CASTLE HILL HIGH P&C Association

General Meeting MINUTES

Wednesday 21st October 2020 at Castle Hill High School.

Meeting opened at 7.30pm Chair: Liga Hegner Minutes: Wendy Mynard

AGENDA	
1. Attendance	Liga Hegner, Adam Harding, Wendy Mynard, (Dr) Len Smith, Ewa Graham, Grahame Rosolen, Carolyn Vanderklauw, Trinity Quinn, Victoria Larson-George, Julie Lemon, Julie Cottam, Kelly Young,
2. Apologies	Libby Madders, Greg Martin, Sid Gautham, Aaron Gan, Riushaad George (only notified apologies are listed)
3. Confirmation of previous minutes	Confirmed: Ewa Graham Seconded: Adam Harding
4. Business arising from previous minutes	• Grant Update – Liga can confirm that we have a CBP Grant of $33,000 – for resurfacing of multi courts. Andrew Mitchell is managing, agreed on quotes and school managed. Quote slightly more – P&C will cover the shortfall. • 2nd Grant for CBP – November – application for landscaping and seating. Not confirmed yet but looks promising. • EMR Update – started in 2013, Telstra put in a proposal. Dept of Ed does not want within 5oo metres of school 29 out of 30 formal objections. The tower has been upgraded twice since then. Now 5G is coming. The Mayor has also replied. Have not heard from Alex Hawke. Dominic Perrottet was very vocal and David Elliot too. 1% EMR is what it is now - increased up to 8% EMR with this upgrade. • Aust Standard for radiation exposure has been revised from 2002. A big revision. We are stakeholders, Carolyn has written a submission. • APANSA sent a survey as well about Carolyn's experience on EMERG. EMERG got shut down and that was what Carolyn was a part of.
5.1 Correspondence IN	• 2 x Westpac bank correspondence/bank statements. • P&C Federation emails – bulletins and one journal. • Marketing material. • RSVPs for ZOOM meeting & requests for zoom link. • Uniform Shop emails – invoices, statement, marketing. • Quotes for the multi-courts upgrade – school is managing this project from the grant money obtained by the P&C. • Email to Elizabeth Madders from David O'Neil CHRSL letter regarding sign placed on RSL regarding the 5G upgrade to existing mobile station. • Updates to P&C content on school website • Email from Ray Williams stating telecommunications is a Federal issue – he has passed on to Alex Hawke. • Email from Wendy Mynard resigning as CHHS P&C Secretary.
5.2 Correspondence OUT	• Notice of meeting to whole school, agenda and minutes to members. • Elizabeth Madders – email to P&C stating EMR committee will make a submission to Telstra to stop 5G. • Submission of objection to Telstra against the 5G upgrade from Elizabeth Madders CHHS P&C EMR Committee. • Wendy emailed the P&C members about the NESA CEO webinar hosted by P&C Federation.
6. Principal's report	• Thanks to Wendy Mynard for her organisational skills and commitment as Secretary. • HSC yesterday Covid HSC. • Restricted with number of students, 16-17 venues across the school. • Great pressure on Presiding Officers. Many new supervisors. Some were late. Real pressures for us at CHHS.

