Meeting: Tuesday 12th November 2013
Meeting Start Time: 19:50
Location: School Library
Chair: P&C President – Michael Miller
Apologies: Ross Horsburgh, Philippa Stewart, Richard Simpson, Jasmine Madon, Eresah de Silva
Attendance: 7 as per attendance book.

Motion 2013-AGM-A to approve the minutes of the 2012 AGM.
Proposed: Sade Kalasabail, Seconded: Michael Miller, Carried

Motion 2013-AGM-B to set the membership fee at $1.00.
Proposed: Michael Miller, Seconded: Helmut Hiebl, Carried

President’s Report
Michael Miller - P&C President, 2013.

Thank you all for your attendance tonight.

The tenure of the 2013 P&C Executive and Committees is now coming to an end. It has been quite a full year for the P&C.

To reiterate a couple of points that were raised during the P&C address at the Year7 Orientation Day almost a year ago, the P&C as a body and the individual parents & guardians essentially want the same outcome: for Normanhurst Boys High School to continue be a fine and improving place for their boys, and also being part of the P&C is an opportunity to develop a greater connection with that important educational part of their son’s life.

Normanhurst Boys High School is a publicly-funded selective high school. And those funds tend to fall short of the requirements and desired developments that the school has as it pursues a path to enhance the learning environment and experience of those students within. This is an area where the P&C can and does provide significant assistance.

In assisting Normanhurst Boys, the P&C has enjoyed a great working relationship with Jeff Bruce in his previous role as Principal, as well as Glen Sawle (now Acting Principal) and Asli Harman, Deputy Principal, and we thank them for that.

At the commencement of this year we committed our support towards five major projects requested by the School:
1. Insulation of A and B blocks roofing
2. Construction of covered area adjoining the Hall
3. Relocation and upgrade of the kitchen facilities
4. Refurbishment of the old change rooms
5. Technology update – data projector replacement

Of these, all but the kitchen relocation and upgrade have been actioned.

We also committed our ongoing support of school programs and special funding, such as:
Support for Public Speaking and Debating
Gifted & Talented Education Programs
Welfare Initiatives
Referee payments for grade competitions
Hire of Homebush Athletics Ground
School Presentation Night
Year 12 Graduation Night
Student Insurance
A continuing major contribution the P&C makes to school life is the running of the Canteen, where we maintain a choice of fine food balanced with the need for the Canteen to essentially be a self-funded enterprise.

And of course Normanhurst Boys is a dynamic place, and as other requests have been made upon the P&C throughout the year we have done our best to assist. On the financial side, our support amounted to around the $150,000 mark, and I know that this is very much appreciated by the School.

Besides this material support we also contribute to a good school spirit through coordinating volunteers in such areas as the Canteen, the Grounds Days, Sick Bay laundry and at the various functions held throughout the year. And it is great to see some of our older students volunteering at such events as the Grounds Days.

A couple of new endeavours this year have been the SYMTA initiative (Supporting Young Men To Achieve) and the Uniform Items listing in the newsletter. We have a more professional look as well as we now have a striking letterhead courtesy of Jasmine and Eresha.

The P&C does not run without the willingness and abilities of those who have so kindly given their time and effort throughout the year to be part of the Executive and the various Committees. So may I thank and acknowledge the assistance of:

**Vice-President** Jasmine Madon  
**Secretary** Helmut Hiebl  
**Treasurer** Sade Kalasabail  
**Functions Coordinator** Audrey Chin Quan  
**Canteen Coordinator** Karen Campbell  
**Ground Coordinator** Jonathan Sanders  
**Fundraising Committee** Francis Fok  
**Fundraising Committee (Grants)** Felicity McDonnell  
**Committee Members** Pauline Zhao & Noel Christie-David  
**Assisting with SYMTA** Eresha de Silva  

Please forgive me for any omissions!

In closing, I just wish to say that the P&C is all of us here, and beyond. We act as a conduit for all the parents, guardians and carers who provide their support through financial contributions, through volunteering, through meaningful discussions; we all work with our School towards providing the best we can for those boys that we love and that we so dearly want to see fulfill their individual potential. I think that is what it’s all about!

So thank you all for the privilege over these past few years of allowing me to serve on the P&C Executive.

**Vice President’s Report:**

A Brief Report on SYMTA as this is the ongoing project I have been involved in this year. The other items have already been reported with the Minutes of each meeting.

