Meeting: Tuesday 10th September 2013
Meeting Start Time: 19:45
Meeting End Time: 21:50
Location: School Library
Chair: Michael Miller – P&C President
Attendance: 10 as per attendance book
Apologies: Richard Simpson, Jasmine Madon, Eresha de Silva

Part 1 Opening Session:

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

  1. Jeff has taken up the role of director public schools NSW and a new principal will be identified in T4.
  2. School has accepted a quote for refurbishment of the PE change rooms. Work should commence Nov/Dec. Will allow work to proceed on kitchen upgrade
  3. Next Tue is the Y12 farewell assembly and evening farewell celebration
  4. Y11 start final course exams
  5. NBHS Learning Support overview (Assistant Principal Asli Harman)
     * welfare program was last reviewed in 2009 and resulted in a 94 page document
     * Asli walked us through the learning support workflow
     * overview of draft discipline and welfare policy
  6. Bus stop update (Assistant Principal Asli Harman)
     * Hillsbus proposed that students wait in Jasmine Rd and only cross Pennant Hills Rd once the bus is approaching. The school has provided feedback that this will not work.
     * Diversion of bus into Denman will not work due to problems with bus turning into Unwin Rd
     * Bus unable to do 3-point turn in Jasmine Rd
     * RMS has advised bus stop cannot be moved to wider waiting area
     * Currently exploring the possibility of smaller bus that could get to Denman Pde but this has extra expense

A question was raised regarding status of the school’s laptop policy. Glen advised:
- Still developing – all schools are in same position and will come up with many solutions
- It will most likely be a bring your own device approach
- Need to determine how Technical Support Officer (TSO) will be funded

Tea Break: (~10 minutes)

Part 2 Business Session

Minutes of Last Meeting
- **Motion 2013-09A** to accept the minutes of the last meeting.
  Proposed: Sade Kalasabail, Seconded: Pauline Zhao, Carried
NBHS P & C Association
Meeting Minutes

Correspondence
- P&C Insurance and Affiliation renewal form and payment sent
- SYMTA mail out
- Pennant Hills Bus Stop follow up with minister
- Federation notification about DEC end of year celebrations material mail out
- Fundraising - various

Business arising from previous minutes and correspondence
- Access to ING Direct account; all money has been transferred to CBA account as per motion from previous meeting
- Bus stop; as per assistant principal and president’s reports
- Approval for school expenses

Motion 2013-09B to contribute $20,000 towards school costs of data projector replacement
Proposed: Audrey Chin Quan, Seconded: Pauline Zhao, Carried

Motion 2013-09C to contribute an additional $4,700 towards school programs and special funding
Proposed: Audrey Chin Quan, Seconded: Karen Campbell, Carried

Motion 2013-09D to reimburse the school $3,300 for Grounds Day expenses
Proposed: Sade Kalasabail, Seconded: Noel Christie-David, Carried

REPORTS
- President’s Report

Thank you all for your attendance tonight.

We still await a response from the NSW Teachers Federation regarding the application for a $400 grant from the “2013 Tree Levy” scheme which would assist with the purchase of around 150 for our grounds. Applications closed early last month.

Regarding the request for a status update from the Minister for Transport about the investigation by Transport for NSW into rerouting the afternoon 3642 school bus service to encompass Denham Road, no status update has been received. A second request (05/09/13) has been made to the Minister, along with an approach to Hornsby State MP Matt Kean (27/08/13). An update has yet to be received.

As noted earlier, we have transferred the ING Direct funds into our CBA transaction account allowing us to draw the necessary cheques to reimburse the school. CBA gave me a call today, prompted by the large deposit into our transaction account. They notified me of their Business Online Saver for amounts greater than $10K offering 2.5% paid monthly.

The following documents have been forwarded to the School Office to be part of the 2014 Year7 package:
- NBHC_PC_Letter
- NBHC_PC_Canteen_Nomination_Form
- NBHC_PC_Working_Bee_Nomination_Form_2014
- NBHC_PC-Year_List_Contacts_2014

- Vice-President’s Report (on behalf of Jasmine Madon)

SYMTA mail out; approx. 260 letters sent
symta@nbhsPandC.asn.au mailbox has been created to facilitate correspondence
Need to brief office staff about SYMTA so that stray phone calls or letters can be handled appropriately
**Treasurer’s Report** (Sade Kalasabail)
* Funds from ING account were transferred to CBA account on 5-Sep
* Sade distributed financial reports for August and budget review
* It has been noted that so far P&C has only received approx. 60% of parent contributions. Glen advised that he is currently following up on outstanding school fees etc
* Sade has identified potential auditor and is starting process of annual audit
* Sade requested school to provide breakdown of P&C contributions v’s working bee etc

**Motion 2013-09E** to accept the financial report for August
Proposed: Noel Christie-David, Seconded: Pearl Mar, Carried.

- **Fund Raising Committee Report** (Audrey Chin Quan)
  Sade suggested we consider postponing Crazy Whist night to T4. Approx 30 families attended 2012

- **Function Committee Report**
  Term 4 functions include the Y7 orientation and Y10 graduation.
  Requested we add email address on Y7 functions helpers form to simplify communication

- **Canteen Report** (Karen Campbell)
  Karen advised that expected loss ($1500) was lower than previously suggested now that stock take info has been entered into the accounting package. No longer considering sending letter to parents.
  Recent weeks have been very busy
  Glen to follow up on electrical work discussed at last meeting
  Glen/Jo are investigating Flexi-Schools

- **Grounds Report** (on behalf of Jonathan Sanders)
  Our Term 3 Grounds Day (... working bee) was held on Sunday 25th August 2013. Thank you to the many volunteers, around twenty, who put in a great effort in planting, weeding and general care of our grounds.
  At the end of the morning we were all treated to an informal 15 minute tour of our front garden by our P&C Grounds’ Coordinator Jonathan Sanders as he shared his extensive knowledge of Australian plant life with us all. It felt appropriate to have a botany lesson while “at school”.
  Michael still pursuing tools list with Jonathan

  **Motion 2013-09F** to approve up to $200 for a thank you gift for Jonathan for his outstanding contribution over the past 5+ years
  Proposed: Michael Miller, Seconded: Pearl Mar, Carried

**New Business**

- Invitation from Epping Boys High School to attend a presentation on “How to Protect Young People Using a Mobile Phone: Apps and More” Mon 4-Nov 7:30pm
- Confirmed next meeting on first day after school holidays and October long weekend (8-Oct)
- P&C supper roster vacancies:
  Glen offered for the school to provide supper for October meeting
  Michael for November (AGM)

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Next meeting: Tuesday 8th October 2013.
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