

CONCORD HIGH SCHOOL P&C ASSOCIATION

General Meeting Agenda

ABN: 43 317 153 298

Date & Time: Tuesday 26 July, 2022, 6pm

Where: Concord High School Library

	Item	Lead
1	<p>Welcome</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>	Linda Dunkin
2	<p>Attendees</p> <p>Jens Olscher, Sarah Cosier, Alison Denning, Cassabdra Seto, Monita Patel, Teresa Rosie, Ruth Lindsay, Linda Dunkin (Vice-President), Natasha Mogilin (Vice-President), Victor Newby (CHS Principal).</p>	Linda Dunkin
3	<p>Apologies</p> <p>Alison Massey, David Oxnam, Chris Shaw, Melanie Boyce, Skye Taylor, Hamutal Mazrier</p>	Linda Dunkin
4	<p>Acceptance of Minutes</p> <p>Moved: That the minutes of the P&C General Meeting held 21st June 2022 be accepted.</p> <p>First: Linda Dunkin</p> <p>Seconded: Alison Denning</p> <p>Carried</p>	Linda Dunkin
5	<p>Correspondence and Communication</p> <ul style="list-style-type: none"> <p>Online Permission Slips - There have been parent requests via email to have online permission slips and a way to make a payment at the same time. Victor advised that Sentral will be launching something to allow this functionality. The Head Teacher Admin will look into this and other options that other schools are using.</p> <p>Parents said they didn't mind which platform it was, as long as the user experience was good. Please look to FDPS and SSC for a guide.</p> <p>ACTION - VN to get back to the P&C with how the school can use online permission slips moving forward.</p> <p>Pathways - Request via the website asking about paths around the school as their child's school shoes were covered in mud last week.</p> <p>Victor advised the path near demountables is narrow in some spots and where there is mud will be covered up with wood chips. Students who don't participate in Tuesday school sport will get involved in this project</p> <p>Canada Bay Council</p> 	Natasha Mogilin

	Item	Lead
	<ul style="list-style-type: none"> ● The City of Canada Bay Council provided the P&C with contact details for the Place Management team so the school and P&C can consider participating in ANZAC Dawn Service activities and other Council events Victor advised 20 students and 2 staff participating in Victory in the Pacific ceremony. ● The City of Canada Bay Council shared the Principal's contact details with the events team associated with the Kokoda Track Memorial Walkway. The school will now be kept informed about events and services organised by the Kokoda Track Memorial Walkway team, including an event in August. ● The P&C contacted the City of Canada Bay Council and local MPs about the issue of finding safe places to drop-off and pick-up students. There is strong support from MPs for their constituents needs ● Student Leadership - Parent requests around the voting process for school captains and prefects. Victor advised the school had the largest number of students nominating for captain and leadership. There's a voting system where students in year 10, 11 and 12 vote. Staff also vote and their votes have equivalent weights to students. When votes are totalled, the students with the most votes are announced. Previously this number has been 14 students, this year they increased the number to 16. Those students then get to nominate themselves for captain or vice captain. These students are then interviewed by VN, Year Advisor and Prefect Coordinator, Year 11 Advisor for selection. Parent Discussion - many concerns this is not a democratic process <ul style="list-style-type: none"> ○ Using the previous prefects on the body to help sort out the selection process in the interview process. ○ Teachers should not be involved in the process. ○ This is an opportunity for all students to participate in the process of democratic decision-making and learn how our country operates politically ○ Asked for a more democratic process and only students should be involved ○ Requested best practice amongst schools and review of the selection process ○ Student to teacher ratio is higher when it comes to voting. ○ Voting needs to be reviewed so that democratic elections can occur without the teachers being on the panel ○ Current process disadvantages students who aren't able to give a speech or do well in an interview setting but aren't naturally born leaders 	

