

CASTLE HILL HIGH P&C Association

General Meeting MINUTES (following the AGM that was held late due to Covid-19 restrictions).

Wednesday 17th June 2020 at Castle Hill High School.

Meeting opened at 8.06pm Chair: Liga Hegner Minutes: Wendy Mynard

AGENDA	
1. Attendance	See attendance list at the end of these minutes.
2. Apologies	Libby Madders, Alison Cunningham, Behnoosh Khalaj, Loubna Al Achy, Julie Lemon, Nasreen Moonim, Riushaad George, Sid Gautham, Aaron Gan, Kelly Young, Sylvia Scargall. (note that only notified apologies are included).
3. Confirmation of previous minutes	Confirmed: Liga Hegner Seconded: Victoria Larson-George
4. Business arising from previous minutes	<ul style="list-style-type: none">• Nil
5.1 Correspondence IN (note last meeting was in February due to Covid-19 pandemic restric	<ul style="list-style-type: none">• P&C Federation emails and bulletins• Letter from the Smith Family• Community Building Partnership Grant – information and confirmation• Westpac bank statements• Invoice from Spry Roughley for the audit• Email from Len Smith wishing to donate artwork• NSW Gov School Payment Advice• Australian Tax Office – STP End of Year finalisation• Hills Shire Council – Info for Food Businesses• Amended constitution from P&C Federation• Email from Betty Flower, P&C President, Crestwood HS requesting advice re: running of Uniform Shop• Emails from community re: opening of U/Shop and Canteen in Covid-19 pandemic• Alison Cunningham requesting thankyou gift for the staff• Alex Hawke updates• Department of Education – faster invoice processing• Tax Office – monies owing to CHHS P&C• Government Solar Grants information• Healthy Kids Membership• Covid-19 information – Department of Education Healthy Canteens• Westpac Bank Statements• Westpac Deposit Books
5.2 Correspondence OUT	<ul style="list-style-type: none">• Notice of meeting to whole school, agenda and minutes to members.• Replies to emails listed above – Len Smith, Betty Flower, community members, Alison Cunningham.• Submission of CBP Grant.
6. Principal's report	<ul style="list-style-type: none">• Covid-19 has stretched us all. The kids have done well, as have parents and staff. We have established that technology is just a tool. You cannot give effective feedback without face-to-face and it is difficult to engage. Online learning has disadvantages and connections are essential. Our children need to know what they are learning and why. The subtle social cues picked up in class – the worried look or one of not understanding – you cannot pick up on these cues via technology. Lots of stories of what has gone on during a difficult time. We are pleased to be back!!!

	<ul style="list-style-type: none"> • Things are different. Year 10 into 11 subject selection. Videos have been made – these have been placed on Canvas. The PDF booklet will also be uploaded. There will be 1 on 1 interviews to discuss the combinations of subjects. E.g. too many prac subjects? It is important for students to know the consequences. • Term 3 – Year 8 choose electives. This will also be online – perhaps this is the way of the future – the new norm. We will need to discuss with parents. • Reports – Year 8 and 10 reports will be available on the parent portal on Monday 22 June, Year 9 reports will be available on the parent portal in the last week of term, from Monday 29 June, Year 7 reports will be available on the parent portal on Friday 24 July. • Vicki wants the feedback from the community regarding reports. Are they read? Are they acted on? Hours of preparation goes into these reports. Parent/Teacher will be via phone calls. Let the office know if you wish to be called. • Vicki thanked the P&C for the grant submissions – lots of hard work involved in their submission. • Asbestos – found in roof cavities of A, B, D & E blocks. Within 2 hours these rooms were shutdown. This included staffrooms and practical areas. Staff were fantastic in their flexibility around this and the Deputies relocated classes in the Hall, Gym and even their own offices. Canvas told the students where to go and they did it! • Vicki gave a history of other asbestos findings at schools of similar vintage and this is why CHHS was audited. It has been mandatory since 2003 to have an Asbestos register however, the asbestos at CHHS was not in the register. • The asbestos has been encapsulated – perforated sections of roof were re-gyprocked. We have a Certificate of Compliance. Vicki would have had a parent meeting about this but this was impossible with Covid-19 restrictions. Instead communication came via regular and timely emails. Parents at the meeting spoke of their appreciation of the communication. The Department of Education paid for the work – over 60 workers were at the school. <p>Questions</p> <ul style="list-style-type: none"> • New Physics, Chemistry courses – changes from previous – best to phone the teachers if detail is needed. • The new “Gifted & Talented” – Performance & Gifted. Year 6 students write a page about why they would like to be in the program. There will be a test (only for in-area students). Students will be selected and then the program will evolve with emphasis on higher-order thinking and problem solving. Out of Areas will not be accepted based on this program. For next year, 205 application for Out of Area and we normally get over 700. Of the 205, 9 of those were deemed exceptional by Vicki and the panel. • A parent again mentioned the exceptional way that teachers and the staff have handled online learning and the impact of Covid-19. All agreed wholeheartedly!!! It was also mentioned that Alison Cunningham, a member of our P&C, put together on her own a fundraiser to provide morning tea for the staff. There has been a wonderful response and the initial target reached with the hope of further funds for a coffee machine as well. A huge thanks to Alison for this initiative and the hard work involved.
7.1 President’s Report	<ul style="list-style-type: none"> • Liga commented that the P&C are not allowed to fundraise in this manner and collect money. She reiterated the thanks to Alison for putting forward the idea to fundraise to thank the teachers and taking this on, given the P&C restrictions. • The P&C Federation have updated the Prescribed Constitution to include virtual meetings. • Motion put forward to pay a discounted \$119 to have a P&C Zoom account (a great price). This motion is on notice for the next General Meeting.
7.2 Treasurer	<ul style="list-style-type: none"> • Financial Report from Feb-May (18/02/20 – 30/05/20) • Total income is down by 40% with the U/Shop and Canteen closed for several months. • Cost of Goods and Services is also down by 34%. • Total profit is down by 48%. • The U/Shop has remained online with pick-ups available now.

