

MINUTES

James Sheahan Catholic High School P & C Meeting No. 1

Date: 8 February 2017
Meeting commenced: 6.15pm
Minutes by: Mary Taylor
Chaired by: Tom Capell

	<p>Present/Apologies Present: Mark Pauschmann, Libby McRae, Kelly Carberry, Angela Thornhill, Meagan Johnsen, Sandi McAtamney, Tom Capell, Cathy Mileto, Shawn Dwyer, Andrew Kent, Stew Vidler, Mary Taylor Apologies: Lisa Tracey, Yann Guisard, Lisa Harris</p>
1.1	<p>Acceptance of previous minutes Moved – Cathy Mileto Seconded – Tom Capell</p>
1.2	<p>Incoming/outgoing correspondence</p> <ul style="list-style-type: none"> • Chocolate drive letters – resolved to let them know we are not interested as we are doing one fundraiser per year from now on. • Email from Terry Oliver re the very high cost of school textbooks • Mr Pauschmann said that the school is looking at minimizing costs using ipads etc. Companies insist we buy textbooks to get texts on ipads, unlike the US, where texts are available on ipads without buying textbooks • Although James Sheahan is looking at minimizing textbook use – copyright issue is difficult. • Apple won't allow us to access the American market. • Resolved to email Mr Oliver with the above information.
1.3	<p>President's Report</p> <ul style="list-style-type: none"> • Lovely to see some new (and old) faces • New era, the philosophy of the P&C has changed, we are working on aligning with the new philosophy and with school & student needs; • The P&C is going to work smarter rather than harder • Year of the rooster!
1.4	<p>Principal's Report</p> <ul style="list-style-type: none"> • Great start to the year, kids engaged, positive • Opening assembly, congratulated kids and said the school is great, but that's not our goal, it's just our starting point. • Welcoming, caring & inclusive, evident in playground, classroom. • HSC results – improving – our pedagogy (teaching) is of a high standard. Catholic school system takes NAPLAN results and tracks improvement (or not) to HSC level. Marked improvement on average at James Sheahan over the years from year 7 to year 12. Lots of students who achieved better than expected. Supportive families and teachers. Partnership between school & families. • Three things to make a great school: <ol style="list-style-type: none"> 1. Positive climate (still room for improvement) – feeling of community 2. Effective supervision & teaching – safe & caring environment (again still room for improvement – some bullying, FAIR – find out facts, ascertain situation, initiate appropriate action, resolution (restore respect & responsibility) – don't always get it right, try to work on it and improve it) 3. Clear behavioural expectations: safe, respectful, be a learner • School is employing a psychologist two days a week from this year – she will be starting next week • Welcome to Andrew Kent as the new school business manager.
1.5	<p>Treasurer's Report Treasurer's report appended to these minutes</p>

1.6	P&C Audit 2016 <ul style="list-style-type: none"> Audit conducted by Andrew Kent (January 2017) appended to these minutes.
1.7	Major Event for 2017 <ul style="list-style-type: none"> Dinner Dance at Kenna Hall on Saturday 26 August 2017 BYOG Cathy Mileto is working on this and will report at the next meeting
1.8	Vice President Election <ul style="list-style-type: none"> New VP Sandi McAtamney Nominated Tom Capell Seconded Mary Taylor Congratulations were extended to Sandi as our new Vice President.
1.9	Voluntary Contribution <ul style="list-style-type: none"> \$50 opt out on fees for third term The P&C will send a letter of explanation with the fees in third term re the Voluntary Contribution outlining the purpose of raising funds for the P&C each year – social and educational and supportive (ie: wellbeing programmes) Shawn Dwyer mentioned that there are other ways for parents to contribute, not just financially – while this is so, parents have indicated that they would like to contribute by means of a Voluntary Contribution as it means they don't feel pressured to commit time when they have very little spare. The P&C will make it very clear in the letter of explanation that the contribution is voluntary, and it is \$50 per family – not per child.
1.10	Student Wellbeing <ul style="list-style-type: none"> The P&C is interested in assisting the school with wellbeing programmes – issues such as bullying, adolescent and mental health issues and trouble with peer relationships need school support to enhance the growth and maturity of students. Mr Pauschmann will invite the wellbeing committee to our next P&C meeting in week 7 (15 March 2017) to discuss plans for wellbeing/mental health
1.11	Welcomg BBQ <ul style="list-style-type: none"> Still being described as the year 7 BBQ – needs to be described as 'All School BBQ' – it's for everyone Possibility of emails to parents – from the school – to remind of BBQ – Andrew to check if Scott Preston can send a reminder tomorrow The BBQ is to be held this Friday 10 February.
1.12	Any other business <ul style="list-style-type: none"> Landscaping around new building – working bee – kids to get involved too! Probably a weekend day – in March Mr Pauschmann / Andrew Kent to get back to us with a date Name for the building – proposal - James Sheahan Performing Arts Centre The parents at the meeting were unanimously supportive of the proposed name.
1.13	Date & time for next meeting <ul style="list-style-type: none"> 6pm Wednesday 15 March 2017 downstairs room at Kellys Hotel Meeting concluded – 7.35pm

