Meeting: Tuesday 13th August 2013
Meeting Start Time: 19:45
Meeting End Time: 22:40
Location: School Library
Chair: Michael Miller – P&C President
Attendance: 7 as per attendance book
Apologies: Noel Christie David, Lainie Kalnins, Eresha de Silva

Part 1 Opening Session:

- **School Captains’ Report** (Raul Vellani, Thomas Howie)

  We were privileged to have our new school captain and vice-captain share some of their ambitious plans for the year ahead. The prefect body has recently returned from a bonding/planning camp and will continue to meet weekly. Some of the ideas and focus areas they shared with us are;
  - Revamping the house system; redefining role of the house captains, including points for academic success in addition to sporting achievements, increase participation, spirit, respect and pride
  - Better collaborative bond with SRC
  - Continue student tutoring and provide assistance to Y9/10 boys with subject selection

- **Principal’s Report** (Relieving Principal Glen Sawle)

  1. I welcome a dynamic new prefect body to the school and take great pleasure in introducing our new School Captain – Raul Vellani, Vice Captain – Thomas Howie and Senior Prefect - Thomas Xavier. The prefect body have already bonded and begun their project planning for the year ahead.
  2. Our new school counsellor Meridith O’Neil started on 15 July and will be on-site 2 1/2 days per week.
  3. Construction of the cover at the back of the hall (Glasshouse) has now been completed and the installation of lighting will be finalised on Wednesday 14 August. This area has already proved to be useful during the recent Trial HSC examinations and Selective Schools tests.
  4. Work has now begun on the refurbishment of the old PE change rooms and staff room attached to the hall. This area is being converted into a multipurpose band-room and conference/meeting room and will prove to be handy addition to the school as well as providing a semi-permanent home to the school band.
  5. The school has now purchased licencing for the new Sentral Parent and Student Portals and will begin training staff in its set up and use in coming weeks and will begin rolling out the service to students and parents early Term 4. The new Year 12 students will be our first priority as this technology will give them and their parents greater access to information and tracking facilities related to assignments and results.
  6. The winter sports results are now in and we have had a very successful season. This Thursday we will see a number of teams recognised for outstanding achievements during the winter competition.
  7. The joint School Development Day held with Hornsby Girls High School on 15 July proved very successful with a major focus of the day being on quality assessment and feedback for gifted and talented students. We also heard from the BOS about requirements around the new Record of School Achievement (ROSA).
  8. The school will soon begin work on the insulation of A and B block. We would like to get this work completed before the start of the hot summer weather. At this stage the kitchen upgrade cannot begin until the completion of the refurbishment of the old PE areas and some resolution around placement of the dust extractor from the TAS area which impinges upon the proposed kitchen facility.
  9. The school is currently in the process of establishing a preferred location for the second Autism unit on site and will begin recruitment for a teacher and learning support officer for this class in coming weeks.
10. We are still waiting for any action to be taken in relation to the re-routing of the school bus from Pennant Hills Road to Denman Parade. We have been unable to get any response from Matt Kean regarding this issue.

11. The wrapping up of the Digital Education Revolution (DER) is going to lead to a great deal of discussion and problem solving in coming months in order to find a solution as to how we can move forward once this funding is fully withdrawn.

Tea Break: (~10 minutes)

Part 2 Business Session

Minutes of Last Meeting
- **Motion 2013-08A** to accept the minutes of the last meeting with the following amendment; List apologies as: Noel Christie David, Karen Campbell, Pauline Zhao, Francis Fok, Eresha de Silva, Pearl Mar.
  - Proposed: Jasmine Madon, Seconded: Sade Kalasabail, Carried

Correspondence
- ING bank statement #36: closing balance as at 30-Jun-13 = $210,965.56
- CBA bank statement #189: closing balance as at 05-Jul-13 = $34,496.83
- Letter to ING Direct requesting advise on how new committee can gain access to account
- P&C Insurance and affiliation renewal package
- Event Notification to P&C federation for grounds days
- P&C Federation annual report
- P&C Federation advertising vacancy in our region for State Council
- Student injury insurance claim feedback
- ACNC provided website login and advise requirement to submit Annual Information Statement
- Letter to Minister for Transport to follow up on Pennant Hills Rd bus stop
- ATO forms for canteen
- Thank you letter from Flora Rahman (NBHS teacher), thanking the P&C for supporting Harmony Day
- NBHS request for reimbursement for various expenses and projects
- Fundraising - various

