1. **Apologies** – Gaby Munro, Di Adams, Jim Linton, Ian Godby.
2. **Correspondence**
   a. Fundraising invitation from the ‘Gold Company’ – P&C resolved to hold off on accepting the invitation from the Gold Company until we have sought advice from DET & Gavin Patterson before we take up any offer of having our school name used as a ‘brand’.
   b. Oval thank you letter to Gabrielle Upton
   c. Letter from Michelle Tye in thanks for P&C support.
3. **Minutes of the previous meeting** – Approved by Craig Prosser and seconded David Abulafia.
4. **Business arising from the minutes**
   a. Grant from NSW Govt. was $45,000.00.
   b. Trivia night raised $13,000 and was a fantastic event. Many thanks to Ian Godby, Loren Broit and Wendy Goldman. Ian drove the events that led to the raising of the funds and embedding the oval cause within curriculum. Many thanks to the local businesses was fantastic. (This brings Ian Godby’s fund raising initiatives towards the oval to $23,000 – the P&C applauded Ian’s efforts.)
   c. Oval – scope of works is being reconsidered and then the job will go to tender.
   d. DET funds that might have gone to the oval will be used on other urgent maintenance work around the college.
   e. Staff lunch is being supported by P&C – staff were very much appreciated of our support.
   f. Signage on the main entrance is being printed – many thanks to support from Kelly Robinson for design work.
   g. The P&C has received from the College Executive a ‘Wish List’ towards which the P&C might direct their fundraising efforts – things currently included are science kits, data projectors, outdoor seating and shade structures. The P&C asked that the list should include quotes.
5. **Principal’s report.**
   a. Thank the P&C – missing a lot of people but we are very much appreciated of the P&C at RBSC.
      1. Special thanks to Gaby Munro, Michael Palmer, Craig Prosser, Steve Hayes, Debbie Walker.
      2. Orientation day (see below at 8a) & Cabaret on Hardy were discussed.
      3. At the planned Staffing days the staff will review academic targets – especially a review of yr 10 and HSC results. It is anticipated that a report from the Staffing days will be made at the first meeting of the P&C in 2012 (7 February)
6. **Treasurer’s report.**
   a. Craig listed the P&C purchases for the college which have been good when considering that we have set a lot of money aside for the oval.
   b. Entering 2011 there was $45,000 unallocated from 2010 and $55,000 from 2011 so we are looking at $100,000 to 105,000 for 2012.
   c. The P&C received a request for robotics equipment which was supported by the college executive. The following motion was put to the P&C – “that up to $6000 be set aside for this as it is curriculum priority’ Moved by Craig, seconded by Irene Ulman and passed unanimously – Lucy Andre to communicate this to George Stamell
   d. Executive committed to bring a specific prioritised wish list complete with costs so that the P&C can make a definite plan to fund or fundraise for specific items in 2012.
   e. $220 was given to Michelle Tye to attend a science forum.
7. Committee Reports
   a. Great dialogue between parents and staff about renewing efforts on academic achievements at the college.

8. Any Other Business (AOB)
   a. Orientation day
      1. Uniform shop could have been better sales – need to think about what could have been improved. Would be good to keep sales to a specific time.
      2. Presentations were very good
      3. Group activities was appreciated
      4. Library tour could have been added.
      5.
   b. Orientation Night information – green slip
   c. Gifts of appreciation were given to Lucy and Diane.
   d. P&V acknowledged Gaby Munro for her wonderful work and great leadership in 2011.
   e. Dates for next year confirmed – see below at page 4

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Agenda for 7 January 2012, RBSC P&C Meeting

1. Apologies
2. Presentation from College executive regarding academic targets – especially a review of yr 10 and HSC results.
3. Correspondence.
4. Minutes of the previous meeting – Approved and seconded.
5. Business arising from the minutes
6. Principal’s report.
7. Treasurer’s report.
8. Committee Reports
9. Any Other Business (AOB)

Please notify me if there are any other items for discussion but business from the floor on the night is also possible.

