



Rivers Secondary College Richmond River High Campus P&C Committee 2015

President: Fiona Lotherington (0428 617 713)

Treasurer: Lena Greene (0427 129 316)

Secretary: Melanie Gates-Manar (0431 452 752)

Vice President:

Vice President: Denise Whitney

Agenda Item	Commence 6pm 14 th Sept 2015
Opening and welcome by the Chair	Fiona Lotherington, Melanie Gates-Manar, Kathy Smith, Karen Faulks, Kathy Claydon, John Baker, Liz Gray (guest), Lucinda Gray (guest), Lena Greene
Apologies	Dave Harvey, Denise Whitney
	Minutes tabled as read to be true and correct. Moved Kathy (Smith). Seconded Karen Faulks.
Business arising from the minutes of the previous general meeting	Several items with follow up to be discussed in general business
Correspondence received since the previous general meeting - Inward (as listed) Outward (as listed)	Bank Statements: See Treasurer's Report Letter from Healthy Kids Australia – brochure on optional P&C insurance Product brochures by: Draffin – outdoor school furniture School products Australia FSP – school lockers

<p>Business arising from the correspondence</p>	<p>Bank Statements under Treasurer's Report...</p> <p>Parent & Citizen magazine is in</p>
<p>Treasurer's report and financial statement, and any business arising from these.</p>	<p>Bank statements available.</p> <p>July Profit & Loss Statements available.</p> <p>Reconciliation for Karen's period as the treasurer to be signed off on by the P&C.</p> <p>Lena Greene will be taking on Treasurer's position as of tonight. A big Thank You for stepping in Lena! 😊</p> <p>Once again, a huge <i>Thank You</i> to Karen for your help over the past few months. All the very best! 😊</p> <ul style="list-style-type: none"> • Treasurer's Report, Balance Sheet and P&L Statement is true and correct. <p>Moved: Kathy (Smith)</p> <p>Seconded: Fiona Lotherington</p>
<p>Subcommittees' reports and financial statements and any business arising from these.</p>	<p>A Canteen sub-committee is to be established to discuss the future direction and management of the canteen.</p>

Deputy Principal

Peter Howes:

Dave will be focusing on other duties until 16th October but will still be around the school on occasion.

He is presently involved in creating a professional development plan for other principals – he was formerly a School Improvement Officer before stepping into his current role so we are very fortunate to have someone with his professional background as principal of our school.

Gonski funding: Tim Danaher presented at staff meeting recently – everyone (including education department) is supportive of its rollout and has agreed to continue funding the program.

Additional funding of \$80-90K is available from a variety of sources such as engagement, indigenous funding etc. The staff have had a think tank session to work out how best to use the funding to support student outcomes. It was agreed more SLSOs would be great. They will also trial a program that will be tailored to suit the needs of specific groups – people have come together to offer feedback on how this should be achieved most effectively.

Belinda Marr (Head teacher of Maths) will be heading this program.

We will be trialling alternative pathways for some students in year 9 to increase engagement in learning – the On-track program is 4 days face-to-face and one day doing a tailored activity such as green corps, TAFE etc. – Belinda will be the consistent support teacher in class to support the teacher in learning objectives.

Meeting learning outcomes will be done in a different way. Belinda will look at the skills these students are using around the school and apply these to show how they are meeting the standard learning outcomes. Some of these students will be involved in a school beautification program. Learning skills such as paving, carpentry, landscape gardening.

21st century learning in the library: intention is to engage students more effectively in term 4 using a variety of technologies.

Religious Education: has now been changed to an opt-in option rather than an opt-out option. Paul is the current Chaplin at the school. The P&C needs to decide whether we want a school Chaplin to continue offering support to students at the school. His role is to offer free pastoral care, another adult to listen to students concerns.

Religious Education classes will be held at a time when it doesn't impact on any curriculum. There was discussion about parents concerns that Paul has pushed religion onto the students. He has been given this feedback and is working with it.

All in favour of the Chaplin being chosen by the Principal and offering services at the school during 2016.

Moved: Fiona

Seconded: Melanie

Year 12 farewell assembly: some students wanted to dress in various themes this week and have alternative activities take place this Thursday but they didn't organise anything soon enough. Being out of uniform was not seen as ideal so they will be holding a slave action on Thursday as planned.

Skype: The school now has a skype account. This will allow up to 25 audio participants to attend the P&C meetings at home. The school can provide a laptop for the P&C so that meetings can be 'Skyped' for parents who are willing but unable to attend meetings on campus. We may try to use this at our next meeting.

Fiona: More discussion on the logistics of this process is needed – a P&C administrator on the schools Facebook page would be ideal so that such issues could be raised with the school community. This is a topic to be discussed further at the October meeting..

School Evaluation Forums: 3 parent forums have occurred (including one with Indigenous parents) – great feedback received and will be implemented in term 4. Thank you too all who participated in this vital process! Regarding the canteen, the feedback was that they want healthier food, more affordable and to have much greater involvement from our senior TAS students and use the canteen for work placements. This is great for the kids and relieves the ongoing issue of not enough parents assisting in the canteen.

Student evaluations will be conducted in term 4 – this will serve to further inform the schools direction in 2016.

