Meeting: Tuesday 9th September 2014
Meeting Start Time: 7:30 pm
Meeting End Time: 8.50 pm
Location: School Library
Chair: Sade Kalasabail – P&C President
Attendance: 9 as per the sign-in book
Apologies: Nandita Bajaj, Eresha de Silva, Tania Drego, Simon Tsui, Felicia Wong, Denise Pivetta

Part 1 Opening Session:

Principal’s Report (Mark Anderson)

Student Assessment and Reporting Survey Results
Results of the survey were that:

- 80% of parents across the Year 7, 8-10 & 11-12 wanted to receive student reports before the parent/teacher evenings
- 40-50% of parents wanted parent/teacher evenings in late term 2
- No conclusive trends re reports containing separate exam results data
- A majority of parents were in favour of formal assessment weeks
- A majority of parents preferred the 5 point assessment scale over the 4 point scale
- Parents regarded an individual student mark as essential data, there was no clear preference regarding student rank and average mark information

Strengths and weaknesses feedback
Following a question from Sade Kalasabail, Mark Anderson indicated that collated details from the parent “strengths and weaknesses” post-it note exercise would be provided at the next P & C meeting

Part 2 Business Session

Minutes of Last Meeting

- Motion 2014-9A to accept the minutes of the last meeting.
  Proposed: Henry Liong, Seconded: Pauline Zhao, Carried

Correspondence

Outgoing
- Letter of congratulation and $250 cheque to Oliver Fisher in support of his International Informatics Olympiad participation

Incoming
- Payment receipt and certificate of currency for insurance cover via the P & C Federation
- Request from Asli Harman for Head of Science selection panel representatives from the parent body
- Request from Mark Anderson for P & C financial support for a morning tea for School Administration Staff Appreciation Week
- Motion 2014-9B to provide $150 to fund the School Administration Staff morning tea
  Proposed: Praveen Aranha, Seconded: Audrey Chin Quan. Carried
REPORTS

- **President’s Report** (Sade Kalasabail)
  
  *Canteen Focus Group*
  
  - The Focus Group visited the Normo canteen at a typical lunchtime, compared the menu, portion sizes and prices with the Hornsby Canteen.
  - A Survey Monkey survey will be prepared for parents next term, canteen helpers will also be emailed for input re possible improvements.

  *Normo Linked In page (SYMTA initiative)*
  
  - Over 200 people have now joined the Linked in page, some have expressed an interest in attending Grounds Day. Sade will put the recent Prog Com result on the page.

- **Treasurer’s Report** (Helmut Hiebl)
  
  *Statement for Period 1st – 31st August*
  
  - The trading account began with a balance of approximately $19K to which just under $150k was added via a transfer of funds from the ING high interest account.
  - $165K was then paid out to reimburse the School for various approved projects. These activities left approximately $1600 in the trading account and $81k in the ING account.
  - Repair of the canteen freezer ($850) will be claimed on insurance.
  - Funds approved for an auditor will not be required as Sam Tan’s wife has generously agreed to audit the P & C’s accounts at no charge.
  - After commitments we have approximately $74k in available funds.

  *Contributions summary*
  
  - $61.5K has been collected in general contributions, up from $50k last year.
  - $7.5k has been collected in canteen and grounds contributions, up from $2k last year.

  *Other matters*
  
  Canteen profitability has improved by about $14k compared with last year’s result.
  
  Grounds Day expenses have not been approved for the last two Grounds Days. We should preapprove an amount for the November Grounds Day.

  **Motion 2014-9C** to adopt the Financial Report for August.
  
  Proposed: Henry Liong, Seconded: Praveen Aranha. Carried
- Fund Raising Committee Report (Sade Kalasabail)
  - SYMTA continues to raise awareness via the Linked-In site
  - Entertainment Books should bring in about $500-$600 for the year
  - Sade thanked Nandita and Eresha for their work on the Linked-In site

- Function Committee Report (Audrey Chin Quan)
  No functions this month

- Canteen Report
  Eagerly awaiting the parent survey and results from the survey

- Grounds Report
  - The August Grounds Day was extremely well-attended with 55 parents, 25 prefects and other students and 2 staff attending.
  - Before and after photos will be posted to the website
  - Sade asked Mark Anderson to prepare a wish list for the November Grounds Day

Motion 2014-9D To approve reimbursement of $1000 to the School for expenditure on the August Grounds Day. Proposed: Karen Campbell. Seconded: Audrey Chin Quan. Carried

New Business
None

Next meeting: Tuesday 14th October 2014.