Business arising from previous minutes and correspondence
- Access to ING Direct account; refer to Treasurer’s report
- Gala night proposal; suggested that we plan for T3 next year. Glen to check interest with Music/Drama departments for students to provide entertainment for Gala night.
- P&C insurance and affiliation renewal;

  **Motion 2013-08B** to pay Affiliation Fee, purchase Standard Package 1, and Directors and Officers Liability cover for $1066.
  - Proposed: Helmut Hiebl, Seconded: Jasmine Madon, Carried

- Pennant Hills Rd Bus Stop; Glen and Asli advised of the lack of action in relation to re-routing the afternoon school bus and described some of the difficulties that boys using this service are facing. In some cases, the trip home would increase by 1 hour if they are unable to get on the crowded service. Teachers are still providing limited supervision of the bus stop each afternoon. Glen requested support from the P&C in engaging the parent body to lobby their local members on this issue. Several options of how this could be achieved were discussed and it was agreed to produce a joint school/P&C communication to families.

  Asli also advised that allowing NBHS boys to use the morning Castle Hill to Barker bus service has not provided the anticipated benefit. The bus driver is not stopping at NBHS, which requires the boys to catch another service from Pennant Hills. Asli will follow up on this.
REPORTS

- President’s Report

Thank you all for your attendance tonight.

The uniform items for sale table in the school newsletter is currently listing 25 items, with about 10 items being sold since inception. We might see a significant influx of Y12 items towards the end of the year.

With the assistance of Mr Jonathan Sanders (P&C Groundsman) and Mr Doug Steed (NBHS Teacher) the application for a $400 grant from the “2013 Tree Levy” scheme of the NSW Teachers Federation has been submitted. This would assist with the purchase of around 150 plants to continue our ground’s beautification program.

A very appreciative email was received from Ms Flora Rahman (NBHS Teacher) on behalf of the Harmony Day Team expressing their sincere gratitude for the P&C support of Harmony Day 2013. On behalf of the P&C I replied that we believed that the Harmony Day was indeed a very worthwhile event for the P&C to support, and I feel future P&C support will also be forthcoming.

On 5th August 2013 I requested via email a status update from the Minister for Transport regarding the investigation by Transport for NSW into rerouting the afternoon 3642 school bus service to encompass Denham Road, Normanhurst. The Office of the Minister for Transport has replied “Please be assured that your email will receive all necessary attention”.

Now well into the third term of the year, I thought it worth mentioning, particularly for our newer members and visitors, the funding that we as the P&C have committed to providing in support of our boy’s school facilities and activities for this year.

**Funding Request** for five major projects for 2013.

1. Insulation of A and B blocks roofing $19,580.00
2. Construction of covered area adjoining the Hall* $30,000.00
3. Relocation and upgrade of the kitchen facilities $35,000.00
4. Refurbishment of the old change rooms* $25,000.00
5. Technology update – data projector replacement** $20,000.00
   
   Ongoing support of school programs and special funding $24,500.00

   **Funding Request** $154,080.00

* Jointly funded by school Building Fund allocation. Amount indicated is P&C component
** funding for this project is yet to be approved by P&C (edit by Secretary)

**Support of school programs:**

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>COST</th>
</tr>
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<tbody>
<tr>
<td>Support for Public Speaking and Debating</td>
<td>$3.5K</td>
</tr>
<tr>
<td>Gifted &amp; Talented Education Programs</td>
<td>$2K</td>
</tr>
<tr>
<td>Welfare Initiatives (e.g. Peer Support)</td>
<td>$10K</td>
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<tr>
<td>Referee payments for grade competitions</td>
<td>$2.5K</td>
</tr>
<tr>
<td>Hire of Homebush Athletics Ground</td>
<td>$2K</td>
</tr>
<tr>
<td>School Presentation Night</td>
<td>$3K</td>
</tr>
<tr>
<td>Year 12 Graduation Night</td>
<td>$1.5K</td>
</tr>
</tbody>
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- Vice-President’s Report

SYMTA trial mailout ready. Request approval for purchase of stamps.

