Meeting: Tuesday 12th March 2013  
Meeting Start Time: 19:35  
Location: School Library  
Chair: Michael Miller – P&C President  
Apologies: Noel Christie-David, Philippa Stewart, Karen Campbell, Richard Simpson  
Attendees: 13 as per attendance sheet  
Meeting Closed: 22:00  
Next Meeting: Tuesday 9th April 2013

Part 1 Opening Session:

Proposal for Harmony Day (Flora Rahman)  
- Celebrated in Australia on 21-Mar (school events proposed for 11-Apr)  
- A day when all Australians celebrate our cultural diversity  
- Message is of everyone belonging; 2013 theme: Many Stories – One Australia  
- Event 1: whole school assembly, guest speaker, students and staff speakers, musical performance  
- Event 2: International food fair; food stalls, international music, cultural activities  
- Aim of food stalls is to cover cost of ingredients  
- Request parent helpers for Asian Food stall (food preparation) for lunch  
- Request P&C to contribute to decorations, orange ribbons, giveaways and performance ($600)  
- **Motion 2013-03A** to contribute $600 towards NBHS Harmony Day celebrations  
  Moved: Michael Miller, Seconded: Ganesh Luharuka, Carried

Principal’s Report

1. Staffing update - Chulani Yasaratne successful candidate for the TAS position. Social Science position to be readvertised this week. Thank you to Noel for being on the panels.  
2. MySchool Website. I’ve seen a preview prior to the site being launched for the public with the 2012 data. We are grouped with a different lot of schools to last year. Only NSW public schools with us are Hornsby Girls, North Sydney Girls and Killara.  
3. Youth of the Year success. James McCabe and Tim Taylor represented the school last night at the Area Finals after both boys won their club divisions. At last night’s final, Tim was the overall winner and will progress to the Regional Final on March 23. James was declared the winner of the public speaking section  
4. Northern Explorer. Got off safely on Monday. All going well. I will be joining them on Thursday and Friday.  
5. Very successful nights held over the past weeks. Year 11, Year 12, Year 9 and Year 7 nights. Great feedback from the parents. Thanks to P&C for assisting with catering.  
6. Bus Issue. Serious concerns about safety of students waiting for M60 and school bus on Pennant Hills Rd. Suggested solutions include redirecting school bus to pick up students on Denman Pde and possibly getting M60 to pick up students on other side of the street. Issue about putting on a school bus in the morning from Castle Hill also raised.  
7. Entrance Exam on Thursday for entry to the school in 2014.  
8. Glasshouse about to commence. Name commemorates a structure that stood there during the 70’s.  
9. Sports uniforms. Request from the SRC to allow boys to wear sports uniforms to schools if they have sport first period and wear them home if they have sport last period. Socks  
10. Working Bee. Church group that use the hall has offered to cater for the next one.

Tea Break: (~10 minutes)
Part 2 Business Session

Minutes of Last Meeting
- **Motion 2013-03B** to accept the minutes of the last meeting (12-Feb-12).
  Moved: Jasmine Madon, Seconded: Pauline Zhao, Carried

Correspondence
- NBHS: reimbursement request for canteen a/c ($3848.00) and woodchips/matting ($371.82)
- P&C Federation: mail out pack (including student injury insurance, handbook, conference material etc)
- GIO: Workers Compensation Insurance
  - 11-Feb: instalment schedule of payments
  - 12-Feb: account statement $465.63 due 12/03/13
  - 18-Feb: follow up request for declaration of actual wages for period 12/11/11 to 12/11/12
  - 02-Mar: reminder instalment schedule $465.62 due 12/03/13
  - 04-Mar: adjustment note, additional $131.42 due 04/04/13 for period 12/11/11 to 12/11/12
  - 04-Mar: unable to process request to amend estimated wages (not +/- 25%)
- NSW DEC Schools Finance: semester one funding allocation for 2013 ($163,688)
- Australian Council of State School Organisations (ACSSO): request support of reform to funding model

Business arising from previous minutes and correspondence
- **Motion 2013-03C** to amend by-law 15 to read as follows "Any motion to expend association monies greater than $1000 must be placed on notice for the meeting at which it is to be considered"
  Moved: Michael Miller, Seconded: Jasmine Madon, Carried

- Student injury insurance renewal @$4.40 per student (approx.: $3400, due 12-Apr)
  More information needed prior to decision. Secretary to prepare overview for April meeting and publish website link to P&C Federation insurance documents

- Canteen workers compensation
  Declaration of actual wages for 2012 faxed and posted 28-Feb (canteen treasurer)

- **Motion 2013-03D** to reimburse Audrey Chin Quan for catering expenses incurred over last 6 functions to the value of $321.65
  Moved: Helmut Hiebl, Seconded: Michael Miller, Carried

- **Motion 2013-03E** to provide the catering team a float of $200 for upcoming functions catering
  Moved: Helmut Hiebl, Seconded: Pearl Mar, Carried

- Second hand uniforms
  Michael Miller to prepare draft instructions for sale of second hand uniforms on Gumtree

- Canteen oven repair
  Bing Lee has provided replacement oven. Additional costs for installation as it is a different model

- **Motion 2013-03F** to reimburse NBHS for cost of canteen air conditioning to the value of $3848.00
  Moved: Helmut Hiebl, Seconded: Audrey Chin Quan, Carried

- **Motion 2013-03G** to reimburse NBHS for cost of woodchips/matting to the value of $371.82
  Moved: Michael Miller, Seconded: Pearl Mar, Carried
REPORTS

- **President’s Report** (Michael Miller)

  Thank you all for your attendance tonight.

