



Minutes of General Meeting – 3rd September 2008

Meeting Opened: 7.40pm

Present: 6 parents (Wayne Christie, Doug Price, Robert Johanson, Edith Hurt, Helen Redmond, Alison Auld) and School Principal (Christine Del Gallo)

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

Apologies: Cathy Griffin, Brian Kirk, Jim Cooper, Dawn Newton

Previous Minutes

- Clarification regarding the results of the Yamaha Band Festival – the Mackellar Concert Band achieved Gold and the College Band achieved Silver. Congratulations again to all members of these bands.

Correspondence In

- Email from former office bearer, Brian Kirk.
 - ➔ **ACTION: Wayne Christie** to reply to Brian's questions and requests as follows:
 - Name of Minutes Secretary will be recorded at the end of each set of minutes.
 - Internet banking is in accordance with the Constitution of Mackellar P&C Association.
 - Steps are being taken to calculate the long service leave entitlements of canteen staff. Start dates of employment are being collected and the canteen book-keeper will calculate entitlements.
 - Financial reports will be tabled each month but will not be posted on the web site.
 - The Acting Treasurer has advised that all statutory payments, Workers Compensation and Taxation payments have been paid.
- PAG (Parent Advisory Group) Report from Dawn Newton
- Canteen regarding increase in rates of pay for employees
- P&C Federation insurance forms

Correspondence Out

- None

President's Report

- Wayne Christie delivered the following written report:
- Lack of parental involvement in P&C remains the Executive's main concern.
- The Executive itself is short handed and now even more so with Jim Cooper being overseas for family reasons for up to 2 months. I would like to wish him and his family all the best in this difficult time and hope that there is a favourable outcome at the end of it all.
- Due to communication issues the P&C report did not appear in the last newsletter. I have decided that I should change the dates I have as deadlines so there is more time to get the articles into the newsletters. As we only have one more meeting this year in November, I will attempt to get an article in every newsletter up to that meeting to see if we can end the year on a high note attendance-wise.
- I took part in a Selection Panel during August for a new SAS (admin) member. Large number of applications received for the position highlighted the high regard that Mackellar has as a school. There were a number of very qualified applicants and the person offered the role has accepted.



- We are now coming into the part of the year that is most pleasurable from my point of view. This is the time I get to attend graduation and presentation days to see, hear and acknowledge the wonderful achievements of our students.

Principal's Report

- It has been a very busy time at the school, including:
 - Science Techno
 - Ambulance paramedic 1st Aid course for babysitters was very popular (35 attendees), with \$175 fundraising achieved via the rebate from fees paid.
 - Dance extravaganza
 - Book Week – book character dress-up day very popular with up to 300 students participating
 - Drama Week – theatre sports event
 - Olympic Games events
 - Rock Eisteddfod this Friday
 - 40th celebrations this Friday
 - Major works for HSC – very high standard
 - HSC Design & Technology works being marked
 - Year 10 interviews
 - Christine explained that these are 20 –30 minute interviews with each student and parent(s) with a senior member of the Mackellar staff and a senior member of the NBSC admin staff.
 - Purpose is to check the suitability, Uni fit, offers from other campuses, amount of work required for their Year 11 subject choices and the organisational skills which will be required.
 - 200 students means a big logistical and time commitment, but one which pays dividends.
 - Year 11 interviews
 - Students must do 12 units in Year 11 and at least 10 units in Year 12.
 - Discussion subjects may include: if they are dropping subjects, are they the right ones.
 - These interviews are with the student only
 - Trade-marking of uniform logo is in progress
 - 40th celebration
 - Lynn Christie (Deputy Principal) is head of an organising committee for this. There will be tours, assembly and presentation, morning tea and cake cutting. Students will resume normal classes from 11.30am.

Treasurer's Report

- Doug Price delivered the report in his capacity of Acting Treasurer.
- Some missing statements have now been collected.
- No statements available to be tabled at this meeting.
 - Discussion ensued as to why this is the case, when it had previously been agreed that these should be tabled each meeting.
- Melanie the book-keeper is coming in fortnightly but will move to monthly once we move to internet banking (ANZ).
- With internet banking 2 x Executive members, Wayne (President) and Doug (Vice President and Acting Treasurer) can monitor accounts on-line.
- The school is moving to Westpac in November, therefore P&C need to move as well so that we can have admin staff help with banking.
- Melanie the book-keeper will be set up as on-line banking “admin” to set up the canteen pays and other payments as required
- Wayne and Doug to both check and approve canteen pays and other payments, however either one can “push the button”



- Internet banking will ensure that canteen staff get paid on time.

