

Barrenjoey High School
P&C Association
Wednesday 17th March, 2021

MINUTES

Meeting opened at 6:05pm

ATTENDEES: Simon Bateson, Christy Bishop, Flavia Julius, Nicki Inger, Sheridan Binns, Di Cutrie, Jenny Parkes, Ingrid Kaiser, Richard Kaiser, Vicky O'Neill, Felix Williamson, Raelee Hill

APOLOGIES: Mark Robinson, Cilla Cole

REVIEW AND APPROVAL OF MINUTES: Minutes from 17th February meeting reviewed and approved by Di Cutrie, seconded by Jenny Parkes.

CORRESPONDENCE:

Nil

PRINCIPAL'S REPORT (Mark Robinson):

No Report

PRESIDENT'S REPORT (Simon):

- Louise Afin has agreed to be our Facebook (Barrenjoey High Life) administrator, replacing Kalinda.
- We have received a request from the TAS faculty for funds to go towards the student media course; purchase of a drone. Motion put to members that \$5000 would be given to the TAS Dept to be put towards a drone. All voted in the affirmative. Motion passed.
- P&C Focus Group to be set up re vaping and mobile phones (see P&C minutes 17th Feb, General Business): anybody interested in forming and running this group? Isabelle Fitzgerald (who showed interest at last meeting) and Vicky O'Neill to head up Focus Group.
- Working Bee last Saturday 13th March. Thanks to Lani Blackman and the SRC for their participation, Guy and Kalinda Hawson for organising morning tea, and Amber Waves for their continued support in providing the morning tea.
- Go ahead has been given for New Parent Welcome evening. Tentative date/time Thursday 6th May, 5-6:30pm. Suggested that invitation be extended to all Year 8 parents (as well as Year 7 parents and new parents from other year groups) as there was no New Parent Welcome evening last year due to COVID. Simon will email details on what is required when date confirmed.

Student Representative Council (Lani Blackman):

No report.

TREASURER'S REPORT (Nicki read out for Cilla):

See attached P&L and Balance Sheet reports.

- Main spending has been on 'Special events and Gifts' - \$650 of which is from last year's AGM/Presidential farewell at the surf club (alcohol, bar staff, cleaning)
- \$120 for wine for teachers gifts throughout year
- Rest farewell gift for Alison Etheridge.
- Income from the cookbook is still trickling in with two boxes bought by LJ Hooker.

Profit & Loss Statement

1/01/2021 To 17/03/2021

Income		
Canteen		\$10,000.00
Uniform Store		\$30,000.00
Fund Raising		
Fundraising Cookbook	\$560.00	
Interest Income Building Fund		\$0.11
Total Income		\$40,560.11
Gross Profit		\$40,560.11
General Expenses		
Special Events and gifts		\$900.25
Total General Expenses		\$900.25
Operating Profit		\$39,659.86
Net Profit/(Loss)		\$39,659.86

This report includes Year-End Adjustments.

Balance Sheet

As of 17/03/2021

Assets		
Assets		
Current Assets		
Cash On Hand		
Westpac Cheque Account	\$66,518.61	
Westpac Building Fund	\$24,906.08	
P & C Cash reserve	\$748.24	
Building Fund Cash Reserve	\$7,842.89	
Art Acquisition	\$2,188.35	
Total Cash On Hand	\$102,204.17	
Total Current Assets		\$102,204.17
Property & Equipment		
Equipment		
Equipment at Cost	\$1,070.30	
Total Equipment	\$1,070.30	
Total Property & Equipment		\$1,070.30
Total Assets		\$103,274.47
Liabilities		
Net Assets		\$103,274.47
Equity		
Retained Earnings	\$63,614.61	
Current Year Earnings	\$39,659.86	
Total Equity		\$103,274.47

This report includes Year-End Adjustments.

P&C SUB COMMITTEE REPORTS:

Band Committee:

No report.

General discussion about the fact that there hasn't been a band report for over a year. Sheridan advised that there is currently no band committee. It was agreed that Simon should speak with Fiona Gudmonson about the need to form a band committee asap.

