



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

*Wednesday 21 August 2024, from 7:00pm
Pittwater High School, 1668 Pittwater Road, Mona Vale
CLS Room – Level 1*

Attendees:

Alison Gambino, PHS Principal	Karen McFadden
Sophia Bromley, Deputy Principal	John McFadden
Steve Hall, P&C President - Meeting Chair	Katy Dyrmaier
Carol Abela, P&C Secretary - Minute Taker	Holly Hill
Leanne Haines, Vice President - Band	Will Hill
Kerri Clarke, Vice President - Uniform Shop	Suzanne Humphreys
Andrew Wood	Corrina Bouman

Apologies:

Cindy Wylie, P&C Treasurer	Katrina Ginsburg
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Item	Description	Outcome
1.0	Acknowledgement, Welcome and Introductions	Noted
2.0	Confirm previous minutes (Attachment 1) Accepted without amendment.	Noted
3.0	Principal's and Teacher's Report	

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Item	Description	Outcome
3.1	<p><u>Principal's Report</u></p> <p>Pittwater High School (PHS) has engaged in a program to address student anxiety called The Resilience in our Teens (RIOT) Project. A central element of the RIOT Project is for students to develop courage to persist and 'have a go' in their work and in other aspects of life.</p> <p>Parents have also been invited to participate in online RIOT training sessions, to gain a full understanding of the research. Alison Gambino advised that 39 parents have signed up to attend the three online workshops.</p> <p>The school is running sessions on being 'Safe on Social' with a focus on keeping everyone safe. A seminar will be available to parents in December via Zoom with lots of online resources available.</p>	Noted
3.2	<p><u>Teacher's Report/Presentation on Uniform Review</u></p> <p>As part of the Uniform Review, Alison Gambino presented examples of potential new items of uniform. Classic and tailored fit options were included to address unisex uniform requests.</p> <p>Currently our uniforms are sourced from a variety of suppliers; the school is working towards simplifying this process and are keen to source one supplier for a consistent approach.</p> <p>Students will be involved in the uniform review process, and the P&C will participate in the final decision on items, price points (affordability is a key consideration), and the transition plan.</p> <p>Looking ahead, we are planning for a minimum 2-year grace period for the transition in accordance with the <i>NSW Government School Uniform Policy</i>. Consultations will be undertaken to determine the best approach towards implementation in order to create a clear pathway.</p> <p><i>Meeting Note:</i></p> <p><i>NSW Government School Uniform Policy can be found at the link below:</i></p> <p>School Uniform (nsw.gov.au) www.education.nsw.gov.au/policy-library/policies/pd-2004-0025.html</p>	Noted

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4.0	P&C current activities and status	
4.1	<p><u>Treasurer</u></p> <p>Cindy Wylie, P&C Treasurer, made an apology to the meeting. In her absence the P&C President was able to confirm;</p> <ul style="list-style-type: none"> - The P&C is in a cash positive position, with sufficient funds to be able to continue operations - Canteen sales for the period remain steady - Fees from the band are as anticipated <p>Accounts have been managed so we are now in the position to have structured figures where cashflow can be managed.</p> <p>Overall P&C has been losing money and this is not sustainable. A focus on key accounts including Band and Canteen activities through next Term is required.</p>	Noted
4.2	<p><u>Band</u></p> <p>Leanne Haines, Vice President - Band, provided an update and an overview of upcoming activities which include;</p> <ul style="list-style-type: none"> - Opera House performance by selected pupils - PHS Orchestra performance at Town Hall - PHS Big Band playing at Manly Jazz 2024 - Year 12 Leaving Concert <p>The final outcome of billeting was discussed at the meeting. A total of \$13,000 was raised and everyone agreed that it was a great experience for all involved. A special thank you was noted to Tracy Gowen for her incredible efforts.</p>	<p>P&C to promote band activities across social platforms</p> <p>Action: Band requires assistance to support operations</p>
4.3	<p><u>Canteen</u></p> <p>Update provided by canteen representative, Suzanne Humphreys noting it is a very busy time for the team.</p> <p>The canteen provides a valued service to the school, parent community and students. A review is currently underway with key considerations including:</p> <ul style="list-style-type: none"> - Productivity and food safety compliance - Improvements to operational and financial performance - Canteen to be at least financial sustainable by end of 2024 	<p>P&C to promote canteen volunteering opportunities across social platforms</p> <p>P&C to meet with the entire canteen team to communicate the review process</p>

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	<ul style="list-style-type: none"> - Decision regarding operating model and approach for 2025 need to be made and will likely include a review of the menu and pricing. <p>The canteen is a busy service that needs to continue. Our objective is for it to be sustainable and ideally have the capacity to make a contribution back to the P&C and school.</p> <p>John McFadden has kindly offered to provide his valuable hospitality experience. He is assisting with the review of current operations and has agreed to provide his recommendations to the P&C. John is keen to work collaboratively and with everyone's full support.</p>	
4.4	<p><u>Uniform</u></p> <p>Uniform discussions are noted under agenda item 3.2.</p>	
4.5	<p><u>Events, volunteering, and fundraising</u></p> <p>The P&C Trivia Night on the 10th August was a great success and raised almost \$3,000. These funds will directly benefit the school by providing essential items to the library and sporting equipment.</p> <p>A special thank you was made to our P&C events, fundraising and social committee led by Katrina Ginsburg with the wonderful support of Katy Dyrmaier, Deenie Adams and Natalia Turner.</p> <p>The P&C supported the idea of repetitive events like trivia nights and car boot sales that have the potential to build in success.</p> <p>The P&C will be supporting the school TAS display by providing a popcorn machine to serve snacks during the evening.</p> <p>The P&C have registered for the "Shop for Your School" initiative which has launched at Pittwater Place. Every purchase counts towards helping PHS go in the running to win a share of \$9,000.</p> <p>Post meeting note - \$1,000 has been received from the 'Shop for Your School' program in November 2024.</p>	<p>Action: Better promotion and communication around future events</p>
5.0	Communications, Correspondence and Advocacy	

