



Pittwater High School P&C Association General Meeting – Minutes

*Wednesday 29 May 2024, from 7:00pm
Pittwater High School, 1668 Pittwater Road, Mona Vale
CLS Room – Level 1*

Attendees:

Alison Gambino, PHS Principal	Katrina Ginsburg
Sophia Bromley, Deputy Principal	Andrew Wood
Steve Hall, P&C President - Meeting Chair	Sue Hickman
Leanne Haines, Vice President – Band	Lara Griffin
Will Hill	Holly Hill
John McFadden	Karen McFadden
Katy Dyrmaier	Tracey Gowen

Apologies if any names were missed. A register will be kept at each meeting moving forward.

Special Guests: Emily Lockhart, Head Teacher

Apologies: Cindy Wylie, P&C Treasurer
Carol Abela, P&C Secretary
Samantha Manchester, PHS Canteen Manager

Pittwater High School P&C Association

Item	Description	Outcome
1.0	Acknowledgement, Welcome and Introductions	Noted
2.0	Confirm previous minutes (Attachment 1) Accepted without amendment.	Noted
2.1	<p><u>Term 1 – General Meeting actions</u></p> <p>Status of actions from previous meeting, combined with ongoing actions were discussed, notes captured below and updated in the action list.</p> <ol style="list-style-type: none"> 1. Agenda to be communicated 10 days in advance of future meetings – best endeavours will be made. 2. P&C membership and how this will be managed moving forward – voluntary membership and gold coin donation. 3. AGM 2024 date to be confirmed – Term 4 4. P&C Budget for 2024 – Presented by Chair on behalf of the Treasurer (see item 5.1) 5. School uniform review policy, roles and responsibilities – being facilitated by the School Executive in consultation initially with Year 9 students and SRC. 6. Welcome BBQ for Year 7 – confirmed. 7. Engage with Student Representative Council through 2024 - noted 8. School to present on initiatives to address student culture, wellbeing, safety and behaviours of concern – ongoing. 9. P&C to work with the school to confirm where support and advocacy can assist in addressing concerns impacting on student wellbeing and learning (e.g. toilets / air-conditioning / other?) – see item 6.1. 10. Confirm P&C members capable / able to assist with targeted Grant applications – open 11. Develop role and responsibilities description for P&C committees and key positions – To be presented at Term 4 AGM. 12. Develop P&C committee structure in early 2024 – To be presented at Term 4 AGM. 13. Account signatories to be resolved – current Commonwealth Bank account signatories resolved. 	Action list to be updated.
3.0	Principal’s Report and Teacher’s Presentation	
3.1	<u>Principal’s Report</u>	

Pittwater High School P&C Association

Item	Description	Outcome
	<p>Alison Gambino outlined the Resilience in our teens (RIOT) training program which is planned for Term 3 / 4 with details to follow.</p> <p>Objectives of the program are to:</p> <ul style="list-style-type: none"> - Promote resilience and establish a consistent language - School development for whole of staff - Support staff on front line all involved in training - Invitation for parents to join - Whole of school approach / not just about teachers - Need parents/carers who are on-board and can commit to the all day session(s) with a target of 25% of the parent / carer community - Will have a positive impact on student learning, safety and wellbeing. <p>58 other schools have been through the program and confirm it is of great value.</p>	Noted
3.2	<p><u>Teachers Report</u></p> <p>Emily Lockhardt gave a presentation outlining a teaching improvement initiative underway across the school, with an initial focussed group of teachers developing the program to improve learning outcomes.</p> <p>Areas of focus and progress was outlined, including:</p> <ul style="list-style-type: none"> - HSC Improvement Strategy, working across all faculties, encourage action research with a focus on getting students better results. - Teaching at highest possible quality is a huge project which changes shape over time with this program initially focussing on a few key practices. - Focus is on performance band descriptions and attendees to P&C were encouraged to take examples to understand the differences between each band. Homework for attendees to connect with the language of KLA attainment / performance bands - Program is encouraging teachers to look at data, reflective practice and via a 'thin slice of practice' focus on what is really working. - Approach reflects on student work quality to see if teaching practice within the classroom is translating to the student output. 	Noted

