



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 5:30pm 9 th Nov 2015
Opening and welcome by the Chair	Fiona Lotherington, Melanie Gates-Manar, Denise Whitney, Lena Greene, Peter Howes, Dave Harvey, John Baker, Tiger Jefferys, Lindley Schneider, Chloe Willis, Jessica Martin, Kathy Smith, Kathy Claydon. Skype:
Apologies	
	Minutes tabled as read to be true and correct. Moved Lena. Seconded Fiona
Business arising from the minutes of the previous general meeting	Please note: P&C meeting minutes will be recorded on a phone for the purpose of creating the minutes at a later time, and will then be deleted.
Correspondence received since the previous general meeting - Inward (as listed) Outward (as listed)	Bank Statements – See Treasurer’s Report Information pack from Healthy Kids

Business arising from the correspondence	Bank statements
Treasurer's report and financial statement, and any business arising from these.	<p>Lena: Is learning MYOB, which has been challenging. Reports are available. Bank statements are available. The Balance Sheet and September Profit & Loss Statements are available.</p> <p>There is a non-balance occurring during the reconciling process but is still being worked on.</p> <p>Discussions around whether to update MYOB to most recent version or change to Banklink or Xero – the latter two software programs require less data entry but the monthly fee is higher – between \$30-50 per month. Everyone agreed that it's time to get it all in the cloud – this process raises a few questions about who will be required to manage the financials in the new year. A meeting with our present bookkeeper, Kaye, will be arranged.</p> <p>As we have 6 bank accounts, we discussed why so many are needed – apparently certain accounts are required for differentiating funds raised from different sources; primarily the Canteen and P&C Fundraising events.</p> <p>The P&C Federation will be contacted to make enquiries about which banking system is generally preferred.</p> <ul style="list-style-type: none"> • All agree for Lena to research which software program is ideal for our needs and then to upgrade to either Banklink, Xero or the online version of MYOB. <p>Lena to follow up with Parish accounting (who supply MYOB free each year, if they will offer this for the online version)</p> <p>Moved: Lena</p> <p>Seconded: Peter</p>
Subcommittees' reports and financial statements and any business arising from these.	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.

Principals Report

Dave Harvey:

Great to be back! Thank you to Peter for filling in while away working with the Director.

Now going through the final stages of evaluation and a new strategic plan for 2016 – advice received back from students, parents and staff through the forums is being collated with Peter and the executive team who are dynamic and fully engaged in this process. Further information will be shared at the December P&C meeting.

The overall objective is to create a true learning environment for all students, including those who think outside the square and don't generally fit into the curriculum construct of the public school education system. Personalising the learning experience is ideal but challenging - nevertheless this is what we're ultimately striving to do so we ask that parents to be patient as we design and implement strategies that will eventually fulfil this objective.

<p>President's Report</p>	<p>Fiona:</p> <p>An advertisement for the chef has been placed into the newspaper. Ten people applied – some overqualified - so it's very exciting that they're interested in our school canteen. Fiona and Kathy (canteen manager) will go through the applications and teacher, Sally Ford, will attend the interviews with them early next week – time/day will be discussed with relevant people.</p> <p>Further discussions around the new canteen layout and procedures will take place in the coming weeks.</p> <p>The P&C will fund the Play Quest jumping castle (\$210) for 3 hours to go up at the White Ribbon event 9-12 Sunday 22nd November – Tracy suggested that some of the SRC will volunteer at the event. Lena has volunteered to man the jumpy castle on the day. All money raised will be donated to White Ribbon and other related organisations in the area.</p> <p>President's Report moved by Lena and seconded by Melanie</p>
<p>River's Report</p>	<p>John:</p> <p>Please support the White Ribbon event 22nd November!</p> <p>Monday 16th Nov is the combined P&C meeting between all 3 campuses and the principals (including John).</p> <p>From now on, John's report will come first as he has to leave early for another P&C meeting.</p>

General Business

The meeting commenced with a report from the Year 10, 11 and 12 leaders about what the kids want to see in the canteen. Lyndley to send results to Fiona. Some great ideas like eftpos, salads, curries and all wanted reduced prices.

Kathy S: asked if problems of everyone heading downstairs to the bar at formal will be solved this year. Considering changing to Lismore City Hall for 2016. There is a photo booth coming this year which may keep people upstairs in the main event. Problem that toilets at the Workers are outside so people have to leave building. At other formals there are no pass outs. DET events must be alcohol free. Must delineate what is school and what is the after party.

Melanie is resigning as Secretary at the end of the year. A new Secretary is required for 2016.

Love Bites program about healthy relationships was again a success for the year 9's this year.

Lena: Would like to purchase a gift (\$50) for Sharon for all of her help with the financials. All agree.

Fiona: How do we pay for purchases/services if it's more than in petty cash?

Fiona will look into this – 2 signatories are required for all purchases which creates an issue for using a debit card.

Fiona to set up a P&C skype account and publish in the newsletter and facebook. Apology to those who were unable to get onto skype for this meeting due to technical issues.

Fiona to check with Westpac about eftpos as recommended by kids for use in the canteen.

Kathy: How will we moved the canteen by 30th December? Lockers empty and keys back by then. Will talk to Luke, Michael and some students to help with moving. Stock will have to be ordered prior to the first week back - there won't be canteen for the first week back.

Each year the canteen pays \$200 to take the regular volunteers out for dinner as a thank you for their services in the canteen for the year. All agreed to continue this in appreciation of the volunteers.

Denise: All the 8 students who did the SCU ACCESS course passed – a great result!

General business moved by Lena and seconded by Fiona

Applications for membership and recording of new members	
Date of next meeting	5:30pm Monday 14 th December 2015
Close	8pm

Motions from the meeting:
<ul style="list-style-type: none"> All agree for Lena to research which software program is ideal for our needs and then to upgrade to either Banklink, Xero or a newer version of MYOB. <p>Moved: Lena Seconded: Peter</p>