Meeting: Tuesday 14th February 2017
Meeting Start Time: 7.30 pm
Meeting End Time: 9.00 pm
Location: School Library
Chair: Ross Horsburgh – P&C President
Attendance: 13 as per the sign-in book
Apologies: N/A

Part 1 Opening Session:

Welcome to new parents (Ross Horsburgh)

Introduce the parents and P&C member and walkthrough the general overview of P&C committee.

Principal’s Report (Mark Anderson)
Mark Anderson welcomed new parents and presented the 2016 Normo HSC result. Mark presented name and marks of the High Achievers, School recommendation Scheme (SRS), scholarship and overall ATAR percentage and their courses selection at Uni admission. He encouraged parents to read the school newsletter and understand the admission process for Uni. Otherwise it is difficult to understand in final year. He asked parents to meet in person if they have any concern for their boys. He advised parents to read the boys Year assessment booklets (Years 7-12) to encourage the boys to prepare for the exam.

Part 2 Business Session

Minutes of Last Meeting

- Motion 2017-02A to accept the minutes of the last meeting.
  Proposed: Ross, Seconded: Deepti, Carried

Correspondence
- Student Insurance
  Motion 2017-02B to purchase School Student Insurance policy from P&C Federation for up to $3000 (approx. 750 students @ $3.96 per student) covering period 01-Feb-2017 to 31-Jan-2018. This will be discussed in the March P&C meeting
  Proposed: Ting, Seconded: Praveen, Accepted by all.

REPORTS

- President’s Report (Ross Horsburgh)
- Canteen food and maintenance
- Briefed about to purchase online Second hand Uniform
- P&C Annual Association record updated and acknowledged
- Encourage the parents to volunteer to participate in school events and urge them to be part of the P&C for the welfare of their kids

- Treasurer’s Report (Ting Fu)
  Statement for combined period Dec 1st 2016 – Jan 31st 2017
  - With parent P&C, canteen and grounds contributions of $390, Donation of $50.47, our trading account had a closing balance of $703.04. With $392.90 interest payments and the transfer fund of $1,500.00
from our trading account, the ING account had a closing balance of $145,002.41. After approximate $14,500 of committed expenses, our available funds are approximate $131,000

- **Motion 2017-02C** to adopt the Financial Report for December 2016 and January 2017
  Proposed: Ting Fu, Seconded Sam. Carried

- **Fund Raising Committee Report** (Denise Pivetta)
  - Discussed the fundraising activity of selling the Entrainment book, which is run by Denise.
  - Awareness of this fund and ideas have been shared with parents on Facebook, receiving good response from parents.

- **Function Committee Report** (Ian Frank)
  - Now two Urns are available for the events which are placed in library and hall.
  - Year 7 Transition to High School
  - Year 11 Prelim HSC Parent info evening
  - Year12 Parent info evening
  - High Achievers Morning Tea
  - Year12 Parent Teacher meeting

- **Canteen Report**
  - The new Canteen Committee met in Dec 2016.
  - With the resignation of the former Canteen Bookkeeper in Dec, Helmut Hiebl our former Treasurer accepted the position and has been very diligent in updating records and working on the new Canteen Price list which will be out soon.
  - Our Canteen Convenor Bindi Shah also resigned in Dec and Julia Green has continued as convenor as an interim arrangement. We would welcome anyone interested in taking on this role to contact the P&C.
  - The pricing goal for the canteen is to maintain reasonable prices while achieving the previously set profit margin of $15-20k per annum for the school.
  - The canteen has begun selling Fruit cups, a new healthier food item. New oven and fridge thermometers have been purchased for food safety compliance.
  - A number of power outages in Dec and Jan resulted in stock losses. Insurance claims were submitted for reimbursement.
  - Our thanks to Deputy principal Mr Abas for his help in obtaining alternative lunch items when the prepared hot food was lost and to the canteen staff for their perseverance and for attending to maintenance during January including installation of the new, deeper washing up sinks which are a big improvement.
  - The new 2017 Volunteer roster is being finalised with over 99 people and 20 spares. There are occasional days when a last minute vacancy occurs and relief volunteers are highly sought after and much appreciated.

- **Grounds Report**
  - The Grounds Day will be discussed in the next P&C meeting on 14th March 2017.

**New Business**

- Ross asked for feedback, particularly from new parents, on the type of topic they would like to be addressed at future P&C meeting.
- Mark Anderson advised that **Mrs Asli Harman** he would be running Selection Panel training for interested parents in the Library at 6.30 pm, immediately before the March P&C meeting. Mark urged the parents to attend this session, which will give them insight information why their selection process is fair.

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Next meeting: Tuesday 14th March 2017 @7:30 pm.