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
Feb	1.7	Major Event for 2017 – Dinner Dance Visit Kenna Hall & check what is there Organise catering Pricing	Cathy Mileto Mary	Next meeting
Feb	1.8	Access to P&C docs on Google Drive – new VP	Lisa	ASAP
Feb	1.9	Voluntary Contribution – letter to parents	Mary/Lisa	Next meeting
Feb	1.10	Student Wellbeing – Mark to ask the school Wellbeing Committee (Michelle Whiteley, Dave Wickham, Nathan Short & Kieron Hogan) to the next P&C meeting to discuss plans for student wellbeing and what the P&C can do to assist.	Mark	ASAP
Feb	1.11	Welcome BBQ – finalise preparations Libby: drinks containers, utensils, bain maries Cathy: esky Lisa: organise meat Mary: organise remaining items such as sauce, serviettes, cups, onions etc	Libby / Lisa / Cathy / Mary	10 Feb
Feb	1.12	Emails to parents re Welcome BBQ (if possible) Ask Phil & Brab to set up the two school BBQ's and four tables for the BBQ where they were set up last year Welcome BBQ – Mark to mention to teachers that the Welcome BBQ is for everyone, not just year 7 families – can teachers let kids know this? Date for Landscaping bee for JS Performing Arts Centre	Andrew Andrew Mark Mark / Andrew	ASAP ASAP ASAP ASAP

James Sheahan P&C Treasurer's Report 8 February 2017

***James Sheahan P&C Income and Expenditure
1 January to 8 February 2017***

2017		Balance
Balance Brought Forward December 2016		15,129.07
<u>Income</u>		
Sponsorship	0.00	
Movie Tickets	0.00	
Dragon Boat Event	0.00	
Trivia Night	0.00	
Markets	0.00	
Bank Interest	2.54	
Sundry Income	0.00	
Add Total Income	2.54	
<u>Expenses</u>		
Raffle	0.00	
Trivia Night	0.00	
Movie Tickets	0.00	
Dragon Boat Event	0.00	
Markets	0.00	
Fundraising	0.00	
Postage	0.00	
Bank Fees	0.00	
Grants	0.00	
Welcome BBQ	0.00	
Sundry Expenses	400	
Less Total Expenses	400	
Profit in 2017	-\$397.46	
Balance as at 8 February 2017		\$14,731.61

Formally approve expenditure & document in minutes:

Teachers morning tea December 2016, total cost: \$435.48

Presentation of Audit Report for 2016

Income opportunities for 2017:

- Voluntary Contribution: \$50 per family– to be added to school fees in 2017 as an 'opt out' amount
- Fund raising activity (with a social aspect): Dinner Dance – Aug/Sept
- Movie tickets

Mary Taylor
Treasurer

**Parents and Carers Association
For James Sheahan Catholic High School, Orange NSW**

On the basis of the information provided by the Parents and Carers Association, I have reviewed their set of accounts for period ended 31 December 2016 comprising the attached Profit and Loss Statement.

The specific purpose for which the financial report has been prepared is for members.

The Association is solely responsible for the information contained in the financial report and have determined that the accounting policies used are consistent with the financial reporting requirements of the Association's constitution and are appropriate to meet the needs of the Association for the purpose of meeting their requirements.

My procedures use accounting expertise to review the financial information which the Association provided into a financial report. My procedures do include verification or validation procedures.

To the extent permitted by law, I do not accept liability for any loss or damage which any person, other than the Association may suffer arising from any negligence on my part.

The special purpose financial report was prepared for the benefit of the Association, and for the purpose identified above. I do not accept responsibility to any other person for the contents of the financial report.

10 January 2017

Andrew M Kent JP
141 Clinton Street Orange NSW 2800

James Sheahan P&C Profit & Loss January to December 2016

2016		Balance
	Balance Brought Forward December 2015	13,527.08
	<u>Income</u>	
	Sponsorship	0.00
	Movie Tickets	1,350.00
	Dragon Boat Event	0.00
	Trivia Night	17,510.30
	Markets	6,925.55
	Bank Interest	42.89
	Sundry Income	15.00
	Add Total Income	25,843.74
		39,370.82
	<u>Expenses</u>	
	Raffle	0.00
	Trivia Night	3,720.00
	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	14,624.51
	Less Total Expenses	24,241.75
	Profit in 2016	1,601.99
	Balance at end of 2016	15,129.07