Meeting: Tuesday 12th August 2014
Meeting Start Time: 7:45 pm
Meeting End Time: 9.45 pm
Location: School Library
Chair: Sade Kalasabail – P&C President
Attendance: 11 as per the sign-in book
Apologies: Nandita Bajaj, Eresha de Silva, Tania Drego

Part 1 Opening Session:

Principal’s Report (Mark Anderson)

Student Assessment and Reporting Presentation and Discussion
Mark Anderson facilitated a discussion on current assessment and reporting timing and formats for junior and senior students. There was a strong indication from the parent body that Year 7 parents and students had significantly different requirements from older junior students and their parents and that seniors’ needs in assessment and reporting were different again.
Mark indicated the feedback he had received at the meeting would help him to design an online survey on the issue that would be distributed to all parents, staff and students.

School Strategic Plan for 2015
Mark Anderson gave a general introduction to this topic and asked for bullet point “positives” and “negatives” from the parent body. He indicated that there would be further, more comprehensive discussions with parents about the Strategic Plan in the months to come.

Part 2 Business Session

Minutes of Last Meeting
- Motion 2014-8A to accept the minutes of the last meeting.
  Proposed: Audrey Chin Quan, Seconded: Pauline Zhao, Carried

Correspondence

Outgoing
- None

Incoming
- Notification from the NSW Environmental Trust that the School’s Sustainable School Grounds Grant application was unsuccessful
- Letter from parent Michael Fisher requesting funding assistance for his son Oliver’s attendance at the International Informatics Olympiad in Taipei
- Motion 2014-8B to contribute $250 towards Oliver’s registration costs for the Olympiad
  Proposed Helmut Hiebl, Seconded Ross Horsburgh, Carried.
Business arising from previous minutes and correspondence

- Motion on Notice to approve up to $1500 for annual P & C Federation affiliation and insurance cover for volunteers and office bearers.

  Insurance proposals were received from both the P & C Federation and the Healthy Kids Association. After some consideration, a decision was made to renew with the P & C Federation. A decision was also made to renew for the same level of cover as last year - namely affiliation, standard package and Directors and Officers insurance.

- Motion 2014-8C to approve up to $1100 to pay for P & C Federation annual affiliation fee and insurance premium.

  Proposed Sam Tan, Seconded Audrey Chin Quan. Carried.

REPORTS

- President’s Report (Sade Kalasabail)

  Canteen Focus Group

  The Canteen Focus Group members Sade Kalasabail, Praveen Aranha and Henry Liong visited Hornsby Girls’ High’s outsourced canteen to compare pricing, food range and food quality with the current Normanhurst service.

  A Survey Monkey online questionnaire will be compiled and distributed to all parents for feedback towards the end of the term.

- Fund-Raising Report (Sade Kalasabail for Nandita Bajaj)

  Ex-student response to the Linked-In site has been high. This service costs nothing and we are hopeful it will yield some tangible support from influential Old Boys in future months.

  The Entertainment Books sales have raised $450.

- Treasurer’s Report (Helmut Hiebl)

  Statement for Period 1st June – 31st July

  In June a further $2K in Grounds and Canteen contributions were banked. Expenditure included the Grounds Day Tools, leaving $4K in the trading account. The ING interest bearing account balance was $210K with $730 earned in interest.

  July income included $15K in P & C parent contributions resulting in a trading account balance of $19K, most of which was immediately transferred to the interest bearing account which earned $730 in interest. Total committed funds stood at $156K, leaving a balance of available funds of $72K.

  In summary, parent contributions for 2014 total $61,500, up on last year’s total of $51K. Grounds and Canteen contributions so far this year amount to $4K and $3K respectively compared with a combined total of $2K for last year. The $700 (approx) cost for the Grounds and Canteen Contribution mail out has easily been recovered by the increase in contributions it has resulted in.
- **Motion 2014-8D** to:
  Reimburse the School $743.12 for the Grounds and Canteen Contribution mail out
  Proposed Audrey Chin Quan, Seconded Tony Hill, Carried.

- **Motion 2014-8D2** to:
  Approve a $1000 contingency for the repair of the Canteen freezer
  Proposed Audrey Chin Quan, Seconded Tony Hill, Carried.

- **Motion 2014-8D3** to:
  Approve $1000 contingency for a third party audit of the P & C accounts, should a suitable parent volunteer not be found
  Proposed Audrey Chin Quan, Seconded Tony Hill, Carried.

- **Function Committee Report** (Audrey Chin Quan)
  Catered for Prefect and SRC Inductions with the help of Eresha De Silva, Chang Sock Eun, Ruchi Bharadway, Claire Moore, Yaping He, Philippa Stewart, Christopher Mah, Kala, and Laura Rushby.
  Also catered for Elective Choice Year 8 and 10 Parent Information Evenings.
  Upcoming events in Term 4 include Year 10 Transition event and Year 7 new parent/student days. As Audrey will be standing down from her role as Function Committee Convenor (which she has held for the maximum term of three years) a new parent (or several parents) is/are needed to take on this role for 2015.
  Sade expressed gratitude on behalf of the parent body for the wonderful job Audrey has done with catering for functions over the past three years.

- **Social Committee Report** (Ross Horsburgh)
  Nothing to report this month. An online parent survey will be distributed towards the end of the year.

- **Canteen Report**
  A solid increase in profit is anticipated (approx $10K) for the end of the Canteen’s trading year (August 31) due largely to well-targeted price increases. A stocktake is planned for the end of the trading year. A parent has expressed an interest in taking over the Convenor role from Karen Campbell in 2015.
  The current time-consuming system for approving canteen transactions requires that two Canteen officers must be physically and simultaneously present at the Canteen every fortnight. The canteen committee has approved and opened a CBA CommBiz account which enables the approval process to be achieved remotely. Transactions incur a 27.5 cent fee which may come to a total of approx $70 over the financial year.

- **Grounds Report**
  Grounds Day is scheduled for Sunday 24th August from 9 am – 12 noon.

**New Business**

Mark Anderson passed on the request from senior students that they be allowed to purchase espresso coffee from the student-run cafe. After some discussion, the parent group agreed they did not think this was appropriate and the café would continue only to serve staff.

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**Next meeting:** Tuesday 9th September 2014.

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