	• Presiding Officer was taken to Hospital, reserve presiding Officer had to take over. We came through it! Best wishes to the PO in his recovery. • Students did not know the issues – they just see the smooth sailing. • New toilets – renovations, meeting with the architect. Maybe 6 months before the first flush! • School has saved money in and around renovating classrooms, modern, outdoor shade etc.. In and around we want to put a COLA in the quadrangle. Another outdoor venue. Opportunity to do handball games, sports etc.. not cheap - $600,000 - $800,000. We can get this – determined to have the best facilities possible. Not now – lots of demountables coming in, we need to accommodate increasing staff, toilets etc… So delayed until all other items done. 2021. • Three demountables in second carpark. Look ugly, however landscaping is coming. Well ahead of schedule for 2021. Accommodation for students is ready. • Need to move TAS and Social Science/History eventually. Taken a classroom to rehouse TAS staff. We will find solutions to provide comfort. • End of 2021 take a demountable to house Social science/History. • Friday 18th Dec HSC and ATAR results are out. • School development days are changing. 2021 two school development days at the beginning of Term 1. Jan 27,28. Jan 29 first day for 7,11,12 then rest on Monday. One school development day at end of Term 4. Good for the staff. Tired at end of year. • Office hours – phones – finish at 3.10pm. Office staff leave at 3pm. Phones managed until 4pm by Mikayla who starts later. Changing that. Hours - SASS staff are on phones until 3.30pm. • Live stream – prefect induction and graduation ceremony. Very good – film arranged. This could be the new norm. Very few venues that can take the numbers. We need other ways to communicate. Livestream is better than not being there. • Thank you for the P&C tutoring. Sincere thanks for contributing for that. Tricky in terms of legal aspects – school also cannot pay. Over a decade (12 years), so thanks on behalf of the school. • Meeting with the Noel Benson President of CH Bowling Club. Within two years, bowling club will move clubhouse backwards. Lifestyle units are coming – for older people and aged care and an underground car park. RSL are doing this as well. Three demountables have taken car park and so parking is only getting worse. • 7.45am – no car spaces available at school. **Questions** • Ewa – supervising role, who to contact? Contact Jennifer Dane. • Vic – thank you for the Year 12 graduation. Fun experience to watch and people overseas could see it. USB film – it is sensational! • Project for the quadrangle – when? Vicki needs to work with assets. Once 2020 projects over with. COLA – perhaps in the 6 weeks holiday. It will take 4 weeks at least so needs the holiday period. • Grahame - portables in the car park – is that gate able to be used? Yes, we need access in there – ambulance etc… workmen. Access is imperative. • Adam – can some space be captured from the bowling club? Dept has put money into Covid management and so hard pushed to get much. • Bowling Club – cul de sac as part of those plans, a pseudo car park. Will impact on pedestrian access and limit parking. • RSL have been fabulous with parking. It is a sign of the times. Hard though when staff have had car parking so close and then it is gone. • OLMC pay the stadium to park in there, staff have to pay. CHHS are exploring ideas but it is important to address: what is legal, what is appropriate.
7.1 President's Report	• Liga thanked Wendy for her support and hard work in her role as Secretary. • Exec meeting on Monday night, went through proposed budget. P&C runs on a calendar year. Next meeting we vote on accepting it. Draft budget presented tonight. • Liga is writing the reflections piece. Exec helping.

	• Parents have requested shorts for female students, extensive consultation process needed to be implemented to change or add new items.
7.2 Treasurer	• Figures from 1st Sept until 20th October: Building Fund Opening $56 282 Closing $59 284 Canteen Opening $175 033 Closing $207 458 Uniform Shop Opening $186 284 Closing $196 722 General P&C account $53 027 Closing $84 474 • Job Keeper – we didn't meet the turnover test for the new JK 2.0. This is because it is now business as usual. A good thing we are back operating! $27 000 in the General P&C account is from Job Keeper to be distributed. • Wages have been subsidized but for a period of time they were subsidized. B Units will have more of a contribution to the P&C.
7.3 Canteen	• Menu changes, updated in Flexi Schools. Newsletter. Looking at alternatives to Flexi Schools. • Looking to upgrade canteen equipment, some of it is domestic. • New fridge is great – Ewa. • Yes, need more space and a stove top but the canteen is making do.
7.4 Uniform Shop	• Fit-out, changing rooms refurb. Covid has highlighted the need for an upgrade. • Jennifer Dane came and said that the incoming year 7 wanted shorts. Samples have come in. Parents requested. Formal consultation process. Put it out there, SRC input, parents come along. P&C manages. Dept has this checklist. Can be done but it takes time. • Covid – fitting of new uniforms could be different. Pop up changing rooms? Led by the school – whatever is decided. Vacant classrooms – challenging to find, unlikely to be close. • Vicki – shorts – can accommodate, we don't want a mismatch. Transgender students wear shorts, Vicki is fully supportive of this. Let's be discrete and low key. This is a request from 3 parents. We want to maintain the uniform standard. It looks sharp. So can sell them the boys navy shorts. Boys shorts look good on the girls. • Should they wear grey shorts? No, girls wear blue skirts so blue shorts. • Need junior/senior distinction. • When the issues arise, Exec staff need to reach out to the P&C and not Uniform Shop employees. • The school sets the Uniform, at the end of the day the needs of a few parents cannot dictate changes for 2000 kids. With some flexibility needs can be accommodated without the need for whole school change. • Lots of uniform orders.
7.6 Events	• Nil report
7.7 Other as required.	• Nil Report
8. Current Business	• i) BUDGET 2021 Victoria took us through the draft Budget for 2021 via screenshare. Around 50% of each year group pay the voluntary P&C contribution. We need to market ourselves. The school community need to know where their contributions are going and why it is important to contribute. What school projects can we contribute to from now on? It needs to be a collaborative process – what does the school want and need??? • ii) P&C Meeting Dates 2021 Wendy put forward the proposed dates for 2021 based on a formula that has worked in recent years. It suits the majority and while there will always be some clashes with primary school meetings, this formula has minimised clashes. Liga asked if a 7pm start is possible. All present agreed this is worthwhile pursuing and will not cause any issues. Please note that both the Budget and Meeting Dates for 2021 are now formally put forward for consideration and will be voted on at the November P&C meeting.

