Minutes of Merewether High School P & C Meeting
Held 21st June 2011 7.30pm
General Meeting

Present:  Rachel Soars, Andrew Peek, Lorraine Sim, Karen McLuckie, Lizz Bowes, Jo Chisholm-Ray, Jim Griffiths, Amanda Lewis, Donna Clucas, Mal Roope, Graeme Muddle

Apologies:  Lozzie Macey

1. Minutes from previous meeting:
Minutes accepted

2. Business Arising from previous minutes

2.1 Paperwork for procurement contract for Canteen:
Mal has contacted ATO regarding availability of a template for a letter regarding Canteen status as a NGO. Awaiting reply

2.2 P & C website (now known as Parents Home Page):
Website going well. P&C minutes and office bearers have been updated and loaded. Canteen information also available. Suggestion from members present that information regarding the new library extension also be included.

2.3 Library Extension progress.
Meeting has taken place with the Architect to look at redesign. Dept of Education have approved the simpler design taking into consideration the current requirements from the school. Next step now design phase. Letter required from the P & C to the Department of Education re the proposal.

Action : Mal will complete same on P&C letterhead.
Previous DA has expired, Department of the Education can approve a new DA. Information re the project was included in the last school newsletter. Individual family letters will be posted shortly with P&C paying for postage. Letters to advise of procedure for donations to the building fund for the project.

2.4 Book Packs 2011
Letter from Barbara Church acknowledged and reviewed. New coordinator required for this year. Donna Clucas has volunteered with members
volunteering time on the actual orientation day for year 7. Barbara has kindly
drafted a procedure for the Book Packs. Suggestion that calculators be a part of
the Book Pack and not a separate item for parents to purchase. Donna will
enquire from the Maths Dept. re same. **Graeme Muddle to provide a single
list of requirements for the book pack.** He has approached department heads
re same.

### 2.5 Employment of Canteen Bookkeeper

- **Motion from Mal Roope:** to employ permanent bookkeeper, contract
  position at 3-5 hours per week to be responsible for the accounts, wages,
  payslips and budget. Karen McLuckie seconded. Members present all in
  favour.

- **Action:** Andrew Peek will approach known bookkeeper

- **Action:** Mal will contact Lyn Kentish to outline future role of
  P&C treasurer and to provide an updated account.

- Look at bookkeeper commencing role in July 2011 (new financial year)

- Auditor still required for books. P&C to approach previous auditor – Greg
  Valentine to invite him to provide assistance. **Action: Mal rope to
  contact Greg for 2011 calendar year.**

### 3. REPORTS:

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

Mal has requested a full statement re profit and loss ending December 2010.
All payments are up to date. General discussion amongst members re invoices
and processes for same. Banking tokens also discussed and clarification
needed as to who has current banking tokens and authority to use same.

**Action: Mal will speak with Westpac at Hamilton re authority so that
accounts may be accessed for review.**

Still awaiting final payment of the Canteen Extension to be made. **Mal will
follow up.**
Canteen Coordinator (Andrew Peek):
Committee met last month. Looked at further purchasing capabilities for equipment and labour saving devices in the canteen. Looking at meeting for pricing procedures and equations. Red Days are proving profitable. Still issue of canteen volunteers NOT turning up for duty.

Functions Coordinator (Jo Chisholm Ray): Nil report.

School Council: Nil executive report available

Tidy Gardens Project (Jo Chisholm Ray):
* Another Working Bee will be set shortly.

District P&C Meeting report: Next meeting 22/06/2011

Entertainment Books:
60 books from 70 ordered have been sold. $12 raised from each book sold. Thank you to the school office staff for their assistance in selling books.

Principals Report (Graeme Muddle relieving):
Tabled: and emailed to secretary.

1. Last Meeting – follow up

✓ Website improvements – ongoing;
✓ Electronic noticeboard signage – ongoing;
✓ Building Project – liaison has occurred with A Peek, D Hartney and C Gresham; Funding support letter to parents in June Bulletin with hard copy to follow next week;
✓ Book Packs – single list from admin by Friday;
✓ Uniform review (semester 2 2011) – parent reps in place; School photos – distributed;
✓ Soap in dispensers in toilets – addressed with cleaners;
✓ Playground bins – Mr Kelty on the job to finalise asap;
2. NAIDOC Assembly – 20 June - well received – appropriate acknowledgement and recognition

3. Year 12 - academic interviews nearing completion – majority on target for quality HSC outcomes

4. Trade Training Centre – Hospitality – ready for start of semester 2

5. Front Courts – $65k upgrade under Premiers Grant – ready for start of semester 2

6. Year 9 Camp (Wed – Fri this week)

7. Mid Course Exams Yr 10 – 23/6 to 28/6

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

9. DER Laptops – remediation process to commence August – upgrade of software and hinges/cases – Yrs 10 and 11 students – full cooperation required – services disabled otherwise

10. Mrs Keevers – retirement to occur on last day of term 2 2011 – discretion sought – merit selection process to fill vacancy – parent/community rep to be finalised between School Council and P&C

11. Staffing Changes;
   ✓ Mrs Rosser – merit selection TAS teacher;
   ✓ Mrs Kris Horan- merit selection French/ Japanese languages teacher;
   ✓ Vacant HT CAPA to be filled by merit selection this week
   ➢ Thanks to parent panel reps for their involvement

4. CORRESPONDENCE:
   Email from Lozzie Macey:

   Members agreed to Lozzie proceeding to an expression of Interest.
5. OTHER BUSINESS

5.1 Yr 12 keyrings for farewell
To be ordered from Lings by the end of term 3 for the year 12 farewell. Jo Chisholm Ray will attend ordering with advice from Lyn Steele.

5.2 School Uniform Policy
Policy is available in school diary. Policy will be reviewed in line with next Uniform review. Surveys re uniform will be made available to both students and parents.

5.3 Retirement of Mrs Keevers – School Principal
Mrs Keevers is to retire at the end of term 2. Motion from P&C that a gift voucher to the value of $300 will be purchased for Mrs Keevers in appreciation of her commitment and work at Merewether High School. All members present in favour. Jo Chisholm Ray will attend.

5.4 Back Path area of school
Issue raised by Graeme Muddle in light of recent wet weather and heavy rain. Path area at rear of the school is not paved and is causing problems for students getting to and from buses etc. Has now become a safety issue and Graeme would like some assistance in seeking advice from council re footpaths being available. Ed Kelty has approached Newcastle City Council re same, query as to whether NCC is responsible. Jim Griffiths volunteered to contact NCC again to ascertain zoning etc. Review next meeting.

Meeting closed: 9.15pm
Next meeting: 16th August 2011