Chair: K. Battye

Meeting Opened: 7.35 pm

1.0 Statutory Matters.

1.1 Welcome and Apologies: as per attendance sheet


Apologies: J. Yeo, M. Olsen, M. Srzich, K. Filmer, D. McIntyre, R. Cheney.

1.2. Acceptance of Previous Meeting:

- Draft minutes from previous meeting emailed out and placed on website.

1.22.10.14 Motion: That the minutes of the Meeting held 27.08.2014 be accepted as a true and correct record.

Moved: J. Welsh
Seconded: A. Karbowiak.
CARRIED

1.3 Matters arising from Minutes:

- J. Gordon & S. Wright have kindly agreed to be the volunteer Coordinators for the 2nd Hand textbook sale. See report.
- Thank you to the families who are willing to take boarders for long weekends and holidays. We have 3 families so far. Please email Jean Welsh the P & F Secretary to volunteer to this great service.
- Orientation day for Year 7 2015 is on Saturday 08/11/2014. A. Karbowiak & K. Battye are organising the lunch for the families. Volunteers are needed to cook prior to the day and to serve on the day. Watch the eBulletin for more information or email J. Welsh to volunteer.

1.4 Correspondence:

OUT: By Post: Nil.
OUT: By Email: Nil.
IN: By Post: ACNC Quarterly Newsletter
**IN: By Email:** Invitation to Parents Council Cocktail Party Friday 21/11/2014. RSVP 14/011. Would anyone actively involved in the P & F like to attend? Please email P&F Secretary J. Welsh (email address on school website).

### 2.22. 10.14 Motion: That the correspondence report be accepted as a true and accurate record.

Moved: A. Karbowiak  
Seconded: D. Marjoram.  
*CARRIED*

### 2. Issues for Discussion with Principal/Head of Prep:

**2.1 B. Kennelly & R. McLean:**
- The grounds are very beautiful at the moment. We request that the principal please pass on our thanks and appreciation to the ground staff. (H.B)
- Boarder parents would like to know about the resources that are going to be provided for the new recreation centre at PLC.
- Prep parents are pleased to hear that modern languages are again to be taught in Prep in 2015. (S.P)

### 3.0 Reports.

**3.1 Treasurer – D. Marjoram.**

**Bank Balances @ 30th September 2014**

<table>
<thead>
<tr>
<th>Account</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>P&amp;F Account</td>
<td>$111,954.20</td>
</tr>
<tr>
<td>Canteen</td>
<td>not applicable, now operated by school</td>
</tr>
</tbody>
</table>

**Outstanding Bills**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repay KWS</td>
<td>$16,476.63 @ 30th June 2014</td>
</tr>
<tr>
<td>Conferencing</td>
<td>$360 Estimate For July, August, September</td>
</tr>
</tbody>
</table>

**Commitments for remainder of 2014**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>WishList - DPA Screens</td>
<td>5000</td>
</tr>
<tr>
<td>WishList - Wolaroi seating</td>
<td>20000</td>
</tr>
<tr>
<td>Guest Speaker - P Dilon</td>
<td>3000</td>
</tr>
<tr>
<td>Teleconference @$50/mtg</td>
<td>150</td>
</tr>
<tr>
<td>Yr7 orientation -November</td>
<td>2500</td>
</tr>
<tr>
<td>Staff (200@$10)</td>
<td>2000</td>
</tr>
<tr>
<td>provision for 1H 2015</td>
<td>14000</td>
</tr>
<tr>
<td>Contingency</td>
<td>5000</td>
</tr>
</tbody>
</table>

*refer budget document*
Outstanding Deposits

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>subtotal</td>
<td>$51,650</td>
</tr>
<tr>
<td>Interest</td>
<td>$150 Estimate For October</td>
</tr>
<tr>
<td>Canteen payout</td>
<td>$20,000 expected in November final installment</td>
</tr>
</tbody>
</table>

Other relevant Reports tabled: none

Notes

- Missing Feb 2014 Bank statement re-ordered, yet to arrive
- $22k of Subs paid in September for current year (+ $17k Subs paid in July for 2013)
- $63,828 available for 2014 School Wish List
  - Projecting 14k of expenses in 1st half 2015, as per Budget document.