	Item	Lead
	<ul style="list-style-type: none"> ○ Current process disadvantages students who are capable of stepping up to these roles but not given the opportunity potentially due to others' perceptions of these students <p>ACTION - THE PROCESS OF ELECTING OF STUDENT LEADERS TO BE REVIEWED BY SCHOOL AND VN TO COME BACK TO THE P&C WITH A WAY FORWARD</p> <ul style="list-style-type: none"> ● Access to the Tell Them From Me (TTFM) Surveys The Department of Education responded to the P&Cs request for copies of the student and parent TTFM surveys advising a response will be provided by the Director of Educational Leadership 	
6	<p>Business arising from previous meeting(s)</p> <ul style="list-style-type: none"> ● Return and Earn progress? Can we please set some governance around how funds will be used as they are being channeled through the P&C bank account Victor advised recycling bins were delivered today. They are purple. Environmental clubs have design posters to encourage students to use the new bins. The P&C advised the school needs to give the P&C an invoice for payment of funds raised. P&C suggested in order to encourage participation and motivation to recycle, students come up with a funding target they'd like to achieve and what they'd like to spend the funds on. ACTION - VN to come back to the P&C with student voice around recycling revenue estimates and initiatives the revenue can fund ● Bins on Crane street (witness students squeezing between bins, parents have advised submissions have been made to Safe Work NSW) VN advised that once the construction works have finished for the school oval, the bins will be relocated to Stanley street. ● Third container in the Senior courtyard, date for removal? This container is not being removed for now. It stores important information. ● School toilets - cleaner performance Cleaners have passed the inspection. Public works out again and past again. Victor advised he is not happy with them. Spot checks to be done regularly. The cleaning manager was out today 26/7 ● School oval and COLA seating update Was planned to be committed by 8/8 however there will be a meeting on Friday as the date will be put back a week. If we have 11 fine days the astroturf can be done. ● Status of the Robotics Club. What happened term 2 and how will it operate moving forward? The robotics club is still happening. Students are able to join via Google classroom for Years 7-8 for students competition entry in the last week of term. 	Natasha Mogilin

	Item	Lead
	<ul style="list-style-type: none"> ● Finances VN set up a meeting with VN to understand school 2022 spending. The initial meeting was short and discussions will continue. ● VN to update on whether the school will fund the salamander, workbench and camera for VET Hospitality and Food Tech subjects <p>ACTION - VN TO REVIEW AND CONSIDER FUNDING AND ADVISE P&C</p> <ul style="list-style-type: none"> ● School needs to provide the Lego Robotics competition and practice kits invoice so STEM grant can be acquitted <p>The school will need to give the P & C the invoice for them to participate and the purchase of practice test kits up to \$1500. A federal government grant of up to \$20000 links to a single entity. can't be an incursion. accessible for all students not just the GATS. 2 stem classes next year in year 8. Is Science a compulsory subject, yes it is a general Science concept. No specific specialisation of a general science course is given from year 7 - 10. School has done a good job in given students 7-10 a selection of the specific science subject e.g chemistry</p> <p>ACTION - VN TO SEND INVOICE TO P&C FOR GRANT ACQUITTAL, INCLUDING COMPETITION ENTRY AND PRACTICE KITS, INVOICE MUST TOTAL NO LESS THAN \$1,500</p> <ul style="list-style-type: none"> ● ACTION - VN to provide an updated audit of all rooms that have working heating and cooling in the school before the next P&C meeting <p>Parent Discussion</p> <ul style="list-style-type: none"> ○ It was noted that reports have been made of missing remote controls in certain rooms to control the heating and cooling for students. ○ Monitoring of these types of issues is via an Issue Tracking system for staff to lodge their concerns. The GA will address and fix items from this system and items the GA can't fix go to the Business Manager for action. ○ Items escalated to the Business Manager mostly go to a contractor called Facilities First, though there are some issues with the system as it can appear an issue is fixed in the system when Facilities First just comes out to look at the issue logged. ○ The Director of Educational Leadership (DEL) is focused on ensuring there is a swift fix ○ The P&C offered to write a letter of support if the DEL would like us to ○ An annual audit faculty audit is completed by head teachers and the head teachers are responsible for logging issues in the Issue Tracking system ○ There was discussion about monitoring temperature in classrooms however no agreement was reached on how this could be done. The P&C said it would wait for the audit of rooms with and without heating/cooling to come through, then decide whether to explore ways to measure classroom temperature 	

