

Minutes
General Meeting of Vincentia High School P&C
Tuesday 24 February 2015

Meeting Commenced 7.46pm

Attendees: Annette Bevan, Peter Dooley, Rosana Nemet, Cathy André (Minutes), Fotis Loupos, Steve Glenday, Holly Pastor, Pat Thompson, Neil Allen, Colleen Stahlhut, Kerry Wright, Melinda Creamer, Margaret Smith, Renee Gilbert

Apologies: Jenny Moffat

Previous Minutes were adopted by Peter and seconded by Rosana.

Business Arising	ACTION
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Staff Recognition Thank You Cards

Rosana confirmed that a thank you card was sent to Bay & Basin Community Resources.

Coffee and cake passes are to replace lunches.

Agreed to provide a special award at presentation day for the staff member who receives the most P&C recognition awards throughout the year.

P&C identified the following recipients for the next round of Staff Recognition cards:

- **Jed Bringley & Kerry Edwards** – Stepping up into the role of Year 12 Advisors running. Great support.
- **Karen Cunningham** – For services rendered to positively promoting the school. Maintenance of Facebook and website.
- **James Ebdon** – Great science display at the Year 6 information night.

Rosana

Letter of Appreciation – Ann Sudmalis

- Fotis clarified that the draft letter presented at the last meeting was written by Pat Thompson.
- Final draft written by Pat Thompson and Peter Dooley.
- Final draft argues the need to maintain a secular social worker at the school instead of the chaplaincy program.
- The letter will be attached to the minutes for feedback.
- **Agreed that members** should send recommendations to Cathy no later than one week from the time of receiving the minutes. If no changes are received, **Rosana to send letter to Ann Sudmalis.**

Refer to draft letter attachment.

Cathy / Rosana

2015 Parent Workshops

- Fotis advised that work commitments could affect his ability to run the workshops this year.
- Renee suggested that Fotis ask the Executive for support.
- Agreed that P&C should aim to seek independent support

- for the 2016 program to minimize workload for Fotis.
- Rosana to follow up with Karen Cunningham to confirm if the Parent Workshop postcards have been printed.
- Fotis concluded that he would ensure the workshops run in 2015.
- Rosana enquired what the school's commitment was to promote and link the community to the Mind Matters program and whether the parent workshops were an example of this.
- Renee and Holly agreed that the workshops were an example of how the school can promote Mind Matters.
- Rosana to confirm if Bay & Basin Community Resources will continue to support the Parent Workshops.

Rosana to confirm with Karen if postcards have been printed.

Rosana to confirm if BBCR will continue to support 2015 Parent Workshops.

Presentation Day Awards

- Holly thanked the P&C for contributing to the funding of the Presentation Day Awards.
- Holly acknowledged that:
 - students accepted their awards graciously
 - the event was well attended by Parents and community representatives
 - there will be a review process to improve the selection process.
 - payment had yet to be received.

Annual Report

- Annette confirmed that the Annual Report had been presented to Felix Bachman.

Refer to attached Annual Report.

Quickbeds Fundraiser

- Annette explained that Quickbeds is an accommodation site managed by Flight Centre.
- Organisations can register to receive fundraising money from bookings made via a unique code.
- No cost to register.
- Kerry raised a possible conflict of interest with School Policy and business promotion.
- All agreed that returns would be minimal and not to support the program.

Principal's Report	Steve Glenday
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- Steve apologised for arriving late to the meeting.
- Total number of student intake has increased to 1100.
- Year 5/6 transition program has made a significant difference to how well the students have settled into high school.
- Seven new staff members. Five permanent and two temporary.
- Programs continue to run across all lines e.g. tutoring, Ranger Program, Homework Centre.
- The school fence has started and should be finished by Easter.

- Steve presented images of the new hall exterior signage.
- Front of school to be re-tarred.
- Front gardens were planted by Year 7 students.
- Exterior walls including the toilets were painted in the holidays. The hall will be painted during the Easter holidays.
- Every Year group should have received their assessment task programs.
- Vincentia High achieved the second highest HSC results in the Illawarra. Aim to increase band 6 results over the next 4-5 years to 35-40.
- Alpaca and Chooks continue to succeed at local and regional shows.
- 110 students to attend All Schools Triathlon.
- 23 students to attend regional swimming carnival.
- New dress uniform for female students. Dress does not replace current uniform and it is expected that skirt and shirt will be worn for formal occasions. Steve will provide the P&C with a sample at the next meeting.
- Steve requested support from the P&C to fund 50% of the cost to build and install a Covered Outdoor Learning Area (COLA) over the CAPA quadrangle. Quotes are still being sought but estimated cost is \$90,000. Water tanks will collect drainage. A design was presented and final quotes will be tabled at the next meeting.
- Winter Ball 26 June 2015. 400 tickets will be made available to the community.
- Annette enquired about the insurance claim for the damaged school bus. Steve confirmed that \$19,000 had been received. Steve has been searching for a replacement but the cost to purchase a vehicle plus insurance and maintenance suggests that hiring buses would be more cost effective.

