

**Minutes**  
**General Meeting of Vincentia High School P&C**  
**Thursday 22 August 2013**

Meeting Commenced 7.31-pm

**Attendees:** Jenny Moffat, Peter Dooley, Rosana Nemet, Annette Bevan, Gary Brady (Acting Principal), Cathy André (Minutes), Melinda Cremer, Fotis Loupos

**Apologies:** Sonja Hammond, Steve Glenday, Colleen Stahlhut, Neil Allen

Minutes from Previous Minutes were adopted. Moved Pete Dooley, seconded by Cathy Andre.

**Business Arising**

**ACTION**

Staff Recognition Thank You Cards

- Rosana provided the next round of completed Teacher Recognition cards for distribution.
- The P&C requested confirmation from the Principal on which teachers have been presented Recognition cards to date.
- Gary Brady agreed to take a photo of the teachers receiving their awards at the next Friday morning meeting. This photo will be used to promote staff achievements in the School Newsletter.

**Gary Brady's response attached**

**Gary Brady/Jenny Moffat**

Grants

- Jenny confirmed that Joanne Medcalf is the volunteer who will attend to grant submissions.
- Jenny advised that she will arrange a time for Joanne to meet with Steve Glenday to discuss the expectations for this role.
- Fotis suggested that a member of staff should be assigned to assist Joanne Medcalfe with the submissions.

**Jenny Moffat**

Painting of Canteen Area

Jenny confirmed that Neil Allen has arranged to paint the canteen in two weeks. The quotation was tabled and approved. Total cost \$700.

**Neil Allen**

### Bendigo Bank Luncheon

At the last meeting Paul Taylor volunteered to follow up a luncheon for Bendigo Bank staff in recognition of their ongoing support of the school. Item to be raised with the Principal at the next meeting.

**Steve Glenday**

### **Principal's Report**

The following items remained outstanding from the previous meeting.

- Bus signage
- Lockable bike shed
- Funding wish list
- Confirmation that the Art Exhibition will run again next year
- A laptop was provided for P&C minutes

**Gary Brady's response  
attached**

Gary Brady invited questions from the P&C. The following items were raised:

### School Reports

Jenny Moffat reported that the late distribution of reports and associated errors had resulted in a significant number of parent complaints. Jenny asked, as a member of the P&C, if it was the duty of the P&C to advise the community of the delay.

Gary confirmed that Petra Greyling has taken on the responsibility of school reports from Mr Smith who had fallen ill. Petra will make a recommendation that more than one person should be responsible for future report coordination. Petra is confident that the programming has been improved - an example of this is the recent Year 12 reports.

Gary will seek advice from Steve Glenday on the most effective way to respond to report complaints.

**Gary Brady's response  
attached**

### Report Grading

Jenny requested clarification on how report grades and ranking are determined.

Gary confirmed that the role of the head teacher is to check for consistency in marking and that A-E grading provides the common scale for student reporting across the year whilst rankings are class based.

Gary suggested Head Stage teachers should be involved in the reporting process.

### Funding Wishlist

#### **Treasurers Report**

Apologies from Sonja. Treasurer's Report will be sent through by 23/8/2013. Sonja advised that \$1,500 cheque will be raised for insurance.

**Sonja Hammond**

#### **Canteen Report**

Jenny reported that the figures from the last report have been carried over and tabled. Financials tabled.

#### **General Business**

##### Staff Recognition Awards

The following teachers were nominated for the next round of Staff Recognition Awards:

- **Mardi Morris:** transition in the community with Bay & Basin Learning Community. Year advisor for next year.
- **Renee Gilbert:** development of alter ego Kylie who promotes making positive choices. Volunteered to be filmed for ALARM program.
- **Felicity Paulson:** Nice, informative, caring teacher who displays a strong interest in her students.
- **Mark Swanson:** time and energy, committee with hospitality. After hours commitment. Support of Bay & Basin's Got Talent.

**Rosana Nemet**

### 21<sup>st</sup> Anniversary Celebrations

Peter Dooley reported that Damian McGill from South Coast Register is committed to promoting the celebration with weekly updates in the local paper.

Assembly date to be confirmed. Friday 29<sup>th</sup> November discussed as a possible date.

**Peter Dooley's update attached**

Evening social occasion:

- Numbers need to be confirmed
- Venue to be confirmed

Peter reported that 6 historical achievements have been received to date. A suggestion box is located in the print room.

### Funding requests

A number of P&C funding opportunities were raised. They included:

- Peter suggested supporting Fotis' efforts to improve functionality of the library e.g. display boards, learning areas.
- Since the construction of wire fencing in the TAS area, Brent Warner is seeking funding to improve the aesthetics e.g. plants, water tanks.
- Jenny proposed that the completing the Bush Café should be a priority.
- Gary recommended that A block needed a makeover e.g. pin boards, paint.

Gary recommended that a P&C representative should do a walkthrough of the school during operating hours to prioritise needs.

Gary agreed to seek the Principal's feedback and advise staff representatives to put forward their proposals.

**Gary Brady's response attached**

Agreed to attach P&C minutes to the weekly newsletter.

**Jenny Moffat**

The P&C agreed that an extra ordinary meeting should be held to approve funding and finalise 21<sup>st</sup> Birthday celebration action items. This meeting will require Steve Glenday's attendance. Thursday 19<sup>th</sup> September proposed.

**Jenny Moffat to confirm Steve Glenday's availability.**

### **Parent Information Nights**

Fotis agreed to put forward a program of events for Parent information nights at the next meeting.

**Fotis Loupos**

### **Correspondence**

Bay & Basin Community Resources Committee: Stress and anxiety Parent Information Night – Exam and Study.

**Annette Bevan**

**Meeting Closed 8.48pm**