

CONCORD HIGH SCHOOL P&C ASSOCIATION

General Meeting Minutes

ABN: 43 317 153 298

Date & Time: Tuesday 26 April at 6pm

Where: Zoom: <https://au01web.zoom.us/j/62258370194?pwd=Ti85OCszaS9wQmh5NHN3Z3p4cllwQT09>

	Item	Lead
	Attendees: Kathryn Zerk (KZ) (President), Alison Massey (Secretary), Natasha Mogilin (NM) (Vice-President), Serge Derkatch (Guest Speaker), Chris Shaw (CS), Victor Newby (VN), Alison Denning, Ruth Lindsay, <i>Amie R, Suzanne, Cynthia C, David Oxnam (for the Treasurer's Report), Monita Patel</i>	
1	Welcome & Acknowledgment of Country	Kathryn Zerk
2	Apologies Linda Dunkin, Hamutal Mazrier, Megan Cavil, Mel Roberts, Alexis Butler	Alison Massey
3	Motion: That the Minutes of the General Meeting held on 26 th April 2022 be confirmed as a true and accurate records Moved: Alison Denning Seconded: Ruth Lindsay Motion carried	Alison Massey
4	Drummoyne Business Chamber Guest Speaker Serge Derkatch (SD) gave a presentation about the School Partnership Program and assisting local youth and businesses with work experience opportunities. Program is about engaging local schools and youth in the community SD gave a presentation about the Chamber of Commerce (COC) and their March breakfast meeting. <ul style="list-style-type: none"> ● CHS P&C was invited to be on a DoE Student & Parent Experience Improvement panel ● COC – came up once Canada Bay Council changed parking in Drummoyne- because they had no vehicle to connect to business. SD reformed the COC 2 years ago. ● COC holds networking events 3-4 times per annum 	Natasha Mogilin

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	<ul style="list-style-type: none"> Schools Partnership Program managed by Tom Galea (ex Rosebank Principal). Designed to generate stimulus in the business community Tom Galea oversees the High School Student Careers and VET Innovation Project – contacted the 4 schools – Concord, McDonald College, Rosebank, Domremy College <p>4 areas of focus</p> <ol style="list-style-type: none"> 1) provide important and relevant work experience 2) Identify what further vocational placement opportunities there are 3) Seeking PT/Casual work 4) Build mutually beneficial partnerships <p>Next steps – COC to identify businesses that are willing to participate in providing youth work experience opportunities, create website and communication hub to facilitate registration, promote program through advertising, business Drummoyne forum, secure funding, conduct workshops with careers and VET teachers.</p> <p>Proposal is one week of work experience with one student per year</p> <p>Note there are also COCs in Canada Bay and Five Dock</p> <p>It is better for the COC now there is a slightly more independent Council</p> <p>Work Experience – it was suggested that CHS combine a work experience meeting with Subject Selection night for Year 10</p> <p>Action: CHS to provide information for potential work experience employers on what is expected from them when taking on a work experience student</p>	
5	<p>Correspondence and Communication</p> <ul style="list-style-type: none"> Drummoyne Business Chamber School Partnership Program Various Local, State and Federal government grant opportunities Canada Bay Council Planning Department <p>Our local council has contacted the P&C to discuss shared resources. Council has identified opportunities to deliver youth activities but there is no space to deliver these activities such as</p>	Natasha Mogilin

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	<p>basketball courts. The Members for Drummoyne and Reid have mentioned this to the school. They are interested in e.g. paying for infrastructure, shared usage agreement</p>	
6	<p>Business arising from previous meeting</p> <ul style="list-style-type: none"> ● Two new Exec positions “Grants Manager” and “Community Engagement Manager” ● Ruth Lindsay – Grants Manager ● Chris Shaw – Community Engagement Manager ● Congratulations and welcome Ruth and Chris <p>School to update status on the following (P&C Questions/VN Responses prior to meeting)</p> <ul style="list-style-type: none"> ● Return and Earn P&C initiative – no update from the school, P&C have advised we will need to provide bank account details for income earned from recycling ● Bins on Crane Street – might not be the best time to ask to get help to screen off the bins. The Mens’ Shed made robotics tables for the school which have not been picked up <p>Action: VN to arrange to get tables picked up (walked) from Mens Shed over the other side of St Luke’s to the school</p> <ul style="list-style-type: none"> ● Grant money for Mental Wellness for evidence-based programs No update from the school ● Containers in the Senior courtyard, date for removal? Not yet – don’t have a date for completion of the oval works. Only place to store ride on mowers is the containers, new home will be the storage annex off the hall (currently barricaded). Once mowers are relocated then they can be moved into the green storage shed off the hall. VN advised the school explored other mower storage options and none were feasible. ● Replacement furniture in multipurpose STEM room - VN advised 2 tables still to come, rest of it is there ● Access to ShakeUp Architecture toilet designs No update from the school ● School toilets - cleaner performance. Cleaning Manager on a performance improvement plan. A running battle. Cleaner is 	Kathryn Zerk

