



DUNCRAIG SENIOR HIGH SCHOOL  
PARENTS AND CITIZENS' ASSOCIATION INC

**GENERAL MEETING**

**Wednesday 22 March 2023, 7:00pm**

**Conference room**

**MINUTES**

**1. Meeting Opened at: 7:33pm**

**2. Attendees**

Attendees: Peter Lillywhite, Hannah Von Ahlefeld, Tia Tutti, Guy Bowden, Paul Harris, Simone Dunscomb, Andy Westridge, Ben Grummels and Jenny Buxey

Apologies: Vicky Botha, Sonya Elek, Charmaine Hutton and Brendan Everett

**3. Acknowledgement to country**

We acknowledge the Traditional Owners and Custodians of country throughout Australia and recognise the continuing connection to lands, waters and communities. We pay our respect to Aboriginal and Torres Strait Islander culture, and to Elders past, present and future.

**4. Minutes:** Confirmation of minutes of the P&C Annual General Meeting 22 February 2023  
Unanimous approval

**5. Business arising from previous minutes**

5.1 Guy has been arranging for a second bank account to be opened with the ANZ Bank to be used exclusively for the purpose of operating a debit card, which will be attached to this account. This debit card will be mainly used for Simone to use for the canteen to purchase adhoc items. Guy has arranged for a meeting at the bank next Wednesday morning where Guy, Vicky and Emma will change signatories and set up this second bank account.

5.2 Funding request for cycling jackets from the Triathlon Academy, prepared by the Triathlon team. Proposed motion: that the Duncraig P&C Association approve spending of up to \$5,500 on cycling jerseys for the Triathlon Academy in Term 2 2023. Please see attachment Proposal for funding of new cycling jerseys for the specialist triathlon program.

Motion to accept: Paul

Seconded by: Ben

5.3 Update on Stronger Communities Grant – submitted Friday 10<sup>th</sup> March which was also the deadline – yet to have a response from the submission. Special acknowledgement to Kim Goh who was pivotal to this grant application. The grant would be for \$20,000 if approved.



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5.4 Update on Auslan – new course starts week 2, term 2, 3<sup>rd</sup> May – there was quite a long wait list from those who did not get a place last year, therefore they had first refusal for the places for this year. Now this has been done, the school is advertising places for other students. P&C covered 35 places for this. Appreciation must go to the Corporate Services team who did a great job, with a special thanks to Sally Murphy.

### 6. New Business

6.1 Motion to accept a P&C Funding policy and procedure document. Please see attached document – P&C Funding Request Procedure & Application.

Motion to accept: Andy

Seconded by: Paul

6.2 Peter was raising this for information purposes that they are calling out for parent sports coaches from Duncraig SHS Sports and Triathlon Academy Triathlon Academy requires additional Supervisors particularly for before school cycling – no Working with Children required. Lot of sporting teams that they're trying to get off the ground – they do require Working with Children. School will send out request to the community and responses to come back to the school. Would prefer people with expertise. Hannah to send through sign-up sheet to Peter.

6.3 Treat the Teacher (and support staff) 2023

Term 2 – Monday 17<sup>th</sup> July – school development day – agreed that a coffee van would be arranged for the staff

Term 3 – 27<sup>th</sup> October - Teachers Day - it was unanimously agreed that we would organise something like last year. Peter confirmed that these events have always been well received. The warm words that were hung up last year were extremely well received.

We need to be clear when we put the request for donations on Qkr that the money raised is for the P&C to provide a Thank You to staff for doing their job and going above and beyond.

Motion to accept: Jenny

Seconded by: Paul

6.4 Telethon Kids Institute – Trek2School Study

Peter confirmed that this was not in a format that works for the school, therefore no further action.

6.5 Waste Wise

School is looking to introduce this however it was advised that all relevant minutes must include reference to this. More information to be provided in due course.



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### 6.6 Contracts to Canteen Staff

Agreed that we will not produce new contracts for the new award. We will instead provide addendums to the Canteen Staff's current contracts. Guy confirmed that these should be sent out to the staff week commencing 27 March 2023.

### 6.7 National Ride2School Day

Motion raised by Ben to adopt this however it was 24 March 2023 (2 days after this meeting was held), and it was agreed that although everyone supported this, we would need more time to get organised and provide sufficient warning to the community. The aim would be to provide tickets to all children who ride to school and a winner is drawn. It was suggested that the children riding would need to bring their library card/smart rider to be scanned as their ticket.

More to be discussed in first P&C General Meeting in 2024 to organise in sufficient time for the National Ride2School Day 2024.

## 7. Correspondence

### 7.1 Correspondence In

ANZ monthly statements

WACCSO Newsletter

### 7.2 Correspondence Out:

Nothing

## 8. Reports

### 8.1 Principal's Report

### 8.2 President's Report

### 8.3 Treasurer's Report

### 8.4 Canteen Manager's Report – discussion held regarding access for children to check their FlexiSchools balances to stop as much traffic as each day there are several children who queue up just to check their balance.

Motion to accept reports: Paul

Seconded: Guy

Meeting finished at 8.18pm.

## 9. Next Meeting:

General meeting 17 May 2023 at 7pm in the Conference Room.