Steve to provide sample of new uniforms.

In response to the bus discussion, Kerry Wright provided the following information at a later date.
New Bus Hire Register that the Shoalhaven City Council manages which supports community groups to access buses at cheaper prices.
 See link below.

<http://www.bus2go.com.au/>

Treasurers Report

- Report tabled by Neil.
- Audit accepted. \$570 due to BOSCO Accounting.
- Switch to Bendigo Bank held over until audit finalized.

Neil Allen

Neil to pay BOSCO accounting for audit services.

Canteen Report

- January report emailed by Jenny Moffat at a later date. See attached.
- Jenny provided response to suggested changes to Canteen menu. See attached.

Jenny Moffat

Refer to attached report and email response.

Correspondence

- ***Vincentia Public School's new canteen menu was presented.*** Karen Cunningham is working with the canteen staff to initiate a new menu. All agreed the Public School menu looks great. Melinda suggested Mary meet with the P&C to discuss menu options and the equipment

required to support those options.

- Invoice for the cost of Presentation Day vouchers was received by Neil.
- Canteen Workers Compensation Policy renewal due by 28 February 2015. Cathy to forward policy to Jenny Moffat. Position of Canteen Treasurer to be confirmed at Annual General Meeting.
- YWCA program rejected.
- Bakers Delight Hot Cross Bun fundraiser details to be forwarded to Karen Cunningham to advertise in the school Newsletter.
- Rosana to respond to correspondence from a new parent seeking details about the P&C.
- Board Election details for new P&C Federation.

Cathy to forward policy to Jenny Moffat for renewal.

Rosana to forward Bakers Delight fundraising details to Karen.

Rosana to respond to parent P&C enquiry.

General Business

- Pat Thompson put forward the idea of introducing a Parent Liaison Officer. This officer would work voluntarily to explore new ways of sourcing greater community interest and involvement in the school such as tutoring and mentoring programs. Pat put himself forward for the role and would be available two days per week.
 - Kerry suggested that the first step could be to liaise with the head teacher of each faculty to understand the areas where parents could assist.
 - Agreed that the program should not take away from the teachers' time in front of the class room and should only be implemented as an added benefit.
 - Margaret added that PROBUS community elders would be keen to support but would need logistical details.
 - Steve identified that Working with Children checks etc would be required at a cost of \$80 per person.
 - Steve reported that community representatives had contributed to Careers Night, Elective Subject Selection Night and work site placements to provide students with real life experiences.
- Steve reported that due to the Woolworths development, the Department of Education's Assets Manager is liaising with Woolworths and Shoalhaven City Council to review the proposed changes to traffic conditions.
- Rosana raised the question of how effectively the Mind Matters program was being communicated to parents and the public and who were the responsible parties. Steve responded:
 - Workshops will be held in conjunction with Primary schools in Term 2.

Pat to liaise with Faculty Teachers to seek feedback / gather information for next meeting.

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- Mind Matters is a mental health program that supports a philosophy of encouragement and support for students with mental health issues.
 - Discussions are held each assembly on how students and teachers can care for each other.
 - Future focus is students – community – staff.
 - There is a dedicated Mind Matters team who have a goal to link the program with the community.
 - Improved communication via the Newsletter and Facebook page.
 - Supporting students to meet expectations e.g. work provided in draft format to demonstrate they're on track.
- Holly added that Mind Matters is a framework to increase the entire school's knowledge of available health services and how these services can be embedded into programs to increase student resiliency and community support. Next Term's Development Workshop will focus on Mind Matters.
 - Renee suggested that program information needs to be advertised clearly and transparently on the Website and Facebook. Rosana added that the message should be simple and include the long term goals of the Mind Matters program.
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- Neil reminded participants that reelections of all P&C positions will be held at the next meeting.

Meeting Closed 9.41pm

ANNUAL GENERAL MEETING

**TUESDAY 24 MARCH 2015
7.00PM**

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The Library