With SYMTA, I have not given up yet and strongly suggest we continue with the project and only make some “natural progression” improvements. It was with the realisation that it was the wrong time to mail those letters that we still decided to do this, but it was not a wasted effort as it set the ball rolling and gave us a feel for it. It has given us hope to re-send letters early enough next year so that the budgets have not all been already allocated by companies who plan earlier on in the year. Many responses did provide hope if we approached them prior to their planning period. We also need to spend time to update the mailing list as there were a fair few returned letters. I also believe that we need to switch to emailed letters and do broadcast emails, thus saving us money and also the time spent stuffing the many envelopes. I would suggest a few parents could do call outs and update the email lists of our targeted companies. I have maintained an excel spread sheet with which companies have responded and which ones returned.

We now also have in place a SYMTA dedicated email address and we also now have an electronic letterhead which has been extremely useful.
Treasurer’s Report:

We started the year with a Balance of $225K after receiving parents contribution to P&C of $52K we have a closing balance of $246k.

- P&C contributed $152K towards various activities in the school (some of the expenses have not been disbursed yet as the work is still progressing and not completed). Main Contributed items are regular funding for special programs, Insulation of blocks A&B, New covered area next to hall, Relocation of Kitchen facilities, Change Rooms Refurbishment & Technology upgrade.

- We closed the ING account since there were Operational issues with signatories. After enquiring we narrowed to two type of accounts to excess P&C funds to earn more interest. The new P&C Executive can choose one of these two accounts.

- The accounts are being audited and the audit report should be available shortly. There had been a delay as the person who volunteered to Audit got scared with the volume of data including canteen so had to approach an accounting firm practice and ironically the person doing the audit (employee of the firm) is a parent of NBHS student so there is lot of diligence in the audit this time.

- More details of transactions are in the Treasurers Report mentioned in the P&C meeting.

Principal’s Report (acting principal – Glen Sawle)

The 2013 school year has given us significant change at many levels.

An important aspect of this being the change of Principal that will occur as a result of Mr Jeff Bruce moving on to the role of Director, Public Schools within the DEC. He leaves the school having made an outstanding contribution to the standing and future of the school and to the educational outcomes of its students. He will now share his knowledge and skills with a broader range of schools within the Hills Network.

Two major construction projects stand out in 2013 as key points to highlight. Both of these projects are the result of collaboration and joint funding between the P&C and the School and would not be possible without the ongoing support of the parent body.

The completion of the covered area behind the hall, fondly referred to as the glasshouse has already provided not only shelter for students before and after examinations but as a valuable break-out space for teaching and learning as well as recreation.

Work has now begun on the conversion of the old PE change rooms and office into an exciting new multipurpose area which will see the school concert band and other performance groups finally having a permanent home. This space will also be available for special small scale events and meetings and will prove to be a fantastic facility for the school. This space is due for completion on the 19th December.

A third project, the new Kitchens and teaching space in TAS are now in the final pre-construction phase and will hopefully be busy with creative culinary activity sometime in Term 1 next year.

In 2013 the P&C funded a major upgrade of technology infrastructure within the school by providing $20K of funding towards the replacement of out-dated and failing data projectors for 20 classrooms across the school. This funding
enabled a much needed and timely upgrade of this technology which was already well past its use-by date. In 2014 the school will look to further upgrades of aging and obsolescent technology infrastructure.

During 2013 the school has moved all of its administrative and organisation functions across to the new SENTRAL software system. As the year has progressed staff have become more and more comfortable with the system and are beginning to realise some of the potential it offers. An important benefit of this system has been in the ability of staff and the welfare team to monitor and track student welfare and academic progress and to identify students needing help and guidance in a timely and efficient manner. It has resulted in our welfare programs becoming far more proactive rather than reactive.

During this term the school will be implementing the next phase of the SENTRAL role out which will be the student and parent portal. This will give students and parents much greater access to information, reports and support in tracking and managing homework, assignments and assessments as well as providing online access to the revised merit system and recognition of student work and success.

Supporting this organisational change there has been significant work undertaken by the student welfare team in refining and improving the Transition Programs for Year 7 students, and the mentoring programs for students in a number of years particularly Years 7, 10 and 12. These will continue to be refined, developed and expanded in the coming years.

In recent days a new demountable was erected on site which will be the home for our second Autism Unit which will have its first intake in 2014. We now have a teacher appointed to the position and Ms Eli Free will take up that position at the beginning of 2014.

Again our students have excelled in their extra-curricular activities including our debaters who always perform at an exceptional level aided by the support of the P&C. Our Robotics group and Programming group have also excelled this year with the Programming group travelling to Sri Lanka recently to represent Australia in the Asia-Pacific competition and a group of boys being invited to Canberra during the January School Holidays to vie for a position in the Australian team to compete in 2014.

During Term 4 there is a significant level of activity to select a number of staff to replace those leaving. Positions being filled at the moment include, the Principal, Science teacher, Social Science Head Teacher, Social Science Teacher and History Teacher.

