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# Minutes: General Meeting of the Vincentia High Community

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**Thursday 23 February 2017**

**Commenced:** 7.10pm

**Attendees:** Peter Dooley, Steve Glenday, Nina Santangelo, Mary (Canteen Supervisor), Sarah Lawson, Renee Gilbert, Neil Allen, Tim Dunn, Cathy André (minutes)

**Apologies:** Pat Thompson, Jenny Moffat

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## Approval of Minutes

Motion to approve minutes from November 2016.

Motion moved - Neil

Seconded - Nina

## Business Arising

**Staff Recognition Thank Your Cards for contribution and coordination of the All Schools Triathlon event.**

- Cathy Boyce
- Steve Crossman
- Toni Smith
- Adrian Volpatti
- Gabrielle Keogh
- Peter Raftery
- Ben Sauvao

## Mental Health Workshop

- Pete confirmed that the P&C have agreed to fund the Dan Hunt Mental Health Workshop to the value of \$500.
- Renee agreed to follow up the progress of the event with Ali Taylor.

## Sustainability

- Renee reported that each KLA has responsibility for the cleanliness of dedicated playground areas.
- Renee noted a reduction in litter this term.
- Agreed that a continued staff focus is required.

**Cathy to complete cards and forward to Renee Gilbert to distribute to staff at morning tea held on Fridays.**

**Renee to follow up Dan Hunt Workshop with Ali Taylor.**

## Communication

- Renee advised that SchoolBag and Enotes were being used as communication tools and further investigation for viable platforms continues.
- Sarah Lawson suggested inserting a link to the Newsletter on the school's Facebook page.

Cathy to ask Karen  
Cunningham to add a  
newsletter link on facebook.

## Principal's Report by Paul Taylor

- Steve Glenday advised that he will retire on the last day of Term 3 2017.
- Some teacher positions are still to be confirmed.
- Year 7 have settled well in to high school.
- New teachers include:
  - Maxine Amor: PDHPE
  - Matt Duncan: PDHPE
  - Jasmine Hokin: Art
  - Linda Mack: Science
  - Greg Shuker: TAS
- Well Being room is being established. Year 7 Mindfulness classes will be held in this room. School will continue to develop a culture focused on well being.
- Training plans for staff completed.
- The new Finance package 'LNBR' will be implemented by the end of Term 1 and will allow parents to pay school and excursion fees online.
- Following executive confirmed:
  - Mr Paul Taylor Deputy Principal Stage 5
  - Miss Renee Gilbert Deputy Principal Stage 4
  - Mrs Sandy Clark Deputy Principal Special Education & Wellbeing
  - Mr Foty Loupos Head Teacher Senior School and Stage 6
- 104 students participated in the All Schools Triathlon. Troy Worthington achieved third place in the CHS category.
- Water filling stations installed. The stations have already saved 6,000litres of water loss previously incurred from leaking bubblers and saved the school from using 6,000 plastic bottles as measured by the usage meter.

- Steve will place a funding request for shade clothes at the March meeting.
- Agreed to hold the March meeting in the Cottage.

### **Treasurer's Report**

- Tabled by Neil. Accepted by Cathy.

### **Canteen Report**

- November, December and January reports received.
- Cathy has requested the October report from Jenny.

### **Correspondence**

- Request to update ABN details. Mary to follow up with Jenny.
- Thank you card from Jake Trew's family.
- Gary Heiler letter request to provide a letter of thanks for donating a generator during concreting. Completed by Jocelyn.
- EML Employees Mutual policy online renewal instructions.
- Canteen donation receipt.
- Welcome back letter from the P&C Association.

**Mary to follow up with Jenny on ABN update request.**

**Cathy to email Jenny asking to confirm action for Employees Mutual policy renewal.**

### **School Honour Society**

- Tim Dunn, Coordinator of the Honour Society provided an overview of the recognition program.
- The program recognizes academic achievement, school representation and overall participation.
- A point system determines the level of award e.g. 50 points = bronze medallion, 200 points = personalized pendant.
- Students who achieve 250 points will have their portrait displayed on the Honour Society Wall.
- The program is all inclusive and Special Ed students will receive points for personal achievements and participation.
- Teachers can access the Honour Society database to monitor and display student points.
- Point credit application will be made available to students.
- Tim's goal is to make the program a fabric of the school.
- Tim will be engaging with the executive, staff, students and the community to promote and provide education on the program.

## General Business

- Pete confirmed that traffic time zones have changed to 8am – 9.30am and 2pm – 4.30pm.
- Steve is working with the RMS to have the phasing of lights changed to assist with traffic flow during peak periods.
- Nina congratulated the school on the Year 6 open afternoon. The set up for students to explore certain areas such as Science was well received. Renee agreed with Nina that staff participation was lacking, particularly in music and art. Renee agreed to follow the matter up for future events.
- Renee advised that Year 7 Information Sessions were being held Tuesday 28 February 5-6pm and Wednesday 1 March 6-7pm. Information will be forwarded to Cathy for distribution.
- Mary reminded Neil that the financials are due to be audited by BOSCO Accounting.
- Pete reported that Jenny Moffat is happy to continue in the role of Canteen Coordinator.
- Neil advised that he will accept nominations to continue as Treasurer.

**Neil to follow up audit with BOSCO Accounting.**

**Meeting closed 8.25pm**

**Next Meeting**

**Thursday 23 March 2017**

**Annual General Meeting 6.30pm**

**P&C Meeting 7.00pm**

**Meet in the Staff Training Room to transfer to the Cottage**