3.22.10.14 Motion: That the above report be accepted as a true and accurate record.

Moved: S. Passey
Seconded: D. Marjoram

CARRIED

3.2 Principal’s Report.

- Year 12 2014 absolute credit to themselves, their parents and their school. I am very proud of the achievements of the students. A number of Year 12 parents have written to thank the school.
- Cadet Bivouac was cancelled last week due to extreme weather conditions. The cadets were amazing. We are proud of the way the school community rallied around. Delay in communication with Top Station was due to the extreme weather conditions in the area.
- PLC recreation centre will be officially opened early next year. It will be equipped and up and running by the beginning of the 2015 school year. Boarding parents function will be held in early November.
- ICT audit next week with staff being interviewed. This is to assist in improving ICT.
- Boarding audit for girls and boys also to occur. Interviews will be conducted with staff, students and parents. Interviewees will be both self-identified and school selected identified so it includes those who have had challenges. This audit is part of the strategic planning process.
- School running well thanks to parents and staff working together.

3.3 Head of Prep Report:

- French (conversational) will be introduced in for Year 6 in 2015. The teacher will be Mrs Kate Edwards who currently teaches French, Latin and Music in the Secondary School.
- We are advertising for another teacher for 2015 as prep will be increasing by one class next year.
• Grandparents Day - next Friday 31 October expecting around 300 to attend. Year 5 to bury time capsule to be reopened when they are in Year 12.

• Open Day Saturday 01/11 - many activities and demonstrations to be held. Thank you to P&F and especially Mrs Michelle Srzich who are running the catering. R. McLean to follow up with M. Srzich to see if she needs help for Prep Open Day.

• Kindergarten and Years 1-6 Orientation Days occurring in the next 2 weeks.

• Thank you to the P&F for their financial support of the Prep.

• Year 6 farewell gift is to be a sculpture by the same artist who created the horse sculpture.

3.4 Boarder Parent:
• Nil Tabled.

3.5 Prep Representative Report:
• Nil Tabled.

3.6 2nd Hand Text Book Sale:
• Co-ordinators for 2014: J. Gordon & S. Wright.
• Dates: Drop off Friday 28/11 & Sale Tuesday 02/12.
• Sale price: $20 this year as there will be quite a number of books that will be only 12 months old this year as a result of the new curriculum.
• Processes: S.W. is contacting Janelle B to see if we can access her templates rather than reinventing the wheel. J.G. has discussed with B. Curran regarding booking the squash court foyer & arranging tables for the dates & that I all good. J.G. is in contact with the school who have advised that the text book lists will not be finalised until 27/10/2014. We do have a Year 12 book list so we can at least start on that (it’s not that relevant though because everyone will pretty much have the books they need as the year starts this term). J.G. has had difficulty identifying key contact in the school to obtain text book requirements. K.B will approach B.K. to identify a school contact to enable streamlining the process – the point of contact with school is Georgie Hinrichsen. Apparently in previous years the canteen has provided sustenance to volunteers. As we are no longer running the canteen is this still a viable option? K.B. suggests that request to canteen to make sandwiches and invoice the P & F. J.G will send an email advising relevant parties of the sale & dates so it can be added to the calendars etc & into the eBulletin & the procedural document to be loaded onto the website. Closer to the date, we will also arrange flyers to be displayed at the school, maybe in the tutor areas, as a number of people say they do not read the eBulletin. Maybe we could ask B. West to mention it at assembly too? We need to rally some volunteers so J.G will place a note I the eBulletin as well. We will also distribute though P&F contact list.

• S. Passey suggest that we ask school to provide sustenance to the volunteers free of charge as they are undertaking a service to the school community.

• Also suggested that a gold coin donation to the P&F for all those using this service will be requested on the day to reflect the amount of time and energy that P&F volunteers donate to the 2nd hand text book sale. Please remember that all gold coin donations will benefit our children as P & F donates much time and money to the school.

3.6 KWS Fair Planning:
• The Fair will be stamped KWS Twilight French Fair will be held on Friday 6 March from 5 – 9pm.

• The Fair will be held outside (weather permitting) as planned for 2014.
- Suggested ideas for House groups – Set up/pack up, Mobile drinks, Sand trailer, Popcorn, Slushies, Cupcakes or Café (each House an chose one or combine)
- We are also proposing that Year 12 would like to run a ‘Dunk the Teacher’ stall.
- We will invite co-curricular – Music, Rowing, Rugby, Cricket, Triathlon, Swimming, alumni, etc to run alongside P&F stall.
- We will have a lucky door prize made up of donated French-themed goodies.
- Mini Raffle – think about what prizes we will be able to source.

