



**NORTHERN BEACHES SECONDARY  
COLLEGE  
MANLY CAMPUS  
P&C ASSOCIATION**



**GENERAL MEETING - MINUTES**

**16<sup>th</sup> June 2021**

Library + Video Conference

**Meeting Opened:** 7.10pm

**Chairperson:** Marg Martin

**Attendance & Apologies:** as per register

**Presentations**

**Karen Blundell (Head Teacher Creative Arts)**

Karen gave the P&C a tour of the creative arts faculty including the photography studio. She demonstrated all the equipment the P&C funded in previous years. The P&C was very impressed with the setup of the 2 studios that the students now have access to.

Karen then presented a funding request (see attached). The biggest need for her faculty is a new Canon 5D digital SLR with appropriate lenses. This is a professional level camera that also does video. It will make a large difference for all students but in particular there is a current and urgent need for it to assist with the Year 12 major works.

Also on CAPA's wish list was 10 x entry level SLR cameras to replace the cameras primarily used by junior years in introduction to photography. The existing 10 cameras are end of life - over 10 years old. Due to budget constraints, this has been deferred and can be re-submitted for funding next year.

**Motion:** approve expenditure of \$5k for a new Canon 5D camera including lens + accessories.

**Moved:** Marg Martin

**Second:** David Young

**Result:** Approved – unanimous.

**General Meeting**

**Opened:** 7.55pm

**Attendance & Apologies:** noted as per attendance register.

**Minutes from previous meeting** – see attached.

**Motion:** Review & acceptance of minutes from the previous meeting held on the 5<sup>th</sup> May 2021

**Moved:** Marg Martin

**Second:** David Young

**Result:** Approved – unanimous.

**Action Items**

The following comments were made:

- Voluntary Contributions – Kathy is following up.

## P&C ASSOCIATION

- Roger – confirms he still needs the \$2k for TAS equipment.
- TAS Demonstration Mirror – installed.
- Marg Martin – engagement with the student body – planning to attend an assembly in week 2/3 next term.
- Fundraising / Trivia Night – will send out comms. Need a date – agreed 21<sup>st</sup> of August.

**Correspondence:** none

**Presidents Report:** (verbal)

Marg went to the most recent Northern Sydney District P&C meeting. The key agenda item was the curriculum review.

Attendees were also given a tour of the new St Ives High School gymnasium. It is very impressive but cost \$25million with some funding coming from the local council.

**Principals Report - Kathy O'Sullivan**

As per written report.

Kathy also gave the following verbal updates:

- New Gym:
  - visited Ku-ring-gai high school– a stream 5 school like us that recently received a new gymnasium with 1 basketball court.
  - Pre-tender meeting for architects. Took place on the 31<sup>st</sup>. Tender will then be appointed on 28<sup>th</sup> of June. Timeline of July 2022 – but this is very ambitious. Hope that our current year 11's will graduate / assembly in September / November.
  - Looking for a parent rep to attend the meeting – for transparency reasons. Needs some flexibility due to timelines. It was suggested that Michelle Washington be nominated. She works for the NSW Government Architect.
  - Scope of works – standard design. 1 basketball court + stage, change rooms, kitchen & storeroom. Added an outdoor COLA area with doors at back of gym. If we have more than 800 people – will have guests outside. Aim to future proof it – will have a large space around it to make sure we can add onto the building in future.
- James Griffin – visited to see Year 10's Peer Academic leaders program. Kathy took the opportunity to show him the vertical garden / new gym location.
- Toilets – unfortunately no movement on fixing the issues (plumbing) with the bathrooms. Assets is still working through the process. Only blocked once this term.  
P&C is ready to write a letter if Kathy requires as it is disappointing that the issue is dragging on.

**Staffing:**

- Kathy thanked Marg for being on English HT position.
- Kathy noted that a large number of staffing positions coming up. Kathy again explained the recruitment process. For vacant roles the position is first offered under an EOI system to staff in the NBSC College (all staff are employed by NBSC – not the school). If not filled, then it goes to local choice (merit) or central appointment.



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## P&C ASSOCIATION

- Kathy again asked if parents want to be on a staff appointment panel then to get in touch. Training takes about 30 minutes. P&C has 1 parent rep on each panel. We need a group of parents (both male and female) available.

**ACTION ITEM:** please get in touch with Marg/Kathy if you want to be on a staffing panel. Requires training – 30 minutes. The panel convenor guides you through the process.

School musical – was great! Thanked everyone involved: teachers, alumni, parents and students involved.  
Principals Awards – Monday / Tuesday next week.

Thanked Simon for coming out to Parramatta for the Year 7 placements for 2022 panel.

### **Treasurers Report - Roman**

As per submitted report.

The following additional comments / decisions were made:

- There was a question why the P&C has such a large bank balance (over \$100k). The P&C typically only spends the income received each year. Money has been put away over the years for a large project – e.g. new school hall. It is anticipated that this could be contributed to something significant in the new Gymnasium project that is not covered in the Department funded scope.
- Ming is doing the audit of the P&C accounts.
- 2020 Annual Report – requirement that this is submitted to the charities commission.

**Motion:** That the P&C provide conditional approval of the 2020 annual report to be submitted subject to no adverse findings from the auditor or concerns from the P&C membership.

Moved: David

Second: Marg

Result: Approved – unanimous.

### **Canteen Report – Catherine**

As per submitted report. The following verbal updates were made:

There was a brief discussion on the oven repairs. General consensus was that if a new oven is required – then the canteen should go out and just get it as it is critical to the daily operation of the canteen.

### **General Business:**

#### **AGM – is next meeting**

Not planning any visiting speakers at this meeting due to time constraints

Marg then explained the election process where all held positions are spilled and then nominations are taken and people are elected into the various roles. Open to everyone – encouraged people to participate. People interested in positions can get in touch if they have any questions about any roles.

Marg – announced that she is stepping down after 3 years in the role of President. Will still be around to assist with a hand over to the next president.

### **General Business:**



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Derek – Private Music Tutoring.

Raised questions about private music tutoring at the school as this had been discussed at a recent Band Meeting. Wanted to know what the P&C can do to assist with the continuation of this valuable program.

Kathy then explained the background around the issue with having private music tutors given lessons to students during class time. The key issue is that the school has a legal duty of care to the students that cannot be delegated. A qualified teacher must be in the room with students during lessons. Kathy is working with her Regional Director and Legal Branch on this issue. The Band is also being consulted on this. It was noted that this currently occurs at other schools (e.g. the Con).

Marg commented that the P&C is very supportive of the Band & Music Program as it is exceptional. Noted that it is a real drawcard and part of the culture of the school. Consensus was that the P&C would like to offer assistance if possible – but is not best placed to be offering solutions – leaving that to the school / band. Open to a funding request should one be made. Suggested that we can put the parents concerns to David Hope – District P&C – as this issue impacts multiple schools for advice.

**ACTION ITEM:** Marg to contact David Hope about how schools can offer private music tutoring during school hours.

**Next Meeting: AGM - 28 July 2021 at 7pm**

**Meeting Closed: 9.35pm**