****

**Term 4 2024 Minutes**

**Vincentia High School Parent & Citizens Term 4, 2024 Meeting**

**Monday 18th November 2024, VHS Common Room**

**Opened:** 6pm

**Acknowledgement of Country:** Anna C.

**Apologies:** Carly S.

**Minutes from Previous Meeting:** correction. The P&C were informed that the dirt carpark *can’t* be sealed.

**Approved:** Jodie **Seconded:** Anna C.

**Business Arising**:

* Principal Report
	+ Discussed rebranding. Presented some options created by an agency, and the thoughts behind them. Survey to go out to students and staff.
	+ Shared update on the new school building and removal of demountable classrooms. Due for completion by the end of 2026. Needs to meet bushfire standards. New building reference group made up of VHS staff.
* President Report
	+ nil
* Treasurer Report
	+ See attached. **Proposed** Anna C **Seconded** Sarah
* P&C Correspondence
	+ Sarah suggested that P&C executive’s have access to P&C email account to ensure transparency and efficiency. Seconded Anna C.
* Canteen Manager Report
	+ See attached
	+ Catering at Husky Triathlon a great success. Learning and finetuning process for the next event in Feb 2025.
	+ Request to buy a slushie machine for the canteen. Approved in theory. Anna to get quotes and email P&C executives for them to consider.
* Community Liaison Officer Report
	+ See attached
* SRC Report
	+ Nil
	+ Previous discussion on P&C supporting SRC by banking and tracking fundraising money. Sarah to email SRC Co-ordinators with offer.

**General Business:**

* School Bus audit - How many available & the support bus update.  When does the regular servicing of buses take place?
	+ Regular mechanical servicing are being done. Engineer required to modify the bus to meet support classes travel needs. Leasing bus instead of buying one.
* Re-branding Update
	+ see Principles report above
* Staffing for 2025 - what is happening etc.
	+ There will be less staff in 2025. Estimating 980 students enrolled. Restructuring VHS Executive team. In 2025 there will be 3 Vice Principals instead of the current 4.
* Bendigo Account
	+ Jodie proposed that Anna Butler is to be made a signatory on the Bendigo account. Seconded by Sarah.
	+ Jodie proposed that VHS P&C Secretary, currently Sarah Ketelhohn, becomes a signatory on the Bendigo account. Seconded Anna C.
* Closing Westpac Account
	+ Jodie proposed and Sarah seconded that the Westpac bank account to be closed due to continued issues in relation to poor service and support.
* Opening an IMB Account
	+ Jodie proposed that the P&C open an account with access to internet banking with the IMB as both the Nowra and Vincentia branches can be accessed. <https://www.imb.com.au/>
	+ Jodie proposed that Anna Butler is to be made a signatory on the IMB account. Seconded by Sarah.
	+ Jodie proposed that VHS P&C Secretary, currently Sarah Ketelhohn, becomes a signatory on the IMB account. Seconded Anna C.
* Possibly looking at a publicity Officer for P&C to work with Michelle to get things advertised etc.
	+ Revisit term 1, 2025
* VHS Positive Postcards
* New Forms for P&C
	+ A few amendments, will be ready for 2025 AGM
* Unions current schools funding campaign, Jack Brooks NSWTF Workplace Representative.
	+ Jack presented a short video from NSWTF and the President of NSW P&C. Provided P&C with a For Every Child QRcode to email Prime Minister and local polotican. Discussed how to share this information with VHS families.
* Parent Information Evening Year 7 2025 on Tuesday 26 November Week 7. This will be held in our hall, from approx 5-6pm, and from 4.30pm for uniform queries.
	+ P&C Representative for Information Evening - (This is to answer queries from new families regarding joining our P&C and what we do)
		- Anna C volunteered.
	+ P&C and/or Canteen Representative for Information Evening - (This is to answer queries from new families regarding our canteen)
		- Print the Spriggy Qrcode for year 7 families
	+ Carly - SRC Representative (or Leigh Webber possibly) for Information Evening - (This is to answer queries from new families regarding our mana-wara pre loved SRC uniform shop)
	+ Carly - SRC Representatives for Information Evening - (This is to assist Janice with the large volume of queries expected from families regarding uniforms)
* Proposal that VHS purchase a coffee van /trailer for use at school and community functions – see attached
	+ Looking at possible grants
	+ Looking at quotes for a coffee machine
	+ Suggestion to share the van with the TAS Dept.

**Meeting Closed: 7.43pm**

**NEXT MEETING will be the AGM and general meeting will be in Term 1 week 4 2025**

PLEASE LEAVE ON MINUTES TO ALLOW MEMBERS TO KEEP TRACK OF CURRENCY:

ST ANDREWS BROADFORM LIABILITY INSURANCE

Policy Number: 10M 9907324 01 August 2025 at 4:00pm

**VHS P&C Committee Positions**

**President:** Carly Stevens **Vice President:** Anna Cochrane **Treasurer:** Jodie Newman  **Secretary:** Sarah Ketelhohn **Canteen Treasurer:** Jodie Newman

Current financial members as of 18th November 2024

Carly Stevens, Jodie Newman, Sarah Ketelhohn, Anna Cochrane, Amanda Agius, Gabe Hart, Anna Butler