

CONCORD HIGH SCHOOL P&C ASSOCIATION

General Meeting

ABN: 43 317 153 298

Meeting Tuesday 18th October at 6:30pm

Where: CHS Library

	Item	Lead
1.	<p>Welcome & Introductions</p> <p><i>We acknowledge the land where this meeting is taking place is the traditional home of the Wangal people of the Eora nation. We recognise and acknowledge their stewardship of this place and the vital contribution that indigenous people and cultures have made and still make to the nation that we share.</i></p>	Monita Patel
2.	<p>Attendees</p> <p>Monita Patel (President), Ruth Lindsay (Vice-President), Cassie Seeto (Vice-President), Sarah Cosier (Secretary), Chris Shaw (Treasurer), Victor Newby (CHS Principal), Jens Vischer, Teresa Rosier</p>	Sarah Cosier
3.	<p>Apologies</p> <p>Natasha Mogilin, Linda Dunkin, Alison Massey, Alison Denning</p>	Sarah Cosier
4.	<p>Acceptance of Minutes</p> <p>Moved: That the minutes of the P&C General Meeting held 6th September 2022 be accepted.</p> <p>First: Sarah Cosier</p> <p>Seconded: Ruth Lindsay</p> <p>Carried</p>	Sarah Cosier
5.	<p>Correspondence and Communications</p> <ul style="list-style-type: none"> Email correspondence received from Alice Leung as Teachers Federation representative - Alice requests the P&C to please forward a letter from the Federation to all CHS parents requesting they show their support for teachers and principles. This letter addresses the Federation concerns 	Monita Patel

	<p>regarding the current teacher shortage and what they believe is required from the Government to secure future teachers. Monita said we all want a better future for our kids and thanked our teachers and Victor for choosing this profession, and recommended we approve this request. All agreed.</p> <p>ACTION - Federation letter to be emailed to all CHS parents, need to arrange for the school to do this on P&C behalf.</p> <ul style="list-style-type: none">● Gonski report - Following on from discussion re Federation letter above, Jens proposed the P&C send an email to State Members, Education Minister, Local Member etc prior to next election requesting implementation of the full Gonski report. ACTION - document in the P&C WIP spreadsheet● P&C Federation Conference 2022 - Email correspondence received from Natasha Mogilin re the upcoming P&C Federation Conference on 29th October. Natasha is attending as a Guest Speaker and the Federation is covering the cost of her ticket. Natasha will also represent the school and report back to the P&C Executive following the conference. Monita asked that the P&C cover the cost for future attendance of the P&C Executive. Executive agreed this should be considered prior to the next conference in 2023. ACTION - nil action required currently, to consider prior to the 2023 conference.● Sports equipment funding - Email received from Laura Bivona re previously approved P&C funding for basketball/netball rings/posts. Can the previously agreed funding of \$5,000 be transferred to futsal/hockey goals for the oval instead? Laura confirms she has spare rings however the current soccer nets cannot withstand the current level of use, this funding would buy one very substantial set of goals.	
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	<p>Cassie has reviewed June and July Minutes, a club grant was to be obtained for this but it did not occur. P&C does not currently have funds available for this equipment.</p> <p>Jens suggested P&C creates new donation options on the P&C website to raise funds for specific causes however Chris felt this may spread donations too thinly and not allow for bigger projects. Terese suggested we focus on one project at a time for a limited time, advertise for that project then move to the next one. All agree with this suggestion, the first one will be funds for the goal posts.</p> <p>ACTION - update the P&C website to for the goal post project and advertise accordingly ie. KIT, P&C email to parents</p>	
6.	<p>Business arising from previous meeting</p> <ul style="list-style-type: none"> Natasha and Victor to clarify the acoustic noticeboard panels to be installed on sliding doors. <p>Victor confirmed work has been completed. P&C had previously passed a motion for \$2,500 for the acoustic panels to be repaired, however Victor advised Asset Management paid for this.</p>	Cassie Seeto
7.	<p>Principal's Report</p> <p>Principal report to P&C October 2022.docx</p> <ul style="list-style-type: none"> Community Opening Ceremony for the new oval on 9th November - this will be a morning event on the oval if good weather otherwise in the hall. Invitations to go out this week. P&C will be invited. Local members will be invited including John Sidotti as he was a strong advocate for the \$150,000 toilet grant; Fiona Martin, previous member for Reid, who was a strong advocate for the school; Sally Sitou, current member for Reid, who has pledged financial support for the 	Victor Newby

school. The P&C will also receive an invitation which can be extended to whoever else P&C decides on.