4. Matters for Decision:
4.1 Wishlist:

<table>
<thead>
<tr>
<th>Area</th>
<th>Item</th>
<th>Indicative cost</th>
<th>Identified by</th>
<th>Priority ranking where indicated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performing Arts</td>
<td>Lighting in DPA and Performance theatre – benefit K-12</td>
<td>$10,000</td>
<td>School</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Resources for senior drama stream</td>
<td>$3,000</td>
<td>Parents</td>
<td></td>
</tr>
<tr>
<td>Visual Arts</td>
<td>Speech day prize – Textiles and design, currently no prize for this faculty</td>
<td>$1,000</td>
<td>School</td>
<td>2</td>
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<tr>
<td>Academic Services</td>
<td>Literary resources to identified gaps</td>
<td>$2,000</td>
<td>School</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Additional English texts</td>
<td>$5,000</td>
<td>Parents</td>
<td></td>
</tr>
<tr>
<td>IT</td>
<td>Interactive data projector Rm 19</td>
<td>$4,000</td>
<td>School</td>
<td>1</td>
</tr>
<tr>
<td>Sports</td>
<td>Equipment for PLC gym</td>
<td>$4,000</td>
<td>Boarding parents and school</td>
<td></td>
</tr>
<tr>
<td>Boarding PLC</td>
<td>Piano</td>
<td>$5000</td>
<td>Parents</td>
<td></td>
</tr>
<tr>
<td>Prep/Grounds</td>
<td>Sensory Garden</td>
<td>$10,000</td>
<td>Parents</td>
<td></td>
</tr>
<tr>
<td>DPA</td>
<td>Replacement of foldaway tables for DPA.</td>
<td>$2,000</td>
<td>Parents</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$46,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Priority weighting (by school) 1. High priority 2. Low priority 3. Useful but not necessary

4.22.10.14 Motion: That $46 000 be allocated to the above items to be purchased by the P&F and donated to the school.

Moved: H. Britton
Seconded: K. Goldsmith

CARRIED
Notes re Wishlist:

- PLC Recreation Centre: B. Kennelly stated that the school has allocated between $60 000 - $65 000 towards equipment for the PLC gym and to do some minor work on the tennis court. Sound and audio already in the rec centre. Boarder parents have requested a recumbent bike for the pedal prix. One piano no plans for more. No drum at the moment – application for same needed; girls have to bring their own instruments.
- B. Kennelly thanked the P & f for their generous donation to the school.

4.2 Confirm Dates for 2015 – Career Forum:

- Date is usually Thursday of Week 7, Term 2.
- J. Welsh to email Miss Bylsma, Careers Advisor, to confirm the date.

4.3 Staff Christmas Gift Allocation:

- General discussion about small individual gifts versus donation to charity. Overwhelming agreement that a donation to charity again be given to one of the following charities – Beyond Blue, Leukaemia Foundation, Ronald McDonald House Orange. Staff to decide which charity.
- B. Kennelly to ask staff which of the above charities they would prefer.

5.22.10.14 Motion: Donation of $2 000 be made in lieu of Christmas gifts to charity of staffs’ choice.

Moved: H. Britton
Seconded: K. Goldsmith

CARRIED

5. Matters for Discussion:

5.1 Year 7 Orientation Day November 8th 2014:

- Orientation day for Year 7 2015 is on Saturday 08/11/2014. A. Karbowiak & K. Battye are organising the lunch for the families.
- The hospitality kitchen is to be used. Menu will be Asian pulled pork and Asian noodle style salad. Menu will include choices for gluten free. Slices and cakes also required please. Younger siblings have been included in the catering numbers. Registrar M. Pryse-Jones will attempt to do RSVP so we have a firmer idea of catering numbers.
- Volunteers are needed to cook prior to the day, to prepare on Friday 07/11 and to serve on the Saturday 08/11. Watch the eBulletin for more information or email J. Welsh to volunteer.
- H. Britton will contact current Year 6 parents directly

5.2 Identification of major volunteer parents (leaving in 2014):

- This needs to be investigated. B. Kennelly requested to check list of families finishing in 2014. K. Battye to ask R.Cheney if he knows of any families finishing in 2014 that fit this criteria.
Meeting Closed 9.00 pm.

Next Meeting: Wednesday 19th November 2014
Time: 7.30pm – 9.30pm
Venue: VC Room, IT/Library Building
Teleconference facility also available

Chairperson Signature

Dated: