## MINUTES

<table>
<thead>
<tr>
<th>Date</th>
<th>19 October 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairperson</td>
<td>Gaye Burrows</td>
</tr>
<tr>
<td>Minutes</td>
<td>Liz Thompson</td>
</tr>
<tr>
<td>Attendees</td>
<td>Steve Creenaune, Bryce O’Connor, Gaye Burrows, Marija Sheedy, Tracy Kirk-Downey, Dave Holloway, Liz Thompson, Denise Chapman, Phil Saunders, Bernadette French, Karen Barnes, Delaney Nugent, Kirsty Abba, Traybee McLean, Jan O’Halloran, Paul O’Halloran, Paul Jewell, Carol Player, Ruth Camplin, Charlotte Smee, Nicholas Clarke, Rebecca Shaw.</td>
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<tr>
<td>Apologies</td>
<td>Rose Piega, Annabell Teodoro, Ana Brown.</td>
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Meeting opened 7.15pm

### Minutes of Previous Meeting (14/9/15).

**Moved:** Karen  **Seconded:** Ruth

**Business Arising from last Minutes**

- Marija moved & Tracey seconded the motion to have the canteen handed back to the school.
- Is it worth the P&C running the canteen when $2500 has been given this year? (up until July)
- Profit for previous years:- **2009** $15000, **2010** $15,000, **2013** $25000, **2014** $$20,000, **2015** $2500.
- The P&C Treasurer had set up a Building Fund bank account and term deposits to earn extra income but the Building Fund has been shut down and the P&C had voted not to use term deposits. Running of the canteen is costing lots of money.
- The WHSPA P&C Executive appointed by the WHSPA P&C Association are employers of the paid canteen employees. There is one full-time employee, two part-time employees and a casual. We need to abide by The Fast Food Award, Fair Work, workplace contracts and comply with Federation rules. We have been trying all year to comply with these guidelines. There have been rising wage costs which we must comply to, this has brought all the costs up. We are trying to employ casuals to further help in the canteen. We have continually tried to be compliant, but have been given hurdles with everything we try to do.
• Canteen money is going into a canteen banking account. Old Commonwealth bank account needs to be closed.
• The accountant is now doing the book keeping.
• Previously, every term the P&C would receive around $5000 from the canteen.
• The canteen and the P&C executive until the beginning of this year had two sets of accounts and therefore paid for two audits which cost around $6000. There is now one set of accounts so this will save money.
• Jan O’Halloran would like to move a motion to have decisions regarding the canteen to be put off until the next meeting. We hadn’t finished discussions about the original motion.
• Steve Creenaune said they were waiting for the canteen convenor to be appointed and start to organise some agreement to come into line with The Fresh Tastes NSW Healthy School Canteen Strategy which is mandatory for all canteens in NSW government schools. The responsibility falls with the principal.
• 80% of schools now comply with healthy canteen guidelines.
• The P&C Executive suggested we have student helpers in the canteen. The paid canteen employees do not want this to happen as they have tried it previously and said it didn’t work as students gave food away to their friends. Other P&C-run school canteens have student helpers. The school has a student-run café with great workers.
• Jan would like a copy of the HR report. Jan noted that Steve had seen report. He said staff members showed it to him even though it was confidential between the employer and employees. It was noted that in the discussion about the HR report one staff member did not want this handed out and that is why it has been kept confidential up until this point. It was agreed that as the report had been paid with P&C funds that the P&C members could see it. Confidential items will be blanked out. The Executive agreed that the edited version of the HR report be presented at the next meeting.
• The online banking accounts are being sorted out with the bank and the accountant. The canteen need to keep a record of what is banked. Book keeper is to give us a total amount of what canteen has made each month and present at the next meeting.
• To continue working towards compliance an acting Canteen Manager needs to be appointed. Carol could be appointed Acting Canteen Manager. When Carol is away Traybee could do the role. Employees said they would think about it.
• That the motion be deferred until the next meeting where the complete financial statements, itemised extraordinary expenses and an abridged version of the HR Report be available so that an informed decision can be made by the members. Moved: Jan, Seconded: Dave Holloway. 6 for (to defer), 6 against. Motion lost.
• P&C Executive are disappointed at how staff and students have been speaking about them in regards to the canteen around the school. Staff and students do not know all the details (as much is confidential) and they have been working hard to achieve compliance. The executives’ children have been approached about the canteen at school which is inappropriate.
• Motion voted on to hand canteen back to the school – 7 for. 4 against, 2 abstained. Motion carried

Principal’s Report – Bryce O’Connor

• Amazing Visual Art display at Art Arena.
• Curriculum re structure explained. Now fully compliant.
• Sentral or Mellenium for reporting system. Parents can access as well.
### Canteen Report

**Moved:** Not available  
**Seconded:**

### Canteen Sub-Committee

**Moved:** Not available  
**Seconded:**

### Treasurers Report – Marija Sheedy

### Correspondence In/Out

**Moved:** Rose Pieiga  
**Seconded:**

### General Business

### AGENDA FOR NEXT MEETING 16 November 2015

- Opening
- Minutes – confirm minutes of previous meeting
- Business arising from previous minutes
- Principal’s report
- Canteen Sub-committee
- Correspondence
- Treasurer’s Report
- Canteen Report
- General Business

**Meeting Closed: 9pm**