## Opening and welcome by the Chair

Fiona Lotherington, Melanie Gates-Manar, Denise Whitney, Sonya Laverty, Lena Greene, Peter Howes

Skype: Gwyneth Jones

## Apologies

Dave Harvey, Kathy Smith, Kathy Claydon, John Baker

Minutes tabled as read to be true and correct. Moved Lena. Seconded Melanie

## Business arising from the minutes of the previous general meeting

Several items with follow up to be discussed in general business.

Sonya (representative standing in for John Baker for River’s College) praised our use of Skype for P&C meetings.

## Correspondence received since the previous general meeting - Inward (as listed) Outward (as listed)

Bank Statements: Not available due to P&C room change and confusion about where they were stored.
| **Business arising from the correspondence** | Bank statements |
| **Treasurer’s report and financial statement, and any business arising from these.** | Bank statements have been located but were not available prior to this meeting.  
July Profit & Loss Statements are not available at this time due to P&C mail, files, computer and office being relocated. Our new Treasurer, Lena, will familiarise herself with our situation and, with support of P&C executive members, will create a more efficient and sustainable system of accounting and book keeping.  
**Westpac:** Fiona and Lena went to Westpac to investigate streamlining the number of accounts the school has (6 in total) with 3 banks. We are in the process of getting new executive member Lena Greene (and Melanie Gates-Manar) will be added as signatories at Westpac and will move all accounts (except the term deposit at CBA) to Westpac at the end of the school year. Continuing to look at how to simplify systems.  
Former President, Tanya Harvey, and former Treasurer, Karen Faulks, will be removed as signatories from bank accounts.  
Considerations about using Zero accounting software, which Mel has used (starting at $30/month?) or Banklink, which Denise uses (an online version of MYOB costing approx. $12 per month) or sticking with the free current MYOB are ongoing...  
Discussed that having an online banking system will save a lot on bookkeeping and allow the executive to do a lot more of the payments quickly and easily online.  
**Peter:** suggested that NSW P&C Federation may have a licence for a software program that we can use. Lena will look into this.  
- All agree to remove old executive members and add current members. All agree to centralise bank accounts at the end of the school year and to keep term deposit open until it matures then also move to Westpac; Lena will look into changing term deposit when it matures in June 2016.  
Moved: Fiona  
Seconded: Denise |
| **Subcommittees’ reports and financial statements and any business arising from these.** | A Canteen sub-committee is to be established to discuss the future direction and management of the canteen. |
**Principals Report**

**Peter Howes**

**New School Captains:** Congratulations to Lindly Schneider, Brodie Stanton, Jessica Martin, Chloe Lewis on becoming the new school captains!

Very proud of everyone who stood and spoke – each very competent people with wonderful leadership qualities.

**Canteen Facilities:** We have achieved a 98% sign off for our 21st century canteen design. All going ahead as planned. We greatly appreciate the P&C’s contribution to this important project. SRC to choose colour scheme of tiles under serving area.

**Staff Coaching:** We aim to build our staff’s capacity as leaders. *Coach in a Box* provides cutting edge training in leadership. Vanessa Mochart and Boden Yates may be supported to study with them. It is a 10-20 week course that costs about $1000 with individual over the phone mentoring. We are very fortunate to have a Principal with such expansive professional skills and knowledge to move our school forward in a positive direction.

*Coach in a Box* is a leading change program designed for staff in schools, but the executive of the P&C are also welcome to sign up. To learn more, visit www.coachinabox.biz

**P&C Office Space:** We realise that there has been a major disruption to the P&C work space recently and we understand that a new space needs to be created urgently so that the bookkeeper can do her job.

For the time being, the P&C needs to be stationed in a temporary location so that MYOB can be accessed. When you eventually go online all you’ll need is a laptop and an available desk – especially if you change to Banklink in 2016. Peter to look into getting MYOB swapped onto a laptop provided by the school and internet access.

**Principal:** Dave has had his time at the Regional Office extended so he’ll be away until Wed 7th November so I will continue to fill in for him.
**President’s Report**

**P&C Meetings:** People attending by Skype need to enter ‘Richmond River High’ to create a contact request so they can be called into Skype for future P&C Meetings.

**Facebook:** We will send material to Margaret to post onto the school’s Facebook page as we are unable to have administrator access.

An agenda plus a concise version of P&C meeting notes will be posted on Facebook and placed in the newsletter.

- P&C Meetings will now be held at Monday 5:30pm

Moved: Fiona  
Seconded: Lena  

Sonya Laverty  

**Job Notice:** River’s College is looking for a local graphic designer for communication materials.

**White Ribbon Day:** This project is becoming enormous. Jenny Dowel and other community leaders have been very supportive. It is gaining momentum and we would love Richmond River P&C to become involved in some way.