To assist our students at RBSC please participate in your P&C

Rose Bay Secondary College P&C Meetings

<table>
<thead>
<tr>
<th>RBSC P&amp;C Meetings – In the teachers staff room (enter at the main Administration entrance and follow the directions)</th>
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<tbody>
<tr>
<td>- 7.30pm on the following dates:</td>
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<tr>
<td>2012 – 7 February</td>
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<tr>
<td>2012 - 6 March – Annual General Meeting – * see page 5 &amp; 6 for summary of executive roles – Please consider standing for these important roles)</td>
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<tr>
<td>2012 – 3 April</td>
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<td>2012 – 1 May</td>
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<td>2012 – 5 June</td>
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<tr>
<td>2012 – July – NO Meeting</td>
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<tr>
<td>2012 – 7 August</td>
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<tr>
<td>2012 – 4 September</td>
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<tr>
<td>2012 – October – NO Meeting</td>
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<tr>
<td>2012 – 6 November</td>
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<tr>
<td>2012 – 4 December - End of Year Celebration Drinks (7pm till 8pm)</td>
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The *Education Act 1990* states that P&C Associations are established to:

- Promote the interest of the school by bringing parents, citizens, students and teaching staff into close co-operation;
- Assist in providing facilities and equipment for the school and promoting the recreation and welfare of the students at the school;
- Encourage parent and community participation in curriculum and other education issues in schools;
- Report, when requested by the Minister, on the material requirements of the school and advise on the subject of maintenance of the school, alterations and additions to school facilities and the selection of new sites;
- Assist and co-operate with teaching staff at public functions associated with the school;
- Be responsible for the election of parent representatives to any school council constituted at the school in consultation with the principal of the school; and
- Assist in any other matters in which the Minister may seek the co-operation of the association.
Roles of Rose Bay Secondary College P&C Office Bearers

1. The President
   1.1. Prepares the Agenda and chairs the monthly P&C meetings.
   1.2. Occasionally writes letters and makes telephone calls on issues as decided at the monthly meetings.
   1.3. Represents the parent body on the College Council and occasionally at other occasions (eg. Functions at the College).
   1.4. Is co-signer along with the Treasurer, Secretary & The Financial Manager/s of the Canteen and Uniform Shop on cheques approved at meetings of the P&C.
   1.5. Checks the minutes and signs them as a true record of the meeting once they have been approved at the next meeting.
   1.6. Circulates a newsletter/email dispatches informing parents of the P&C activities.
   1.7. Oversees all staff appointments and dismissals at the Canteen and Uniform Shop.
   1.8. Oversees the processes for employment contracts in relation to paid employees.
   1.9. Prepares a Presidents Report for the Annual general meeting concerning the activities of the RBSC P&C for the previous Calendar year.

2. Vice President(s)
   2.1. Stands in for the President when s/he is absent, chairs meetings, helps with the organisation of functions and tasks within the College as directed by the meetings.
   2.2. Assists the President with Staff related issues, especially appointments and dismissals.
   2.3. Have responsibility to enable the activities of Sub-committees.
   2.4. Have responsibility to assist the President with communications.

3. The Secretary
   3.1. Writes the minutes of the meetings.
   3.2. Keeps the minute books.
   3.3. Collects and distributes the mail to relevant members and keeps a correspondence register.
   3.4. Occasionally types letters as directed by the president.

4. The Treasurer
   4.1. Arranges for Cheques as directed by the monthly meetings.
   4.2. Meets regularly with the Financial manager of the Canteen and Manager of the Uniform Shop.
   4.4. Co-signs Cheques along with the President, Manager of the Canteen, Financial Manager/s of the Canteen and Uniform Shop.
   4.5. Together with the Financial Manager/s of the Canteen and Uniform Shop arrangements to appoint an Auditor at the AGM. Ensures that all insurance is current.
   4.6. Together with the Financial manager/s of the Canteen and Uniform Shop arrangements to have the books audited and presents an audit record and a balance sheet at the AGM.
   4.7. Prepares a Treasurer’s Report for the Annual General meeting concerning the financial activities of the RBSC P&C for the previous Calendar year.

Corporately in consultation with the P&C membership and College Executive, the office Bearers, appoint and contract: The Canteen Manager, The Uniform Shop Co-ordinator and the Financial Manager/s of the Canteen and Uniform Shop.

AGM will be on 6 March 2012