- **Concord Cup** - this event has unfortunately been postponed to 10th November due to poor weather forecast. 600 kids were to be attending and the school hall is not available due to HSC - best option was to postpone.
- **Upgrade of existing classrooms and common spaces** - \$3.7M of the new build upgrade budget has been set aside and is to be spent on a refurbishment of old classrooms to minimise the contrast between old and new as much as possible. A Project Reference Group (PRG) has been formed, Sarah Cosier will represent the P&C. First meeting was held today, the architect showed plans of what they believe we can get for the \$3.7M - refurbish the teaching wall, paint other walls white, pin boards and notice boards, replace carpet. Some rooms will have a false ceiling but the budget does not extend to all rooms. One class to be prepared as a pilot to see what the space could look like. Will be all of the learning spaces and commons, but not specialist areas like science labs, kitchens, wood tech etc. If we want more, something needs to be dropped, there is no wiggle room in the cost. Library not included - the side office to become part of the library following the new build.
- **Staffing** - this is still tight but we do now have full staffing, all teaching positions are filled. Outstanding TAS position has been filled. Temporary contract offers have been made over the last week to all current temporary staff (maternity leave, long service leave, sick leave).
- **High achieving students** - a year 10 student has been selected to represent the school in Adelaide at the All Schools Athletic Competition in November. The students' parents have asked for funding assistance, approximately \$1,000 - if CHS contributes \$500, can the P&C match this?

Discussed amongst the Executive and other attendees. If the P&C says yes to this request, it is felt others may then also submit similar requests. It was noted this would benefit only one student, not the whole school body. Ruth reviewed possible grant options but nothing stood out. Additionally, the P&C cannot afford to fund this request. It was suggested to Victor the school could arrange a fundraising event such as a gold coin donation for a wear sneakers day, gelato day etc and raise the financial support that way. Request for fund matching was denied by P&C Executive.

- **Parent survey** - Tell Them From Me survey (TTFM) has been sent out to all parents, it closed Friday 4th November.
- **Basketball hoops** - Laura Bivona has proposed the previously allocated funding for basketball hoops be transferred to cover the cost of two soccer nets. The current soccer nets can't stand up to the use.
Discussed at length and documented above at Point 5.
- **Year 7 information pack** - to be sent out this week. P&C introductions letter to be reviewed.
- **Inclusive, Engaging and Respectful schools** - this replaces the current suspension and expulsion policy. To be phased in, commenced with suspensions this Term. Victor would like to include community involvement, it would be ideal for a P&C representative to be involved in this - due end of Term 2 of 2023. Answer not required tonight but P&C to think about who has the time and interest to work on it with the school - if there is nobody, the school will work on it and consult back to P&C. Terese asked how many reps required, frequency of meetings - Victor advised 3 teachers (Victor plus two Deputies) + community representative (P&C). Draft would be taken to various staff meetings, meetings would be every 2-3 weeks. Ruth has volunteered to be on the committee.

	<p>CHS Welfare and Discipline Plan not to be completely replaced. Data shows behaviour drops from year 7 to 10 then goes back up again in years 11 and 12, increasing with age and understanding of where they are going. Ruth questioned the behaviour at CHS, Victor advises the behaviour is as good as the other 6 schools he has worked in. Yes things go wrong in a school of 1300 kids, but ways of dealing with it and preventing it are in place.</p>	
8.	<p>Treasurer's Report</p> <p>W 20221014 CHS P-C Treasurer Report.docx</p> <ul style="list-style-type: none"> • \$10,045 in unspent grants, two are Mental Wellness Activities. Victor confirmed there are wellbeing activities and programs for Years 8 and 11 which require funding. P&C Executive agreed it would be suitable for the two unspent mental wellness grants to cover these activities and programs. ACTION - grant funding to be transferred to CHS. • \$1,650 grant for robotics club competition entry (entry and kits x 2), CHSI to provide invoice for remittance, cost was only \$600 approx. Cassie asked if we can use the remaining funds to purchase entry for the following years competition registration and kits? Unsure of criteria (Federal Govt Student STEM, Dept of Industry), Cassie to investigate the Grant criteria and discuss with the STEM teacher. ACTION - Cassie to investigate grant criteria. • \$230 left over from a \$5,000 grant for library furniture. This requires further discussion. • \$1,360 balance. 	Chris Shaw

