



**Pittwater High School P&C Association  
General Meeting – Minutes**

*Wednesday 28 February 2024, from 7:00pm  
Pittwater High School, 1668 Pittwater Road, Mona Vale  
CLS Room – Level 1*

**Meeting opened:** 7.03pm

<b>Attendees:</b>	Alison Gambino, PHS Principal Spohia Bromley, Deputy Principal Steve Hall, P&C President - Meeting Chair Cindy Wylie, P&C Treasurer Carol Abela, P&C Secretary - Minute Taker Samantha Manchester, PHS Canteen Manager Leanne Haines, Vice President - Band Kerri Clarke, Vice President - Uniform Shop Katy Dyrmaier Stuart Roxburgh	Katrina Ginsburg Andrew Wood Camilla Hall Koula Enev Renata Consiglio Holly Hill Heidi Stojic Deenie Adams Amanda Eva
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**Special Guests:** Student Representative Council members          Jordan and Sophie

**Apologies:** N/A

Item	Description	Outcome
1.0	<p><b>Acknowledgement, Welcome and Introductions</b></p> <p>Steve Hall, P&amp;C President acted as Chair, opening the meeting with a general welcome and introduction. He advised that P&amp;C executives, sub-committee members and volunteers had previously met in order to cover administrative and financial matters ahead of the General Meeting.</p> <p>A great opportunity exists to re-establish the P&amp;C this year, identifying and addressing key issues that are of concern to the school community.</p> <p>Alison Gambino, PHS Principal, provided an Acknowledgement of Country.</p>	<p>Action: Agenda to be communicated 10 days in advance of future P&amp;C General Meetings</p> <p>Action: To address P&amp;C membership and how this will be managed moving forward</p>
2.0	<b>Confirm previous minutes (Attachment 1)</b>	

## Pittwater High School P&C Association

Item	Description	Outcome
2.1	<p><u>Term 4 – General Meeting minutes</u></p> <p>Minutes of the General Meeting held on the 15th November 2023 were endorsed by Cindy Wylie, P&amp;C Treasurer.</p> <p>Minutes will be routinely uploaded to the Pittwater High School P&amp;C Website page.</p> <p>Our Annual General Meeting for 2024 is proposed for Term 3 to meet formal requirements. Confirmation of a date will be proposed at the next General Meeting.</p>	<p>Approved</p> <p>Action: P&amp;C AGM 2024 date to be confirmed at the next General Meeting.</p>
3.0	<p><b>Objectives for P&amp;C 2024</b></p> <p>The President encouraged the establishment of a collaborative and productive P&amp;C for 2024 with increased activity and participation.</p> <p>Further discussion on the subject took place and attendees were asked to comment on what would make 2024 memorable from their perspective. Suggestions included;</p> <ul style="list-style-type: none"> <li>● a community event(s)</li> <li>● establishing processes and sustainable practices, especially from an administrative perspective, to enable a smooth hand over for 2025 and beyond</li> <li>● tighter collaboration between teachers and the P&amp;C</li> <li>● a fundraising event to tick some items off the wish list</li> </ul>	<p>Noted</p>
4.0	<p><b>P&amp;C current activities and status</b></p>	
4.1	<p><u>Treasurer</u></p> <p>Cindy Wylie, P&amp;C Treasurer, provided an update and confirmed that there are sufficient funds to be able to continue the operations of the P&amp;C. She advised that increased revenue in January 2024 was a result of the uniform shop sales.</p> <p>An official budget hasn't been handed over to the P&amp;C and the Treasurer is currently working from financial accounts.</p> <p>It was agreed a budget will be prepared to outline financial capacity to operate, targets for revenue and profit, and help track available funds to spend on agreed objectives (the wish list).</p> <p>The Treasurer confirmed that insurances are up-to-date and notified attendees that online signatories are being finalised.</p> <p>The Chair thanked Cindy for keeping track of the accounts on behalf of the P&amp;C.</p>	<p>Action: Develop and present the P&amp;C budget for 2024.</p>