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Item	Description	Outcome
5.1	<p><u>PHS P&C Facebook and Instagram</u></p> <p>To assist with the flow of communication the P&C have established social media accounts on Instagram and Facebook. Everyone was encouraged to follow, like and share.</p> <p><i>Meeting Note:</i> <i>Instagram Account @phs_andc</i> <i>Facebook Account @Pittwater High P&C</i></p>	Noted
5.2	<p><u>Correspondence</u></p> <p>There has been continued correspondence between the P&C and Rory Amon MP for Pitwater with a focus on air-conditioning and bathroom renovation projects, but no progress has been made.</p> <p>Correspondence received / sent prior to this meeting includes:</p> <ul style="list-style-type: none"> - Media Release from Rory Amon MP advocating for restoration of funding to essential projects including local public schools - Emails between Rory Amon MP and P&C President advocating for support to progress air-conditioning and toilet priority projects - Correspondence regarding school visit and facilities tour by Rory Amon MP to PHS 	Noted
5.3	<p><u>Advocacy and communications campaigns</u></p> <p>The P&C remain concerned with the lack of action and are keen to drive advocacy on important school issues and projects. Led by Andrew Wood, discussions took place regarding leveraging local community groups to raise awareness and build support within our community.</p> <p>All agreed it's crucial to communicate the right message to drive forward positive initiatives. It was also agreed that we need to explore government pathways.</p>	Action: Potential social media campaign to build advocacy and support on school issues

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Item	Description	Outcome
6.0	<p>New Business</p> <p>On behalf of the P&C, Steve Hall attended a meeting at Mona Vale Bowling Club with our local Councillor and Member for Pittwater. A common theme at the session was the lack of progress with major local projects.</p> <p>PHS, Narrabeen Sports High School and Barrenjoey High School have all been excluded from the current NSW Government consultation process regarding possible changes to Northern Beaches Secondary College (a collaboration of five individual NB campuses) and single-sex model. Alison Gambino provided context around the current issues that directly impact PHS and our students including;</p> <ul style="list-style-type: none"> - Freshwater Senior Campus continues to take a number of students from our Year 11 cohort - The loss of a fair portion of our academic group, with a negative impact on remaining students - Fewer subject offerings - Consequences on resource planning <p>The P&C resolved to proceed with joint advocacy efforts in conjunction with upper northern beaches high schools to address and highlight our concerns through the consultation process and make representations to local government.</p>	<p>Action: P&C to gather data from the last couple of years regarding senior students leaving and the impact on planning, resources, classes and maintaining key programs</p>
7.0	<p>Call for new members, merit selection and volunteers</p> <p>PHS will be a voting station on September 14th for the NSW local government elections. The P&C discussed running a fundraising activity such as a BBQ and/or cake stall.</p> <p>The P&C would like to organise a working bee to make improvements and enhance the environment around the school. There is the potential to have one working bee each term, tapping into the local trades and generosity of parents. Focus will be on visible improvements, no construction is allowed.</p>	<p>Action: Fundraising committee to explore running a fundraising activity on 14/09</p> <p>Action: To arrange a walk around the school ref: working bee and putting together a task list</p>
8.0	<p>Close</p> <p>Meeting closed: 8.17pm.</p>	<p>Action: Next P&C General Meeting to</p>

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Item	Description	Outcome
		be communicated on social platforms.

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ACTIONS FROM PREVIOUS MINUTES

Action	Description	Due	Who	Status
1	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 	Term 1 2024	P&C Executive	Open
2	<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.	To be presented at Term 4 AGM	P&C Executive	Open
3	<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 functions. A proposed structure will be presented in early 2024.	To be presented at Term 4 AGM	P&C Executive	Open
4	AGM 2024 date to be confirmed – Term 4	Term 3	President & P&C	Open
5	School uniform review policy, roles and responsibilities – being facilitated by the School Executive in consultation initially with Year 9 students and SRC.	Term 4	School Executive	Open
6	Engage with Student Representative Council through 2024.	Ongoing	P&C	Noted
7	School to present on initiatives to address student culture, wellbeing, safety and behaviours of concern.	Ongoing	School Executive	Noted
8	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?).	Ongoing	P&C	Noted
9	Confirm P&C members capable / able to assist with targeted Grant applications.	Term 4	P&C Executive	Open

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10	Account signatories to be resolved.	Term 3	Treasurer & President	Open
11	Review of all canteen operations.	Term 3 to resolve key actions	P&C Executive	Open

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.