A critical element of the ongoing development and improvement of the teaching and learning environment at NBHS is the partnership that exists between the P&C and the school. As we move in to an uncertain future we look to continue and strengthen that partnership with the combined goal of improving the educational opportunities and outcomes for all our students.

Glen Sawle
Acting Principal

Ex-principal Geoff Bruce also reflected on the past year and thanked the P&C for their contribution and involvement with their son’s education.
Grounds Report
Jonathan Sanders

Our fourth and final school Grounds Day was held last weekend with another good attendance of volunteers which included some of our senior students.

This, combined with our other three Grounds Days this year, has greatly contributed to the continuation of enhancing our lovely grounds for the boys, staff and visitors alike with about another thousand plantings being made.

Grounds Days are a team effort and many thanks go to all the volunteers who have made these mornings a great success.

Fundraising Report:

Position vacant – no report. Francis Fok was thanked for managing the Entertainment Books.

Functions Report:
Audrey Chin Quan

This year we catered for the following functions this year:

- Year 10 Transition Afternoon Tea
- Year 7 Orientation Morning Tea
- Year 7 Parent Information Evening
- Year 11 Parent Information Evening
- Year 12 Parent Information Evening
- Prefects Induction Morning Tea
- SRC Morning Tea
- Year 8 – 11 Parent Teacher Evenings

Thanks to the team of helpers:

Jean Gray (Yr 10 Transition Afternoon Tea) .Pearl Mar, Pauline Zhao, Eresha de Silva, Sandra Hew, Jasmine Madon, Laura Rushby, Karen Yates, Philippa Stewart, Sheena Wang, Ratna Peadon, Vidya Shiva, Preeti Nangia, Ada Dong, and apologies if I missed anyone.

Canteen Report:
Karen Campbell

After a few changes in canteen staff the previous year, 2013 was stable with Jo Jennis and Keralie Groom in the canteen and Deepthi Nanayakkara doing the accounts. Our canteen committee has remained small with these three staff, myself, Marion Berry our secretary and Sumana Gopinath, who is another Year 11/12 parent like me.

This year we finished our planned renovations with the installation of a larger air conditioning system. Jo has learned a lot about maintenance required for our big appliances and has been very diligent in getting companies to fulfill their warrantee obligations. Even so, we had a few electrical difficulties which resulted in the loss of all food from one or other of the freezers on three different occasions. Unfortunately the insurance we had didn't provide for reimbursement at the time, so of course we have since raised our cover for any future incidents. We have also had unexplained and extended periods of slow business, and the financial position in the end for 2012/2013 came in at a loss of $1500. Looking at the profits over the last five years, there is a clear downward trend every year, now requiring us to really evaluate what we offer and how we operate within the school.

Volunteer numbers continue to be the biggest single issue in canteen viability. The more volunteers we have, the quicker the service is at lunch and recess, and greater opportunities exist for Jo and Keralie to provide additional extras. Including the weekly roster in with the school newsletter has helped to remind some parents of the dates they are due in, and checking by phone the day before gives the opportunity to call others for help if necessary. Having
prefects help serve has continued to be of great assistance. We have also renewed contact with the SRC to elicit feedback and student suggestions for our menu. Our aim has been to do our best with the volunteer parents we have, to continue to provide for our students and staff a valuable service that includes the provision of a variety of fresh, healthy foods.

**Election of the new Executive**

**President**
Nominee: Sade Kalasabail  
Nominated By: Sade Kalasabail  
Seconded by: Karen Campbell  
No opposition – Sade Kalasabail elected 2014 President

**Vice President**
Nominee: Pauline Zhao  
Nominated By: Michael Miller  
Seconded by: Audrey Chin Quan  
No opposition – Pauline Zhao elected 2014 Vice-President

**Vice President**
No nomination - Position Open for 2014

**Treasurer**
Nominee: Helmut Hiebl  
Nominated By: Michael Miller  
Seconded by: Karen Campbell  
No opposition – Helmut Hiebl elected 2014 Treasurer

**Secretary**
No nomination - Position Open for 2014

**Functions Coordinator**
Nominees: Audrey Chin Quan  
Nominated By: Audrey Chin Quan  
Seconded by: Michael Miller  
No opposition – Audrey Chin Quan elected 2014 Functions Coordinator

**Grounds Coordinator**
No nomination - Position Open for 2014

**Canteen Convenor**
Nominees: Karen Campbell  
Nominated By: Karen Campbell  
Seconded by: Helmut Hiebl  
No opposition - elected 2014 Canteen Committee Convenor

**Fundraising Coordinator**
No nomination - Position Open for 2014

**Committee Members**
No nominations - Positions Open for 2014

Glen thanked the current Committee for their efforts this year and welcomed new Committee elects for 2014.