Pittwater High School P&C Association

Item	Description	Outcome
	<ul style="list-style-type: none"> - Working with team of highly engaged teachers across the school, new to the approach, focussed on changes which make an impact - Teachers encouraged to look vulnerable about their practice and share what they are working on with others - Case studies with real student work, explore evidence, refine thinking. - Teacher development time being used to plan approach to address thin slice of practice / HSC subject areas - Aiming to improve overall results, incl. Band 6 results, and overall approach to teaching and learning skills. - Improving attainment relies on teaching to be more creative and engaging. - Recent research by Prof. Wayne Sawyer has looked at teachers producing highest consistent results in the state and what is happening in their classrooms. - Findings including list of high leverage strategies teachers take with one example being note-making techniques. - The note-making strategies encourage deeper thinking from multiple perspectives, creating Question Quadrants as an example. - Where to next – community of practice group of teachers to invite faculty colleagues to expand program. - Performance Band Descriptions are in focus to orientate students to understand the difference between levels of attainment. <p>PHS Executive team are covering off with all head teachers on the approach.</p>	
4.0	Call for new members, merit selection and volunteers	
4.1	<p><u>Call for new members</u></p> <p>A number of attendees confirmed their membership status.</p>	Noted
4.2	<p><u>Merit Selection</u></p> <p>Currently, P&C President is supporting school recruitment / merit selection activities.</p> <p>Others interested in supporting these processes are welcome to reach out to P&C or the PHS Executive.</p>	Noted

Pittwater High School P&C Association

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4.3	<p><u>Volunteers</u></p> <p>Involvement in activities is increasing with the Year 7 BBQ volunteers creating a successful event.</p>	Noted
5.0	P&C current activities and status	
5.1	<p><u>Treasurer</u></p> <ul style="list-style-type: none"> - Available cash is \$70k - 2024 budget projecting circa \$34k loss <ul style="list-style-type: none"> o Includes estimates for P&C voluntary contributions, locker revenue o Does not include Band Billeting final figures <p>Background</p> <ul style="list-style-type: none"> - Significant cash injection in 2020 with Covid support - 3x consecutive years overall financial loss - Increasing sales between 2021 – 2024 - Increasing salary and wages, and cost of goods 	Action: Review of Canteen Operations will be prioritised throughout Term 2 / 3.
5.2	<p><u>Band</u></p> <p>Tracey Gowen, Band Committee member provided an outline of the upcoming billeting for the Colorado Springs Youth Symphony Orchestra in June 2012.</p> <p>Overview:</p> <ul style="list-style-type: none"> - 67x students to be billeted - 17 June arrival for 1 week - 2x students per family minimum - Great cultural opportunity - Desperately struggling to get host families with only 19 days to go - 15 families confirmed and 19 to go noting - Big fund raiser – critical <p>Action required:</p> <ul style="list-style-type: none"> - Urgent promotion needed across the wider school community - P&C email, newsletter, instagram and Facebook to communicate <p>P&C Members confirmed support and will mobilise to assist.</p>	Urgent promotion and assistance in coordinating billeting families from wider school community.

Pittwater High School P&C Association

Item	Description	Outcome
5.3	<p><u>Canteen</u></p> <p>Report provided by canteen representative, noting high activity and sales volumes and some increase in volunteers.</p> <p>Discussion notes following Treasurer’s report on sustainability / budget forecasting a substantial financial loss from canteen operations for 2024 included:</p> <ul style="list-style-type: none"> - Promotion and sign-up – key action - Communications - Duke of Edinburgh volunteers - Sustainability of canteen operations - Question of outsourcing model? - Support to test models and make a recommendation in Term 3 - Account for students - Invoice at end of week - Potential flexischool cards etc. - Student ID cards – barcode – investigate? 	<p>Urgent review of all operations necessary – Targeting Term 3 to resolve key actions.</p>
5.4	<p><u>Uniform</u></p> <p>Notes on Uniform Review:</p> <ul style="list-style-type: none"> - Year 9 voice to gather insight - Items under review / consideration include: <ul style="list-style-type: none"> o Pants o Girls shirts o Jumper with pockets and quarter zip o Unisex uniform request raised with options for a classic and tailored cut being a potential solution <p>Next steps include:</p> <ul style="list-style-type: none"> - Engage with uniform shop to review suppliers with better fit / quality products <p>Meeting attendees and school representatives agreed the overall objective for uniforms is to see students wear the uniform with pride, have choice within the range, be comfortable and presentable.</p>	<p>Noted</p>
5.5	<p><u>Events, volunteering, and fundraising</u></p>	