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	<p>contracted by the Department – ISS have the sub-contract. Cleaner staff retention poor. Additional mid-day cleaning of toilets.</p> <ul style="list-style-type: none"> • School oval and COLA seating update - No timeline provided by the school 	
7	<p>President's Report</p> <ul style="list-style-type: none"> - Toilet survey conducted by P&C - 37 responses - 3 key issues – accessibility, safety, health (students not eating or drinking to avoid having to use the toilets.) - VN – cleaners will unlock at beginning of recess, lock at end, clean. Staffing shortages in Term 1 meant we had a lot of people at the school who did not know the routines or have keys. Toilets left unlocked – toilet block at the back of the science area is the best one, toilets have been damaged, graffiti drawn all over the walls - Damage, students playing truant, vaping, pulling soap dispensers off walls, stuffing toilet paper into the toilet bowls, ripping doors off hinges - NM asked if the school was getting to the root cause of the problems around the toilets, noting locking toilets was not a sustainable way forward. VN advised the school was not getting to the root cause. <p>Action: Natasha Mogilin to send through a list of human centred designers to Victor Newby to understand how we can understand the root cause of and address the toilet problem</p>	Kathryn Zerk
8	<p>Principal's Report</p> <p>Request from KZ for VN to share 2021 Annual Report draft</p> <ul style="list-style-type: none"> • VN - The 2021 Annual Report is due for publication at the end of Term 2 - 2022. I will be reviewing the status of the report early this term as there were mistakes in the one that was completed in my absence. • KZ – please share 2022 planned P&L (ie broad areas of revenue and spending). P&C noted we do not want to see any information that might compromise individual privacy, rather an understanding of how money will be distributed and spent 	Victor Newby

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	<p>Results from the 2021 TTFM Parent/Carer survey sent through today (26/4) by VN to P&C</p> <ul style="list-style-type: none"> ● KZ asked what is the process is for follow up results? ● VN – look at results as well as other data they have. Interpret data with a degree of caution. Results may need to be looked at in context that survey coming off the back of lockdown. ● VN – noted parent engagement scores were down and that would be expected due to Covid ● NM – noted the Parent TTFM survey was only open for 3 days and that the P&C received parent feedback this was considered a short timeframe to complete a survey and some parents felt as though they missed the opportunity to provide important anonymous feedback ● NM – also noted parents had taken time to complete TTFM surveys and provide their feedback and regardless of Covid or lockdowns we should be treating feedback as valuable, we have the data points that show parent engagement decline and this tells us what happened. Asked VN how he knows the ‘why’ behind the decline in parent engagement is due to Covid/lockdowns ● VN – says it was anecdotal ● The P&C would like to know how school is layering the Parent TTFM survey data with other data and information however there was little discussion and no agreement to any actions <p>Please can you provide an update on the current staffing situation</p> <ul style="list-style-type: none"> ● VN - We started the year with 7 positions unable to be filled (PDHPEx2, TAS, Social Science, Visual Arts, English, Admin Manager). During the first half of term 1, the Social Science and Visual Arts positions were filled, and the English position was absorbed through a timetable restructure. One of the PDHPE positions was filled mid-term; however, the TAS and 2nd PDHPE position were unable to be filled despite repeated advertising through formal channels as well as networking. ● From this baseline position, we then had 20-30 staff absences on most days in the second half of Term 1. This was due to Covid infection, Covid isolation as household contacts, other illness, and carers leave. We had built the equivalent of 5.0 FTE inbuilt relief into 	

