

MINUTES

James Sheahan Catholic High School P & C Meeting No. 2

Date: 8 August 2016
Meeting commenced: 5.34pm
Minutes by: Lisa Tracey
Chaired by: Lisa Tracey/Mary Taylor

	<p>Present/Apologies Present: Libby McRae, Peter Meers, Mary Taylor, Lisa Tracey, Kelly Carberry, Stewart Vidler, Shawn Dwyer, Lauren Ritchie Apologies: Tom Capell, Yann Guisard</p>
2.1	<p>Acceptance of previous minutes Moved – Mary Seconded - Libby</p>
2.2	<p>Incoming/outgoing correspondence</p> <ul style="list-style-type: none"> • Email from Norma Bongini expressing thanks for grant • School crossing letter from Orange City Council
2.3	<p>President's Report No report tabled</p>
2.4	<p>Principal's Report</p> <ul style="list-style-type: none"> • New school leaders advised • Sri Lanka fundraising and organisation progressing well • Building work has been held up due to wet weather – possible completion date now March 2017 • 2 permanent teachers recently employed in SLIP • Some concerns raised about some items for sale in canteen – school currently reviewing • Anorak's out of stock at Orange Clothing Co – kids are allowed to wear plain jackets in cold weather until stocks replenished • Year 10 into Year 11 interviews just completed • Approx 180-190 Year 7 students for 2017 • Student Annie Miller chosen for Australian U15 netball team • Roger O'Sullivan Memorial Award for Family School and Community Partnership opens today • Mark Pauschmann due back 22 August
2.5	<p>Treasurer's Report Treasurer's report appended to these minutes</p>
2.6	<p>Sign off on Constitution Tom to follow up with Father Garry</p>
2.7	<p>Voluntary contributions/P & C survey results/future direction of P & C</p> <ul style="list-style-type: none"> • \$50 opt out voluntary contribution will be introduced next year. P & C need to communicate this a few times before the end of the year • Suggestion of clearing sale as major event for next year • Survey results to be discussed at next meeting
2.8	<p>Trivia Night Update</p> <ul style="list-style-type: none"> • Prizes/donations progressing well • Table/tickets sales progressing slowly – to be advertised in newsletter and facebook • Final organisation/run sheet will start to be organised at next meeting • Agreement that profit be divided equally between the Sri Lanka Mission team, James Sheahan Rugby team and the P&C • Next meeting Monday 15 August at 5.30pm at Hotel Canobolas
2.9	<p>Pedestrian crossing update Orange City Council referred matter to Roads & Maritime who did an onsite assessment. The RMS has determined that a pedestrian crossing cannot be installed due to factors such as location of cross streets/bus bays etc. The RMS will look at signage/no parking zones etc. to try and overcome some problems. Letters/emails appended to these minutes</p>

2.10	Induction process for new P & C executive members Mary to email Word version of documents so those involved can track any changes necessary. For discussion at next meeting
2.11	Status Action Plan Refer to action plan
2.12	Adoption of acceptable meeting standards Discussion deferred until next meeting when all members hopefully present
2.13	Display for Year 12 art, textiles and D & T Possibility of changes discussed, some aspects already on display in library. No further action at this stage
2.14	Any other business Lisa to email grant recipients to get good news stories in newsletter/facebook
2.15	Date and time for next meeting 31 August 2016 at 6pm at Hotel Canobolas (1 st Floor-Chesterfields – TBC) Meeting concluded 6.38pm

ACTION PLAN
James Sheahan Catholic High School P & C
8 August 2016

Month	Item	Action	Whom	Complete By
		Shelter for drop off zone	Tom/Stewart	Ongoing
		Media release for past projects	Stewart	Ongoing
		Review of school iPads – update Mark to request Laura Tilston to put some information in the newsletter re review being undertaken. First step is gathering information from teachers about what the issues from a classroom point of view are, then a student/parent surveys will be conducted	Mark	Ongoing
		Date for 2017 Welcome Back to School BBQ Either 10 or 17 Feb 2017	Mark	Next mtg
Jun 16	1.6	Sign off on constitution	Tom	Next mtg
Jun 16	1.7	Access to online P & C bank account	Mary	Complete
Jun 16	1.8	Access to P & C documents on Google Drive	Lisa	Ongoing
Jun 16	1.9	ABN follow up	Mary	Complete
Jun 16	1.12	Voluntary contribution/Survey results/Future direction to be aligned with strategic plan	Mary/Tom	Ongoing
Jun 16	1.14	Constitution & minutes to be added to website/facebook	Mary/Lisa/ Stewart	Next mtg
Jun 16	1.15	Pedestrian crossing update	Mark	Complete
Jun 16	1.16	Induction process for new P & C executives	Mary/Tom	Next mtg
Jun 16	1.18	Meeting standards	Tom	Next mtg
Jun 16	1.19	Donations for Duke of Edinburgh equipment to be requested via Facebook	Lisa/Stewart	Complete
Aug 16	2.4	Lisa/Mary to apply for Roger O'Sullivan Memorial Award on behalf of P & C	Lisa/Mary	Before end of term
Aug 16	2.7	Stewart to communicate new voluntary contribution information through newsletter & facebook	Stewart	Next mtg
Aug 16	2.8	Stewart to advertise trivia night particularly sponsors and tickets sales	Stewart	Ongoing
Aug 16	2.9	Stewart to advise outcome of pedestrian crossing attempt via newsletter & facebook	Stewart	Next mtg
Aug 16	2.10	Mary to email induction process documents to executive members for feedback	Mary	Next mtg
Aug 16	2.14	Lisa to email grant recipients asking for update to add to newsletter & facebook	Lisa	Next mtg

*James Sheahan P&C Income and Expenditure
1 January to 31 July 2016*

2016	Balance
Balance Brought Forward December 2015	13,527.08
<u>Income</u>	
Sponsorship	0.00
Movie Tickets	525.00
Dragon Boat Event	0.00
Trivia Night	0.00
Markets	6,925.55
Bank Interest	24.82
Sundry Income	0.00
Add Total Income	7,475.37
<u>Expenses</u>	
Raffle	0.00
Trivia Night	0.00
Movie Tickets	0.00
Dragon Boat Event	0.00
Markets	3,685.54
Fundraising	0.00
Postage	0.00
Bank Fees	0.00
Grants	2,000.00
Welcome BBQ	211.70
Sundry Expenses	4,811.03
Less Total Expenses	10,708.27
Profit in 2016	-3,232.90
Balance as at 31 July 2016	10,294.18

Formally approve expenditure & document in minutes:

- (a) We may need to purchase some items for the trivia night – will email executive when that is the case
- (d) still awaiting invoice from St John's Ambulance (market day) approx. \$250

Income opportunities for 2016:

Trivia Night – 27 August 2016

Movie tickets

Income opportunities for 2017:

Voluntary Contribution: \$50 – to be added to school fees in 2017 (amount agreed at meeting in June 2016 attended by M. Pauschmann, A. Kent, T. Capell & M. Taylor – based on voluntary contribution survey results)

Fund raising activity (with a social aspect): to be decided

Movie tickets

Mary Taylor
Treasurer