

CONCORD HIGH SCHOOL P&C ASSOCIATION

We help our community thrive

CONCORD HIGH SCHOOL P&C ASSOCIATION

General Meeting Minutes

ABN: 43 317 153 298

Meeting Tuesday 27th February, 2024 at 6:30pm

Where: Concord High School Library

Website: <https://www.concordhspandc.com.au/>

Facebook: <https://www.facebook.com/groups/concordhighschoolpandc>

	Item	Lead		
	<p>Welcome and acknowledgement of country. welcome to all new parents and members</p>	Alison		
	<p>Attendance Alison Wallbank (president) Amy De Paula (VP) Amber Hooker (Secretary) Chris Shaw (Treasurer) Anna Koskinen, Seeniya, Jacquie Craus, Marcel Andrieux, Amina Zreika, Rama Thannical Chammanath Rappay, Beth Collinge, Ellen Castelli, Sam Carabetta, Undrakh Buyan-Erkhet, Lara Beeston, Siju George, Zeril George, Habib Waqas, Cassandra Seto, Xander Caguin, Lisa ?</p>			
	<p>School representative Victor Newby Principal Concord High School</p>			
	<p>Guests and Invitees N/A</p>			
	<p>Apologies Carmen Barclay</p>			
	<p>Acceptance of last meeting Minutes</p>			
	<table border="1"> <tr> <td>Moved : Amber Hooker</td> <td>Seconded : Amy De Paula</td> </tr> </table>	Moved : Amber Hooker	Seconded : Amy De Paula	
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1	<p><u>Correspondence and Communication</u> ATO - activity statements since 2019 have not been lodged. We will get a quote for an accountant to assist with submitting these. We will need the name of the person who set up the ABN initially. Verbal Estimate of \$2000. (The p&C used to run the uniform shop with a paid employee therefore BAS were being done, in recent years the uniform shop stopped operating under p&c and is now run by external company Focus Uniforms)</p>	Amber		

	<p>Motion raised to pay an accountant up to \$2500 to assist with lodging all Business Activity Statements for past 5 years. Moved Chris Shaw Seconded Amber Hooker</p> <p>* Volunteer Grant for the P&C \$2,500. Purchase of new laptop and webcam plus microphone up to \$2500 Motion raised to spend up to \$2500 to purchase 2 x new laptops and a microphone. Moved Amy De Paula Seconded Alison Wallbank</p> <p>*P and C affiliate email address will be shut down. The federation are managing the migration and forwarding of all mail to the new address concordhighschool@pandcs.onmicrosoft.com there is no new information on this, the old address is still active.</p> <p>Motion raised to amend record of previous meeting minutes 5th September 2023. And strike highlighted text from the minutes as incorrect.</p> <table border="1" data-bbox="347 1160 1187 1303"> <tr> <td data-bbox="347 1160 395 1303">8</td> <td data-bbox="395 1160 1002 1303"> <p>Principal's Report Request for photo booth at year 12 graduation. Transfer of funds \$43,000 from cooler classrooms to shade for senior areas any funds left over will be used for other areas.</p> </td> <td data-bbox="1002 1160 1187 1303">Jody Engisch</td> </tr> </table> <p>Victor confirmed that cooler classrooms was a program from the NSW government introduced in 2018 to fund air conditioners in schools. No money came into the school or p and c account. Moved Amber Hooker Seconded Alison Wallbank</p>	8	<p>Principal's Report Request for photo booth at year 12 graduation. Transfer of funds \$43,000 from cooler classrooms to shade for senior areas any funds left over will be used for other areas.</p>	Jody Engisch	
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6	Business arising from previous meeting				
	Action	Owner	Status	Date raised	
1	Community Building Partnership Grant (used for Shade Sails in the senior courtyard) is being acquitted by Natasha Moglin.	Natasha Moglin	open	? 19/11/2018	