Canteen & Uniform Store (Di Cutrie):

See C&US minutes (Appendix 1).

Barrenjoey Community Performance Space Steering Committee (Christy):

- Christy spoke with Christen Jones (Performance Space Mgr) and supplied information on paperwork
- We have satisfied all grant requirements for Community Use
- We want to try and get the seating done this year (to be done via a grant)
- Christy to talk with Christen about competitive pricing for rental of Performance Space

Fundraising:

Felix, Flavia, Christy and Raelee to spearhead development of fundraising ideas utilising the Performance Space. Felix to report back at next meeting in May with suggestions, possible dates etc.

GENERAL BUSINESS:

- To be able to vote, you must be financial. \$2 was paid to the Secretary (in lieu of the Treasurer) by the following people: Christy Bishop, Ingrid Kaiser, Richard Kaiser, Vicky O'Neill, Flavia Julius, Sheridan Binns, Jenny Parkes, Di Cutrie, Felix Williamson
- Simon presented Flavia with her 'P&C Vice President' badge
- Jenny Parkes advised that she is still awaiting a response from Mark on a question raised at the last meeting ie: can we have a detailed breakdown of the 2020 HSC results, similar to those that Ian Bowsher used to put together for previous years?
- General discussion on publication of the P&C meeting dates. Simon advised that the next meeting will be Wed 12th May and that meetings are usually held in week 4 and week 8 of each term. Dates are publicised on the Barrenjoey website, in the newsletter and on Facebook. It was agreed that it should also be put on the Schoolstream app. Nicki to send a note to Monica & Kalinda in the office re putting notice of the meetings on Schoolstream the day before each meeting.
- Felix advised on research that he has done re additional Solar for the school.
 - By law, BHS cannot get any more than the 100 kW that they currently have

- Battery technology is false economy (too expensive)
- Can get an energy assessment via "Your Energy Friend" – a 3 day full assessment
- There is also an App that can be used (possibly get the students involved?)
- Suggestion was made that above ideas should be discussed with Lani Blackman (EcoJoey). Also Andrew Grunseit who project managed the previous solar installations at the school

Meeting closed at 7:00pm

Next Meeting: Wed 12th May 2021

Appendix 1

**Minutes
Canteen and Uniform Store Committee
Wednesday, 10th March 2021
Held at Barrenjoey High School**

Present: Mark Robinson, Simon Bateson, Di Cutrie, Virginia Upton, Kath Gunn, Susie Thompson, Kobi Hammond

Apologies:

Meeting Commenced: 3:15pm **Meeting Closed:** 3:47pm

Minutes Taken By: Kobi Hammond

Distribution: All present

Item	Business	Responsible	Due
1. Financials	Canteen Bank balance as at 10/03/21 \$23,385.26	Committee	
	Uniform Store Bank balance as at 10/03/2021 \$33,552.28 It was decided by The Committee that a combined contribution to P&C will be determined in Term 2, Week 3 Wednesday 5 th May 2021		
2.	Susie reported:		

<p>Canteen Review</p>	<ul style="list-style-type: none"> • Canteen Laptop - needs replacing as school software updates are not compatible with existing laptop. A purchase order has been placed through the School. Invoice (when received) to be paid through Canteen Account . • RATS! – Enquiries to be made into the elimination of RATS in the Canteen. Organise Pest Control visit to Canteen. Rat activity has been at a minimum. Confirmation to be attained that Pest Control Officers have attended to the situation. • DISHWASHER REPAIR – The rats feasted on dishwasher wiring causing it to malfunction, is in the process of being repaired, cost unknown – Invoice to go to Kath. Dishwasher REPAIRED Invoice received – Cost of repair was \$1216.74 • <u>HEALTHY CANTEEN MENU CHECK RENEWAL</u> - Canteen needs to re-submit Healthy Canteen Menu in accordance with N.S.W Health requirements. Susie to look for original Menu Check, menu has not changed and is compliant with the Healthy Canteen Scheme. 	<p>S.B</p> <p>K.G</p> <p>M.R</p> <p>K.G</p> <p>ONGOING VERY IMPORTANT S.T & D.C</p>	
<p>NEW BUSINESS</p>	<p>Susie has begun the new compliancy application which requires a refreshed Menu. Di to assist Susie with the application process which includes recording all recipe ingredients and products sold in the Canteen.</p> <p>CANTEEN SUPERVISION @ LUNCH – The Canteen Staff have expressed the importance of the punctuality/attendance of the “On Staff Teacher” rostered on for Canteen Supervision/Lunch Duty. The Students gathered at the Canteen to collect their lunch need direction and discipline. The Canteen Staff do not have time to contain the Students. Mr. Robinson will address the Staff and remind them of the necessity of punctuality and attendance when rostered on for Canteen/Lunch duty. Mr. Robinson to review the situation at the Canteen personally.</p> <p>Volunteers Required – The Canteen is particularly busy on Thursday’s & Friday’s and would appreciate some Volunteer assistance on the days. Committee to brainstorm ways to encourage more Parent Volunteer presence in the Canteen. The Committee will consider/incorporate the Covid 19 policies and regulations before coming to any conclusive decisions.</p>	<p>M.R</p> <p>COMMITTEE</p>	