	<ul style="list-style-type: none"> BAS statements have not been submitted for two years, David and Chris to work on this, starting next week. David believes the ATO will owe approx \$10,000 to the P&C. <p>ACTION - David and Chris to commence work on BAS submission to ATO.</p>	
9.	<p>President's Report</p> <p>Monita discussed Alice Leung email, P&C Federation Conference, P&C parent brochure as per Points 5 and 13.</p>	Monita Patel
10.	<p>Building Sub-Committee Report</p> <p>Building Sub-Committee meeting minutes from July 2022. Note there has been no meeting since the September P&C meeting</p> <p>Key items agreed to progress in the July meeting</p> <ul style="list-style-type: none"> All internal walls at the school will be painted <p>Post meeting update: Agreed to paint wooden trims in Maths common to see what that looks like, if more paint needed to freshen up the commons, Asset Management agreed they would paint the brick walls</p> <ul style="list-style-type: none"> New carpet will be delivered throughout the school. The P&C made the point the carpet needs to be the same as the new carpet used in the Library in order to achieve a consistent, cohesive look through the school LED lighting will be delivered through the entire school Cooler Classrooms will be delivered through the entire school, approx. delivery mid 2023 <p>Additional notes from the P&C Building subcommittee</p> <ul style="list-style-type: none"> P&C will spend remaining funds in the building fund bank account on acoustic pinboard to line the sliding doors in the Maths common (motion carried August 2022) ASSET MGMT PAID, FUNDS REMAIN IN BUILDING ACCT. Victor advised the sliding doors will be resurfaced and prepared by Asset Management contractors, who will also install the acoustic pinboard panels. We would like these panels to be installed on every sliding door in every common in the school 	<p>Cassie Seeto on behalf of: Natasha Mogilin Linda Dunkin</p>

	<p>Victor confirmed 1) panel installation in progress and 2) Asset Mgmt paid for the Maths Common boards, therefore funds remain in the Building Fund.</p> <ul style="list-style-type: none"> ● We will be discussing the following items in the next P&C Building subcommittee meeting <ul style="list-style-type: none"> ○ Toilet upgrade - on track? => YES ○ Status of senior courtyard upgrade? Victor promised to match P&C funds invested in this area to deliver architect designs. The P&C have ordered just over \$70,000 on architect-recommended outdoor furniture from Street Furniture Australia in this space, delivered early December. Jenny Jackson is the school contact for the furniture to be delivered. The school estimates it's contribution to this space will be landscaping of approx \$60,000 <p>Confirmed the furniture has been ordered but not yet delivered, the space is not yet ready for furniture, Asset Mgmt to advise re area preparation.</p> <ul style="list-style-type: none"> ○ What is the plan to replace carpets, freshen interiors with paint, install LED lighting and Cooler Classrooms? <p>Refer earlier discussion by Victor and Sarah</p> <ul style="list-style-type: none"> ○ Check-in with Asset Management on acoustic pinboard installation <p>Complete, paid by Asset Mgmt</p> <ul style="list-style-type: none"> ● All of these initiatives have been driven by the P&C through direct conversations with School Infrastructure NSW <p>ACTION - big thank you to the previous P&C to go out in the next KIT</p>	
11.	<p>Grants Update</p> <p>STEM \$1,500 grant</p> <ul style="list-style-type: none"> ● Still waiting for the school to provide invoices so we can acquit this grant by the end of October 2022 ● Agreed with Jian Gould and Debbie Rose via email 2 November 2021 the \$1,500 grant will cover 2 x teams to enter the Lego Robotics competition in 2022 and an allowance for team practice kits - based on invoices provided from entering the competition in 2021 	Ruth Lindsay

