

Minutes - CHS P&C MEETING 13th August 2024

Meeting commenced at 7.00pm

Attendees

Tony Ibrahim, Nick Brady, Rebecca Andrews, Kristen Brotherton, Mary Zdjelar, Tristan Howison, Emma Scott, Kylie Nolan, Kim Birstins-Crabtree, Jackie Hendrey, Sharon Boudville, Anita Elstob, Gitte Foran.

Apologies

Rena Haag-Hatzi, Lisa Edwards, Susan Geldart, Dario Stambolija, Saskia Adamiak.

Welcome, Call for New Members & Minutes of the previous meeting (Receipt/Amendments/Adoption)

Nick opened the meeting, welcoming all in attendance, including welcoming Tony back from his leave. He asked for any amendments to the previous minutes. There were none and these were accepted.

All present were current financial members.

For Action – Mary to organise for June minutes to be posted on CHS website.

Previous Action Items

Nick ran through the previous action item updates noted on the agenda. All completed with the following additional information discussed:

- **ABN Change of Registration Form** – this was submitted to Australian Taxation Office via post. We will include in *business arising at our next meeting* for any updates.
- **2023 Financial documents** - all now signed. AGM minutes were previously uploaded but issues with NSW P&C Federation website are preventing these documents from being uploaded. Mary has sent a request for assistance to the Federation. To be reviewed *as business arising next meeting*.
- **Tony's May 2024 HSC presentation** – Tony provided a hard copy of the presentation for our records. Tony also discussed the Article published in the Sydney Morning Herald - *Sydney's top-ranked school has an HSC average subject score of 89.4. How does your school fare?*. Link to the article was shared via CHS social media.

For Action – Mary to organise for this to be included with minutes on CHS website.

Business Arising

- **Request for sponsorship** - for Kyla K who has been selected as a feature dancer in School Spectacular which is an opportunity to represent CHS at a State level. The P&C noted that she meets the criteria for \$125 sponsorship by the P&C.

For Action – P&C Executive to organise sponsorship payment of \$125 to Kyla K for representing CHS at a state level.

- **2024/25 NSW P&C Federation Membership** – per the motion raised in our June meeting to rejoin the P&C Federation again, \$888 membership fees which covers Director & Officers policy and Public Liability policy was paid 2/8/2024 covering membership period 1/8/24 to 31/7/25. Certificate of Public Liability Insurance received and Director and Officer insurance cover schedule received.
- **Concerns raised re: potential risks/issues with letter/process for Student Representative Sponsorship** – an opportunity to enhance the previously approved sponsorship letter was identified to a) convert to PDF format to ensure the letter cannot be inappropriately updated, b) minor enhancements including supporting Head Teacher details and an additional space for families to provide their payment details to enable electronic payment rather than cheque and c) to enable longevity of the letter by removing a calendar year reference.

For Action –

- Nick to make final adjustments to the sponsorship letter and circulate to Tony
- Tony to share new version of the sponsorship letter with Head Teachers and send further email to school community to remind them of potential sponsorship opportunity.

Proudly operating on the Traditional Land of the Gweagal Clan of the Dharawal Speaking People.

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- **Do It For Dolly Colour Walk P&C Funding Request** – On 26 June P&C Executive received a request for P&C sponsorship for the 'Do It For Dolly' Culture of Kindness event which was to be held at the end of term 2. P&C Executive cannot make financial decisions so discussion was held over to August meeting. The event is led by year 12 and is an important part of ongoing Culture of Kindness efforts by year groups across the school. Initially the request was for \$5000, however, after discussion, there was agreement to support a lesser amount.

Kylie raised a motion to provide \$2363 in support of the Culture of Kindness event. All members voted in agreement.

Correspondence (In/Out)

Details provided at attachment A

CHS P&C letter of support for canteen tender for new commercial operator – Mary advised members of the request received by Lisa Edwards for a letter to be provided by the P&C to confirm our support for a commercially run canteen. As this was required to commence a new tender process before the expiry of the current tender, the P&C Executive discussed and approved this letter out of session via email. A letter was provided on 28 July 2024. Tony noted they are very happy with the current provider and a parent representative may be required for the tender panel. Kim volunteered to be the parent representative.

For Action – Tony to advise Kim Birstins-Crabtree if required for tender panel.

ATO Annual self-review reporting obligation – this notification was received from the ATO (Reference 8012236422745). Nick advised that it is indicating that we need to report income tax exemption for the P&C as we are a not-for-profit organisation.

For Action – Nick will follow up with ATO and undertake necessary action. This may be dependent upon the updates post the ABN change of registration form being actioned.

Community Building Partnerships Grant (CBP) 2023 – Letter from Premier The Hon Chris Minns received 5 June 2024 advising that CHS P&C was successful in obtaining \$13,335 for the school hall kitchen upgrade. We had requested \$24,000 however, the \$13,335 was acknowledged as a significant and helpful sum. All members thanks Rebecca for her time in preparing the grant application with the support of CHS Executive.

For Action – Tony will discuss with CHS executive what items the CBP grant shortfall would have covered to determine what may still be needed to be purchased.

Rebecca raised a motion to accept the CBP 2023 grant amount of \$13,335. All members voted in agreement.

Nick raised a motion that the P&C will contribute half of what CHS requires to purchase items included in the original application, up to a maximum of \$5,000. All members voted in agreement.

For Action – Rebecca will provide an update on the progress of finalising the CBP grant acceptance documentation and any additional purchases in line with the above motions at our next meeting.