9. Business without notice	• Vaping – while it is decreasing at CHHS, an issue has arisen on at least one bus. Bus drivers cannot interfere with this and so bus companies need not be told. The school will continue to work on the issue and there is a drug counsellor – Adam – who is very effective in his role.

Meeting closed at 9.25 pm. Next meeting Wednesday 18th November, 2020 at 7.00pm. General meeting.

Signed as a true and accurate record:

President Secretary

25 10 2020

Attachments:

Draft P&C Budget for 2021

Draft P&C Meeting dates for 2021

	2021 Draft Budget				
INCOME:					
P&C vol Contributions (50% @ $50)	$ 50,000.00				
Bank Interest	$ 500.00				
Membership fee	$ 50.00				
Uniform Shop:					
Sales	$ 425,000.00				
Canteen:					
Sales	$ 820,000.00				
Other:					
Building Fund Donations	$ 3,000.00				
Miscellaneous income	$ 5,000.00				
Grants*	$ 50,000.00				
TOTAL PROJECTED INCOME	**$ 1,353,550.00**				
COST OF GOODS:					
CANTEEN					
Supplier payments	$ 500,000.00				
Transfer to P&C	$ 20,000.00				
UNIFORM					
Supplier invoices	$ 252,500.00				
Transfer to P&C	$ 20,000.00				
Wages:					
Salaries	$ 410,000.00				
Superannuation	$ 41,000.00				
Long Service Leave	$ 5,000.00				
Insurance:					
P&C Affiliation Insurance	$ 3,500.00				
Workers Comp Insurance	$ 3,500.00				
Accounting:					
Bookkeeping	$ 5,000.00				

Tax	$ 3,500.00				
Bank & Finance Charges:					
Fees	$ 15,000.00				
School Project Spending					
	$ 50,000.00				
TOTAL BUSINESS EXPENSES	**$ 1,329,000.00**				
NET PROFIT	$ 24,550.00				
Student Numbers	2020				
Capital Expenditures					
Projects	$ 25,000.00	Refurbishment of Business Units			
School Projects	$ 25,000.00	Ideas to be Generated			
Provision for White Goods Failure/Capital Expenditure	$ 15,000.00				

DRAFT P&C Meetings 2021

Week	Date	P&C Meeting / Notes
T1 Week 1	27th Jan - 29th Jan	27th Staff Day
T1 Week 2	1st Feb - 5th Feb	
T1 Week 3	8th Feb - 12th Feb	
T1 Week 4	15th Feb - 19th Feb	**Wed 17th February**
T1 Week 5	22nd Feb - 26th Feb	
T1 Week 6	1st Mar - 5th Mar	
T1 Week 7	8th Mar - 12th Mar	
T1 Week 8	15th Mar - 19th Mar	**Wed 17th March**
T1 Week 9	22nd Mar - 26th Mar	
T2 Week 1	19th Apr - 23rd Apr	19th Staff Day
T2 Week 2	26th Apr - 30th Apr	
T2 Week 3	3rd May - 7th May	
T2 Week 4	10th May - 14th May	**Wed 12th May incl. AGM**
T2 Week 5	17th May - 21st May	
T2 Week 6	24th May - 28th May	
T2 Week 7	31st May - 4th Jun	
T2 Week 8	7th Jun - 11th Jun	**Wed 9th June**
T2 Week 9	14th Jun - 18th Jun	
T2 Week 10	21st Jun - 25th Jun	
T3 Week 1	12th Jul - 16th Jul	12th Staff Day
T3 Week 2	19th Jul - 23rd Jul	
T3 Week 3	26th Jul - 30th Jul	
T3 Week 4	2nd Aug - 6th Aug	**Wed 4th August**
T3 Week 5	9th Aug - 13th Aug	
T3 Week 6	16th Aug - 20th Aug	
T3 Week 7	23rd Aug - 27th Sept	
T3 Week 8	30th Aug - 3rd Sept	**Wed 1st September**
T3 Week 9	6th Sept - 10th Sept	
T3 Week 10	13th Sept - 17th Sept	
T4 Week 1	4th Oct - 8th Oct	
T4 Week 2	11th Oct - 15th Oct	**Wed 13th October**
T4 Week 3	18th Oct - 22nd Oct	
T4 Week 4	25th Oct - 29th Oct	
T4 Week 5	1st Nov - 5th Nov	
T4 Week 6	8th Nov - 12th Nov	**Wed 10th November**
T4 Week 7	15th Nov - 19th Nov	
T4 Week 8	22nd Nov - 26th Nov	
T4 Week 9	29th Nov - 3rd Dec	
T4 Week 10	6th Dec - 10th Dec	
T4 Week 11	13th Dec - 17th Dec	

*P&C Meetings are in bold, all start 7.30pm in staff room.