There was further discussion by the meeting about the lack of hard financial information being presented at the P&C General meetings, the absence of bank statements, as well as Profit and Loss statements.

- These have been asked for by parents at previous meetings and again tonight. Financials have been promised and not delivered, leading some concerns and frustrations.

The Acting Treasurer resumed his report

- Debtors/suppliers will also be paid on-line with only a small proportion wishing to remain manual (cheques).
- Mail bags will be used to send accumulated paperwork to the book-keeper (who is not local, so paying travel time to pick up paperwork is not cost effective).
- Affiliation and insurance fees will be paid by the due date.

→ **ACTION: Doug Price** to check re Group Certificates – whether they have been produced, as the deadline is closing.

Canteen Report

- Doug Price delivered the report in the absence of a Canteen Committee.
- Pay increase to be implemented.
- Need to establish a Canteen Committee for next year.
- Canteen has asked to be notified of special events.
 - Edith Hurt suggested that they be copied on the school newsletter, as it regularly contains a calendar of upcoming events.
 - A canteen committee would also help in this regard and other aspects of communication.
- They have noticed a slight downturn in volume but profits have not been effected as yet, probably due to the recent price rise.

→ **ACTION: Executive** to ask Brian Kirk to return the key to the Canteen cupboard.

Uniform Shop

- Helen Redmond delivered the report.
- A statement for the P&C Uniform Account (account reconciliation as at 31st Aug 2008) was tabled, showing a current balance of \$18,926.65.
- Helen will be away for 3 weeks (including the school holidays) and has made arrangements for back-up and orders during this time.
- She is trailing a poly-cotton version of the dress as there are some issues with the poly-viscose
 - A question was asked as to whether the poly-cotton would require ironing and it was thought it should not necessarily need this, however trial will confirm.
- Wayne Christie advised that a meeting was held with Lowes Head Office (Tim Porter and Paul Kingston), attended by Wayne, Christine (Principal) and Doug
 - We have advised them again that we want to be the sole supplier so that profits come to us and we have more control over design changes
 - There is an issue with Lowes that the consistency of uniform supplied is poor, for example some of the skirts they are selling are the wrong design, and any time we change our design, their stock become further out of step.
 - It is believed by the Principal and the P&C Exec that trade-marking will help
 - Doug Price has been down to the Lowes store at Warringah Mall, looked at their stock (approx. 100 skirts and 100 summer dresses) and spoken with them about the possibility of buying up all their stock on the understanding that they would cease to sell the Mackellar uniforms.



- Edith Hurt asked whether this would require a legal agreement to be binding, and asked what would be to stop them from profiting from such a sale and then ordering more stock.
- Given that the P&C has only about \$35,000 currently in the bank (statements not available) this step should be considered carefully
- ➔ **DECISION: Wayne Christie** agreed that no decisions would be made or steps taken without due consideration and agreement from the P&C Exec and Helen Redmond.

PAG Report

- The cross-Campus College “Parent Advisory Group” report had been provided in advance by Dawn Newton (who sent her apologies to the meeting).
- Items included:
 - Science Techno
 - Sport
 - Year 10 interviews
 - Fundraising – links to business in newsletters and advertising in newsletters was discussed
 - Balgowlah Boys and Harbord Public Schools have implemented new on-line canteen ordering systems
 - It was noted that we do not have a high number of pre-ordered lunches and most sales are over-the-counter of pre-prepared food items

Band

- Christine noted that Jenni Lewis is leaving
- Wayne acknowledged the terrific work and efforts she has put in with both Mackellar and the College Bands

General Business

- The P&C wishes the girls in the Rock Eisteddfod every success and is proud of their efforts in getting into the finals.
- It was proposed that the P&C approve the transfer to the school of up to \$100,000 provided the funds are available.
 - This could not be voted on as we did not have quorum.
 - It was also noted that until the General Meeting of the P&C could see financial statements to know the true financial position, it was difficult to consider such a proposal.

Next Meeting

- There will be no October meeting due to the school holidays.
- Next meeting is scheduled for 5th November and is the last for the year.
 - ➔ **ACTION: Wayne** will ensure communication in newsletter in an effort to boost attendance.