	Item	Lead
	<ul style="list-style-type: none"> ○ Teachers missing aircon remote controls must log this in the Issue Tracking system ● Has the school followed-up with Asset Management about the free dispensers for tampons and pads for students to access during school hours? Victor advised Asset Management visited the school today with no timeline for the installation of these dispensers. All these sanitary items are currently available at the side office. ACTION - Natasha to bring this up at the next P&C building meeting. ● We haven't received any news about school events where we can have a P&C stand. Teresa offered to run the stand during the 2023 year 7 open day when the oval is opened. School to supply the equipment and materials to promote what the P & C has done over the past 5 years and if you have the support of the new parents what can we achieve. ACTIONS - Therea to start pulling together information & photos to use as part of the stand and VN to advise dates and times to the P&C or Teresa ● Has the school given any consideration to the parent suggestions for events at the school? Parent discussion There was a list of suggestions for events at the school read out at the previous P&C meeting though there were no actions. There are limitations around not sharing TTFM survey results - how is the P&C to understand what students want so we can raise funds to provide amenities to deliver their needs? What would make the students proud of the school e.g. the table tennis competition. Victor advised the head teacher student leadership looks into student engagement across the board e.g. events, extra curricular activities, focus groups, variations to routine. Amplify the student voice and drive the initiatives. The engagement of the person depends on the type of activity that the school is doing. Facilities are part of it. School is looking for the opportunity for every student to connect with the school.e.g. music, LGBTQAI+ support group, games club, Student support officer is running those using the welfare funding and add more to them using the bases of Strategic direction 2. ACTIONS P&C TO SEND THROUGH SUGGESTIONS VN TO GAUGE INTEREST AMONGST STUDENTS 	
7	<p>Vice Presidents' Report</p> <ul style="list-style-type: none"> ● Relieving for President role which is vacant ● Reminder of the P&Cs purpose as outlined in the Education Act <p><i>Concord High School P&C Association and its volunteers work to bring the school community together so that parents, carers, staff and community</i></p>	Natasha Mogilin

	Item	Lead
	<p><i>members can help meet the needs of the school community and contribute to decisions about the school. We also assist in providing facilities and equipment for the school and promoting the recreation and welfare of the students at the school. The P&C offers a means of staying connected with your child, their school and your local community.</i></p> <p>Linda and Natasha are relieving for Kathryn who has resigned as president.</p> <p>For those of you who didn't make it to the last meeting, our P&C President Kathryn Zerk notified us of her intention to step down from the role of President. She has since formally resigned from the position. You may have read about that in a school email update sent last week. The 2 Vice Presidents will share the acting role of President until the AGM in September when a new President will be elected.</p> <p>We are proud of our achievements under Kathryn's leadership:</p> <ul style="list-style-type: none"> ● an upgrade of the school oval, remediating the unusable area ● an increase in student seating capacity ● resurfacing of Stanley Street to improve safety ● a new tiered seating learning space adjacent to the COLA ● new seats under the COLA ● new landscaped gardens and seating ● Outdoor table tennis tables ● additional toilets to meet minimum requirements ● repair of the library roof ● removal of containers in the Seniors Courtyard ● \$150,000 grant to upgrade toilets ● \$95,000 commitment to improve the Theatrette from Sally Sitou (our federal MP) ● Lobbying that led to the announcement of a major school upgrade ● Co-funding with the school to re-develop the senior courtyard ● new BBQ/Outdoor kitchen facilities (to be installed) ● funding for updating the furniture and facilities in the Mathematics common ● additional Library resources ● air-conditioning of the Science common ● Lobbying to replacement of the roof in Common 6 ● plus more <p>Some things haven't been finished, the next P&C will be able to see these things through. 12 - 18 months have seen the opportunities and announcements of all the new initiatives.</p> <p>Forms will be placed on the school website and P&C website to encourage all parents to apply for the positions. It will be shared early to promote the positions. If no one</p>	

