



MACQUARIE FIELDS HIGH SCHOOL

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PARENTS & CITIZENS MEETING MINUTES

DATE: Monday 16th May 2022 **VENUE:** MFHS Hall & Zoom

MEETING OPENED: 6:35pm

WELCOME TO COUNTRY: We'd like to begin by acknowledging the Traditional Owners of the land on which we meet today, the Dharawal people and pay our respects to Elders past and present.

ATTENDEES: 13

APOLOGIES: Aminah, Hitesh

CONFIRMATION OF QUOROM: Yes

CONFIRMATION OF PREVIOUS MINUTES: Yes
Removed some names to a generic reference.

CORRESPONDENCE IN/OUT:

Insurance	Received insurance final payment request. Discuss in Business arising.
Business Banking	Customer Rep contacted regarding our options. To be discussed in business arising.
Zoom account	Renewal due Friday, 3 June 2022, \$125
ANZAC café furniture	Leadership team proposal for outdoor furniture for outdoor areas and ANZAC café. Require members vote.
Deductible Gift Recipient (DGR)	Charity contacted P&C to set up DGR for building fund. Qualification of responsible persons.

TREASURER'S REPORT:

Balance @21/03/2022	Descriptions	Credit	Debit	Total Balance @06/04/22
\$92,909.54				
	P&C Fee	\$2.00		
	P&C Fee	\$2.00		
	Grant	\$32,960.00		
				\$125,873.54

PRINCIPAL/EXECUTIVE REPORT:

Key Feature of the P&C meeting is a Principals Report



P & C Meeting,
Monday 16 May 2022

- Chess club co-ordinator needed contact MFHS
- Survey outcomes
 - Communications: 80% Email, 71% SMS messages, 26% Parent portal 22% Facebook, 12% Website
 - Traditionally newsletter: 54% prefer newsletter, 28% social media, 18% don't mind
 - Student locker hire 435 participant: 28% Yes, 34% No, 38% Maybe
- Principal will do a follow-up from the other questions/FAQ's

TERM 2 2022

- NAPLAN continues for Years 7 & 9 in Week 4
- Prefect Leadership Day, Friday 20 May
- National Sorry Day, Thursday 26 May
- SRC Leadership & Planning Day, Thursday 2 June
- NSW Principal Conference Week 8
- June P & C Meeting, Monday 20 June
- Years 10 12 Parent Teacher Night, Tuesday 21 June (Week 9)
- Year 10 Subject Info Night, 6:00pm, Tuesday 21 June
- Year 11 Information Evening, 6:00pm, Tuesday 21 June
- Year 7 Camp, Wednesday 22 Friday 24 June
- MFHS Executive Conference, Friday 24 Saturday 25 June
- MAC Live CAPA Event, Friday 1 July
- Years 7 9 Parent Teacher Night, Tuesday 26 July (Term 3 Week 2)

SUB COMMITTEE REPORTS:

MFHS Finance committee	<p>P&C requested and audit.</p> <p>The School is working on a list of items including maintenance items and wish list e.g., air conditioner for the hall. Once this is complete it will be provided to P&C so determinations can be made on where we may be able to help.</p> <p>Examples of some costings are \$300K for kitchen, \$700K toilets refurb</p> <ul style="list-style-type: none">• P&C member request visibility on all maintenance, the government website says there is nothing outstanding, however the students are saying the opposite. The audit will help with allocating money and priorities. <p>ACTION: MFHS to put together audit/list for P&C's consideration & allocation</p>
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BUSINESS ARISING FROM PREVIOUS MEETING

Community Building grant: Open	P&C	-
<ul style="list-style-type: none"> •Progress Report by 29 July 2022 •Completed by 31 March 2023 •Completion Report submitted by 30 April 2023 	P&C	<p>21 Mar 2022: MFHS have requested early release of Shade sail fund due to delay of fund release from Building Grant. P&C has forwarded all the details on being a business partner to the school. Business Manager has indicated that it is not urgent and they are happy to wait. As of today, Community Building Partnership (Sabrina) P&C that the AMU Form (1.3) is incomplete and needs the AMU Directors Signature to finalise the review. All in agreement to hold off payment until paperwork is approved and grant is officially done. P&C has sent form to Principal for the Director to sign. It's the last thing needed to complete the Grant Review.</p>
		<p>16 May 2022: P&C have received the money for the Grant. The school has started measuring up the area. Work is due to start on the upcoming school holidays. School to supply progress report to that can be sent to Community Building Partnership as part of the requirements of the grant.</p>
ACNC registration: Open	P&C	-
	P&C	<p>21 Mar 2022: Just been sent back but is going to start from scratch as need to update details.</p>
		<p>16 May 2022: Charity status has been received. Along with this, we would like to create a Building Fund which will allow us to make donations Tax Deductable. DGR status is being worked on and we are working on getting what the government sees as Responsible people to head the subcommittee. We hope to finalise in the coming weeks.</p>
Lockers: CLOSED	MFHS	-
		<p>15th Nov 2021: J.Brooker to proceed with tender process.</p> <ul style="list-style-type: none"> • Quote received a) Heavy Duty 3 Door 104 Banks (312 lockers) =\$62,731.34 b) Grey 4 Door 130 Banks (520 lockers) =\$49,855.40 • MFHS to carry out survey to gauge interest and uptake of locker. • High cost, option for contribution of yearly fee should lockers installation proceed. • Fee amount to be calculated.
		<p>21 Mar 2022: School will do survey to parents about Newsletter & Locker via Google Forms. Will try and organise 22/3.</p>