<ul style="list-style-type: none">• Minimum spend for this grant is \$1,500 and must be used on the items in the above point• Jenny Jackson has this information and we have not heard back from her since 6 September <p>City of Canada Bay Sponsorship - RU OK? Canada Bay</p> <ul style="list-style-type: none">• Maybe consider Monita reading her thank you letter to Council?• Was there an opportunity to have thanked the City of Canada Bay Council and the P&C for their sponsorship contributions in the last KIT of term 3? We've seen for-profit Coles Concord thanked for their contribution to the school's Breakfast Club twice in KIT this year. <p>This has been done.</p> <p>ClubGrants Round 3 closes Monday 31 October 2022</p> <ul style="list-style-type: none">• Opportunity to apply for a grant up to \$200,000 for community infrastructure (flood impacted groups will be prioritised this year) <p>Missed this opportunity.</p> <ul style="list-style-type: none">• We have obtained quotes to provide ChillTrees in the Senior courtyard <p>Natasha looking after this.</p> <ul style="list-style-type: none">• Schools have received funding for shade in previous years for between \$40,000 - \$60,000• Grant application will be strengthened by demonstrating<ul style="list-style-type: none">○ Use by CALD groups (will Victor share school data that can help eg % students from non-English speaking households, how they and their families will benefit from an outdoor learning space, any other suggestions from Victor/Pina about CALD feeder school use)○ Letters of support demonstrating this area will attract new users of school amenities and increased usage among existing users (Natasha happy to obtain letters of support, need commitment that school will liaise with existing community group users beyond just sending an email request) <ul style="list-style-type: none">• Sally Sitou \$2,500 grant approved but not yet applied for, flat screen monitor for P&C. <p>ACTION - Ruth to apply when open.</p>	
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	<ul style="list-style-type: none"> Grant up to \$95,000 pledged for existing theatrette upgrade by Sally Sitou - theatrette to be demolished as part of upgrade, school has identified where funds could be spent and transported to new theatre (grand piano, lighting etc). Victor has an email from Sally confirming the offer should she be elected, as she was elected this needs to be finalised. <p>ACTION - Victor to proceed with obtaining the funds.</p>	
12.	<p>Motions</p> <ul style="list-style-type: none"> Teachers Federation correspondence to be emailed to the CHS parent community. First: Monita Patel Seconded: Chris Shaw Carried P&C email supporting implementation of the full Gonski report prior to the next election. First: Jens Vischer Seconded: Ruth Lindsay Carried Goal post funding campaign. First: Cass Seeto Seconded: Monita Patel Carried Mental Wellness Activity grants to assist the Years 8 and 11 mental wellness programs. First: Chris Seconded: Sarah Carried 	Sarah Cosier
13.	Any Other Business	Monita Patel

	<ul style="list-style-type: none"> ● P&C Brochure - Monita has translated a P&C parent brochure into Hindi. Brochure to be reviewed by P&C, previously done by Katherine. ACTION - further discussion required. ● Data Security - Jens sent the P&C an email re the Optus data security breach. Schools have a responsibility for data security as does the Chain of Command. Student emails should not be the students personal name but instead a private identifier. 'Turn It In' has students' full name, including middle name. Cheap Flights was part of a good student project recently completed however it used the students' real email address. Victor advised the school registration has an opt out option for various web/business providers. Jens acknowledged this issue is above Victor - Victor advised he will come back to Jens on this. Jens has requested the P&C send an email to the Ed Dept raising concerns on this issue - Ruth suggested Jens send it direct as a parent, Chris confirmed it can be sent direct to Sarah Mitchell. Jens will draft an email and send to the P&C for review and forwarding. This requires further discussion as not all agree this is a P&C concern. ACTION - will require ongoing discussion. 	
	<p>Meeting close - 9pm</p>	<p>Monita Patel</p>

Next Meeting: 29th November 2022 at 6.30pm, CHS Library