## Pittwater High School P&C Association

Item	Description	Outcome
4.2	<p><u>Band</u></p> <p>Leanne Haines, Vice President - Band, provided an update and advised that new Year 7 children have joined the band. Parents are helping with ensembles and band performances are coming up, so she's pleased to report that the school band is in a good place.</p> <p>There is the potential for an overseas band tour using previously raised funds (\$25K), but approval will need to be gained first.</p>	Noted
4.3	<p><u>Canteen</u></p> <p>Holly Hill, canteen subcommittee member, has observed canteen operations and provided an update. There is lots of work to be done and the P&amp;C are keen to support the canteen Manager and ongoing operations.</p>	Noted
4.4	<p><u>Uniform</u></p> <p>Kerri Clarke, Vice President - Uniform Shop, has observed operations of the uniform shop and provided an update.</p> <p>A diverse discussion took place. Suggested approach is to initiate a subcommittee to work with the school and student representatives to productively address uniforms, and to agree upon a collaborative pathway forward.</p> <p>It was noted, P&amp;C needs to be mindful of school uniform policies and the implementation guidelines are to be adhered to. A better understanding of the consultation requirements, and the role P&amp;C can play will assist in collaborative contributions.</p> <p>Students were also acknowledged as important to engage with as part of the process.</p> <p>School representatives present supported initiating the uniform review process.</p> <p><i>Post Meeting Note:</i></p> <p><i>NSW Government School Uniform Policy can be found at the link below:</i></p> <p><a href="https://www.education.nsw.gov.au/school-uniform">School Uniform (nsw.gov.au)</a>  <a href="https://www.education.nsw.gov.au/policy-library/policies/pd-2004-0025.html">www.education.nsw.gov.au/policy-library/policies/pd-2004-0025.html</a></p>	Action: School Uniform review policy to be outlined to inform consultation requirements, roles and responsibilities.

## Pittwater High School P&C Association

Item	Description	Outcome
4.5	<p><u>Events, volunteering, and fundraising</u></p> <p>Katrina Ginsburg highlighted a number of opportunities to embrace throughout the year and the next step is to get a group / subcommittee together. Parents need to feel heard and involved; it was agreed that communication and engagement (incl. Social media approach) should be included as part of the role of this group.</p> <p><b>Year 7 Parents (and those new to the school) Welcome</b> Agreed that Katrina will work with the Principal and Canteen Manager to obtain suitable dates for the breakfast; early morning option suggested that would synchronise with band training days (Mondays or Wednesdays). A comment was made that an evening event may help encourage parents / carers where morning attendance is not possible.</p> <p><b>Year 7 Information Night</b> PHS Information Night for students entering Year 7 in 2025 is taking place on Tuesday 5th March from 4pm. Samantha Manchester from Canteen advised that typically she facilitates the BBQ and P&amp;C helpers are welcome. Katrina agreed to follow-up, as a decision needs to be made within the next two days.</p>	<p>Action: Katrina Ginsburg to confirm date for Year 7 Welcome Breakfast</p> <p><i>Post Meeting Note: Due to illness, key people were unable to facilitate the Year 7 information night event.</i></p>
5.0	<p><b>PHS Principal's Presentation</b></p> <p>Alison Gambino, PHS Principal, presented an overview of areas they have been focussing on, giving insight into the energy and effort teachers are putting into the evolution of learning.</p> <p>NSW public schools is an enormous organisation, covering a massive area with a diverse school community.</p> <p>Alison shared PHS's strategic direction for 2023-26; there are a number of initiatives that the school is really excited about. Focus areas include attendance, reviewing well-being practices and working on learning dispositions.</p> <p>Key is for students to leave school with a wealth of opportunities available to them.</p> <p>Areas of further interest from P&amp;C attendees included student safety and wellbeing and engagement in learning.</p>	<p>Noted (with thanks)</p>

## Pittwater High School P&C Association

Item	Description	Outcome
<b>6.0</b>	<p><b>Student Representative Council Presentation</b></p> <p>Two representatives (Jordan and Sophie) attended the meeting from the Student Representative Council (SRC) and presented feedback from a recent student survey identifying areas of improvement and concern.</p> <p>The main responses from students related to uniform, improving communication (a student radio was suggested), more canteen options to suit a range of dietary preferences and requirements, and the need to promote engagement and more SRC members.</p> <p>The P&amp;C were excited by the opportunity to work collaboratively with the SRC, supporting their activities and events throughout the year.</p> <p>Air conditioning (address in the item below) and communication were identified as the top priorities for the school to address by the SRC.</p> <p>Recommended that details regarding the SRC should be included in the next school newsletter.</p> <p>Parents are encouraged to discuss the role of SRC and benefits of participation with their children.</p> <p>SRC representatives were given the opportunity to speak at the PHS Information Night taking place next week by the Principal, so potential Year 7 2025 students have some insight into the opportunities SRC and school provides.</p> <p>Promoting student clubs, achievements and other interest areas of students through SRC is to be encouraged.</p> <p>P&amp;C and school representatives acknowledged that the SRC is a great avenue for consultation regarding student matters to inform P&amp;C and school initiatives, and also a good pathway for uniform input by the student community.</p> <p>SRC representatives were thanked for their presentation and encouraged with their ongoing efforts.</p>	<p>Promoting SRC activities via school social media platforms and website to be via the school admin team.</p> <p>Action: P&amp;C to invite SRC representatives to engage on key matters, and support SRC initiatives where appropriate through 2024.</p>
<b>7.0</b>	<b>New Business</b>	

