

# CSHS P&C Association Inc



## 20191028 CSHS P&C General Meeting

### General Meeting

When 28 Oct 2019 at 7:30 PM

Location: Choral Studio, CSHS, Choral Studio, CSHS

Chairperson Kate Sinfield

Minute taker Brendon Flaherty

Present Marina Biddle, Jeremy Chappell, Brendon Flaherty (Secretary), Matt Gaunt, Shirley Godfrey (Treasurer), Tracey Gralton, Nikki Harvey, Neil Hunt, Art Ledovsky, Lana Ledovsky, Dave Lukavecki, Miranda Overmeire, Chris Porteous, Kate Sinfield (President), Craig Stewart

Apologies Rachel Clegg, Tracy Denham, Sonam Dhendup, Bernie Dunn, Sandie Lam, Penny McNiff, Geana Strang, Ken Taylor (Vice President)

## Minutes

### 1. Welcome

Kate opened the meeting at 7:33 pm

### 2. Confirmation of Minutes of previous meeting

The minutes had been previously circulated for review.

### Decision

The Minutes of the General Meeting of 9 September 2019 were Moved, Voted & Accepted as a true record.

### **3. President's Report**

Kate reported that the big project for now is the ongoing grounds committee reviews and works being considered.  
There is a meeting next week.

### **4. Principal's Report**

Neil presented his report, with some additional items:

- Solar Panels tender review panel last Thursday - no result yet.
- Student health & wellbeing is a big part of the Business Plan - need to get staff on-board first for 2020 and then to the students
- School will receive \$16k per student for any who are taken through the Selective Entry International Program. The Principal has the final say.
- Year 12 last day - unacceptable damage on the Sunday night and the next day 4 toilets totally destroyed and later spray painted cars in the street - 10 students suspended and assembly cancelled for all the next day. Need to review the day for next year.
- Bernie Dunn has asked for no fuss over his retirement, but it was agreed to write a letter of thanks from the P&C for his years of service.

 [20191028\\_Principal\\_Report.pdf](#)

### **5. Treasurer's Report**

Shirley presented her report.

- An alternative auditor is to be approached for this year due to the unjustified cost increase.

 [20191028\\_Treasurer\\_-\\_P\\_L.pdf](#)

 [20191028\\_Treasurer\\_Balance\\_Sheet.pdf](#)

 [20191028\\_Treasurer\\_CBA\\_TD\\_RATE.pdf](#)

 [20191028\\_Treasurer\\_Auditor\\_Engagement\\_Letter.pdf](#)

 [20191028\\_Treasurer\\_report.pdf](#)

#### **Decision**

It was Moved, Voted & ACCEPTED to deposit approximately \$368k from the Building Fund to term deposit for 5 months.

#### **5.1. Spending Requests & Suggestions**

No requests received from the school.

P&C Spending approved:

- TidyHQ system for the next year to 15 Nov 2020 - \$468.00

### **6. Communications**

No report

## **7. Art Exhibitiiion**

Jane will be arranging meetings for later this year to progress the selection of the committee and the Guest Artist.

Next year exam period has slipped a week, so art exhibition will now need to be the weekend after the long weekend 5-7 June 2020

## **8. Music Parents**

Tracey presented a verbal report:

- MPC meeting last week with Minutes to come.
- Because of the new rules, need to get the sub committee set up properly
- Suggest first meeting of the year for MPC be the week after the AGM
- Potential MPC office holders to be voted in at AGM and the MPC meeting moved to 24 Feb.
- Tracey & Penny reviewing the Terms of Reference in separate meetings.

## **9. Uniform Shop**

Brendon presented Kelly's report in her absence:

- The award rates are changing again effective 1 October and this is to be entered into the payroll system.

 [20191018\\_Uniform\\_Manager.pdf](#)

 [20191028\\_Uniform\\_Coordinator\\_report.pdf](#)

## **10. YouthCARE**

Nikki presented her report.

 [20191028\\_YouthCARE.pdf](#)

## **11. Act-Belong-Commit**

No report

## **12. Quiz Night**

No report

## **13. Grounds**

Dave presented his report.

- A quote from the builder for the Uniform Shop portico was received today.
- Small changes being suggested to garden, roof, seats, etc. about \$25k or \$35k if the different method is used plus about \$8k for the seating, etc.
- Needs to be approved by the school (Neil & Arlene) before it can progress
- Dave to forward details to Kate & Neil

 [20191028\\_Grounds\\_-\\_total.pdf](#)

## **14. School Board**

Chris presented the report from the Open Board Meeting by the Chair.

