. **Last Meeting – follow up**
   - Building Project – ongoing; some donations forthcoming – more anticipated
   - Playground bins – E Kelty still on the job with consultation with SRC – bigger issue than first anticipated;

2. **Yr 12 Morning Tea – Final Graduation/Farewell Assembly – 11 am Friday 23 August 2011 – clarification re P&C role in catering arrangements ?????

3. **Trial HSC examinations – 11/8 to 23/8 – important benchmark and learning program to follow**

4. **School Certificate Exams – 2011 is last – NSW Syllabus implementation in line with National Curriculum guidelines – 2011 SC is still important benchmark and diagnostic tool for future studies**


6. **Trade Training Centre – Commercial kitchen – complete and of the highest standard – first “real” classes in facility tomorrow 17/8/11**

7. **Front Courts – $65k upgrade under Premiers Grant – wet weather delaying final completion**

8. **Year 7, 9 and 11 Jindabyne Camp – extremely positive reports re student conduct and the responsible and mature manner in which they engaged with staff and broader community**

9. **Mid Course Reports – Yrs 7-12 – completed and issued – no major issues**
10. P/T interviews Yrs 7-10 – very positive feedback – online booking system to be trialled for Yr 12

11. DER Laptops – Usage Policy revised – to be circulated to all Yrs9-11 parents and students in week 6

12. Information Evenings coming up – parental support through attendance important – dates in Bulletin

13. Staffing Changes;

✓ Mrs Rippon – merit selection – principal – previously at Mountview HS
✓ Ms Kim Sutherland - merit selection - HT CAPA – previously at Lambton HS
✓ Vacant Social Sciences position – retirement of M Perkins – to be filled by merit selection
➢ Thanks to parent panel reps for their involvement

14. Website info re Library Project

Plans have been drafted and submitted to the DEC for their approval - a copy of the plans is displayed in the admin foyer at the school. Special thanks to Mr Andrew Peek and Mrs Cathy Gresham for their support in finalising the submission and their work to date.

Parents have the opportunity to contribute financially to this project by making tax deductible donations to the Merewether High School Building Fund. These donations can be made in person at the administration office at the school or by phone on 49693855 if EFTPOS is preferred. Special thanks to those parents who have already made donations.

15. Receipts for canteen refurbishment – meeting suggested with new bookkeeper

Graeme Muddle  Acting Principal

Motion: Mal Roope  - Express congratulations to Graeme Muddle on his recent NEiTA Certificate of Nomination for inspirational teaching. We wish him well now for the National ASG Inspirational Teaching Award and grant.
4. CORRESPONDENCE:

* Account received for P&C Insurance – given to Mal Roope for payment via treasurer. Mal will review last years package.
* Letter of thanks from Yvonne Keevers for retirement present.

5. OTHER BUSINESS

5.1 Back Path – advice from council
Nil further advice has come from council at this stage.

5.2 Uniform Review:
Occurring this term – awaiting Mr Harrison’s return from Annual Leave.

5.3 P&C Levy – place on agenda for Sept meeting

5.4 Cooling System (Louise McKinnon)
Looking at cooling systems available for school Hall in light of Students sitting exams (particularly HSC Time). Quote received for 2 cooling systems. Works out cheaper than air conditioning. This is an ongoing issue for the school. Hall has louver systems, but no fly screens. Graeme will look at installation of screens prior to HSC – determine viability. This would allow airflow in the Hall to be cooler. Ongoing agenda item.

5.5 Catering for school functions:
Motion: Proposed by Rachel Soars that catering be scaled back for school functions and presentation days. All members present in favour.

5.6 Book Pack Cheque:

Meeting closed: 9.25pm
Next meeting: 20th September 2011