

Baulkham Hills P and C
Minutes of General Meeting held 24 March 2009

Meeting opened 7:35 pm with Romy Chan in chair

ATTENDANCE – Dr. Jeanne Bathgate, Mr. Jason Ribbans , J C Fonseka, J Lie, R Tiong, A Vettivelu, E Wu, J Ho, J Tedesco, H Gee, R Chan, J Rong, M Aswal, D Barnett, S Lee, C Sho, C K Lee, N Chrishantton, A Logendran, D Barnerr, M Rohanadeera, J Cheng, P Baker

APOLOGY – Ravi Kant

MINUTES OF PREVIOUS MEETING

Moved: Penny Baker, Seconded: Hendra Gee

BUSINESS ARISING FROM THE LAST MEETING

- School requires more time to consider and plan for the consolidated payment procedures. School is urged to consult school, like Hornsby Girls, with such a system if possible. P&C is also willing to offer assistance / advice on how to implement the procedures if required.
- P&C will attempt to set up web pages to collect contact details and feedback from parents. It is proposed to use the school's web site as the portal to access those pages.

CORRESPONDENCE IN

- Acceptance from Westpac for opening of new account

CORRESPONDENCE OUT

- Application for opening of Westpac Bank accounts
- Application for installation of EFTPOS / Credit Card terminal in Uniform Shop

REPORTS

Treasurer's Report – Presented by Joseph Lie

- P&C has completed transferring bank accounts to Westpac
- Due to change of bank, payment from school to P&C for last financial year was delayed
- Joseph presented the Payment & Receipt statement for the last period
- Please refer to Appendix A for details of the Treasurer's report.

Moved by Penny Baker, Seconded by C K Lee

President's Report – Presented by R Chan

The President reported actions taken since last month and the proposed activities and dates for the coming months. Tasks taken include improvement to Uniform Shop operations, transfer of Bank account to Westpac and opening of an interest bearing account.

Please refer to Appendix B for details.

Moved by Manohar Aswal, Seconded by John Tedesco

Principal's Report

- Year 7 Parent / Teacher afternoon was well attended by approx. 80 parents

- English Head Teacher interviews starting on Friday
- Welfare Head Teacher interviews will start Monday 6th April with Monohar & Gagan on panel
- Frank James, designer of the Exam Centre, will come and visit on Thursday
- BER – Building Educational Revolution – applied for exam centre and Science labs
- Laptops for Learning – 314 + 180 for Year 9, and some for teachers – later in 2009
- Email addresses for parents should be possible for communication purpose
- Uniform shop telephone line fitted on Thursday to enable operation of the new ETFPOS / Credit Card terminal

Committee's Report – Band Report

The president presented the report provided by the Band Committee.
Please refer to Appendix C for details of the report.

Moved by Diana , Seconded by Robert Tiong

UNIFORM SHOP ISSUES

- Source of uniform supplies – while the committee keeps an open mind on the sourcing, local suppliers are preferred due to quality, timing and flexibility reasons.
- Cleaning – school will direct cleaners to clean up Uniform Shop areas
- EFTPOS and Credit Card terminal will be installed in the Shop to facilitate payment and to reduce manual work

General Business

- Concerns were raised regarding incorrect roll call records. Some parents have been asked to explain student absence even though they were in school. Some parents have been incorrectly alerted by SMS as roll call teacher was absent. Other incorrect records are caused by students being late for roll call following morning activities (such as Band).
 - While all acknowledged the percentage of error is relatively low, School is urged to enhance system to ensure roll call records are more accurate. In particular, when a teacher is away.
 - Students will also be reminded to be on time for roll calls
 - Most agreed school should inform parents via SMS as soon as students are found to be absent. It is not feasible for Office staff to verify if a student is in school.
 - Working Bee will be held on 17 May 2009
 - Year 11 night is scheduled for 7 May to provide info. to Year 11 parents on what to expect in the months leading to HSC and where to get more information and assistance.
 - A small gift was presented to the previous P&C President, Mr. Chinthaka Fonseka, as a token of our appreciation to his contributions to the school community.
 - Parents are urged to register as financial member of P&C and pay the \$1 membership fee
 - Motion was raised and passed requesting the school to consider teaching Chinese Mandarin as one of the selective languages.
 - A parent commented on the style and colour of the girls' pants. The issue will be further discussed by the committee.
- **Due to School holiday, NO MEETING TO BE HELD IN APRIL.**

