Meeting: Tuesday 10th June 2014  
Meeting Start Time: 7:35 pm  
Meeting End Time: 8.45 pm  
Location: School Library  
Chair: Sade Kalasabail – P&C President  
Attendance: 15 as per attendance book  
Apologies: Ross Horsburgh, Tony Hill, Mark Anderson

Part 1 Opening Session:

Principal’s Report (Asli Harman)  
Staff  
A new Deputy Principal has been selected. Once the appeals period has passed an announcement will be made. At this stage it is likely the new Deputy will take up the position in mid-August. A new Librarian has also been appointed and will hopefully start next term.

BYOD  
The BYOD information evenings for parents are underway. A trial for connecting Year 9 devices is also underway with a view to connect all Year 9 students in Week 1, Term 3 with Years 7 and 8 to follow. The BYOD program will require adjustment of learning spaces as fewer of the current classroom computers will be required but re-charging stations for laptops will be needed. Upskilling of teachings staff in laptop/tablet and application skills will also be required. As the Department-funded TSO position has been abolished the School will need to fund a TSO to support the BYOD program from its own budget and/or with P & C assistance. Student “experts” may also be encouraged, as part of the Student Leadership program, to give some limited assistance to other students.

Sports Program Review  
A Survey Monkey survey will be emailed to parents, students and staff to seek feedback on the current sports program and possible new initiatives in this area.

Part 2 Business Session

Minutes of Last Meeting

- Motion 2014-6A to accept the minutes of the last meeting.  
  Proposed: Praveen Aranha, Seconded: Audrey Chin Quan, Carried

Correspondence

Outgoing  
- None

Incoming  
- CBA information for Not-for-Profit organisations on how to access its grants database.
Speakers Club invitation for boys to join the current program held at West Pennant Hills and Castle Hill. Sade Kalasabail indicated this program would be discussed with Mark Anderson on his return from leave to see whether classes might be held on school premises – if sufficient enrolments were received.

**Business arising from previous minutes and correspondence**

Julie Crouch asked whether the proposal to move the P & C meeting start time to 7.00 pm would be considered further. A number of members indicated that the earlier start would coincide with much heavier traffic and that they would not be able to attend. As the majority of attendees favoured the 7.30pm start it was agreed to leave the start time as is.

**REPORTS**

- **President’s Report** (Sade Kalasabail)
  
  **Canteen Focus Group**

  Sade Kalasabail invited interested parents to join a Canteen Focus group which he would chair. He explained that, as per previous discussions, Mark Anderson was interested in privatising the canteen in order to increase revenue for the School and that the P & C had a duty to investigate this option against parent wishes, the feasibility of continuing the current P & C-run canteen model, best practice in other schools, and realistic expectations regarding revenue raising options.

  Praveen Aranha and Henry Liong agreed to join the focus group.

  **Parent-Teacher evenings**

  Sade thanked Audrey Chin Quan for her efforts in serving supper and providing directions and information to parents attending the recent Parent-Teacher evenings. Sade and Audrey agreed that these evenings and other events to which parents were invited would be excellent opportunities for student volunteers to provide ushering and information assistance to visitors. Audrey added that it was important to ensure more toilet facilities were unlocked for these evenings.

  Sade added that students should also be encouraged to take a more active role in Grounds Days and in providing parking directions to visitors on concert and performance nights.

  Asli Harman agreed with all these suggestions and said they would all be considered as part of the Leadership Program Review currently scheduled for later in the year.

- **Treasurer’s Report** (Helmut Hiebl)
  
  **Statement for Period 1st-31st May**

  The opening balance of $827.40 at the beginning of May was supplemented by parent contributions of approximately $22K with a further $3K (approximately) in Canteen and Grounds Day contributions. A further $1K in Grounds and Canteen contributions would be receipted in June. There were also now a much larger group of parents who had registered for Grounds Day and Canteen volunteering.

  Of the new income in May, $23K was moved to the ING high interest account, leaving $2800 in the trading account. The ING account balance accordingly increased from $185K to $209K as a result of this transfer. The ING interest bearing account has yielded about $2K in interest in the last three months.

  With current commitments of $157,610, there was currently approximately $54K in available funds.
Parent contributions to the P & C should be about $50K per annum. Helmut still needed information from the School on the cost to be reimbursed for the recent Parent Volunteer/Contribution to Canteen and Grounds Day mailer. We also need to approve expenditure for Grounds Days before that expenditure occurs.

Sade thanked Treasurer Helmut Hiebl for the considerable time and effort he puts in behind the scenes to the smooth running of the P & C's administration and management of its finances. Sade also thanked Philippa Stewart for her contribution as Secretary.

Philippa responded by thanking Sade Kalasabail for hard work as President.

Motion 2014-6B to adopt the Treasurer’s Financial Report for May
Proposed: Henry Liong, Seconded Nandita Bajaj, Carried

- Fundraising Committee Report (Nandita Bajaj and Eresha de Silva)
  Letters are to be sent (probably by email) to 50 local businesses asking for assistance to the school either in cash, goods or services (such as offering work experience placements). Interest from Old Boys following the launch of the Linked-In page has been encouraging and suggests there is potential here for greater support.

- Function Committee Report (Audrey Chin Quan)
  The Parent-Teacher evenings were catered for (as discussed by Sade). Prefect and SRC Induction is scheduled for the last week of the term and Audrey will need parent helpers for this.

- Social Committee Report (Ross Horsburgh)
  Ross will give an update on the Committee’s activities at the next meeting.

- Canteen Report
  A modest increase in profits had resulted from some minor pricing increases. The canteen will need a new convenor for next year as Karen will be leaving at the end of 2014.
  Sade thanked Karen Campbell for all her hard work as Canteen Convenor and was joined by the meeting in applauding her efforts.

- Grounds Report
  The recent Grounds Day was much better attended than the February day – so the recent request for volunteers mailer has been very effective. About 30 parents and 6 students attended and a good amount of work was done. The newly-purchased tools were used and a note made of additional tools still required.

New Business

Sade reminded parents that Mark Anderson had offered to give Selection Panel training for interested parents in the half hour before the next P & C meeting and encouraged parents to attend this training.

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Next meeting: Tuesday 12th August 2014.

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