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	<p>our timetable for 2022 and felt that we had pretty well insulated ourselves from reliance on casual cover; however, this level of absenteeism was unprecedented and unforeseeable.</p> <ul style="list-style-type: none"> ● We have 3 ongoing substantive permanent vacancies <p>1. TAS - Food Tech/Textiles - Position has been advertised on 4 occasions since Term 3 - 2021 and has been unable to be filled. Will be advertised again in early Term 2. Shortage of qualified TAS teachers in the area.</p> <p>2. Mathematics - Position was vacated by Jian Gould at the end of Term 1 - 2021 and will be advertised early Term 2. Currently filled on a temporary basis by Jessica Li who started 26/4.</p> <p>3. Admin Manager - Position has been advertised on 2 occasions during Term 1 and has not been able to be filled. Will be advertised again early in Term 2. Previously filled by Jannika. VN suggesting a labour shortage is the reason why this role cannot be filled.</p> <p>How is CHS tracking compared to other schools in regard to teacher shortage?</p> <ul style="list-style-type: none"> ● VN - Better than most would be my assessment based on anecdotal evidence from networking sources. I have no access to data on this. ● Both Homebush and Burwood Girls had to ask children to study from home due to staff shortages. Western Sydney and Country areas there are shortages, statewide issues, and quality teaching issues. Unfortunately, we are employing people who are not as good as we would like. NSW Teachers Federation if trying to improve. Planned industrial action on 4th May includes highlighting labour shortage. ● Hoping will improve due to change in household contact isolation rules. <p>How does the school source casual teachers?</p> <ul style="list-style-type: none"> ● VN - The casual teaching pool is extremely shallow. As mentioned above, we attempted to insulate ourselves from the need for casual teachers by creating approximately 240 periods/cycle of inbuilt relief this year for that very reason. We have a small pool of casual 	

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	<p>teachers that we can call on that have worked at the school over the past few years. Other sources are networking, unsuccessful applicants for permanent and temp positions, Class Cover, and sharing across the other schools in our network.</p> <p>Finance Committee: It was suggested by Maria Serafim that there should be a parent representative on the finance committee, what can we do to make this happen?</p> <ul style="list-style-type: none"> • VN - As the Finance Committee discusses a range of confidential funding matters in relation to staff tenure and families at the school, I don't believe this is appropriate. I will speak with Maria about this further. • The P&C made it clear we would like visibility to the broader buckets of how funds are planned to be spent, we would never ask for access to personal or private information about individuals. <p>We have been made aware from Jody and head teachers that faculty budgets have been significantly reduced this year, we would like to understand why this has happened.</p> <ul style="list-style-type: none"> • VN - The school had \$1.8M carried forward from the end of 2018. This represented monies that had been unspent over previous years. Over the following 3 years that carried forward amount has reduced to \$1.15M. This reduction has occurred to fund a range of initiatives across the school (additional DP \$150K, School Nurse, Academic Coach from flexible funding to improve HSC results, HT Student Leadership designed to improve engagement, Staff Professional Learning through collaborative learning- supplements \$90k learning budget, TAS Kitchen Upgrade, Transition Adviser, supplementing Learning Support, additional admin support for teaching staff), which has also included fairly generous faculty budgets to allow for improved resourcing. Clearly an annual overspend of more than \$200K on average is not sustainable, for that reason the Finance Committee looked to create a revenue neutral situation in the 2022 budget. This has subsequently been severely impacted by the cost of cover for large numbers of absent staff in Term 1. We will be waiting to see how the Department manages the funding of this additional cost to schools. Payroll run is 	

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	<p>\$600K – VN wants to have \$600k in bank so they can pay the staff in last pay run of the year.</p> <ul style="list-style-type: none"> ● P&C – has a blue sky list ● VN – If faculty head knows they are going to go over budget or need more money then they can approach VN about funding for additional monies. <p>Action: VN agreed to NM’s request and will set up a meeting with VN, KZ and Maria Serafin so the P&C can have visibility to how the school will broadly spend its 2022 funds.</p> <p>What is the status of the P&C contributions for families who need financial assistance, has this been spent and how has it been spent?</p> <ul style="list-style-type: none"> ● VN - The school spent \$23,342 on Student Welfare in the 2021 financial year. The Student Welfare budget was \$15,000 and the P&C funding supplemented this expenditure. This money was used to support students and families in need through the supply of uniforms, supplementation of subject fees, supply and delivery of learning resources during lockdown, providing students with lunch, purchase of medical and first aid materials, providing sanitary items, and emergency transport. <p>We were made aware that Assets had previously had CHS toilet upgrade on their list of imminent projects, what is the current status for upgrades at CHS?</p> <ul style="list-style-type: none"> ● VN - My understanding is that the toilet upgrade funding was linked to the \$150k grant. If that grant funding is going to be redirected, I don't believe there is additional funds from Assets to support any other projects at the school in the immediate future, apart from the funding to develop a masterplan for a business case to be put forward for a whole school upgrade. 	
9	<p>Treasurer’s Report</p> <ul style="list-style-type: none"> ● School charging the P&C GST - why? ● Received \$22k grant monies ● \$72.650k YTD grants, \$47,650 unacquitted, \$17K not committed 	David Oxnam