## Pittwater High School P&C Association

Item	Description	Outcome
7.1	<p><u>Student safety, wellbeing and learning (Toilet upgrades)</u></p> <p>Concerns were raised around the safety of students, especially for new children entering the school. Parents conveyed concerns received from students regarding behaviours and condition of the toilet blocks and impact on student wellbeing and learning.</p> <p>The Principal advised there are plans in place to upgrade the toilets. The application process is underway and awaits capital funding confirmation from the Department.</p> <p>The P&amp;C are interested to understand what the school is doing to address student culture and behaviours of concern.</p>	<p>Action: P&amp;C invite the school to present on initiatives to address student culture, wellbeing, safety, and behaviours of concern.</p> <p>Action: P&amp;C to work with the school to confirm where support and advocacy can assist in expediting addressing concerns with the toilets and resultant impact on student wellbeing and learning.</p>
7.2	<p><u>Student wellbeing and learning (Air conditioning)</u></p> <p>P&amp;C sought advice from the school regarding plans to address poor classroom conditions for learning by installing air-conditioning.</p> <p>The Principal advised the installation of air conditioning is a priority focus for the school to address teacher and student needs.</p> <p>The school is awaiting approval to proceed with the Department reviewing funding considerations regarding the ongoing operating and maintenance costs in the context of current budget pressures.</p>	<p>Action: P&amp;C to work with the school to confirm where support and advocacy can assist in expediting the installation of air conditioning.</p>
<b>8.0</b>	<b>Call for new members, merit selection and volunteers</b>	
8.1	<p><u>Call for new members</u></p> <p>The process of management / recording membership of the Pittwater High School P&amp;C has not been re-established.</p>	<p>Action: P&amp;C membership process to be communicated</p>

## Pittwater High School P&C Association

Item	Description	Outcome
	<p>Communication on the requirement for members, role of members, and the administrative management process will be provided to the school community to encourage membership. Participation as a non-member is still highly encouraged.</p>	<p>prior to the next P&amp;C General Meeting.</p>
8.2	<p><u>Merit Selection</u></p> <p>At present, merit selection panel requirements are being met by the P&amp;C President.</p> <p>Future merit selection opportunities will be promoted amongst P&amp;C members to support this important process.</p>	<p>Noted</p>
8.3	<p><u>Volunteers to support targeted grant applications</u></p> <p>Volunteers will be required to assist with grants from the perspective of resourcing and utilising opportunities. The P&amp;C will need to be clear on items we are pursuing in order to identify relevant grants available.</p>	<p>Action: Confirm P&amp;C members / volunteers able to assist with targeted Grant applications.</p>
9.0	<p><b>Next meeting and close</b></p> <p>There being no other business to discuss the Chair closed the meeting and thanked all attendees for their presence and contribution.</p> <p>Meeting closed: 8.25pm</p> <p>The next meeting date was not confirmed at the meeting and will be proposed via the PHS P&amp;C Website and social media.</p>	<p>Action: Next P&amp;C General Meeting to be advised.</p>

## Pittwater High School P&C Association

### ACTIONS

Action	Description	Due	Who	Status
1	To address P&C membership and how this will be managed moving forwards	Term 2 2024		New
2	To confirm date for Year 7 Welcome Breakfast	13/03/24	Katrina Ginsburg	New
3	Decision to be made on 'sausage sizzle' at PHS Information Night  <i>Post Meeting Note: Due to illness of key people the event was not possible.</i>	01/03/24	President & Katrina Ginsburg	Closed
4	All formal administrative items held over until a quorum of Executive positions are filled, and key items addressed prior to a formal AGM. Items Include: <ul style="list-style-type: none"> <li>● Audited financial report(s)</li> <li>● President's report</li> <li>● Appointment of auditor</li> </ul>	Term 1 2004	P&C Executive	Open
5	<u>Role and Responsibilities Descriptions</u> Develop a high-level description of the role and responsibilities for key positions within the PHS P&C to encourage participation.	Term 1 2004	P&C Executive	Open
6	<u>P&amp;C Committee Structure</u> Consideration will be given by the P&C Executive to structure the Executive Committee and Sub-Committee(s) to minimise the burden on volunteers and align key functions. A proposed structure will be presented in early 2024.	Term 1 2004	P&C Executive	Open
7	<u>Account Signatories and Executive Declaration</u> P&C President to coordinate with incoming signatories to ensure all have signed the Executive Declaration.	Term 1 2004	P&C Executive	Underway

#### **For Information**

##### **Notes:**

- For this general meeting to be valid, at least seven (7) day notice period must have been given to members.
- The quorum at this general meeting is as stated in the Constitution.
- Only members can vote at general meetings.



## **Pittwater High School P&C Association**

- To be considered a member, an application for membership must be received prior to the commencement of the general meeting or AGM.
- Any person who applies for membership for the first time at this general meeting will only be considered a member after the close of this general meeting.
- Only members can stand for casual vacancies at general meetings.
- No decision on expenditure can be made at a general meeting at which a Treasurer's report has not been presented.