	Item	Lead
	<p>applies the money left will be given to the nearest P&C with the same structure as CHS P&C (ie a Building Fund at a High School). We have 5 positions available.</p> <p>ACTION - P&C to send update to VN for KIT that will be sent out next Friday.</p> <p>SINSW meeting</p> <ul style="list-style-type: none"> ● Viewed the masterplan however it wasn't a holistic look of the existing site, it was more concerned with the new buildings. ● 2 metro stations located near the school. ● School projected numbers 1,500. Changing those projections all the time. ● The school upgrade has been approved by NSW Treasury. ● Many people across the DET, school parents and community members have been involved in the Project Reference Group looking at designs. ● Victor advised School Infrastructure NSW is planning a communication event for parents 18/8. Setting up proposed plans around the school in line with student voice. ● Linda and Natasha will be active and ask for immediate upgrades, new carpet, LED lights, cooler classrooms and new paint on walls. ● Focus on ensuring taxpayer money will be spent appropriately across the new build to ensure the old buildings are also upgraded to be state-of-the-art. ● Basic design and footprints are done and then checklists to be undertaken to approve the plans. ● A parent asked the question whether environmental plans are in place to support the new buildings <p>ACTION - Linda and Natasha will ask the questions in the next meeting.</p> <ul style="list-style-type: none"> ● Linda and Natasha advised the masterplan is concept only and felt as though directionally it was OK however there were many gaps. ● Linda and Natasha agreed to be active on the PRG to represent the parent voice and we asked there be student consultation as part of the master planning process. SINSW said this was at the discretion of the Principal however we had a very strong and deliberate ask that there be student consultation. ● 2022-23 will be planning, no demolition or new buildings ● We asked for some immediate improvements and SINSW agreed to paint internal brick walls, provide new carpets, update lighting with LED lights, and instigate Cooler Classrooms. <p>Meeting to be scheduled in August with Reid MP Sally Sitou to discuss constituent student and parent needs at Concord High School</p> <p>\$95000 dollars has been promised by Sally to upgrade the theatrette. However this will need to be reviewed as the building is proposed to be knocked down in the refurbishment.</p>	

	Item	Lead
	<p>Parent/Carer Road Safety survey posted on P&C Facebook page in response to Council fining parents dropping students off in the bus zone on Stanley Street</p> <ul style="list-style-type: none"> ● Over 50 responses ● Of the 3 options provided by Council to drop students off around the school - St Lukes car park, Burwood Road, Crane Street - the car park was considered safe by some however general sentiment was these are main roads and a car park is a car park, not a drop-off zone ● That there needs to be more collaboration with the community on providing safe student drop-off zones around the school ● Some expressed a real dislike of 'kiss and drop' as a name for student drop-off and pick-up zones and thought this was more appropriate for primary not high school students ● A copy of the report was provided to SINSW and the Principal entrance to the school has been given to them as these changes need to be sorted now. ● No parent consultations have been undertaken. ● We have learned as part of this process that <ul style="list-style-type: none"> ○ Only 2 busses use Stanley Street of a morning and teachers value the street for it's parking ○ There has been a NSW Transport traffic survey of the area ○ There is a meeting with SINSW and the GM at the City of Canada Bay Council to share recommendations from stakeholders and the NSW Transport traffic safety study ○ There was some level of surprise from SINSW that there had been no parent feedback sought by the school about dropping off and picking up students from school as part of the masterplan program <p>Linda and Natasha advised the P&C is trying to spend the money in the bank account quickly in the event the P&C is dissolved after the September AGM. If the P&C is dissolved up to \$300,000 could go to the closest P&C in geography and structure to CHS P&C</p>	
8	<p>Principal's Report</p> <ul style="list-style-type: none"> ● Principal's Report emailed to the P&C this morning ● Victor or another member of year 12 to give a talk to the students before the HSC trials. He has confirmed that there is heating in the hall where students will sit trial HSC exams and the students will not need to layer up <p>ACTION - VN AGREED TO PERSONALLY CHECK TEMPERATURE IN THE HALL 30 MINUTES PRIOR TO THE FIRST TRIAL HSC EXAM</p> <ul style="list-style-type: none"> ● 21/9 HSC students to be given a gift from the P&C. ● Wellbeing team would like funding from the P&C is called Mancave to help support boys managing their masculinity. Victor to give further info to us about this program. Cost for 45 boys for for the whole day workshop is \$5,000 ● Butterfly Foundation focus on body image might have a focus for the female students. A one hour presentation for students in years 8 and 9. Would like it to continue as a regular excursion. \$10,000 	Victor Newby