[!\[\]\(2bdfe261b986065ee0ac76460d6528c9\_img.jpg\) 20191028\\_Board\\_Chair's\\_Report\\_2018.pdf](#)

## **15. Dads Group**

Craig Stewart was not available:

- Two events have been conducted
- Cooking class with Herb Faust went very well
- Dads 4WD adventure at Julemar Forest with 9 dads and 16 kids. The club has offered to do this annually.
- Lesson learned to charge a small fee for entry to minimise withdrawals

## **16. ICT**

No report

## **17. General Business**

[!\[\]\(aa53ad6fea213b8b2226d3077e30533a\_img.jpg\) CSHS\\_P\\_C\\_Constitution\\_2019.pdf](#)

### **17.1. 2020 Calendar Dates**

Some changes will need to be made in conjunction with the school ( Year 7 BBQ for example) and the finalisation of the AGM and MPC meetings in term 1.

[!\[\]\(fe3aebe81acea8d45108cd2768939da7\_img.jpg\) 2020\\_P\\_C\\_Calendar\\_Draft.pdf](#)

### **17.2. Correspondence**

Nil

### **17.3. Sub-Committees**

Terms of Reference need to be drafted & finalised for each Sub-committee.  
Brendon to send out drafts to MPC, Art & Quiz committees.

[!\[\]\(c1168d6a8b365d11e842ece304635fa7\_img.jpg\) MPC\\_Terms\\_of\\_Reference\\_1996.pdf](#)

[!\[\]\(cbd8541a32dfc32f356f5c6c994b0a21\_img.jpg\) 20191028\\_P\\_C\\_Organisation\\_Structure\\_2019.pdf](#)

#### **17.4. Role Descriptions**

The existing Role Descriptions to be sent out all to update and return to the Secretary in 2 weeks.

Kate & Brendon to review the changes for discussion & adoption at the next meeting.

Once finalised these are to be put onto the P&C website for all to view.

[!\[\]\(e2376d476d06eb31946dc01a69a4403a\_img.jpg\) Form\\_66\\_-\\_P\\_C\\_Role\\_Statements.pdf](#)

#### **18. Last meeting for the year - 2 December**

Next meeting to be followed by dinner - location to be advised

Meeting concluded at 9:21

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*End of minutes.*

*Summary of matters arising are tabled on the following page.*

# Minutes of 20191028 CSHS P&C General Meeting on 28 Oct 2019

## Summary of Matters Arising

### Decisions

Item Decision

2. The Minutes of the General Meeting of 9 September 2019 were Moved, Voted & Accepted as a true record.
5. It was Moved, Voted & ACCEPTED to deposit approximately \$368k from the Building Fund to term deposit for 5 months.

## Summary of Attachments

### Attachments

Item File Name

4. [20191028\\_Principal\\_Report.pdf](#)
5. [20191028\\_Treasurer\\_-\\_P\\_L.pdf](#)  
[20191028\\_Treasurer\\_Balance\\_Sheet.pdf](#)  
[20191028\\_Treasurer\\_CBA\\_TD\\_RATE.pdf](#)  
[20191028\\_Treasurer\\_Auditor\\_Engagement\\_Letter.pdf](#)  
[20191028\\_Treasurer\\_report.pdf](#)
9. [20191018\\_Uniform\\_Manager.pdf](#)  
[20191028\\_Uniform\\_Coordinator\\_report.pdf](#)
10. [20191028\\_YouthCARE.pdf](#)
13. [20191028\\_Grounds\\_-\\_total.pdf](#)
14. [20191028\\_Board\\_Chair's\\_Report\\_2018.pdf](#)
17. [CSHS\\_P\\_C\\_Constitution\\_2019.pdf](#)
  - 17.1. [2020\\_P\\_C\\_Calendar\\_Draft.pdf](#)
  - 17.3. [MPC\\_Terms\\_of\\_Reference\\_1996.pdf](#)  
[20191028\\_P\\_C\\_Organisation\\_Structure\\_2019.pdf](#)
- 17.4. [Form\\_66\\_-\\_P\\_C\\_Role\\_Statements.pdf](#)

Attachments can be found under your TidyHQ admin account at:  
Storage > Meetings > 20191028 CSHS P&C General Meeting