Meeting: Tuesday 11th February 2014
Meeting Start Time: 19:45
Meeting End Time: 22:15
Location: School Library
Chair: Sade Kalasabail – P&C President
Attendance: 28 as per attendance book
Apologies: Glen Sawle

Part 1 Opening Session:

**Principal’s Report** (Mark Anderson)
Mark Anderson introduced himself and gave a brief overview of his educational background and professional experience. He explained that, in general terms, he would be watching and listening over the next few months but did wish to outline his current thoughts on the following pressing issues:

1. Pennant Hills Road Bus Stop – the current situation, with up to 80 boys waiting on a narrow footpath by the side of a multilane highway, is unacceptable. In addition to the dangerously inadequate bus stop provisions, the directive that NBHS students are not to board the 3.15pm M60 service, coupled with the already-crowded state of the following school bus travelling via HGHS, means that many boys must wait for nearly half an hour on this footpath before boarding the 3.30 pm M60 service. Several alternatives have been suggested to transport authorities, including the rerouting of the school bus service via either Denman or Jasmine Roads. Mr Anderson urged concerned parents to write directly to the local member, the bus company, the Department of Transport and other local representatives. Sade Kalasabail indicated the P & C had worked on this issue throughout 2013 and it would be discussed in more detail later in the meeting.

2. Student laptop policy – as the federal government-funded student laptop program has been discontinued, the School needs to develop a new policy regarding access to and use of portable technology at School. The DEC has agreed to fund the merging of the two current school networks under the “eT4L” program but no further funding for student laptops or technical support officers (after June 30) is available. We first need to look at precisely what we want the technology for. We can then specify what kind of device will be required – tablet or laptop, and how parents will be asked to meet the requirement - BYO device or compulsory group purchase. The School will consult with the parent body and plans to formulate a policy by mid-year with a view to implement in 2015.

3. Insulation of Block A ceiling – new quotes have come in well below the P & C approved funds allocated to this job. Once the insulation work is completed the School will assess if further measures are required to reduce the heat load in Block A and may, if necessary, use the remaining funds in the allocation to apply solar film to windows or other such measures.

Part 2 Business Session

Minutes of Last Meeting

- **Motion 2014-2A** to accept the minutes of the last meeting.
  Proposed: Pauline Zhao, Seconded: Helmut Hiebl, Carried

Correspondence

- Tree levy grant approval
- Thank you letter from Helen Fu re son Willie’s recovery from injury and use of student insurance cover
- ING response to new account application
- CBA bank statement
- Letter to parents of Oliver Fisher confirming financial assistance for representing NBHS at Australian Informatics Olympiad School of Excellence

**Business arising from previous minutes and correspondence**

- Pennant Hills bus stop: Sade Kalasabail asked that concerned parents form a subcommittee to coordinate written complaints from individual parents to the relevant authorities regarding this issue. The subcommittee’s first task would be to obtain email addresses for the parents of the 80 students affected by this issue. A sheet was then circulated in the meeting to begin the process of collecting email addresses.

  Mark Anderson added that he would publish a summary of the current position in the next school newsletter and would include hyperlinks to the email addresses of the relevant authorities and local members and encourage parents to send letters of concern to these addresses.

- 2014 fridge calendar, funded by the P &C as a handy reference guide for parents on important dates in the school calendar such as sporting carnivals, exam weeks and other events – Mark Anderson will follow up with Glen Sawle re the status of this project

- Grounds Day tools – potential clash with SYMTA re funding approaches to Bunnings has yet to be resolved. Agreed to once again use Jonathan Sanders’ tools for the March Grounds Day with a view to approaching Bunnings before the following Grounds Day.

- New investment account – additional signatory requirements will be resolved tonight so that the account can be opened.

- Review of current P &C policy for funding of individual student co-curricular activities in which they represent the School. P &C Executive to draft a policy that considers equity among student applicants, budgetary constraints and promotion of the service to the student/parent body. Draft policy will then be considered by the P & C membership.

- **Motion on notice 2014-2B** to provide $30,000 as per the School’s request for the ongoing funding of various school programs including public speaking and debating, sporting referees and school carnival venue hiring, welfare activities, graduation and presentation nights.

  Proposed: Nandita Bajaj, Seconded Sam Tan, Carried

- Motion on notice to renew student injury insurance. Meeting agreed the membership should review policy documentation (available on the website) and postpone voting on this motion to the March meeting.

**REPORTS**

- **President’s Report** (Sade Kalasabail)
  
  A renewed effort to resolve the Pennant Hills Rd bus stop issue is required. A subcommittee will be formed.
  
  SYMTA documentation needs to be retrieved from Jasmine Madon so work on this project can proceed.

- **Vice-President’s Report** (Pauline Zhao)
  
  Nothing to report
- **Treasurer’s Report** (Helmut Hiebl)
  Current financial summary shows approximately $170K in the P & C’s trading account with $60K in committed funds, leaving approximately $110K available.

The profitability of the school canteen was discussed briefly. Mark Anderson indicated that an outsourced canteen service might bring the school a significant additional revenue stream. The relative merits of income to the school versus the provision of quality food needed to be considered carefully before making any changes to the current model.

**Motion 2014-2C** to approve the new signatory list for the canteen bank account (CBA Account 06 2181 00908067). Signatories to be approved (only addition is that of Helmut Hiebl) are:
  - Annette Phillips
  - Deepthi Nanayakkara
  - Karen Campbell
  - Marion Berry
  - Helmut Hiebl

Proposed: Helmut Hiebl, Seconded Pauline Zhao, Carried

**Motion 2014-2D** to retrospectively approve $368.18 overspent by the School from the P & C’s 2013 funding allocation for subscriptions and scholarships.
Proposed: Helmut Hiebl, Seconded: Nandita Bajaj, Carried

- **Fundraising Committee Report** (Nandita Bajaj)
  Nothing to report until official handover from Jasmine Madon has been arranged

- **Function Committee Report** (Audrey Chin Quan)
  In December we catered for the Year 10 Graduation and Transition to Senior School afternoon tea. A number of functions are scheduled for the next few weeks including: Parent Information evenings for Years 11, 12 and 7. There is also an HSC Recognition Ceremony.

  The P & C is looking for another parent to take over coordination of functions for 2014 as Audrey Chin Quan is no longer able to perform this role.

  **Motion 2014-2E** to approve $800 to replenish catering supplies and provide for upcoming functions.
Proposed: Nandita Bajaj, Seconded: Pauline Zhao, Carried

A question was asked from the floor regarding parent social functions. After a brief discussion it was agreed that a subcommittee be formed to promote some opportunities for parents to meet with other parents. Tony Hill and Nalika Padmasena volunteered for the subcommittee.

- **Canteen Report** (Karen Campbell)
  The new summer menu has proved very popular.

Karen Campbell explained that the canteen had traditionally returned a profit to the P & C with last year being the first year, due in part to food spoilage through equipment failure, that a small loss had been incurred. The canteen was not however, a major profit centre as it had been set up, not to make a profit but to provide a service to the school community by offering high quality food at modest prices. The canteen
was well-supported by the school community as evidence by the 126 volunteers who worked in it – representing a one in six parent participation rate.

- **Grounds Report** (Jonathan Sanders)
  Jonathan Sanders may not be available for the Grounds Day scheduled for Sunday March 15th. Sade Kalasabail to confirm.

**New Business**

None

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Next meeting: Tuesday 11th March 2014.

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