<p>3. Uniform Store Review</p> <p>UNIFORM STORE</p> <p>NEW BUSINESS</p>	<ul style="list-style-type: none"> • To Continue online appointment allocations in the Uniform Store. Reduces overcrowding and aggressive behaviour in Parents. • • FLEXISCHOOLS proving popular for ordering uniforms. Review and amend WEBSITE Uniform Signage and availability of stock/inclusion of new items. Amendments Completed. • Plain black cap – no logo – A qty of 50 were purchased to sell in Uniform store, positive response with more than half the hats have been sold - Virginia to order another 50 hats. Hats Ordered. V.U • Year 9 SLOPPY JOE & JACKET – students in YEAR 9 have permission to purchase the Senior BLACK SLOPPY JOE & JACKET. In order to alleviate any financial hardship experienced by families and reduce the waste of unused clothing. • Years 7 & 8 – wear the NAVY Sloppy Joe & Jacket. • EFTPOS MACHINE – New machine to be ordered. NEW MACHINE ordered & received V.U <p>Enquiries to be made regarding spare EFTPOS Machine which has been returned to the P&C. The account the EFTPOS machine is linked to needs to be determined.</p> <p>Year 9 Pants – A parental request was made regarding Year 9 Students being able to purchase the black pants. It has been determined by the Committee in consultation with Mr. Robinson the Year 9 Students will be required to wear the NAVY Shorts/Slacks for the interim. This allows a distinct separation/identification of the Junior & Senior Students.</p> <p>Cooling in the Uniform Store – Virginia Upton has been approved by the Committee to purchase a decent fan up to the cost of \$100.</p>	<p>ONGOING V.U in conjunction with the Administration Staff.</p> <p>SIGNED OFF 10/03/2021 D.C</p> <p>APPROVED BY COMMITTEE & SIGNED OFF 10/03/2021</p> <p>APPROVED BY M.ROBINSON SIGNED OFF 10/03/2021</p> <p>SIGNED OFF 10/03/2021 V.U</p> <p>K.G</p> <p>COMMITTEE MAY RECONSIDER THIS MATTER IN THE FUTURE AT PRESENT SIGNED OFF 10/03/2021</p> <p>V.U Virginia to purchase & be reimbursed by K.G</p>	
<p>4. Any other business REVIEW</p>	<p>CANTEEN & UNIFORM STORE SIGNATORIES – PRIMARY SIGNATORIES to be UPDATED:</p> <p>SIMON BATESON (P&C President) KATH GUNN (Canteen & Uniform Treasurer) Cilla Cole (P&C Treasurer)</p> <p>ALL OTHER PAST SIGNATORIES NEED TO BE ERASED From Bank Records & signatory</p>	<p>S.B SIGNED OFF 10/03/2021</p> <p>S.B to set up his access details.</p>	

	approval. Only Currant signatories remain and past signatories have been deleted from the Accounts.		
5. Next meeting	Term 2 – Week 3 Wednesday, 5 th May, 2021 3.15pm		