

**Narrabundah College P&C General Meeting
Minutes
6pm Wednesday 09 November 2022**

Meeting commenced at: 6:02pm

Members present:

- Michelle Morthorpe (Principal)
- Sandra Hayhoe (President)
- Craig Boyle (Treasurer)
- Aaron Garnham (Secretary)
- Adam T
- Istahil C
- Patricia H (non-executive member)
- Raphael M
- Anne Grete R

Welcome (President)

Apologies

1. Jenny Grant-Cunrow (Vice President 1)
2. Amara Ikwechegh (Vice President 2)
3. Bina B

Administration

4. Confirmation of previous minutes (Secretary)
 - a. Sep and Oct minutes approved

Principal's Report

5. At the board meeting Michelle acknowledged the 'Bundah Bulbs' event and recommended repeating the event. A key driver in the excellent events are because of a good volunteer culture.
6. Acknowledging Jenny Street as the new business manager. Noting a wealth of knowledge and experience from her previous roles.
7. P&C prize for year 12 graduation
 - a. Not fully revamping the honors and awards process this calendar year. Noted the P&C decision of the October meeting to fund an award worth \$100.
 - b. Sandra (President) states she will have a form of words for the award post this meeting.
 - c. Date for graduation ceremony, Wed 14 Dec. P&C offered to present the award. Sandra is happy to present on behalf of the Committee.
8. Noting the last day of regular school is Fri 11 Nov, Michelle notes the support apparatus of the school is active until the end of term (admin and psych for example). 16 Dec is last day of the year for school staff.
9. Raphael asked if parents are available to attend the graduation ceremony – Michelle confirmed they are welcome. Noting two guests are available for each student.
10. Istahil Asked if there is an event for year 11's. Michelle confirmed not this year but is keen for an event in the next year. Year 11's will have an assigned teacher for support; if parents are unable to attend at the times ICW the teacher – contact the front office for coordination.

Presidents Report

11. Notes the P&C's contribution for the Teacher's Day morning tea.

Treasurer's Report

12. Financial Statement
 - a. Finances are not as good this year; but thankful for a rise of up to almost \$40,000. Notes interruptions in cash flow.
13. Moving forward into next year, the Committee should consider generating a consistent second income flow. Grants are of use; however, are unreliable and require significant administrative support.
14. Coffee maker is an example of a secondary income stream. Craig also proposed merchandise as another alternative.
15. Notes the need to clarify the deed situation.
 - a. Michelle has sought clarity from the authority – answer pending and will be supplied via Jenny (business manager). Michelle recommends her, President and Treasurer huddle to cross level definition with appropriate rules. The objective is to clarify the method of purchasing and maintenance of equipment.
 - b. Craig notes an oddity from a finance perspective that there are no assets – noting the impact on **who** owns the assets once the deed matter is resolved.
16. Year 12 breakfast – asks Michelle is transfer will be sent directly to Jenny. Michelle confirmed this.

Canteen operations

17. Craig raised composting from the canteen – there is a device that is aspirational – but this may be a great tool for the school in the future. Notes cost is in the thousands.
 - a. Michelle notes there is an option in the future for Green Team that could be interested.
 - b. Sandra notes it as a great idea
18. Tried to ring Nicole – unsuccessful. Plan is shut down operations on 11 Nov.
19. Staffing issues have not been resolved
 - a. Sandra offered to engage them on 10 Nov.
20. All noted the option of a coffee machine in the future; however, all agreed all considered this should be dealt with after the deed is finalized.

College board / P&C delegates report

21. Sandra notes our delegate has returned from travels (Paul Buckley)
22. Sandra did attend last P&C Board meeting
 - a. They discussed administrative matters:
 - i. How is volunteering contributions confirmed; Michelle notes that there is no obligation to pay and that this should be clearly articulated to parents/carers.
 - ii. Michelle noted the school is looking at how the trust funds (building and library) are used by parents as an alternative to the voluntary contributions.
 - iii. Michelle notes the distribution of these invoices/offers for payments should be sent in a timely manner.
 - b. Survey on mobile phone policies
 - i. Sandra notes the school doesn't really have one, but does not perceive this is a concern for the school.
 1. Michelle notes that there is a student agreement for the appropriate use of ICT – personal devices are included. Specifically, personal devices should be used for learning. However, there is not a perspective that a policy is required.