Request for Student Sponsorship – Owen LW has qualified to complete in the National Cross-Country Australian All Schools event in Melbourne 20-23 August 2024. The P&C members were impressed by this achievement and noted that Owen is eligible for \$175 in sponsorship from the P&C.

For Action – P&C Executive to organise sponsorship payment of \$175 to Owen LW for representing CHS at a national level.

Treasurers Report

August treasurer's report was provided by our Treasurer, Kristen Brotherton with opening balance \$32,624.29.

Kristen confirmed that the online savers account was closed on 14 June 2024 and signatories updated per June meeting to now include – Kristen Brotherton (Treasurer), Nick Brady (President) and Mary Zdjelar (Secretary). Previous Treasurer, Cory London was removed as signatory.

After the Forecast spending on the report and commitments made at tonight's meeting, Kristen noted it would leave approximately \$7,000 in the P&C account. It was agreed that while there may be some further contributions (from 2025 year 7 families) it was sensible to leave a small buffer in the P&C account.

Mary raised a motion that CHS will contact students with old cheques not yet presented and offer them the opportunity to provide their account details for an electronic payment. All members voted in favour.

For Action – Tony will organise for the students named on the Treasurer's report to be contacted, where they have their old cheque, it can be returned to the P&C via CHS office. Tony to provide advice to school Executive.

For Action – Kristen will organise for any lost cheques to be cancelled once we receive advice from CHS..

Principal's Report

Tony thanked Rena and the Executive Team for their work in his absence. He enjoyed his holiday and was happy to be back.

Building Update

The new building which contains the office, etc. will be ready for day 1 of Term 4. Tony will provide a tour at our November P&C meeting. Three quarters of the carpark is available and the front opened up. The other part will remain closed in the short term to allow garden/lawn to regrow.

The next stage is work on the current office area. There will be 2 x staff rooms, a teachers' lunch room, new classroom and will include refurbishment of a couple of other classrooms.

Staffing Update

Congratulations to new permanent staff –

Sandra Babuski in HSIE who has been at the school for several years and is currently the Assistant Year Advisor for year 9 and Ben Hodson in PE.

Tony noted under the new NSW Dept staff agreement, panel selections will be less frequent.

A math position is coming up.

Do It For Dolly Day

Last Term's planned event had to be called off due to bad weather but the BBQ went ahead on the last day of term. Given the changed date, the whole school was present for the colour walk and Tony noted they are continuing to refine the process. Year 12 did a fantastic job with their Kindness Culture presentations.

Other important events

Prefect elections taking place tomorrow – 14 August 2024

HSC Trials start next week with the office entry opening up to minimise noise and disruption to students.

Assembly to recognise students who achieved *ÁLWAYS* across all behaviours and expectations in their school reports was successful.



General Business

NSW P&C Federation Awards – close on 30 August 2024 and there is an opportunity to nominate our Principal, Tony Ibrahim, for this award. Rebecca shared the criteria for the award with members –

The Principal of the Year Award recognises outstanding contributions by a NSW public school Principal in strengthening and engaging their school community. This award is judged on the following criteria:

- *supporting and championing the work of the P&C Association at the school
- *acknowledging and valuing the voices of parents and carers
- *promoting a positive, respectful and collaborative culture at the school

Rebecca raised a motion nominate CHS Principal, Tony Ibrahim for the NSW P&C Federation Awards in the Principal of the Year category. All members voted enthusiastically in favour.

For Action –

- All members to provide Rebecca with any comments and/or examples to support the Principal of the Year nomination.
- Rebecca will complete the Principal of the Year nomination including contacting CHS Deputy Principals (current and past) and other key community members who may wish to provide examples to support this nomination.

Meeting closed at approx. 8:17pm

Next P and C Meeting

7pm, 10 September 2024

Motions Passed Summary

Kylie raised a motion to provide \$2363 in support of the Culture of Kindness event. All members voted in agreement.

Rebecca raised a motion to accept the CBP 2023 grant amount of \$13,335. All members voted in agreement.

Nick raised a motion that the P&C will contribute half of what CHS requires to purchase items included in the original application, up to a maximum of \$5,000. All members voted in agreement.

Mary raised a motion that CHS will contact students with old cheques not yet presented and offer them the opportunity to provide their account details for an electronic payment. All members voted in favour.

Rebecca raised a motion nominate CHS Principal, Tony Ibrahim for the NSW P&C Federation Awards in the Principal of the Year category. All members voted enthusiastically in favour.



Attachment A – Correspondence In/Out

IN

- 30/5/2024 – ATO Annual self-review reporting obligation notification (ATO Ref: 8012236422745)
- 5/6/2024 – Letter from Premier Chris Minns MP re: Community Building Partnership 2023 CB P1427 ‘School Hall Kitchen Upgrade’ actions required
- 26/6/24 – Request from Susan Geldard (CHS Deputy Principal) for P&C Funding for CHS Culture of Kindness Yr12 run Do It for Dolly Colour Walk
- 9/7/24 – Advice from Andrews Insurance Services of P&C Federation Membership and Insurance renewal 2024 - 2025
- 10/7/24 – Request from Lisa Edwards (CHS Deputy Principal) for P&C letter of support to commence canteen tender process
- 2/8/24 – Student Sponsorship request from Kyla K, feature dancer, School Spectacular (State)
- 5/8/24 – Certificate of Currency for P&C Federation Membership and Public Liability Insurance

OUT

- 28/7/24 – CHS P&C letter of support for canteen tender for new commercial operator
- 12/8/24 – Notification to school community of P&C meeting 13/8/24
- 12/8/24 – Query to Andrews Insurance to confirm Certificate of Currency covers Director & Officers policy.