<p>President's Report</p>	<p>Luke Woodward – head of TAS wanted to thank us for the cattle wand P&C funds helped to purchase.</p> <p>Fiona: Spoke with Dave, Kathy and Margaret Bugden about how the canteen needs to be modernised, in terms of layout, equipment, menu and the way it functions – Margaret has collected and sent menu's of other schools. Fiona plans to speak with other canteens and P&C prior to next official meeting.</p> <p>Lena and Fiona will visit Westpac to see what package can be offered to modernise and streamline our banking. Kay (bookkeeper) has advised us to not changeover until the end of year.</p>
<p>General Business</p>	<p>Presentation:</p> <p>RRHS teacher - Tracy Birny presented about the White Ribbon Committee – a project which raises public awareness about domestic violence. This is an initiative across all campuses of the Rivers. Sonya Lavery is coordinating from Kadina</p> <p>A 3km walk-a-thon will take place 22nd Nov at Hepburn park in Goonellabah. In 2016, a fate or something similar will be held to again raise awareness.</p> <p>Lucinda Gray (a year 12 students at Kadina High) played a moving anthem called <i>Don't Wreck This Home</i> – she was voted Best Female Vocalist at the 2015 Dolphin Awards and will be performing at future White Ribbon events.</p> <p>Tracy will be arranging self defence course/classes as part of the education around domestic violence. She is working with the SRC and they are keen to be involved.</p> <p>Tracy suggested that the P&C can set up a stall to raise money and make a donation to the White Ribbon Committee at their event in November - the P&C agreed to discuss this further at the October meeting. Peter suggested that we invite stall holders such as the snow cones or a coffee cart that will donate a percentage of profits to the charity.</p> <p>John: reminded us that there have been 62 deaths of women in domestic violence already this year. It is clearly time to tackle this social issue head on by educating students while at school.</p> <p>John also recommended that we contact the P&C federation and local rep Terry Timms to access the wealth of experience that others have about P&Cs</p> <p>Canteen - Cathy (Claydon): The canteen will be undergoing major renovations in December. This will include new fittings but not the equipment. The canteen will need a new oven, cooktop, industrial fridge and dishwasher.</p> <p>Peter: Kathy Claydon and Luke Woodward (Head of TAS) met with Greg Aires and an architect regarding the canteen plans – still tweaking but they are leaning towards a self-serve and pay at the end model.</p> <p>The P&C were asked to pay \$25,000 towards the additional items needed for a full refurbishment in lieu of giving our usual donations to support curriculum.</p> <p>Kathy Smith: I am ok with this so long as the teachers are ok to forego our contributions this year.</p> <p>Peter: this donation will reach almost everyone in the school. P&C looks for greatest impact for greatest number of students and this certainly meets that aim.</p>

General Business	<p>Forum feedback about the canteen: Suggestions made at the recent parent forum were that more healthy food options were made available; that the canteen cater to functions; that more in-school work placement opportunities were provided where hospitality students could cook for students so that the canteen became a space for learning practical business skills.</p> <p>Karen: Upgrade now and it should see us into the future..</p> <p>Fiona: Last meeting Dave said the school would pay for everything but the fridge. Why has this changed so we pay for all of it?</p> <p>Peter: The school will pay for whatever the P&C doesn't want to. Peter suggested we set up the kitchen so we can have a coffee machine in the future.</p> <p>Fiona: If we want the canteen to be more healthy, why would we sell coffee to the students?</p> <p>Kathy: TAS already sell coffee to staff a few times a week.</p> <p>It was suggested by some that we could make it staff only or an age limit for the kids. More discussions needed..</p> <p>Peter: Passed around some canteen menus from the local area. Other schools are doing interesting things in their canteens that we need to look at and take into consideration prior to renovations; creating the ideal space that will best serve the needs of students and staff well into the future is essential at this planning stage.</p> <p>Kathy: \$5 canteen vouchers are being handed out as rewards – who pays for this? How many should be being handed out at the fortnightly assembly?</p> <p>Peter: it averages to 2 a week. We agreed to pay the \$10 per week. It will come out of canteen profits. Kathy will collect them to give to our book keeper and Lena.</p> <p>Peter: Getting Kathy a computer so that the canteen can be managed more efficiently. She will be able to check when there are excursions or visitors to know numbers to cater for. Students from retail and hospitality classes should be given the opportunity to help out in the canteen. A roster could be set up for the students. He asked if Kathy feels she can do different meals like the other school canteens. She said she can, if she has helpers.</p> <p>Kathy: It's a struggle when parents don't turn up for their shifts. Kathy has introduced the foods that she has been told students would like so she is attempting to implement changes as they're being brought to her attention but it's difficult when things get busy and no help is available. She has put out a suggestion box for new food ideas.</p> <p>Big thanks to Kathy for all the hard work she does in the canteen! More parents are needed to help her out – please call 6621 4890 to volunteer.</p> <p>P&C will pay for \$5 vouchers.</p> <p>P&C will pay \$25,00.00 towards the canteen renovations.</p> <p>All agree.</p> <p>Moved: Fiona</p> <p>Seconded: Kathy (Smith)</p> <p>Fiona: Has been approached by Kathy C for a pay rise. She feels she does a good job, and says she often does things in her own time and uses her own car for work related trips.</p> <p>Kathy and Kelly are due for an award increase from 1st July. Fiona has given Kay the new rates and she will adjust wages. Kay to find out if they can both absorb their increases in tax for this year so we don't have to change bank deposits. There was discussion about all the changes about to happen with the canteen and possible variations on the way the canteen is currently run. We agreed to form a sub committee to look into how to proceed before the next meeting.</p>
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Applications for membership and recording of new members	Welcome Lena Greene!
Date of next meeting	6pm Monday 12 th Oct 2015
Close	8pm

Motions from the meeting:

- Treasurer's Report, Balance Sheet and P&L Statement are true and correct.

Moved: Karen

Seconded: Kathy (Smith)

P&C will pay for \$5 vouchers.

P&C will pay approximately \$25,00.00 towards the cooker, dishwahr and fridge and not contribute to curriculum this year.

All agree.

Moved: Fiona

Seconded: Kathy (Smith)

All in favour of the Chaplin being chosen by the Principal and offering services at the school during 2016.

Moved: Fiona

Seconded: Melanie