Meeting: Tuesday 11th August 2015
Meeting Start Time: 7.45 pm
Meeting End Time: 9.00 pm
Location: School Library
Chair: Sade Kalasabail – P&C President
Attendance: 11 as per the sign-in book
Apologies: Praveen, Henry, Ian, Frank

Part 1 Opening Session:

Principal’s Report (Mark Anderson)
- The entrance exam for next year will be conducted 2nd week of August. This includes the year 8 and 11 top up students.
- The plans for the Secondary School Renewal Program are being developed.
- Developing a consistent standard for all students under the Group Work Policy.
- Work is being done on reporting (i.e. students reports) – looking at timing, comments and what need to be done to improve; plan to have a growth mindset.
- Results on the parental impressions on communications as per results from survey.
- Request from ADF to build a demountable for the cadets assuming that a space can be found. The inclination is to decline as there is no appropriate space for this demountable on school grounds.
- Request from students for a hoodies as an alternative to sport jackets. The inclination is to decline as a hoodie is not seen to appropriate attire for a secondary school. Also there is a preference for a uniform look and adding more choices reduces that uniformity.

Part 2 Business Session

Minutes of Last Meeting
- Motion 2015-08A to accept the minutes of the last meeting.
  Proposed: Bindi, Seconded: Ash, Carried

Correspondence
- Renewal of P&C Affiliation and Insurance (chq #584)
- Receipt of Certificate of Currency for Insurance
- ING Direct statement #6 1-Apr-2015 to 30-Jun-2015: Closing Balance = $136,391.82
- P&C Federation request to support campaign for fairer funding model (Gonski)
- NSW Environment Trust Grant Program notification
- Payment request from NBHS (outdoor shelters, server, projectors etc.) total = $34,859.85
- Some P&C communications for fund raising sales.

Business Arising
- Students Insurance –
  As noted in the last meeting, the P&C has not considered renewal of student insurance for 2015. The insurance period is 1-Feb to 31-Jan in the following year at a cost of $4.40 per student (approx. $3,300 in total). Cover is only effective from the date payment is processed and no part year discounts are available.
  Motion 2015–08B - That student Insurance will not be purchased for the remainder of the period ending 31-Jan-2016.
  Proposed: Sam, Seconded: Julie, Carried
Motion 2015–08C To set aside an amount equal to the Students Insurance Premium to provide financial assistance for student injuries in lieu of purchasing student insurance cover.

Proposed: Bindi, Seconded: Ash, Lost with 5 votes For and 6 votes Against.

It was identified that sports notes for 2015 still included a statement relating to the availability of student insurance provided by the P&C. Mark to publish a correction in the newsletter.

REPORTS

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

- Treasurer’s Report (Helmut Hiebl)
  - P&C financial year ends on 31st of August.
  - Received payment request from School for $34,859.85 for previously approved projects.
  - Audit procedure for the P&C accounts will start in September.
  - Financial control issues at canteen since management changes this year. Canteen coordinator to ensure canteen managers are familiar with and adhere to documented processes. In particular:
    1. Petty cash should only be used for small incidental purchases and must not exceed the approved limit of $300.
    2. Suppliers must not be paid from sales or petty cash. Suppliers are to be pre-approved and paid by cheque or CommBiz transfer.

Motion 2015-08D To adopt the Treasurer’s report for July
Proposed: Helmut, Seconded: Ash, Carried

Motion 2015-08E To reimburse NBHS $740 for Previous grounds Day Expenses
Proposed: Helmut, Seconded: Sam, Carried

Motion 2015-08F Payment of $40.30 for postage of grounds/canteen volunteer mail out.
Proposed: Helmut, Seconded: Bindi, Carried

Motion 2015-08G Allowance of up to $1000 for upcoming grounds days
Proposed: Helmut, Seconded: Julie, Carried

- Fund Raising Committee Report (Sade Kalasabail)
  Nothing to report

- Function Committee Report (Sade Kalasabail)
  Year 9 Information Evening - Tuesday 1 Sept

- Canteen Report
  - New manager Jessie settling in well.
  - The canteen guidelines folder is now in the canteen if anyone wants details about the NBHS canteen.
  - Canteen stock take will be carried out on 31st Aug by Jessie and Keralie.
  - Canteen committee meeting scheduled on 4th Sept.

- Grounds Report
  - The next Grounds Day will be Sunday 23rd August.

Next meeting: Tuesday 8th September 2015.