		<p>16 May 2022: Based on the price and low response from the survey conducted, we have made the decision to close this for the time being.</p>
Gate @ Wattle St: Open	MFHS	-
		<p>21 March 2022: P&C contacted Leanne, but she is awaiting Money allocation for path projects. P&C will keep following up</p> <p>16 May 2022: P&C followed up with council. It is on their list of things to do. P&C will follow up again to ensure it stays on track and to try and find out approx. when it may happen.</p>
Lowes: Open	HC	-
		<p>21 Mar 2022: School no real update. Anecdotally, girls appear to be wearing more shorts. Tender ends in August, confirmation required. Follow up with Jasmine.</p> <p>16 May 2022: P&C will follow up with Jasmine in regard to the date of the tender. Looks like more students are wearing the shorts. There were not many at Lowes last time someone checked, which is a good sign as we want them to run out and implement the new ones with zippers.</p>
Insurance: Open	P&C	-
		<p>21 Feb 2022 statement reminder from Andrew Insurance. An Invoice of \$277 to cover P&C Personal Accident Voluntary Workers cover (\$154) and P&C Directors & Officers Liability (\$123).</p> <ul style="list-style-type: none"> Andrews Insurance were phoned. They confirmed our 2021 application form nominated P&C Personal Accident Voluntary Workers cover and P&C Directors & Officers Liability levels of cover as well as the minimum basic cover. The \$575 paid was only for the basic cover. \$277 is outstanding as per the submitted form. <p>21 Mar 2022: Agreed to leave it as Basic cover until July renewal. Pros and Cons to be established regarding extra cover before renewal and based on requirements (e.g. if we become a Charity)</p> <p>16 May 2022: Upon talking to the Insurance Company, the outstanding amount needed to be paid or policy would have been cancelled. President paid for Insurance from personal account. Treasurer to organise to reimburse the President as soon as possible.</p>
Electronic Banking: Open	P&C	

	<p>Should we consider doing electronic banking instead of just a Cheque account? 21 Mar 2022: Treasurer to explore the potential of an Electronic Funds account and bring Pros and Cons to next meeting.</p> <p>16 May 2022: Treasurer was absent. P&C will follow up with Treasurer offline</p>
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OTHER BUSINESS

Fundraising

- Father's Day - September
- Garage trail - October
- Celebration Day - September

School is happy to work with P&C on fundraising projects.
School joined the Father's Day Project. A way for fathers to be more involved in the school.

P&C Presence in the School/Community

Can we organise a way to be able to create a Page on the school website for P&C content?
Or whatever medium the school plans to move forward with.

- Other suggestions

Science week event 'P&C in the field'. Invite parent/community member to give talk during science week

Principal will talk to other schools so that we have a voice.

Mr Matchet has applied for a grant for the school - Science week 13-20th August.
Aim is to get others involved. School to supply names of ex-students/alumni that may be interested in doing talks, be involved. P&C to try and reach out to businesses that may also want to be involved.

Set up building fund in order to maximise P&C charity status.

Need committee to oversee.

This will be taken offline and discussed between the school & P&C.

Any Other Business

P&C President will draft a letter to parents about P&C. Principal will attach to Survey that is also being sent out by the school.

- For the Anzac Café, 6x8 seats 48 seating \$14,300

P&C Member suggested the P&C give half the money for the seating and loan the other half, to be repaid over time through profits from the café (the students would then also learn to run a business and have debts).

Another idea is for it to be paid by P&C and then they can lease the space and pay back into the Building Fund.

P&C will discuss options with the school before a decision will be made.

Potential motion next meeting

- Front School Sign needs replacing

School looked into this a number of years ago and got quotes for powered vs solar vs manual.

School to find old quotes and work on getting new ones.

School to investigate if sponsorship can be added to the sign to help pay for it.

If we can't advertise on sign, P&C can look into getting donations from Local businesses.

P&C Member has requested quotes as he may be able to ask his workplace for assistance.

- School Emblem - can it be changed / improved?

Possibility of a clearer image?

Is it time to refresh the logo.

Principle will consultate with a network of principals about the pro/cons of doing this.

Changeover would take a few years, including students updating uniforms with logos.

A question on whether the school's name should also be changed?

Refresh / Rebrand? Community consultation?

MEETING CLOSED: 7.48pm

NEXT MEETING: Monday 20th June 2022