**Motion 2013-08C** to provide $200 to Jasmine for the purpose of stamps for the SYMTA mailout.

Proposed: Jasmine Madon, Seconded: Karen Campbell, Carried

As part of the SYMTA project, a NBHS P&C letterhead has been produced.

**Motion 2013-08D** to approve the sample letterhead as the official letterhead of NBHS P&C

Proposed: Jasmine Madon, Seconded: Helmut Hiebl, Carried
The Green Schools Alliance is partnering with the Zayed Future Energy Prize to develop a worldwide network of sustainable schools and recognise their achievements through the Zayed Global High Schools Prize. The $100K prize is available to each of the 5 worldwide regions including Oceania with the award ceremony held in Abu Dhabi. Glen was asked if the school would be interested in entering a submission for next year; due August 2014.

**Treasurer’s Report**

Access to ING Direct account; Sade has been in contact with a colleague that works for ING. They were able to see the many contacts the P&C has made in relation to accessing the account this year and suggested that if we have someone with online access, the easiest option is to get them to transfer all of the funds to our linked account. We can then open a new investment account as required.

**Motion 2013-08E** to authorize Ganesh Luharuka to transfer all funds from the P&C ING Direct account (923 100 18089026) to the linked P&C CBA account (06 2291 10014089).

Proposed: Sade Kalasabail, Seconded: Jasmine Madon, Carried

Sade presented financial reports for June/July. Also provided were the canteen P&L (Sep-12 to Jul-13) and Balance Sheet as of Jul-13 which were produced by Deepthi with the recently acquired accounting software.

**Motion 2013-08F** to accept the financial report for June/July

Proposed: Sade Kalasabail, Seconded: Helmut Hiebl, Carried

There have been no leads for an auditor from recent request in newsletter.

- **Fund Raising Committee Report**

  Sade advised that he is still working with AGHS to come up with suitable dates for Crazy Whist Night. Sade has been given a document which outlines how to run the night.

- **Function Committee Report**

  Term 4 functions include the Y7 orientation and Y10 graduation
  Recently catered for SRC/prefect inductions and P/T interviews
  A big "Thank you" to all of the parent helpers
  P&C catering is not required for CAPA night.

- **Canteen Report**

  Discussion relating to the canteen running at a loss of approx. $10K year to date (based on P&L report). Revenue is down substantially compared with last year and at the same time, costs and salaries have increased.

  A draft letter to parents was presented, giving notice and background to canteen price increases. A new price list is being generated which will give a better indication of impact. Notification to be included in newsletter. The meeting agreed that availability of a variety of nutritious options was more important than generating profit but the aim should at least be break-even. Canteen also to look into initiatives to increase revenue; eg working with SRC, suggestion box etc.

  Michael mentioned that Flexi Schools had recently been successfully introduced in his other son’s high school. This allows cashless purchases through a card that parents can load credit onto. The card can also be used for other services such as photocopying. Glen to investigate.

- **Grounds Report**

  Next grounds day 25th Aug. New prefects encouraged to attend. Email reminder to be sent out to parents as usual.

**Motion 2013-08G** to approve up to $1000 for expenses relating to the T3 grounds day

Proposed: Helmut Hiebl, Seconded: Sade Kalasabail, Carried
New Business

- Electrical work for canteen; new circuit needs to be installed to avoid overloading existing one. Work to be arranged by school.
  **Motion 2013-08H** to approve up to $1000 for installation of a new circuit in the canteen
  Proposed: Helmut Hiebl, Seconded: Audrey Chin Quan, Carried

- Sick bay sheet washing volunteers needed; advertised for volunteers in recent newsletter. Glen to discuss process with office staff regarding current volunteers

- Canteen price increases; refer Canteen Report

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Next meeting: Tuesday 10th September 2013.

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