1. Meeting Opened
   6:05pm

2. Attendance
   Attendance and Apologies as per the Attendance Book.

3. Minutes from Last Meeting
   Minutes from last meeting were accepted as correct.

   Moved : Lisa Hampson
   Seconded : Tania Harvey

4. Actions from Last Meeting
   • Lockers: Will be installed during the holiday period.

5. Correspondence In
   • Sales brochure from SCL re: locker combination lock offer;
   • Invitation to RRHS Christmas Party;
   • Artslink booklet.

6. Correspondence Out
   • Letter to Sponsors.

7. Treasurer's Report
   October P & L and February to October P&L tabled for discussion.

   Moved : Sharon Dransfield.
   Seconded : Des Harris.
8. **Principal's Report**
   - Thank you to the P&C for their efforts and for the amazing body of work done around fundraising each year.
   - Steve Dawson, Head Teacher, HSIE retiring after 37 years at RRHS and Nancy, Head Teacher Administration, also preparing for retirement. Thanks to both with recognition of the good work they have done at Richmond River.
   - An update on the Rivers College following recent meeting. Dave Harvey provided some printed information around the Strategic Plan and a Directions document that gives you a sense about where we are heading. The Rivers Logo will start to appear on school letterheads alongside the school logo.
   - Formal assemblies are showcasing the depth of students here at the school.
   - Focus next year around academic rigor and excellence.
   - Some changes next year to senior students (11/12) moving back to face to face roll marking at 8:30 for all students. If no timetable lessons after lunch they can log out. Goal setting, time management, and planning education will be provided. Will continue to focus on building skill base around these areas in the junior years as well.

9. **General**
   - Tania recognized the work being done during the year by the Executive and members of the P & C with special thanks to Des and Lisa as this was their last meeting.
   - A big thank you to Tania for all her work as President, often completed in the background.

11. **Next Meeting**
    Wednesday 12 February 2014 @ 6:00pm.

12. **Meeting Closed**
    6:40pm

13. **Minutes**
    Lisa Hampson.