

MACQUARIE FIELDS HIGH SCHOOL



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PARENTS & CITIZENS MEETING MINUTES

DATE: Monday 19th Sept 2022

VENUE: School & Zoom

MEETING OPENED: 6.32pm

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: 14 No for circulation

APOLOGIES: 1

CONFIRMATION OF QUOROM: Yes

CONFIRMATION OF PREVIOUS MINUTES: Yes

CORRESPONDENCE IN/OUT:

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| ATO | ATO contacted us as our ABN update case is still open. Held Special meeting 14th Sept to fulfill their requirement. |
| Sunshade Australia | Invoice for shade sails |

TREASURER'S REPORT:

| Balance @18/09/2022 | Descriptions | Credit | Debit | Total Balance |
|---------------------|------------------------|-------------|--------------|---------------|
| \$125,843.54 | Reversal of Fee | \$ 15.00 | | |
| Repaid to Aminah | Rafflelink Fee | | \$ 39.00 | |
| Repaid to Anna | Zoom & Insurance | | \$ 402.00 | |
| | 2022 Insurance | | \$ 859.00 | |
| | Father's Day Donations | \$ 1,470.80 | | |
| | Toilet Invoice | | \$ 12,000.00 | \$114,029.34 |

PRINCIPAL/EXECUTIVE REPORT:

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

PDHPE - full complement of staff
Certificate of Excellence for leadership awarded to MFHS
SAGE student held Wear it Purple Day
Year 10 & Year 11 prefect body 2023 announced
Wi-Fi Network has been updated
Term 3 2022

- Year 12 Picnic, Tuesday 20 September
- Annual Celebration Day, Wednesday 21 September
- National Day of Mourning for Queen Elizabeth II, Thursday 22 September
- Year 12 Formal Graduation, Friday 23 September
- Last day of Term 3, Friday 23 September

Term 4 2022

- First day of Term 4, Monday 10 October (note no SDD)
- HSC written exams commence, Wednesday 12 October
- Prefect Induction Ceremony, TBA

NEW BUSINESS

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| Appreciation Certificate: | MFHS/ P&C | |
| | | 19 September 2022: MFHS will create a Certification of Appreciation to be given to donors. P&C will supply school with a list of donors. P&C will send to donors. |
| Logo Use: | MFHS/ P&C | |
| | | 19 September 2022: MFHS to supply high quality logo. Style guide currently not available. P&C allowed to use logo but need to ensure that the item is shown as coming from P&C and not the school. |
| Voluntary Contributions: | MFHS | |
| | | 19 September 2022: Principal will ascertain when the voluntary contributions will be transferred to the P&C. |
| School Assistance | MFHS/ P&C | |
| | | 19 September 2022: MFHS has confirmed we are not able to use their Wi-Fi. Whilst school is willing to print the occasional item, it would be preferred to use their printing company. School can use some of their rebate to help pay for P&C Collateral. Katherine will get a quote on the Y7 packs. P&C to forward details. |

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| Website | MFHS/ P&C | |
| | | 19 September 2022: P&C will relook at the wording on the website and request amendments around the wording of the \$40 contribution. MFHS to then update. |

SUB COMMITTEE REPORTS:

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| MFHS Finance committee | 15 August 2022: 1.) Air conditioning School needs to do a load assessment. Sim to forward form to Jasmine. P&C President has forward Daikon details to Jasmine to organise a quote 2nd AC quote. 2.) Toilet painting Need an Invoice for the \$12,000 for the toilets and P&C will organise payment to the school |
| | 3 Sept 2022: Cancelled Next meeting scheduled for Term 4 week 4 Monday 31st of October |

BUSINESS ARISING FROM PREVIOUS MEETING

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| Incidental Costs: Open | P&C | |
| | | 15 August 2022: P&C Office Bearers to keep receipts for Incidentals related to Raffle so the amount can be reimbursed. |
| | | 19 Sept 2022: P&C members supplied dockets for payment. |
| Maths Tutoring: Open | MFHS | |
| | | 15 August 2022: School to look into organising Math Tutoring over the school holidays. School can pay from Covid recovery fund allocated by the government. |
| | | 19 Sept 2022: Principal advised that whilst one Intern was willing to help, without the availability of a teacher to assist, this was not able to be implemented. |
| Photoshoot: Open | MFHS | |
| | | 15 August 2022: Promo shoot to take place 21/10, 25/10 or 3/11. School will organise to take photos of students and P&C funded items. Photos will then be added to social media to highlight to school & community what P&C have been working on. |
| | | 19 Sept 2022: 3/11 confirmed. MFHS has details of what items to take photos of including the Shade Sails, Toilets, etc |