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	<p>Motion: That the Treasurer, David Oxnam, be appointed as Public Officer for Concord High School P&C effective 27th April 2022</p> <p>Moved: Alison Massey</p> <p>Seconded: Chris Shaw</p> <p>Motion carried</p> <p>ACTION: Alison Massey to provide David Oxnam with ATO form to change over the Public Officer</p> <p>Update: Form provided to David 12 May 2022</p>	
10	<p>Building Sub-Committee</p> <ul style="list-style-type: none"> Minutes from P&C Building subcommittee meeting 7 April 2022 – KZ, Linda Dunkin and NM attended. Discussed GW architects designs the P&C commissioned, spoke to John Sidoti about it and he was supportive. How do we move forward with these designs as no-one from school or asset management came to the meeting? Will need Asset Management Unit involved as there looks like there are structural changes. Where do we go from here? VN commented on the architect designs - Currently there is Maths and Learning Support Faculty in Common 7 and the architect has removed one of the faculty spaces. NM – suggested VN have another look at the architect proposal as it was possibly a better use of the space with additional spaces created by the architect. The important next step was for users of the space to provide feedback rather than discuss or critique in this forum. <p>Action: VN to communicate with Jeff Siebels from Asset Management as this is a proposal currently on the table.</p> <ul style="list-style-type: none"> School progress on getting to root cause of current student toilet behaviour – See comments in President’s Report 	Natasha Mogilin
11	<p>Diversity and Inclusion Network (DIN)</p> <p>Alison Denning came to speak to DIN meeting about how parents can advocate and support their children.</p> <p>Talked about goal setting, conversations they should expect when having conversations with teachers about learning plans</p> <p>Support for children’s anxieties</p>	Kathryn Zerk

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12	<p>Uniform Sub – Committee</p> <ul style="list-style-type: none"> No-one volunteered to be on the uniform sub-committee VN – inclination is that we tender out the shop, look at company like Pickles to manage the shop, they would pay a commission to the school. School made a \$20k profit. Estimate that school would get \$30K in commissions. Staffing the uniform shop over Christmas became problematic. Survey on operation of the uniform shop – outsource as in-house operation was problematic 	Kathryn Zerk
13	<p>Grants Update</p> <ul style="list-style-type: none"> No grants received since the last meeting Acquittals completed – Canada Bay Club grant acquitted for Nic Newling Many Creative and Performing Arts grants available, up to \$250,000 Sports infrastructure Club grant \$300,000 Canada Bay Council \$5,000 and \$1,000 grant opportunities Submitted a \$5K grant for RUOK <p>Action: NM to send VN a list of upcoming grants</p>	Natasha Mogilin
14	<p>Fundraising Update</p> <ul style="list-style-type: none"> Leveraging the P&C tax deductible building fund for updates to buildings Comedy Night - agree date (Saturday 4 June?), how funds will be used. If nobody puts hands up to organise, will cancel <p>UPDATE: Comedy Night cancelled by NM email 29 April 2022 as no parents have agreed to lead/manage the event</p>	Natasha or Kathryn??
15	Motions – No other motions other than already noted	Alison Massey
16	<p>Any Other Business</p> <p>Kokoda/ANZAC ceremonies</p> <ul style="list-style-type: none"> KZ - Attended the Kokoda ANZAC ceremony – schools laying wreaths, not Concord. Why? VN Does not know the answer. Advised CHS had an Anzac Day assembly at the end of Term 1. 	Alison Massey

CONCORD HIGH SCHOOL P&C ASSOCIATION

We help our community thrive

	Item	Lead
	<ul style="list-style-type: none"><li data-bbox="312 439 1246 719">• P&C members noted other schools appear to be networking and forming community connections, not CHS. Networking and a sense of community seem to be absent at CHS. A number of local business leaders have mentioned to the P&C Concord High School students do not have a presence in the community. VN – CHS has participated in the past pre-COVID, unsure if there was an invitation this year to any Kokoda events. <p data-bbox="264 734 1182 808">Action: KZ to contact Council to put Council events organisers in contact with VN.</p>	
	Meeting close 8:51pm.	

Next Meeting: 21st June 2022, CHS Library 6pm

26th July, 6th September (including AGM) 25th October, 22nd November