Meeting: Tuesday 10th December 2013
Meeting Start Time: 20:05
Meeting End Time: 22:50
Location: School Library
Chair: Sade Kalasabail – P&C President
Attendance: 7 as per attendance book
Apologies: Jasmine Madon, Audrey Chin Quan, Glen Sawle

Part 1 Opening Session:

As the secretary position was vacant at the start of the meeting, it was proposed that we attempt to fill this position or elect someone to take the minutes for this meeting. Thanks to Philippa for volunteering!

Motion 2013-12A that Philippa Stewart is elected to the role of Secretary
Proposed: Michael Miller, Seconded: Helmut Hiebl, Carried

Motion 2013-12B that Nandita Bajaj is elected to the role of Fundraising Coordinator
Proposed: Michael Miller, Seconded: Pauline Zhao, Carried

- Principal’s Report (Deputy Principal: Asli Harman)

1. Thank you to P & C for Jeff Bruce’s farewell and gift.
2. Thank you to Sade Kalasabail for presenting to new parents at the Year 7 2014 Orientation Day. Thanks also to the catering committee for providing and serving morning tea.
3. Thank you to the outgoing P & C members and particularly to Michael Miller as outgoing president.
4. School events this term have included the recent Year 7 Showcase night, the Year 7 2014 Orientation Day, UTS Week with Hornsby Girls High School and the final rounds of Junior Debating, which saw the Normanhurst team win the Macquarie Cup. Peer Support training was held in week 9 and subsequent selections have taken place, the Creative Arts camp took place at Collaroy in week 10 and Presentation Night is scheduled for next Tuesday 17th December. Preparations are underway for a second A Team Class in 2014. Years 7, 9 and 11 Merit assemblies have been held. The Year 10 Transition to Senior School assembly takes place this Friday.
5. Staff Development Day for Term 4 will focus on CPR and anaphylaxis training for all staff, sessions with Dr Carmel Harrington on the link between sleep and academic performance, using “positive” psychology, faculty planning and the ATAR BBQ.
6. Staff Development Day for Term 1, 2014 will focus on school procedures and policies, finalising the welfare and discipline policy and work with NSW Health on welfare issues.

- Welfare Draft (Deputy Principal: Asli Harman)

Asli Harman distributed copies of draft versions of the School’s revised Welfare Policy and Procedures and Discipline Policy and Procedures. She then outlined some of the positive welfare programs currently taking place at the School. These include: The “R U OK” program, face-to-face interviews and surveys to assess motivation in Year 7 students – implemented in September, the Digital Insights workshop for Years 7 and 8, the Year 9 Young Men health and well-being program, the Year 10 Rising Generations leadership and social justice program, and the “Swimming in a selective environment” program for Year 7.
Part 2 Business Session

Minutes of Last Meeting

- **Motion 2013-12C** to accept the minutes of the last meeting.
  Proposed: Michael Miller, Seconded: Karen Campbell, Carried

Correspondence

- GIO Workers Compensation Certificate of Currency
- GIO Workers Compensation statement of accounts
- Donation cheque of $61 and cash of $8 for sale of 2nd hand clothing
- School Zone Flashing Lights Program
- Reminder to submit Annual Information Statement to ACNC
- Confirmation from Glen that school will not seek reimbursement for canteen electrical
- 2014 ongoing school funding request
- 2014 student injury insurance
- Letter from school captain regarding postponement of Big Sleep Out
- Oliver Fisher – request financial assistance for representing NBHS at Australian Informatics Olympiad School of Excellence
- P&C auditor’s report for FY 2013

