



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

President: Fiona Lotherington (0428 617 713)

Treasurer: Lena Greene (0427 129 316)

Secretary:

Vice President:

Vice President: Denise Whitney

Agenda Item	Commence
Opening and welcome by the Chair	<p>Welcome to new and returning members. Very pleased to see so many people as last meeting in 2015 we didn't have a quorum to have an official meeting.</p> <p>Skype: No attendees</p>
Apologies	Denise Whitney and Michael Dixon
	There were no official minutes tabled from Dec 2015 so I gave a brief overview of what has been happening in 2015 and over the Xmas break
Business arising from the minutes of the previous general meeting	No business arising at this stage
Correspondence received since the previous general meeting - Inward (as listed) Outward (as listed)	<p>Bank Statements – See Treasurer's Report</p> <p>Mail at school not collected prior to meeting.</p> <p>Fiona has received several letters from the P&C association – nothing that needs to be acted on</p> <p>Fiona has also had several emails regarding the canteen upgrade budget which will be discussed in Principals report</p>

<p>Business arising from the correspondence</p>	<p>Bank statements – not collected as yet</p>
<p>Treasurer's report and financial statement, and any business arising from these.</p>	<p>Lena: The canteen renovation has meant that the computer and all P&C files have been locked up or relocated over the break. Lena has not been able to do MYOB at the moment as she couldn't find the computer. We have bought a laptop for the P&C which Lena and Kay will share for book keeping. Lena will arrange to transfer MYOB onto the new laptop so she can work from home.</p> <p>Lena and Fiona went to the bank to arrange an eftpos machine. This is the first week that it has been used. Kathy reported that it has slowed things down, but the kids are not complaining. It was suggested we put a notice up at the canteen and in the newsletter/FB saying</p> <p>Beat the line, Pre order from 830-9am and at morning recess.</p> <p>If parents want kids to use eftpos, to transfer money into the account</p> <p>Kimberley said the kids are wrapped with eftpos.</p> <p>She said at Alstonville they have a coffee machine, which is very popular and sales are up, for staff and HSC kids. Charge \$3.50. Younger kids can get hot chocolate.</p> <p>Peter noted there are mixed opinions on allowing kids to have coffee. Fiona and Marie-Chantelle voiced they opposed this. Peter said staff want coffee machine for themselves, not for kids. Would also be impressive for visitors when they do small catering</p> <p>How many staff? 70 teachers and approximately 28 other admin/ support staff.</p> <p>Motion to put sign up at the canteen letting them know that we will have to add 20c to each eftpos transaction. Fiona to send Kathy a breakdown of all eftpos fees</p> <p>Moved: Kathy Seconded: Lena</p>

Subcommittees' reports and financial statements and any business arising from these.

It was suggested by Kathy that a Canteen sub-committee is to be established to discuss the future direction and management of the canteen. More support from parents of students is required.

Members of the subcommittee would be Kathy, Laura, a volunteer and a P&C member (preferably treasurer). It was suggested they meet half an hour before P&C meetings. This is who has met in the past.

Fiona: How many volunteers do have for the canteen in 2016. Kathy: We have 3 new volunteer in canteen this year.

Fiona: Asked Peter if the voluntary canteen work could be used as a swap for general voluntary fees. Peter said yes, and we agreed the exchange was for 3 days work, which includes lunch.

Kimberley asked how often the reminders go out. She commented that it is hard to find somewhere on website to pay. Needs to be more obvious for those who intend to pay

Peter: We send reminder twice a year

Peter: Only get 30% of the school is paying their fees. They realise there hasn't been enough communication to follow this up. They don't have the staff to chase fees. This year the School is looking at having prizes for people who pay by a certain date.

Motion to have subcommittee time at 5am before P&C meetings.

Moved: Kathy Claydon

Second: Fiona

Peter suggested See Marg about sending a flyer or email info about the canteen , volunteering for fees and the P&C to all year 7 parents.

Principals Report

Peter Howes (relieving principal):

Peter: Dave is relieving director of public schools to the end of term. This position will be advertised and Dave may apply. In this role he is supervising 38 schools from here to Kingscliff and Ballina. He has an extensive background - was CEO of the regional office, a school improvement officer advising schools, disability consultant and principal in many schools.

Peter successfully applied to step up to the principals position for the rest of term. It has been a smooth start of school. A few timetable issues being sorted Year 7 have settled in well.

Social media: Consultant Kirra Pendergast is working with the school on this. We are buying a package where kids can access info on security settings on SM, bullying etc. This will be updated every 6 months. She will do presentations to kids in March. On 14th March she will present. She will start at 530pm then P&C to start at 6pm. Year 7 parents keen. She will monitor our SM to improve our SM profile.

Our Facebook is not reaching enough people. She can give us advice about how to get the messages out there.

New staff: Very positive and have lots of new ideas. New science teacher from Mullum suggested a clean up the toilets project, using disengaged boys and SRC. They did this at Mullum and it was very successful. They did graffiti in boys toilets and cubicles had themes.

Specialisation courses starting: robotics first one, then drama, etc whatever skills teachers or parents have. Will be held within normal school time.

On track continues - each kid is interviewed about their goals. They have classes Mon-Thur then Fri to do practical, attend TAFE etc. Have seen some very disengaged boys become much more engaged.