Pittwater High School P&C Association

Item	Description	Outcome
	<p>PHS 60th Year - 2023</p> <ul style="list-style-type: none"> - 60th birthday celebration for the school for 2023 has been missed. - Consider end of year celebration suggesting welcoming the next 60 years – could include photo exhibition / acknowledgement / history celebration <p>Other proposed events and fundraising / community participation activities for consideration;</p> <ul style="list-style-type: none"> - Spring fair / market day - Social / trivia night – targeting August 2024 - Book Fair – library resources / furniture / annual bookfair / donation / aboriginal literacy foundation - SRC collaboration / opportunity to be explored - Rotary Raffle - Beach to Beach support - Open night with Bands – Splendor in the Class? - Car boot sales / annuity / routine - Working Bees <p>Shout out to Tahlia from the Office, helping establish a checklist to assist with communications.</p> <p>P&C Members supported the overall schedule of proposed events and both members and volunteers are encouraged to participate in activities.</p>	Noted
6.0	Correspondence	
6.1	<p>Rory Amon – School Funding</p> <p>Steve Hall referred to recent correspondence received from Rory Amon MP for Pittwater which highlights significant lost funding across the northern beaches public schools.</p> <p>P&C meeting participants are concerned with the lack of progress with air-conditioning and bathroom renovation projects and unanimously agreed that P&C will commence independent advocacy to request that funds be committed to these priority initiatives.</p> <p>General discussion covered learnings from surrounding schools including:</p>	

Pittwater High School P&C Association

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	<ul style="list-style-type: none"> - Advocacy driven from P&C in support of school priorities being addressed - Campaign to be honest and upfront, positive about the school, clear in what is required and coordinated <p>P&C will commence and targeted and constructive campaign to advocate for priority projects to progress.</p> <p>P&C members also supported the idea of working bees at the school to assist around the grounds to get minor matters address, and encourage engagement of the school community.</p> <p>Correspondence received / sent prior to the next meeting includes:</p> <ul style="list-style-type: none"> - Letter from Rory Amon to PHS P&C re PHS funding cuts - Letter from Rory Amon MP to Premier, Treasurer and Minister advocating to restore public school funding - Emails between Rory Amon MP office and P&C President advocating for support to progress air-conditioning and toilet priority projects - Email from Rory Amon MP circulating result of NSW Parliamentary GIPA process identifying funds removed from PHS and other public schools in the Northern Beaches. <p>Copies of all correspondence attached.</p>	
7.0	New Business	
7.1	No new business raised.	
8.0	Next meeting and close	

Pittwater High School P&C Association

ACTIONS FROM PREVIOUS MINUTES

Action	Description	Due	Who	Status
1	To address P&C membership and how this will be managed moving forwards. Membership is voluntary with a gold coin donation to confirm membership.	Term 2 2024	P&C Executive	Closed
2	To confirm date for Year 7 Welcome Breakfast BBQ was hosted by P&C with a good turnout of parents and students with positive engagement.	13/03/24	Katrina Ginsburg	Closed
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"> ● Audited financial report(s) ● President's report ● Appointment of auditor Update: Term 4 Annual General Meeting all matters above are to be resolved for 2024 and prior years.	Term 4 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. Update: As above, P&C administrative arrangements and structure to be updated for Term 4 AGM.	Term 1 2004	P&C Executive	Open
6	<u>P&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	Term 1 2004	P&C Executive	Open

Pittwater High School P&C Association

	<p>functions. A proposed structure will be presented in early 2024.</p> <p>Update: As above, P&C administrative arrangements and structure to be updated for Term 4 AGM.</p>			
7	<p><u>Account Signatories and Executive Declaration</u> P&C President to coordinate with incoming signatories to ensure all have signed the Executive Declaration.</p> <p>Update: All current P&C account signatories have been resolved.</p>	Term 1 2004	P&C Executive	Closed

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.
 - 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.