

## PORT MACQUARIE HIGH SCHOOL P & C

### Minutes of MEETING 18.12.2012

**Meeting opened:** 7.34pm Welcome members and guests, Acknowledgement of Country

**Present:** Liz Cowan, Maurice Cowan, Julie Ho, Mark Longstaff, Melinda Losh

Guest: Darryl Mason

Apologies: Peter O'Neil

**2 Confirmation of Previous Minutes:** Moved Mel Losh, seconded Mark Longstaff, carried.

### 3 Business arising

- (a) New website for PMHS: designer Matt Alger will attend on staff development day 29/1/2013 to provide a report, with Will Ho. Mark Longstaff said his aim is for the website to be finished mid to late February, and to have a well-publicised "launch". **Mel Losh will get quotes for the next meeting for the P&C** to engage a local professional person to maintain the website weekly, and to deliver any necessary training.
- (b) Darryl Mason spoke on the Mastering Behaviour Programme for students whose behaviours stop others from learning, which in turn is leading to loss of enrolments. The Program targets specific behaviours e.g. swearing, with written materials for students who are on isolation or suspended. It has been used at Camden Haven for 18 months. Cost is \$1210.  
**MOTION:** That the P&C supports this initiative by funding purchase of Mastering Behaviour Programme . Moved Mark Longstaff, , seconded Mel Losh, carried.
- (c) Orientation day for 2013 Year7: Mel Losh reported that P&C members were present and recruited canteen volunteers. Mark Longstaff said the Transition Co-ordinator funding had stopped, but he is discussing with Hastings Valley Community of Schools the employment of a Co-ordinator two days/week
- (d) List/calendar of what is funded regularly by P&C: see Principal's report. List/calendar for the Canteen Manager: Darryl Mason to provide information to the Canteen monthly.
- (e) **P&C Letter to all school Faculties about applying to P&C for funds: Mel Losh will send finished letter to Mark Longstaff to distribute to Faculties.**
- (f) School Canteen **MOTION:** That the P&C adopts the subcommittee's recommendation to install the water dispenser at the end of January with approval of any associated expenditure by the P&C. Moved Mark Longstaff, seconded Mel Losh, carried.

#### 4. Correspondence

Incoming	Item	Action
Fujitsu	BBQ giveaway, will be delivered 10/1/13	<b><i>Mel to get tickets printed</i></b>
Alison Doyle	Thanks for Desktop computer and iPad	tabled
<b>Outgoing</b>		
Liz Cowan	Re PMHS students, school camps*	reply suggesting contact with Principal
Darryl Mason	Mastering behaviour program \$1210 cost - reduces time spent in classroom on behaviour management**	Invitation to address next meeting

#### 4. Reports

**Treasurer** (Peter O'Neil) Brief summary of the years trading for the canteen:

Total Receipts.....\$253,186.....(Down on last year mainly due to reduced school numbers of students I believe)

Total Payments.....\$191,662.....(This includes a \$8,800 payment for new airconditioner, a fixed asset bearing no profit return)

Total Profit.....\$61,524 = 24.3%.....(This is down marginally from last year, but bearing in mind without the cost of the airconditioner the margin would be 27.7% comparable to last year, and in fact slightly up on last year

This is a very broad outline, but before the next P & C meeting I will submit a fully comprehensive report, which will be submitted to the auditors. A lot of issues have been dealt with this year which has involved some extra expenditure.....Full reports will follow very shortly

**Canteen/Uniform Shop Subcommittee** Mel Losh

Contract for Manager being finalised.

Neighbourhood Centre will refer Canteen volunteer helpers to us in the new year.

Updates in safety and training needed. Recommend volunteer package as well as cap and apron for each volunteer, to complying with WHS

***Uniform shop will be open before school starts, on Wednesday January 23rd, and Thursday January 24<sup>th</sup> 2013***

**Principal:** Mark Longstaff

1. Annual contributions as per AFS: Blazers \$500; \$1000 for lunches for students through welfare; World Teachers Day \$250; Captains to Sydney \$800; Presentations \$5000; School Spectacular \$1000. I understand that there is an account outstanding at the present time. This does not include individual requests for support.
2. Thanks to Melinda today for her sterling performance at the assemblies. Parental feedback has been very supportive.
3. The Annual Financial Statement has been completed, the 2013 Budget and Plan is underway, the Annual School Report likewise. Organisation for the School Development Days and the First Week back also finalised.
4. I have invited Matt and Will to the SD Day at start of term I. The Twitter account does work all we need to do now is train people on how to use it. The school calendar is being updated as is the assessment and reporting schedule for 2013. These will be available on the school website as it evolves in 2013.
5. A few changes for the start of next year. I will be taking leave in Term 1 and Jill Longhurst will relieve for me with Sally Johnson as DP. Greg Jones is also on LSL and will be replaced as HT Admin by Todd Harrison. Some teachers will be leaving us and others joining us for the year and the timetable for 2013 is just about completed.
6. Thank you to the P&C for their support in 2012 and Melinda as president and all office holders. The P&C will become more important over the next few years as DEC moves to Local Schools Local Decisions and next year will be very challenging as I indicated at the Year 10 Assembly with just one programme that has been shelved- that is the Premiers Volunteering Programme.

Cancellation of the Premier's Volunteering Programme was discussed. The P&C **Secretary will write to Mark O'Brien**, who has already been involved with this program, to try and find a way to continue a similar program because of its many benefits to students.

**5. General Business**

- a. **MOTION:** That the P&C opens a new account with HCCU called School Support and Fundraising account with a chequebook facility. Moved Mark Longstaff, seconded Maurice Cowan, carried.
- b. **MOTION:** That the P&C join the Healthy Kids Association that will automatically update Canteen Manager re legislation and other issues, \$99 for one year. Moved Mel Losh, seconded Julie Ho, carried
- c. New area for uniform shop with better space and access: Mark Longstaff will consider using the Timetable Room in 2013

**Meeting closed:** 8.42 pm     **Next P&C meeting:** 19/2/13 at 7.30pm, PMHS staffroom