Next Monthly meeting will held on Tuesday, 26 May 2009
The meeting closed at 9:05 pm.

Appendix A – Treasurer Report

BHHS P&C ASSOCIATION	
<u>Treasurer's Report for General Meeting held on Tuesday 24/03/09</u>	
PAYMENT & RECEIPT STATEMENT FOR THE PERIOD 01/01/09 to 24/3/09	
Opening balance at 01/01/09	45,088.68
<u>PLUS RECEIPTS</u>	
Uniforms	17,324.00
P&C Levy	46,830.00
P&C Membership	32.00
Accounts receivable	55,650.83
Sundry creditor	20.00
	<u>119,856.83</u>
	164,945.51
<u>LESS PAYMENTS</u>	
	0.00
	<u>0.00</u>
FUNDS AVAILABLE at 24/3/09	<u>164,945.51</u>
<u>BANK RECONCILIATION</u>	
Bank Account Balance at 1/1/09	45,088.68
Plus Receipts	119,856.83
Balance as per bank statement	<u>164,945.51</u>
Less: Unpresented cheques	<u>NIL</u>
FUNDS AVAILABLE at 24/3/09	<u>164,945.51</u>

Appendix B – President's report

P & C President's Report – 24 March 2009

Funding Request

In last monthly meeting, all members present agreed to provide \$50,000 to School to support the construction of the outdoor learning centre in place of providing Faculty Funding and ESL subsidy.

Activities in 2009

First Executive Meeting held on 10 March. Confirmed activities for 2009 and Working Bee in May.

Bank Account

Have transferred Bank Account to Westpac and opened an Interest Bearing account

Uniform Shop

Approved installation of EFTPOS / Credit Card terminal in Uniform Shop

- Advantages include:
 - better customer service by reducing processing / waiting time
 - reduction of manual work
 - processing of payments promptly
 - better information on sales / transactions
- Costs:
 - much efforts required to organize
 - initial set-up cost and running costs (around \$50 / month)
- Status
 - waiting for Telstra to check connection to Uniform Shop

P & C / Parents / School communications

- In coming months, we will try to improve communications between P&C and parents by attempting to gauge the demand for scheduled activities and to obtain feedback for events
- Try to identify activities that will interest and benefit parents, students, the school and the teacher / staff
- Encourage school to identify activities that require P&C funding / support

Appendix C – Band’s Report

BAND REPORT FOR P & C MEETING 24/3/09

All bands have started the year well, with rehearsals well underway.

We have 5 bands at the school:

1. Beginner
2. Junior
3. Senior
4. Concert
5. Stage,

& a string group.

Ms Katrina Smith conducts our Beginner Band, Mr Mark Barnsley, our Junior, Senior & Concert Bands, & Mr Dave Henry, our Stage Band. Katrina & Dave are both new musical directors to our school this year.

The String Group is currently run by Mr Brian Drummond & Ms Bridget Hann.

There are approximately 165 students in the band program this year. The band program at the school is steadily growing every year.

Events for the year will include:

1. Band Camp for Junior & Senior Bands
2. Band Workshop for Concert Band & Stage Band
3. McDonald Performing Arts Festival in June
4. NSW Band Festival in July
5. NSW State Band Championships in September

All the bands will also perform at the school’s annual Music Night and band Xmas Concert.

Ros Fung
on behalf of the Band Committee