	Item	Lead
	<ul style="list-style-type: none"> Briars and Fivedock RSL have sponsored 25 students to do their first aid course. Victor would like the whole of year 11 to participate. Could be used as part of the week before starting year 12 course work. Cost is \$60 per student. Students attain 3 competencies. 	
9	Treasurer's Report See the report submitted	David Oxnam
10	Building Sub-Committee Report <ul style="list-style-type: none"> Building subcommittee meeting minutes Timing on the upgrade of toilets to be confirmed. No designs yet however Condell Park HS toilet designs will be used as a basis for the new designs VN was asked about Year 7 toilets and advised Year 7 do not have their own toilet - they did have it during COVID cohorting but not now Upgrades around the school to be undertaken. A variety of coloured carpets have been used and many floors will be replaced to provide continuity A note on the Masterplan, value for money for the spend needs to be spent diversely across the old and new buildings 	Natasha Mogilin
11	Diversity and Inclusion Network (DIN) <ul style="list-style-type: none"> Next meeting 2nd August, Canada Bay Club 7:00pm TBC Still going strong Skye is organising it now 	Linda Dunkin
12	Uniform Sub - Committee <ul style="list-style-type: none"> Update on uniform shop tenders - 6 tender submissions have been received 	Victor Newby
13	Grants Update <u>Successful grant</u> <ul style="list-style-type: none"> City of Canada Bay Council \$5,400 for RUOK?Day merchandise ACTION - LB organising guest speakers and equipment to be purchased, advise P&C of items required <u>Grants in flight</u> <ul style="list-style-type: none"> \$95,000 Federal MP Sally Sitou Update theatre so that the Entertainment VET can be offered in 2023 	Ruth Lindsay / Natasha Mogilin
14	Fundraising and Events Update <ul style="list-style-type: none"> The timing of the fund raising drive for the CHS Building Fund was key to its success being just before the EOFY. \$18,435 was raised in just 6 weeks. Air Conditioning units have been purchased and installed in Science Common with those funds raised. Thank you to all involved. There is some money remaining, however not quite enough for another air conditioning unit. P&C representatives will attend the next Kokoda Walkway Memorial event in August to mark Victory in the Pacific (end of WWII) 	Linda Dunkin

	Item	Lead
	Ruth to attend on the behalf of the P&C.	
15	<p>Motions</p> <ul style="list-style-type: none"> ● To continue the P&Cs membership of the P&C Federation and insurances and pay Andrews Insurance up to \$2,000. Proposed by Natasha Mogilin Seconded by Linda Dunkin Carried ● To spend up to \$1000 for a gift for the Year 12 students to support and wish them well in their HSC. Proposed by: Linda Seconded by: Ruth Carried ● To spend up to \$1000 for World Teacher Day as a gift for each teacher at Concord HS. Proposed by: Natasha Seconded by: Alison Carried ● To make a \$3000 contribution to year 11 to receive first aid training from Royal Life Saving NSW. By the end of term 3 2022 Proposed by: Ruth Seconded by: Teresa Carried 	Linda Dunkin
16	<p>Any Other Business</p> <ol style="list-style-type: none"> 1. Mufti Days - a question was asked about the lack of Mufti days at the school and what were Victor's thoughts about the mufti days. Victor noted that the school population less settled during mufti days. However the Welfare Team is currently organising a mufti (jersey) day shortly. There was a conversation about the perceived lack of 'fun' activities at the school. It was agreed by the majority that the upcoming mufti day is a great idea. 2. Year 12 'The Finish Line' seminar by Elevate - Tuesday slots are not available. There was a discussion around student interest and viability of seminar. Staff are not keen as it doesn't link to anything that the students have learnt. ACTION - Victor to ask the year 12 students what the P&C could fund to help them remember their time at Concord? Maybe a photo booth during the cookies and bbq day in september 21? 3. Class Teachers - A question was asked about whether the students have a class teacher? - Class teachers/mentors are available for Year 7 classes only. From Year 8 onwards there are year advisors. Students address any issues with the year advisors. 	Natasha Mogilin

	Item	Lead
	<p>4. Parent Teacher Interviews - A question was asked about Parent Teacher Interviews - some parents were not able to secure parent teacher interviews. Those parents can contact the teacher of a specific subject by sending an email to the school to arrange an assessment. For onsite interviews, only English and Maths will be held in the hall and other subjects spread throughout the school to avoid a superspreader event.</p> <p>5. Basketball hoops to be replaced. P&C have applied for a grant to replace the existing structures. It is a Club Grants application. If we do not receive funds it was suggested the P&C approach Basketball Australia.</p>	
	Meeting close 8.55 pm	

Next Meetings: 6 September, AGM followed by GM, CHS Library 6pm

25th October, 22nd November 2022