

Mackellar P&C Association

Minutes of General Meeting – 4th June 2008

Meeting Opened 7.35pm

Present 11 parents (later 13), the School Principal, the Canteen Manager and 2 School Prefects.

Welcome Wayne welcomed the Canteen Manager, Bronwyn Moody and two prefects, Anna Jarvis and Alanah Adams.

Apologies Brian Kirk, Helen Redmond.

Minutes of Last Meeting Accepted.

Matters Arising None.

Canteen Report

Bronwyn reported as follows.

- Profits have been declining steadily due to increasing food costs. The turnover has been fairly constant.
- The current mark-up is about 90%, compared with 118% in 2006 and 2007.
- Bronwyn recommends raising prices from July 1st or from the start of Term 3 (July 22nd).
- The timing of the rise would be unprecedented in recent times. Prices are normally only increased at the start of a year.
- Bronwyn circulated a proposed price list. The increases would be 20-30c on most items.
- The meeting generally agreed that the proposed prices are still good value and significantly lower than normal commercial rates.

Motion: *“This meeting accepts the Canteen Manager’s proposed price increases, to be effective from the start of term 3, 2008.”* (Jim /Doug). Passed unanimously.

Motion: *“The Mackellar P&C Association expresses support and thanks to the Canteen Manager and her staff for all their good work.”* (Jim/Wayne). Passed unanimously.

Prefects’ Report

- Anna and Alanah said the prefects were keen to raise awareness of Environment Week (starting 16th June).
 - Monday – Environment Awareness Day. Will focus on cleaning up rubbish.
 - Tuesday – Mufti Day.
 - Wednesday (sports day) – A talk will be given at assembly and a skit will be performed outside assembly.
 - Thursday – Tree planting.
 - Friday – BBQ (Robert also asked if the Canteen could always be notified of up-coming BBQ’s). Display of yr 12 major D&T work on hand-prints. Orang-utan awareness and fund-raising for boy with cerebral palsy.
- Bally/Macca Dance in week 10 (away fixture). They will be selling drinks and food. Themes still being considered. E.g. “Drawn to Life” – based on cartoon

characters, "Around the World", "Bedtime Nursery Rhymes". Tickets \$10 (proceeds go to the home school).

- SRC still working on toilet improvements. They want more painting and cleaning. Discussing whether to recommend that toilet blocks should be allocated to specific years. Considering placing positive messages on backs of toilet doors.
- Christine explained that each prefect has a portfolio of responsibilities. One is to link with the SRC.

President's Report

- **Quorum:** Last month's meeting failed to reach a quorum. The Executive has discussed whether to recommend a change to the Rules to reduce the quorum. Opinion on the Executive was divided, so they decided to recommend waiting to see the attendance at the next two meetings, then review the situation. Jim said he had reviewed attendance figures over the last 3½ years to determine how often there was no quorum. 2005 – 3 occasions; 2006 – 1; 2007 – 0; 2008 – 1. Total 5 in 3½ years. (On all these occasions, except the last, we had a guest speaker too). The records show that our current low numbers are not unprecedented, and they've so far not stopped the functioning of the P&C. Cathy Griffin reported that Manly Campus avoided the problem by including automatic P&C membership in the voluntary parents' contribution to school fees. Doug proposed a motion that the next meeting should discuss his proposal to lower the quorum to 8, and that the required advanced notice be given to the school community. The motion was not seconded and therefore lapsed. It was agreed to review the matter again after a few more meetings.
- **Attracting more attendance at meetings:** The Executive is aiming to particularly encourage the newer parents, starting with year 7, then year 8 etc. Special interest groups of parents will also be a focus (along the lines of the old "Friends of Mackellar" - FOM's - which were subcommittees of P&C). Parents with students involved in sports will be the first objective.

Principal's Report

- Mackellar Food Technology students successfully catered for 250-300 guests at the recent ceremony at North Head for the opening of the Defence of Sydney Monument.
- Mackellar students have been visiting local Primary schools to act as mentors for the Penguin Project.
- Year 11 student Michaela Bartels recently had the privilege of acting as "Director-General for a Day".
- In answer to a question, Christine said that the courses such as those run by ICS Learning Group (in the school, after hours) had been happening for over 10 years. The School Executive has confirmed its view that there is no conflict of interest.
- The question of whether the school hall could be hired out more was also raised. Christine said the existing uses of the hall by the school made this difficult (e.g. exams and Rock Eisteddfod which occupies the space for many weeks).
- The 40-year celebrations will be on 5th Sep 2008. Doug has met with Lynn Christie and will organise sponsors for the BBQ.
- Christine said a claim made recently by the Teachers' Federation in the Manly Daily that there is a shortage of teachers on the Northern Beaches is untrue
- Two water tanks have been installed. Two more will be installed in the next school holidays.
- Cathy Griffin asked about the arrangements for external coaching of year 8 debating teams and asked if more could be provided. A major factor was that there had to be enough parents willing to meet the costs.

Treasurer's Report

- Doug explained the benefits to be gained from using Direct Bank Transfer to pay staff salaries and suppliers. The P&C would use internet banking and the Book-Keeper (Melanie Sutton) would act as the "Operator" of the processes. The bank also requires two "Directors" (Doug and Wayne), one of whom would be needed to authorise each internet transaction, by using their individual password. The P&C requirements are that each transaction has to be authorised by two authorised officers of the Association. Although the bank only needs one Director's authorisation, it is proposed that the two Directors should communicate about each transaction and establish a document trail (e.g. by exchanging e-mails) showing they both approve the transaction. The P&C Book-Keeper would be required to confirm the documented agreement between the Directors before proceeding. Staff will be paid fortnightly and the Book-Keeper would collect these and other payments into a fortnightly bundle for the Directors to examine and authorise.

Motion: *"The Mackellar P&C Association authorises the Acting-Treasurer to proceed with the proposals for paying staff salaries and suppliers by Direct Bank Transfers."* (Doug/Jim). Passed unanimously.

- Doug has opened a Long-Service Leave account and will present proposals at the next general meeting regarding how much should be deposited in it. Doug is still in the process of confirming start dates for each staff member.

Uniform Shop

- Gail presented a monthly financial report. The current balance of the account is \$23,359.
- Helen is still working on plans for a new shop layout.
- Doug said he has an architect contact who could work for \$50/hour. He has worked previously for DET.
- Christine said she has to discuss various issues with Helen before an architect might be needed.

General Business

- P&C Awards to High Achievers: Further requests for funding have been received. Wayne reported that the Executive has discussed the matter and has not arrived at an agreed position. A decision needs to be made as to whether the purpose of the awards should be to help parents with costs or to present a gift in recognition of the achievement. It was agreed to carry the matter over to the next meeting.

Meeting Closed Yes, and before midnight too.

Date of Next Meeting Wednesday 2nd July 2008, 7.30pm.