General business

23. Correspondence in/out
 - a. Expand the distro
24. Craig – Auditing and end of year treasurer comments:
 - a. Craig will coordinate with another school to audit their books as they do ours.
 - b. Books will close on 01 Dev
25. Raphael noted:
 - a. This is his first meeting but is keen to become more involved with the committee once he becomes more familiar with the matters.
 - i. Istahil reinforced this – noting it was her first meeting. She also noted the importance of knowing what is occurring at the school and how the students are going.
26. Sandra noted:
 - a. Promoting that the Committee likes to hold events for the benefit of the school; using ‘Bundah Bulbs’ as an example.
 - b. Promoting the use of volunteers for the P&C, not the just the committee itself
27. Matter of Christian group proselyting by notifying meetings in the school newsletter:
 - a. Sandra provided a synopsis of the matter; following a P&C Committee member and parent asking if the actions of the Christian group was appropriate.
 - b. Michelle responded to the question:
 - i. The announcement was issued by a student led group in the student focused announcements. There are minimal restrictions from all groups in what is published within this document; as long as the messaging is non-exclusive.
 - ii. Michelle stressed there is no outside interference / controlling authority for this announcement.
 - iii. Notes it may be useful to clearly label ‘student notices’ (or similar) in the future.
 - iv. The Committee were satisfied with Michelle’s response and will not continue the matter further.
28. Craig made an offer to Michelle
 - a. As a former aircraft engineer, Craig offered to present an overview of the profession to interested students.
 - b. Michelle noted she would consider this offer and for Craig to follow up with an email.

Out of cycle decisions/actions

29. Nil

Next Meeting – 16 Feb 23

30. Proposed dates for meetings in 2023
 - a. 16 Feb – P&C AGM
 - b. 22 Mar, nothing is on the calendar
 - c. 17 May – P&C Meeting
 - d. 9 Aug – P&C Meeting
 - e. 13 Sept – P&C Meeting
 - f. 11 Oct – P&C Meeting
 - g. 8 Nov – P&C Meeting

Above dates agreed (motion Sandra, second Aaron, nil objections)

Tasks Tracker
<p><i>October Committee minutes are complete.</i> COMPLETE</p>
<p><i>Purchase of a meat, cheese and fruit platters and a card for international teachers day. Total value of items will be \$150.</i> COMPLETE</p>
<p><i>Follow up with P&C council to determine advice on fixtures and fittings for school canteens. Council POC to be provided to Principal.</i> Michell working with the definition deed TBI</p>
<p><i>Advise provided to Committee regarding P&C use of the College's financial accounts and estpos machine.</i> No longer required</p>
<p><i>Creation of digital folders in Google drive for minutes and financial reports of each meeting.</i> COMPLETE</p>
<p><i>Drafting of paragraph outlining criteria for award P&C will donate.</i> COMPLETE</p>
<p><i>Funding and coordinator allocated for the Year 12 breakfast, scheduled for 25 Nov 22.</i> Coordinator - Jenny with assistance from Sandra. Funding – Jenny will invoice Craig Craig notes one staff member may be present for a clean around this time COMPLETE</p>
<p><i>Alteration of purchase dates of pastry danishes</i> No longer required</p>
<p><i>Canteen registration and food administration renewal</i> COMPLETE</p>
<p><i>Advise Parents Association that the Committee is ceasing engagement with the grant process.</i> Sandra to complete</p>
<p><i>Complete planning for an end of year social event</i> Regular meeting attendees; likelihood for a casual meal at Griffons. Dates include – 30 Nov Invitation TBI by Sandra to all members who have been involved in the P&C throughout the year</p>
<p><i>Advise confirmed committee meeting dates for 2023 to school for inclusion in the calendar</i> COMPLETE</p>