Business arising from previous minutes and correspondence

- Presentation of audited yearly financial reports – cost for external audit ($880) to be paid by NBHS, with P & C to reimburse school $800 and NBHS to claim GST back. See Treasurer’s report below for further details of yearly financial reports.
- Vacant secretary position – Philippa Stewart elected as per motion 2013-12A above.
- Handover of various roles:
  * Production of Year 7 contact list – will be taken up by Helmut Hiebl.
  * Maintenance of 2nd hand clothing list will be passed from Michael Miller to Sade Kalasabail.
  * SYMTA – Pauline Zhao and Nandita Bajaj will consult with Jasmine Madon and Eresha de Silva to establish the current status of this project and work to progress it
- Office staff gifts – a list has been received from the School and Sade Kalasabail is organising
- 2014 fridge calendar – Glen Sawle working on this
- Pennant Hills Bus Stop – parent support is needed to progress this matter. Glen Sawle has been asked to provide a list of parents of affected students. Asli Harman to follow up. Helmut Hiebl suggested NRMA Bus Stop Safety Program may be worth following up regarding this issue.
- Grounds Day tools – no further action in approaching Bunnings because of the potential clash with SYMTA’s approach to Bunnings. Michael Miller to forward draft Bunnings request letter to Sade Kalasabail who will pursue with Bunnings pending consultation with Jasmine Madon re SYMTA activities.
- New investment account – in process of finalising application paperwork
- Electrical work for canteen – option to claim on insurance if there is no progress in pursuing reimbursement from electrician for food spoilage caused by the faulty work.
- Request from Oliver Fisher for partial reimbursement for cost to attend AIOC School of Excellence. **Motion 2013-12D** to approve $250 to Oliver Fisher for partial reimbursement of cost to attend AIOC.
  Proposed: Karen Campbell, Seconded: Michael Miller, Carried
REPORTS

- **President’s Report** (Sade Kalasabail)
  Farewell and gift for Jeff Bruce well received.

  A number of parents attending Year 7 2014 Orientation Day expressed interest in P & C membership and names and email addresses were collected.

- **Vice-President’s Report** (Pauline Zhao)
  Nothing to report

- **Treasurer’s Report** (Helmut Hiebl)
  Thank you to Sade for coordinating the audit of the 2013 financials (including canteen) in his previous role as treasurer. This was the first audit in recent years and is required to fulfil our obligations as a P&C association. The audit report was read and the financial reports distributed among the attending members.

  Helmut presented a new format for the monthly treasurer’s report which includes canteen transactions and increases the visibility of approved but unpaid motions and the overall funds available.

  Sade and Michael attended Mr Bruce’s farewell and presented an engraved pen on behalf of the P&C.

  **Motion 2013-12E** to reimburse Sade Kalasabail for expenses of $141 relating to the farewell gift for Mr Bruce.
  Proposed: Helmut Hiebl, Seconded: Michael Miller, Carried

  In June 2013, the P&C received a refund cheque from GIO to the value of $168.58 which was banked in the P&C account. As this refund related to the canteen, it was requested to be transferred to the canteen account, however, a motion was not raised to approve this transfer.

  **Motion 2013-12F** to retrospectively approve the transfer of $168.58 from the P&C account to the canteen account as the refund related to a canteen policy.
  Proposed: Helmut Hiebl, Seconded: Pauline Zhao, Carried

  Glen Sawle advised that the school would not be seeking reimbursement for the electrical work in the canteen, so the funds relating to motion 2013-08H will be released back to general funds.

  Glen Sawle submitted a request on behalf of the school for ongoing school programs in 2014 to an amount of at least $30,000. As any expenditure in excess of $1000 needs to be advertised, this request will be considered at the next meeting (Feb 2014) after being included in the school newsletter.

- **Fund Raising Committee Report**
  Nothing to report from the newly appointed coordinator but Sade Kalasabail advised that he had asked Francis Fok to manage the Entertainment Book fundraising activity again for 2014.

- **Function Committee Report** (Audrey Chin Quan)
  We catered morning tea to the new incoming Year 7 parents and students. Many thanks go to Philippa Stewart, Claire Moore and, Shanika Joseph for helping on the morning. We also catered light refreshments for the Year 7 Showcase evening. Our next function will be the Year 10 Transition afternoon tea.

- **Canteen Report** (Karen Campbell)
  List Year 7 2014 parent volunteers are being collated by the Office

  Canteen kept busy selling book packs and calculators at Year 7 2014 Orientation Day. Some issues with Canteen’s inability to take credit cards. Suggest alerting parents to cash/cheque only policy next year

  Canteen dinner on Monday Dec 9th well attended

  More volunteers needed for 2014

- **Grounds Report** (Jonathan Sanders)
  Nothing to report
New Business

- CBA Trading account requires new President, Treasurer and Secretary as signatories.
  
  **Motion 2013-12G** to appoint Sade Kalasabail, Helmut Hiebl and Philippa Stewart as signatories for all P&C accounts
  
  Proposed: Helmut Hiebl, Seconded: Michael Miller, Carried

- P&C executive to review current policy regarding partial reimbursement of costs incurred by students representing the School at extra-curricular events.

- Helmut Hiebl presented gift and expressed the P&C’s thanks to outgoing president Michael Miller for his service to the School and the P&C.

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Next meeting: Tuesday 11th February 2014.

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