Fiona suggested jumping castle to be run by RRHS P&C – she will follow up. Mr Twister was suggested and will be contacted by Sonya.

**Alternative pathways:** All Rivers watching pilot at RRHS for alternate pathways (starting with learning difficulties but will include engaging gifted kids too). Feedback so far for on track is very positive.  
On Track program for year 9 students is starting this term. It is a class created to meet the needs of students who do well learning in a non-traditional way – they will work to a 4 day timetable and work on the Friday. Their skills in the workplace will be mapped.  
Looking at aligning positive behaviour expectations so they are all the same across the 3 sites.

**River’s College Orientation Days:** Beginning this term. Students will be shown around other campuses in preparation for expanded learning opportunities.

**Press release:** Now that we’re Gazetted we’re moving ahead with Sven Wright (and Kylie Wilkinson) in getting our visual identity out into the community.

Sharing stories is vital. We would like to share your children’s stories on our website so please let us know if your children excel in a particular area so that we can celebrate their achievements throughout the 3 campuses.

**Peter:** P&C Executive from each school will be invited to attend a collaborative meeting between the 3 campuses with the principals soon.

**Peter:** Principal’s looking at award winning websites for inspiration.

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**The River’s College Report**
The Rivers College

Welcome Sonya from Kadina High who will be occasionally representing The Rivers College when John Baker is unable to attend our P&C meetings.

Sonya discussed the white ribbon day and was delighted that we would man a jumpy castle on the day. Fiona to follow up where to get one. Sonya assured us we could get power. She asked that we give a small donation to white ribbon and most of the funds go to local services for DV.

Treasurer: Thank you again to Lena Greene for stepping into an executive role for the P&C; she is in the process of being officially added as Treasurer.

Canteen

Peter: Strong feedback from parents and staff has been that the quality, variety and price of food in our canteen should be revised.

A meeting of P&C members to discuss the future of the canteen was conducted on the weekend. Fiona, Melanie, Lena and Gwyneth were in attendance.

Certain issues have been highlighted and potential solutions have been discussed between these members. One such potential solution is for the canteen manager to work under the guidance of the NSW government, Healthy Kids program. They advise about menu choices, pricing, staffing and business plan etc.

For all the details, see HealthKids.nsw.gov.au.

- All agree for the school to join the Healthy Kids Association for 3 years for a total of $280.50

Moved: Fiona

Seconded: Melanie

Fiona will organise a meeting with Canteen Manager, Kathy Claydon and Peter Howes, to discuss changes to the canteen. Such changes will include menu revision under the guidance of the Healthy Kids project. A business plan will be created for the canteen, which will include potential solutions to Kathy’s staffing issues. We agreed that relying on parents and students for regular support of Kathy was not enough.

We acknowledge the many years of wonderful work Kathy has provided the school in her role as Canteen Manager. Along with a newly renovated canteen, we aim to create a more efficient system that will support Kathy, staff and volunteers and our students on work placement well into the future.

Denise suggested that we get a copy of the current menu and publish in the newsletter, potentially with a survey monkey for feedback about the menu. Mel enquired if there is any composting at the moment. Peter said there is not. Mel also suggested we connect with local growers to see if we can get excess produce cheaper or donated.

Voluntary Contribution Payments

Fiona: Is working in the canteen an option to paying off voluntary contribution payments? Can people get a voucher as payment for canteen work?

Peter will look into this.

Produce: Luke will ask Gary to develop the current garden to the point where they can provide produce from the school’s garden for the canteen - will have to lay more garden beds.

Student Work: Staff have advised that students can’t always help out in the canteen due to their study schedule. They will not be there in exam weeks. Luke said he can provide one student per week, year 12s from term 1 and year 11s from term 2

P&C Agenda: Lena suggested that the P&C agenda is placed in the newsletter and on Facebook. Melanie has agreed to create a concise version of the minutes each month for these platforms.

Lena and Melanie discussed recording future meetings so that minutes could be written at a later time without the disruption during meetings to clarify names, information, etc. Need to check if we need to have written approval by attendees.
Applications for membership and recording of new members: Lena Greene has paid her $1 to join. Gwyneth Jones also to join before next meeting.

Date of next meeting: 5:30pm Monday 9th November 2015

Close: 8pm

Motions from the meeting:

- All agree for the school to join the Healthy Kids Association for 3 years for a total of $280.50
  
  **Moved:** Fiona  
  **Seconded:** Melanie

- All agree that P&C meetings will now be held each second Monday of the month at 5:30pm
  
  **Moved:** Fiona  
  **Seconded:** Lena

- All agree to remove old executive members and add current members. All agree to centralise bank accounts at the end of the school year and to keep term deposit open until it matures then also move to Westpac; Lena will look into changing term deposit when it matures in June 2016.
  
  **Moved:** Fiona  
  **Seconded:** Denise