Meeting: Tuesday 11th November 2014
Meeting Start Time: 8.45 pm
Meeting End Time: 9.25 pm
Location: School Library
Chair: Sade Kalasabail – P&C President
Attendance: 10 as per the sign-in book
Apologies: Karen Campbell, Nandita Bajaj, Eresha de Silva, Denise Pivetta, Henry Liong, Lainie Kalnins, Julie Crouch

Part 1 Opening Session:
Principal’s Report (Mark Anderson)
  Nothing to report

Part 2 Business Session
Minutes of Last Meeting
- Motion 2014-11A to accept the minutes of the last meeting.
  Proposed: Praveen Aranha, Seconded: Sam Tan, Carried

Correspondence

Outgoing
- Letter of congratulation and $250 cheque to Keita Richardson in support of his selection and participation in the Biology section of the Australian Science Olympiad Summer School

Incoming
- Student representation request from Adam Halmy who is competing in the Australian All Schools Athletics Championship in Adelaide 5-7 December
- First batch of approx. 70 Year 7 2015 Grounds/Canteen/Year List/Volunteer forms/Payments
- ING Direct investment account statement #3 for 1/7 – 30/9/14 showing closing balance of $103,781.69
- Certificate of Currency from CGU for event insurance for November Grounds Day

Motion 2014-11B to provide $250 in support of Adam Halmy’s participation in the Australian All Schools Athletics Championship. Proposed: Helmut Hiebl, Seconded: Tony Hill. Carried

REPORTS
- President’s Report (Sade Kalasabail)
  Nothing to report

- Treasurer’s Report (Helmut Hiebl)
  Statement for Period 1st – 31st October 2014
  • The trading account began with a balance of approximately $900 to which $1329 was added in Entertainment Book sales, Canteen and Grounds contributions, leaving a balance of $2234.63
- The ING investment account began with a balance of approx. $104k to which a small amount of interest was paid.
- Taking into account approx. $7k in commitments for School activities and projects, we currently have approximately $99k in available funds.
- The Canteen account opened the month with approx. $20k. After incoming sales and interest, and outgoing expenditure, the account closed the month with $21,692.13.
- Mark Anderson advised that the School would carry-over outstanding 2014 fees into 2015 for further follow up with the parents concerned, rather than writing off unpaid fees at year-end.
- **Motion 2014-11C** to adopt the Financial Report for October. Proposed: Helmut Hiebl, Seconded: Tony Hill. Carried

- **Fund Raising Committee Report** (Sade Kalasabail)
  - 3 past students (Old Boys) have expressed an interest in presenting to the students on their lives and careers since leaving NBHS. Sade to share this information with Mark Anderson.

- **Function Committee Report** (Audrey Chin Quan)
  - Year 11 Information Evening catered during October
  - Year 10 Transition and Year 7 2015 Orientation Day are both big events coming up before the end of the year.

- **Canteen Report**
  - The members of the canteen committee, employees and P&C treasurer attended the canteen's termly meeting on November 5, and the lack of new members crystallized our awareness that we appear to be without a new Convenor. Marion Berry has been performing the duties of Secretary but is leaving the committee next year to take up full time study. Thank you Marion for all your contributions to the canteen.
  - The day-to-day running of the canteen is well taken care of by Jo and Keralie. Keralie has started organising the roster for next year, Jo has the book packs sorted out for Orientation day, and the Christmas party is booked! However, a Convenor is needed, and ideally, a few other committee members. If you’re not sure of your commitment, come forward with a friend and be co-convenors. (I haven’t run that by Jo, so she may not thank me, but I found it worked for me in my first year on a committee.)
  - Some years ago, at the request of the Maths Department, the canteen purchased a number of “super rulers”. We have struggled to sell them to students at $12 each, and have decided to donate the remaining 50 super rulers to the Maths Department as part of our school contribution.
  - Following on from the last P&C meeting, provision of sauce at the canteen has been reviewed. There are a few pertinent facts - we had been spending $1200 a year on sauces, and only certain items e.g. Chicken tender wraps, have the cost of sauce factored into the price. Our close attention to the yearly profit has reinforced how much small amounts add up to make a big difference. Therefore, if sauce is included with other foods, their price should go up to cover it. This means that all those students who don’t want sauce with everything could be in a position of paying for it anyway. The 20-cent packets are currently sold at close to cost price, so we are not making a profit on them. It is a “user pays” system. And a note to SRC members - Jo would love you to talk to her about how to improve the canteen for the future.
• The need for a convenor and 5 committee members for the Canteen for 2015 is an urgent matter. Sade will email current volunteers to encourage involvement.

- Grounds Report
  • The last three Grounds Days have been well-attended by parents and students
  • Sade asked Mark to call for volunteers from the student body to document some of the important instructional content of Grounds Day activities. It was suggested that some video footage and photographs be taken at the next Grounds Day to record details of how weeds are identified, the planting procedure and the correct use of appropriate tools.

New Business
• Mark Anderson asked that a strategy be developed for 2015 to both encourage parents to attend the first P & C meeting for the year and to continue to engage with the P &C and attend its meetings throughout 2015

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Next meeting: Tuesday 9th December 2014.

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