
Minutes: General Meeting of Vincentia High School P&C

Tuesday 28 July 2015

Commenced: 7.11pm

Attendees: Peter Dooley, Rosana Nemet, Steve Glenday, Pat Thompson, Colleen Stahlhut, Cathy André (minutes)

Apologies: Annette Bevan, Kerry Wright, Neil Allen, Jenny Moffat, Renee Gilbert

Approval of Minutes

Motion to approve minutes from 23 June 2015.

Motion moved - Peter Dooley

Seconded – Colleen Stahlhut

Business Arising

Staff Recognition Thank Your Cards

Steve identified the following recipients for the next round of Staff Recognition cards

- **Phil Lamb** – Electronics. Support of VET award scholarships.
- **Bill Donoghue** – Plasma cutter initiator.
- **Andrew Newton** – Outstanding faculty leadership.
- **Renee Gilbert** – Taking leadership to a new level.

Parent Information Sessions & Advertising

- All agreed that tonight's program clash with the Year 8 elective session, topic repeat, inability to promote on the information board and winter, had contributed to this month's lack of attendance.
- P&C discussed future topic options and the opportunity to invite field specialists to support the events e.g. HeadSpace representatives. Topics considered included Bullying, Managing Social Media, Mental Wellness.
- Agreed that updates in the Newsletter, Facebook, website, Information Board and face to face contact was building a foundation for the sessions.

Rosana

Steve to ensure topic details are provided to **Cathy** to follow up with **Holly, Carrie** and **Karen**

- Steve confirmed that there would be a Maths focus for the next topic - “Newman’s Analysis” presented by Graydon Smith. A **Well Being** topic will be introduced later in the term.

Steve to discuss **Well Being** topic option with **Holly, Anne Glenday and Toni Smith**

Australian Schools Plus

- Steve clarified that Schools Plus is not a priority but it was an ongoing agenda item for the school. Bill Donoghue is working on a business plan to meet the application deadlines.

Steve / Bill Donoghue

Filing Procedure

- Cathy confirmed that minutes, agendas, reports and relevant documents are stored on a flashdrive and backed up on the school’s laptop.
- Steve to confirm if the school is also storing this information.

Steve to confirm school’s filing procedure

ACNC Registration

- Cathy reported that the application has been received pending approval.

Follow up since - **Cathy** and **Rosana** investigating incorporation authorisation

Gonski Fact Sheet

- Cathy advised that Karen has updated the fact sheet on the website under the P&C tab.

Follow up since – **Karen** has added to Feature News on the front page

School Plan Update - Steve

Core areas include:

- Literacy
- Numeracy
- Aboriginal Education
- Personal Development
- Well Being

Renee to provide written school plan.

Aims of the **P&C** ongoing discussion

Mind Matters (MM) Feedback – Steve

- An initiative from the MM program will be the introduction of a **Well Being** class. This will be a vertically integrated program that focuses on mental health issues, attendance, mentoring and support.
- Anne Glenday will lead the Well Being team.

- Focus on providing improved academic welfare for Junior years e.g. Year 10 'Big Day In'.

Attendance Incentive Program – carried over

Renee Gilbert

Principal's Project Funding Request

- Steve presented photos of a back to back electronic communications board to replace the existing noticeboard at the front of the school. Cost \$25,000.
- Sports uniform and maths program. Cost \$11,500
- Pat moved a motion to accept total funding request of \$36,500. Rosana seconded.

Principals Report

- New school uniforms will be available at the end of September.
- Reminder to include Presentation Day Award funding (\$6,500) to next month's agenda.
- Reflection sheets included with reports were positively received and will continue.
- Positive feedback from parents has increased.
- The school is looking at ways to obtain Parent Feedback. P&C members presented the following ideas and suggested that these events could also promote the School Plan and Parent Information sessions, help to demystify the role of the P&C plus build a sense of unity between students, families, staff and the broader community:
 - **Bingo Night**
 - **Pizza Night – using the new Pizza Oven**

Treasurer's Report

- Report tabled
- Committee authorized Neil Allen to close the existing Commonwealth Bank account (*please refer to Treasurer's Report*)

Cathy to attach correct Treasurer's Report minutes

Canteen Report

- Canteen Report tabled - May & June 2015
- Canteen Manager's Report accepted.
- \$32,000 received from the Canteen.

Peter to present cheque to Neil

- Committee thanked Mary and her team for their dedication and ongoing commitment and invited Mary to attend the next P&C meeting to meet the P&C members.
- All agreed that the funding was a 'good news' story that should be communicated.

Correspondence

- P&C Federation media release in opposition to the closure of small public schools and sharing of Principals.
- Royal Farwest donation request. Agreed to **donate \$100**.
- Canteen Manager Job Description presented.

General Business

- Cathy to follow up renewal of insurance with Neil. (*Neil has since confirmed receipt of payment*).
- Peter enquired how the school managed the calendar of events. Steve responded that Paul Taylor is responsible for the calendar which is reviewed every Monday. He added that Renee sent her apologies for the clash between the Year 8 elective night and the Parent Information Session. Steve believed only the P&C dates and times were made available on the calendar. (*Follow up confirms Information Sessions are available on the calendar*)

Meeting closed: 9.00pm

Steve to invite **Mary** to attend next meeting

Follow up since - **Karen** has photographed **Mary** presenting cheque to Annette

Peter to follow up Farwest donation with Neil

Next meeting to be held in the Library 7.30pm Tuesday 25 August 2015