2	Visual Arts sculpture project (up to \$2000) Asked school to issue invoice for this project.	Victor Newby	open	17/10/2023
3	Motion was raised to move Chris Shaw to administrator of p&c Westpac bank account and add Alison Wallbank and Amber Hooker as signatories. completed on 15/2/2024	Chris Shaw	closed	5/09/2023
4	Letter to local and state member regarding new catchment areas	Chris Shaw	closed	28/11/2023
5	Audit sent to Federation	Chris Shaw	closed	28/11/2023
6	Renewal of ACNC	Amber Hooker	closed	28/11/2023
7	<p>President's Report</p> <ul style="list-style-type: none"> - Funding priorities for 2024 by department Alison asked Victor if we can look at all areas of the school to have each department give us a request for funding. P&C would like to be equitable. Victor answered that he has brought forward 6 funding opportunities. The 6 funding requests does not speak to a lack of need across the school, they are just the requests that are ready for this meeting. - planning guest speakers for our meetings Alison raised the question who do people want to hear from. Suggestion put forward for a "masterclass" once per term – a guest speaker from the teaching staff to come and present. Guest speaker and meeting attendees could be online as a virtual option. Suggestions included school counsellor, learning support, IT specifically tips for parents (? Mr Munday) TAFE teacher, work experience information for year 10. - Fundraising ideas general discussion around ideas from people's experience with other schools. Suggestion for colour fun run. Suggestion to run a survey asking the kids what they would like to do. Suggestion to ask hospitality to host an afternoon tea or long lunch. 			Alison

	<ul style="list-style-type: none"> - paying for mailchimp subscription? paying for QKR! Discussion did not have time to include these items and it was decided to bring this to the next meeting. Prices will be investigated. Suggestion to look into Clavio as alternative. - Discussion about possible year 10 formal. The school is happy for this to happen however does not want to be associated with it as a school event. Since many students no longer leave in year 10 it has phased out. Some independently organised events have happened in the past. There have been issues with the level of maturity at this age and therefore the school would distance themselves from this event. The school does not use school funds for formals or school camps. The p&c historically have made a small gift to the year 12 graduation of cupcakes or cookies. The year 12's fundraiser to subsidise the cost of their jackets and certainly students can organise fundraising. 	
8	<p>Principal's Report – appendix 1</p> <p>Addit : Concord High School Open Day is Tuesday 5th March 5:30 – 7pm for any current year 5 or 6 students (enrolling for year 7 2025/2026)</p> <p>During the report a discussion was held around grade sport with Victor giving a comprehensive summary of the issues and the cost. Every Tuesday the buses cost \$4000. Last year students were charged \$250 per semester for grade sport and it ran at a considerable loss. This year fees have increased to \$400 per semester. Numbers have dropped to 63 kids out of 462 year 9 and 10. Grade sport may become not viable. If it is not longer an option the school would replace it with integrated sport (on school grounds) It was agreed to discuss this further at the next meeting.</p>	Victor
9	Treasurer's Report – appendix 2	Chris

10	<p>Any Other Business</p> <p>*Social for new year 7 parents at Five Dock Club on Thursday March 14th 6:30-8:00pm -invite to bring year 7 students along, meet other parents and ask questions to a panel of current year 8's.</p> <p>To raise at next meeting :</p> <p>Fundraising of 6 items in principals report.</p> <ul style="list-style-type: none"> ○ funding seating outside side office with the “building fund” ○ Zone Sport discussion ○ Cost of mailchimp vs Clavio ○ Qkr! For fundraising – cost breakdown 	
	<p>Meeting closed at 20:36pm</p>	
	<p>Next meeting : Tuesday 26th March 2024</p>	

2024 Meetings to be held at CHS Library at 6:30pm

Term 1: Tuesday 27 February, Tuesday 26 March

Term 2: Tuesday 21 May, Tuesday 25 June

Term 3: Tuesday 13 August, Tuesday 17 September (AGM followed by GM)

Term 4: Tuesday 5 November, Tuesday 10 December

Principal Report to P&C Meeting

Tuesday 27th February 2024

Senior Courtyard – Structural works are now complete, and the area is currently being well used by students. Consultant landscapers have visited the school to complete a site visit. We are waiting for a proposed plan regarding plantings and softening of the space. This is partially contingent on funding availability from AMU.