  The Working Bee originally scheduled for this Saturday 16th March has been rescheduled for 7th April due to circumstances related to Jonathan’s availability.

  The CBA account signatories of President, Secretary and Treasurer are now in place as per Motion 2012-12F for the last meeting of last year.

  Having only previously been on the customer side of the canteen counter, I thought it would be worthwhile to see behind the counter in light of the recent P&C canteen refurbishments. Manager Jo expressed her overall appreciation of the updated canteen environment. Also, it was good to see a replacement oven had been delivered to replace the previous new one that was failing to perform. Hopefully it is now installed and its performance is up to scratch.

  I had the opportunity to address the Year 7 Information Night and noted how being part of the P&C adds another bit of connection to our boy’s lives.

  Just a note of appreciation to Audrey and crew for all the catering that’s been done since our last meeting, which has included Year 7, Year 11 and Year 12 parental gatherings.

  Thank you.

- **Vice-President’s Report** (Jasmine Madon)

  - Sponsorship opportunity
    Audrey introduced me to a parent who volunteered to guide us with sponsorships and fundraising as she has experience in this area. Due to possible conflict of interest, she would prefer not to be directly involved but will guide us through the processes. This was an exciting opportunity to have such a parent on board and I have commenced communication with this parent to start the ball rolling.

    A meeting with Mr. Bruce, Michael and myself will take place at a mutually convenient time to further discuss the action plan, after which it is envisaged, additional help from other parents will be required to continue this process this year and in future years. This requires analysis of NBHS needs and collating data of large companies mainly in our area and thereafter assessing what they can provide for NBHS as sponsorship and we in turn provide for them.

    Any leads of such willing companies from other parents welcome.

  - Year 7 Parent Info Night:
    As I was assisting Audrey with the catering that night, I attended the Year 7 information night. Without taking away from Michael’s speech promoting what P&C’s role is, I wish to propose that in future years, we once again consider having members of the P&C, like we did in the past, attend and have personal contact with the new parents during the informal social time when food is served. Through this, last year, we had a fair few parents who still attend and are active members of our P&C.

  - Thank you to the Canteen committee representative, Karen Campbell, for organising the posting of the Canteen Menu and the Rosters on our P&C section of the school website.
**Treasurer’s Report** (Sade Kalasabail)
- Requested NBHS to pay for recent catering invoice so that P&C could reimburse without incurring GST cost
- Will provide a recent version of MYOB to canteen treasurer
- Presented financial report for 1-Feb-13 to 28-Feb-13
  - Closing balance (CBA): $26,750.74
  - Closing balance (ING): $207,671.06

**Fund Raising Committee Report**
- Sade reported that Hornsby Girls High School are seeking a date for Crazy Whist Night which is due to be hosted by NBHS this year. Sade will coordinate further with HGHS
- Looking for someone to coordinate Entertainment books.

**Function Committee Report**
- Team have catered for 4 functions this year. Thanks to team of helpers: Pearl Mar, Pauline Zhao, Eresha de Silva, Sandra Hew, Jasmine Madon, Laura Rushby, Karen Yates
- Y7 social night required most organising. Suggest more committee members to attend next year. Also an opportunity for more P&C presence at the Y7 orientation

**Canteen Report** (Karen Campbell)
- The a/c was installed on the last day last year and I have heard of no complaints. Our latest update on the oven is that we have been provided with a replacement, great news! The downside is that it is an electric oven with gas cooktop, and there will be some installation costs. Apparently there was no guarantee that an exact replacement would be any better as 90cm wide gas ovens at the moment aren't fan-forced. The quote from the electrician today is around $250-300 to do the wiring on Monday.

**Grounds Report**
- Because of a commitment of our grounds coordinator, Jonathan Sanders, we have had to postpone the date for the first working bee of the year. The working bee will now take place on Sun 7 Apr.
- Change announced via newsletter and email to 30 families who had volunteered to help in term 1.

**New Business**
- Change in date for Term 1 Grounds Day (from Saturday 16-Mar to Sunday 7-Apr)
  - Covered in grounds report
- Pennant Hills bus stop congestion issues in afternoon
  - Covered in principal’s report
- Upgrade of canteen accounting software
  - Covered in treasurer’s report

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Next meeting: Tuesday 9th April 2013.
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