

# Mackellar P&C Association

## Minutes of General Meeting – 7<sup>th</sup> May 2008

**Meeting Opened** 7.45pm

**Present** 5 parents, the School Principal and 2 School Prefects.

***A quorum (11 members) was not achieved. It was agreed to continue with an informal meeting.***

Doug suggested that we should change our P&C Rules to define the quorum as 5.  
*[Note: The Constitution sets the quorum at 11 if the membership is more than 50. It also says that if there are less than 50 members, a different quorum can be defined in the Rules (or Bye-Laws) that form an attachment to the Constitution. At the moment our Rules do not nominate a different quorum, so it automatically stays at 11. We cannot change the Constitution but we can change the Rules by motion of a General Meeting, with the proper notice procedures. The lowest quorum allowed when there are fewer than 50 members is 5.]*

It was agreed to discuss this matter further. It was noted that a formal notice of motion would have to be given to members before any vote on changing the Rules.

**Welcome** Wayne welcomed the two prefects, Greta and Lisa Whyte.

**Apologies** Gordon Whyte (for his absence, not for his daughters).

**Minutes of Last Meeting** Accepted.

**Matters Arising** None.

### **Prefects' Report**

- Greta and Lisa reported that fund-raising for charities is a major focus for the School Prefects and the Students' Representative Council.
- They are particularly interested in environmental projects, such as those organised by Planet Ark.
- They are keen to see environmental initiatives at school, such as water-tanks, recycling and solar-panels. They noted that Pittwater HS has some (sponsored) solar panels. Wayne reported he had information that there could be a Federal initiative on solar panels, later this year.
- The Prefects raised the ongoing problems with the toilets, such as graffiti, shortages of toilet paper and clogging of sinks. The meeting acknowledged there are problems and discussed the difficulties of finding lasting solutions. It was noted that newer toilets seemed to suffer less vandalism and that graffiti tends to be discouraged if it is cleaned off as soon as possible. It was also noted that toilet paper is supposed to be replaced each day.
- Wayne expressed appreciation for the attendance of the Prefects and for their contribution to the meeting.

### **President's Report**

- In contrast, Wayne expressed disappointment with the low attendance of parents. The meeting discussed causes and remedies. It was agreed that the last episode of "Underbelly" may have played a part (and perhaps some parents' mistrust of their family operating the VCR correctly?). Doug suggested a communication campaign focussed initially on the year 7 parents. It could then be extended to

year 8 etc. It was agreed that the Executive should compose a piece for the school newsletter.

- No further progress with finding a Secretary and Treasurer. Wayne to put more urgent appeals in the newsletter. (Wayne's heroism in turning up 'sick as the proverbial' was recognised. It is hoped he makes a full and speedy recovery. We don't want to be short of a President as well.)
- Christine pointed out that newsletter items should be received by the school office preferably by the Friday before the newsletter goes out, or possibly early on Monday morning at the latest.)

### **Treasurer's Report**

- No Treasurer yet. Current issues are dealt with under the Canteen and Uniform Shop reports.

### **Canteen Report**

- Doug said he had been acting as a de facto Treasurer and has been trying to simplify the Canteen's financial transactions. He advocated that 'de-skilling' of the processes would help to deal with the lack of an official Treasurer, and make the job more appealing to a possible volunteer.
- Doug is investigating setting up Direct Bank Transfers for payment of salaries and suppliers accounts.
- Robert raised the question of whether the Constitution allows anything other than payment by cheque.

*[Note: P&C Rule no.21 states that ".....all disbursements shall be paid by cheque, unless prior approval to operate otherwise has been given at a General Meeting."]*

### **Uniform Shop**

- Helen reported that the Uniform Shop works well with cheques. There are also no salaries to be paid.
- A mirror fell in the shop recently. Fortunately no injuries.
- A new card terminal was received today.
- There are lots of new helpers. One new helper has offered to do most of the Saturday openings.
- Helen reported that it had been very difficult to achieve the transition to winter uniforms in the short period of time available. She felt it was not practical or necessary to aim for a complete transition at the start of term 2. She noted the restrictions to opening times caused by exams in the hall. She also noted that the costs to parents are brought forward and concentrated in term 1.
- With regard to improving the premises for the shop, Christine suggested that extending the existing shop could well be the best solution. It could be extended out to the back, with an entrance from outside. She will investigate costs, process etc.
- Helen said that if she had a separate entrance she would avoid being stopped from opening because of activities in the hall. This could allow more open time for the shop. It would reduce queuing and also help to speed up the transition to winter uniforms.
- With regard to shop design issues, Helen said she needs 6 change cubicles and wants all stock to be stored behind the counter.
- Lowes are reportedly still selling Mackellar uniforms. Jim reported he had contacted the DET lawyer for further comments about our intellectual property rights over the logo, the school name, the whole uniform etc. He has written him list of specific questions. Still no reply. (The list wasn't that long, honest.) Doug suggested a face-to-face meeting with the Lowes hierarchy. It was agreed the Executive would discuss the matter further.

**Principal's Report**

- The school received the 'Fruit Card' from Woolies. Christine sent them her thanks.
- Christine has sent presents to Brian Kirk, Glynis Poole and Diana Aitken for their work on the P&C Executive.
- The three 'teaching' kitchens are 40 years old and technically not good enough for VET courses in Hospitality. Christine has been trying to get funding from DET to upgrade them at a cost of about \$450,000. So far she has been unsuccessful.
- Meanwhile there is a federal government grant scheme for Trade Training Centres. The school is applying for funding to upgrade one kitchen to this higher level, at a cost of \$7-800,000. The application needs a supporting submission from the P&C. Wayne agreed to provide a letter of support.
- Christine has 'found' a washing machine and a drier for the Canteen (from one of the kitchens).

**General Business**

- None

**Meeting Closed** Yes

**Date of Next Meeting** General Meeting - Wednesday 4<sup>th</sup> June 2008, 7.30pm.  
Executive Meeting – Thursday 22<sup>nd</sup> May 2008, 6pm.