

## TRSC RICHMOND RIVER HIGH P & C ASSOCIATION COMMITTEE 2018

President: Branca Mircev  
Secretary: Sonya Gibbons  
Treasurer: Trish Stuart  
Vice President: Marie-Chantale Pelletier & Kris Hill

### P&C Meeting Minutes 18/06/2018

**Meeting Opened: 5.35pm**

**Attendance:** *Trish Stuart, Sonya Gibbons, Laura Hayward, Marie-Chantale Pelletier, Joye Spink, Principal Mary-Jane Pell.*

**Apologies:** *Branca Mircev, Kris Hill, Kathy Claydon, Fiona Lotherington, Denise Whitney.*

**Minutes of last meeting:**

**Motion:** That minutes of last meeting be accepted as correct:

Moved, Laura, Seconded, Joye

**Business arising from minutes of last meeting:**

1. Action: MJ to prepare a statutory declaration to say that we will donate \$29,600 for BAF and similar letter for the two air-conditioning units. Trish to draft a letter for MJ to sign. Letter to request a donation to cover the exact amount.  
**Stat decs no longer required. Trish has organized cheque payable to school for total of \$35665 for BAF (fans) and the air-conditioning. Motion To pay cheque to RRH campus Moved by Trish. Seconded by Laura.**
2. Action: Trish will ask Peter Hughes (auditor) the best way to generate regular (weekly or fortnightly) pay slips.  
**Peter suggests we change to quickened books (instead of MYOB) at \$5 per month system in new financial year which ends Dec 2018. Motion to change over to quickened books. Moved by Sonya Seconded by Joye**
3. Action: MJ will follow up with Lisa and Catherine why some equipment has dropped off the canteen asset register. Also see a correspondence item regarding asset register survey below.

Carried forward.

4. Action: Kathy and Laura to ascertain from Sally in TAS what the appropriate donation to the agricultural department would be this year, to support further cultivation of produce.  
Annual donation from P&C of \$250 for seeds would be appreciated.
5. Move to generate a check to the agriculture department as per point four, once the committee agrees on the amount.  
Motion for P&C To donate Cheque for \$250 to TAS. Moved Sonya  
Seconded Joye
6. Discuss timing of the bus purchase, as well as details (who is contributing to the total cost and where is it being purchased from).  
Bus purchase off the radar at this point some change to Variety the charity. TBA in future.
7. Discuss short-term deposits if timing is right in regards to point 6. As bus not on agenda Motion to so put up to \$50000 in 3 month term deposit @ 2.5%. Trish Stuart and Sonya Gibbons to be the signatories. Moved- Marie-Chantale seconded Trish
8. VIVO is up and running. Action: MJ to ask Luke to come chat with us.  
Carried forward -Luke unable to attend.
9. Bunnings ground works look awesome. Motion was carried to write thank you letter to Bunnings. Unsure who was meant to write the letter?  
Trish has drafted letter and will send to SAM officer to send. Thanks Trish.
10. Motion was carried to donate \$2000 to Rivers Rock musical, which was requested by RRHS drama teacher Dimity McKinlay. Money transferred, receipt not received as yet?  
CF-Awaiting receipt still- MJ contacting Teacher involved.

### Correspondence:

- Andrews Insurance Services have requested via email, P&C Association Bank/EFT details for the flood canteen claim payment. Trish is following up.  
  
Insurance claim coming through soon
- Short statement by Trish via email on behalf of P&C, to book keeper Sharon Dransfield, accepting her resignation and asking for RRHS property to be returned.

**Trish has accepted resignation from Sharon Dransfield and property has been returned (computer)**

- Recent email re: Asset management survey from P&C Federation:  
Fiorella Recchi <aos@pandc.org.au>

Wed 6/13, 2:56 PM

Dear P&C Members,

School Infrastructure NSW (SINSW) has commissioned independent consultancy Advisian to review the current asset management approach to school maintenance, minor works and school funded works, to ensure that SINSW delivers the best learning environment for state school students across NSW.

As part of this review, Advisian is engaging with key stakeholders across NSW including school Principals, Department of Education staff responsible for asset management and parents, through the P&C membership.

Following an initial meeting with representatives of the P&C Federation, Advisian has set up a survey to better understand P&Cs' experience of working with the Asset Management Unit (AMU) to deliver school infrastructure. The survey is open to all P&C members, and will remain open until 6 July 2018.

Your input is important, and will be used to identify issues relating to the current asset management approach, and to improve the delivery of the school infrastructure that is essential to achieving learning objectives.

We encourage you to take the opportunity to contribute your valuable insights at [https://www.surveymonkey.com/r/PnC\\_Asset\\_Survey](https://www.surveymonkey.com/r/PnC_Asset_Survey)

Please share with your members. The information is also available on the P&C Federation's website and Facebook.

Regards,

Steve Carpenter

General Manager

P&C Federation

**-Letter to be forwarded by email to all P&C members to complete if they so desire.**

### **Treasurer's Report:**

See below

- 4 signatories organized for bank account along with internet banking.
- Marie-Chantale, Trish, Sonya, Branca.

**Canteen subcommittee report:**

Kathy has her WWCC that we had agreed to pay for.

**President's report**

See below

**Principals report**

See attached

Branca and Trish to be on interview panels.

**General Business:**

**Correspondence:** letter from Govt warning of penalties for late activity reporting from charities. Tabled.

**Late Bass statement**

Moved:

Seconded:

**Next meeting:** Monday 13<sup>th</sup> August 2018 @ 5.30pm

**Meeting close: 18.55pm**