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| Grants: Open | MFHS/ P&C | |
| | | <p>15 August 2022: Building Grants are available yearly. Science Week Grant will be available in the next few months for next year.</p> <p>Sporty Grant via local MP availability need to follow up. School & P&C need to work together to ensure that we have ideas/details ready on hand as the grants open as many grants have had short turn-around.</p> |
| | | <p>19 Sept 2022: P&C is keeping an eye on any available grants and have some standard information on hand to make starting the applications quicker and easier.</p> |
| School Maintenance Open | MFHS | |
| | | <p>15 August 2022: Principal advised there is no specific list, however the items to be worked on are in the letter to Anoulack Chanthivong MP.</p> <p>2021 painting has been completed. 2022 painting still to be done.</p> <p>Demountable is not able to be replaced.</p> |
| | | <p>19 Sept 2022: One demountable is having repairs (Portable 11). A Block (the office) is also getting new carpet over the holidays. 2022 painting still to be done.</p> |
| P&C Presence in the School/ Community Open | P&C | |
| | | <p>15 August 2022: President will supply the blurb again to add to the website. To include P&C successes.</p> |
| | | <p>19 Sept 2022:</p> <ul style="list-style-type: none"> • Year 7 Orientation Packs to be handed out. Need feedback on the packs to finalise design. • Possibility of students helping put packs together? • Costing sent out to members for consideration |
| Fundraiser Open | MFHS/ P&C | |
| | | <p>15 August 2022:</p> <p>2nd Hand Uniform Sale is still on the cards. P&C will start to look at this over the coming weeks.</p> <p>Communication went out regarding prize donation for Father's Day Raffle. \$368 has been received so far in ticket sales. A number of donations were left at the school. Prize packs will be made up of received donations. Any Extras will be left for the next raffle opportunity.</p> |

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| | | <p>19 Sept 2022: We have 6 bags of uniform items so far and some stationary has also come through. MFHS to send reminders, especially on Fridays to help keep this front of mind. Father's Day fundraiser went quite well. The next fundraiser will be organised further ahead of time.</p> |
| School Emblem Open | MFHS/ P&C | |
| | | <p>15 August 2022: There is a process to rebranding and will take a while to sort out. The Principal will continue working on this</p> <p>19 Sept 2022: No Update. We are happy to have this on the backburner.</p> |
| 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>15 August 2022: Progress report submitted to Grant committee on 27th July Work to start Monday 15th Aug</p> <p>19 Sept 2022: *Need Before & After Shots, then P&C will submit final paperwork. MFHS will supply photos. *Final invoice being queried with Sunshade Australia</p> |
| ACNC registration: Completed | P&C | |
| | | <p>15 August 2022: To be discussed offline. Principal to discuss pros and cons of a School Building Fund vs a P&C administered A Library fund was also suggested and available through the DOE.</p> <p>19 Sept 2022: No update. To be discussed offline.</p> |
| Gate @ Wattle St: Open | MFHS | |
| | | <p>15 August 2022: No progress as yet. P&C will follow up</p> <p>19 Sept 2022: Leanne from the council that we have the funding for this financial year and it's with the contractors. Between now & Christmas, they are hoping to have it complete. There is a bit of a backlog.</p> |
| Lowes: Open | HC | |
| | | <p>15 August 2022: School Reps have not had a chance to visit Lowes as yet. Still awaiting confirmation from School as to when the contract is up for renewal. Principal to confirm tomorrow.</p> |

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| | | <p>19 Sept 2022: Tender ends 21.9.23</p> <p>P&C has created a table showing details of some schools & their range. MFHS to create a uniform committee towards the end of this year so discussions and decisions can be made well ahead of the tender due date. Some things to consider is when to change uniform (at year 10 or 11 for Seniors?) The colour and style of the uniforms, etc</p> |
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OTHER BUSINESS

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| Raffle: Open | MFHS/ P&C | |
| | | <p>19 September 2022:</p> <p>opportunity for another raffle Year 7 Orientation P&C will do another raffle. Approach Lowes if they will donate a Gift Voucher to buy uniforms.</p> |
| Storm Water: Open | MFHS/ P&C | |
| | | <p>19 September 2022:</p> <p>*MFHS to discuss cleaning the drains with the school cleaners and organise a Working Bee to do more cosmetic cleaning.</p> <p>* Drainage between Public and High school to be looked into due to recent work</p> |

MEETING CLOSED:

7.25pm

NEXT MEETING: Monday 17th Oct 2022