	<ul style="list-style-type: none"> • Employees in both shops have been able to receive government assistance. We pay and the Government pays this back. We have already received funds from the ATO. • Others can be helped by the Service NSW small business grant. • Canteen – Open \$130 518 Close \$121 950.72 • Uniform Shop – Open \$171 931 Close \$200 095.60 • P&C – Open \$67226 Close \$60 342.65 • All other accounts show no change. • Victoria will upload the financial statement/audit document to the ACNC and Wendy will upload to the P&C Federation Member Portal • Thanks to all of the people who work in the Uniform Shop and Canteen. Volunteers – you will be back soon! • It was noted that Victoria has put in a huge number of hours in dealing with Covid-19 and beforehand with measures to allow the workers to be clear about processes and procedures. The staff too have been adaptable and a combination of these factors has allowed us to navigate through this time.
7.3 Canteen	<ul style="list-style-type: none"> • Nil report – see Treasurer
7.4 Uniform Shop	<ul style="list-style-type: none"> • Nil report – see Treasurer
7.5 EMR Panel	Reference group EMERG has finished and so Wendy will remove this item from future agendas. In some form, the panel will remain and report on issues as required and when necessary.
7.6 Events	<ul style="list-style-type: none"> • Nil report
7.7 Other as required.	<ul style="list-style-type: none"> • Nil Report
8. Current Business	<ul style="list-style-type: none"> • New role – Business Manager • Office-Bearers met with Lawyers regarding Enterprise Bargaining and the future needs of our P&C. A restructure is needed and there is a need for another level to oversee businesses. The lawyers agreed due to the amount of money made by the two businesses (the ACNC considers us a large charity). A business manager will remain a constant with the ever-changing Executive and Office-bearers. We do not want to expose ourselves to personal liability. Victoria will remain as Treasurer with a role change. • Comments included that compliance is the key and that is why you call in an expert. With Covid-19 compliance changed on a daily basis. This further highlighted the need for a new role. This way the Office-bearers will know if there is a problem. P&C Federation pay lawyers to give us pro bono advice. Hickson Lawyers can help further with job description, planning and then we will do interviews etc.... • Liga put forward motion to go ahead with the Business Manager role. Motion carried.
9. Business without notice	<ul style="list-style-type: none"> • Nil.

Meeting closed at 9.13pm. Next meeting Wednesday 12th August, 2020 at 7.30pm. General meeting.

Signed as a true and accurate record:

President

Secretary




23 06 2020

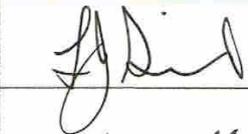
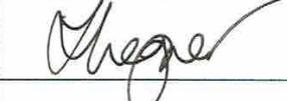
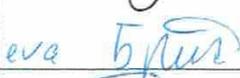
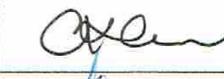
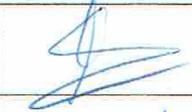
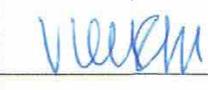
Attachments:

Attendance List

CHHS P&C Annual General Meeting

ATTENDANCE RECORD

MEETING DATE: Wednesday 17th June, 2020.

Name (Please print)	Signature	Current financial member? (Y / N)	E-mail address (if the Secretary does not have your current email address)
Wendy Mynard		Y	on file
Rita Smith		N	ritawmb@hotmail.com
LEN SMITH		N	ljsmith@gmail.com
MELANIE MCSHANE		N	melmcs001@gmail.com
TRINITY QUINN		X	on file
Sarah Douthwaite		? N	on file
Tracy Connett		Y	"
Liga Hegner		Y	"
Oxana Brizhineva		Y	on file
Andrey Brizhiner		Y	"
Grahame Roselen		Y	" "
Carolyn Vanderklaauw		Y	" "
ADAM HARDING		Y	hardingadam@hotmail.com
Stephan Tu		N	stephaebe@hotmail.com
Victoria Larson		Y	on file
Kerrie-Anne Watt		'	on file