This is the last year of Gonski money. Plans to create a learning centre to have assistance throughout the day with assignments etc. Don't have to have a disability.

Canteen: budget blowout. To operate the upgraded oven, dishwasher cooker we need an industrial range hood. This will cost an extra \$30K. We can't put in our new equipment until the extractor is in. Already spent \$30K on equipment taken money from curriculum support.

Kathy: to install will take 3-5 days so will need to happen on term break. Peter suggested that to pay for the equipment the P&C could not give any funding to curriculum and departments as we normally do at the end of each year.

Lee: Suggested we ask for extra funding from Thomas George. We need to email or send a letter requesting to have meeting. Ask him to come and have a look. Agreed P&C to approach Thomas George. Lee to draft a letter and send to Fiona.

Peter proposed: 50/50 project is where the Government will cover half the cost, which would mean the P&C only pay \$15K. The 50/50 application needs to be signed off by the director (Dave) so could be a good possibility. We would have to pay all upfront then the 50% can be funded retrospectively. Asked if we can forego our contributions for 2017. It will take a few weeks to get 50/50 together.

Peter: They will also include in the 50/50 application to modernise the hall, putting in big ass fans to reduce heat in the MPU by 10%, fixing lighting for stage etc.

Lee: So curriculum will miss out on P&C funding 2 years in a row? Peter: There are other sources of funding for curriculum eg RAM, Gonski money

Why were the costings so far out? Costings are not correct because we changed what we would be installing (in order to change the menu) after the initial quote.

Peter: Continual floods in some rooms over the years. Structural damage to rooms 49, 50 and 51 so they unusable. We are down 3 classrooms, and need extra space. Piers are sinking.

Could the P&C members write to ministers, Thomas George etc. Has more weight coming from parents concerned about their kids. Unfortunately without those 3 rooms still considered by DET to have enough space for student numbers.

Peter to send details so we can draft letters.

Lee: Rural education grant is open until March 24. \$10K for learning support.

Peter: that would be great if it could be used for a rivers project that benefits all 3 schools.

Other suggestions were: a fund for kids to compete in Sydney. At moment SRC will give \$50 and P&C not. Or teacher training for autism,

Motion for P&C to communicate with Thomas George asking for funding and Peter to submit the application for 50/50 funding. The P&C agreed to pay \$30K if needed in lieu of funding curriculum in 2017 and hope to get \$15K back if 50/50 is successful
Moved: Kathy Seconded: Lena

President's Report

Fiona:

Mel has sadly left the secretary position, Lena and I are covering for the time being.

Much of what I was going to share has been covered.

I have set up a dropbox system so we all can have online access to documents and do away with paper copies as much as possible. At the moment this is in my personal dropbox but I will load a P&C dropbox on our laptop.

I have also setup a gmail account for the P&C.

Lena and I have continued to streamline the banking, we have moved money from CBA to Westpac and will close fixed term deposits as they mature.

River's Report

John: Not present tonight

General Business

Laura: Has created a list of extra equipment that is needed, there is currently no real cooking equipment there at the moment. Luke is about to do an order with a wholesale company and we can add our items onto the list.

Laura: Proposal to pay for extra equipment ~\$1000 for 20 items

Moved: Lena

Seconded: Fiona

Laura looking at food regulations with council and if we have to change/upgrade our licence. Laura to follow up.

Fiona to email healthy kids to see if we need to change as we will now be cooking raw meat. Suggested we could class ourselves as a training facility with TAS students, which may change the regulations we need to meet.

Fiona: I will not be there at next meeting - AGM. I will email Denise as VicePresident to see if she will run the meeting. Asked if I will do Presidents role again? I will do the role if needed but someone else can step up too.

Kimberley: can SRC attend so we get to meet them?

Fiona: it was great when they came and presented survey findings from canteen.

Peter: wanting school, leaders to take more of a leadership role.

Peter: If we have projects grants, letters etc to write and don't have time we can pay Marg's staff for a day for ~\$200 / day

Fiona: To create a newsletter promo of AGM, P&C and send to Peter. He will email out to all hear 7 parents.

Lee: Suggested making email newsletter opt out not opt in

Marie-Chantelle: Asked if it could not be a link but the newsletter embedded in the email. This would have more instant visual impact and improve chances of people reading it.

Peter: Suggested we communicate what the P&C are doing so people know what they are coming to the meeting for.

Fiona: This was going to happen, a summary of our meetings and what's on next time but then Mel left.

Applications for membership and recording of new members	Lee Duncan, Marie-Chantelle Pelletier, Gwyneth Jones, Lena Greene, Fiona Lotherington, Kathy Claydon, Laura Hayward, Kimberley Davenport
Date of next meeting	14 th March 2016
Close	1930

Motions from the meeting:

Motion to put sign up **at the canteen** letting them know that we will have to add 20c to each eftpos transaction.
Fiona to send Kathy a breakdown of all eftpos fees

Motion to have subcommittee time at 5am before P&C meetings.

Proposal to pay for extra equipment ~\$1000 for 20 items

Motion for P&C to communicate with Thomas George asking for funding and Peter to submit the application for 50/50 funding. The P&C agreed to pay \$30K if needed in lieu of funding curriculum in 2017 and hope to get \$15K back if 50/50 is successful