New Build – Tender document has been completed and released. A site visit for prospective tenderers and sub-contractors has been completed. Development application has been approved by Canada Bay Council. Project is moving ahead as planned.

Upgrade of Existing Facilities – Amended Pilot Room planned to be completed before the end of this term. With further works scheduled commencing in Term 2 across all existing common spaces and general learning areas.

Drama Classes – The school has received a considerable amount of correspondence in relation to Drama classes and curriculum diversity. The primary contributing factor to curriculum offering is student choice. Our philosophy as a school is that if we have the resources and can staff a course, we will offer it. If the students select it in numbers that are sufficient to make the course viable (generally 12-14 in Stage 5 and 8-10 in Stage 6) then we will run it. Unfortunately, through the 2023 subject selection process there were a small number of students in various year groups passionate about Drama, however, not enough to form a class in most year groups.

Sport – There have been a few issues raised around Sport.

- **Cost** – Unfortunately, the cost of external sport has increased significantly over the past 12-18 months. The school ran grade sport at a considerable financial loss in 2023, due to ever increasing costs, particularly in relation to transport (bus) costs. We have been forced to increase fees for grade sport to \$400/semester this year, which still does not fully cover our costs. As a result of this our participation numbers in grade sport have dropped considerably (63 student out of 462 in Years 9/10) have chosen grade sport this semester. The ongoing viability of grade sport will be a consideration for our school community moving forward.
- **Uniform** – Our current expectations around practical PDHPE and Sport is:
 - **Year 7/8** – When these lessons occur at the start of the day, students can wear PE uniform to school and bring a change of clothes (school uniform) for the remainder of the day.
 - **Year 7/8** – When these lessons occur at the end of the day, students wear school uniform to school and get changed in the afternoon into PE uniform. They then wear their PE uniform home.
 - **Year 9/10** – Wear PE uniform on Tuesday
 - **Year 9/10** – Wear school uniform on other days and bring PE uniform to change into for practical lessons.
- Our difficulty is that on any given day, students in some classes, and in some year groups will have practical lessons. To avoid the “getting changed” arrangement would require some students wearing sports uniform all day on any given day. It would be impossible for us to know who was legitimately in sport uniform and who was simply choosing to wear sport uniform.

Funding requests

- School Mascot

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- Consent Labs (external provider for student workshop on gaining “consent”)
- New Robotics equipment
- Cultural performances for Harmony Week (Lion Dancers, Greek Dancers etc)
- Seating in Side Office Courtyard
- Year 7 camp fund year 10 Peer support leaders

**TREASURER'S REPORT
26 February 2024**

Comments for Meeting Discussion

1. Let me present an introduction to the P&C finances!
2. We finally have access to our online banking. Please never use Westpac. They are terrible.
3. We need to pass a motion in order to spend our volunteers grant on laptops.
4. We received an old cheque for GST we should not have been charged. The cheque bounced. Any ideas why? (to Victor/Jenny)
5. We would like to hire an accountant to help with our Business Activity Statement backlog stretching back 5 years. We are likely owed a substantial sum from the ATO.

Bank Balance

- General P&C account balance: \$35,438
- General P&C equity (portion of above available for general spending): \$32,289
- Building Fund account balance: \$3,551

Cash in

- \$845 in parent donations
- \$2 in membership fees

Cash out

- \$5,096 for volleyball nets
- \$919 for teachers day gifts
- \$27,726 for senior courtyard shade sailcloth

Status of Grants

- Unchanged from previous meeting

Status of GRD Building Fund Donations

- The building fund balance sits at \$3,551