



JAMES COOK BOYS TECHNOLOGY HIGH SCHOOL

Parents and Citizens Annual General Meeting

DATE: Wednesday 22 February 2023
VENUE: JCBTHS Admin Building
MEETING OPEN: 6.05 pm
MEETING CLOSE: 8.26 pm
CHAIR: Irene Omeros
MINUTES: Mary Jordan

PRESENT: Mark Marciniak (Principal), Peter Omeros, Irene Omeros, Tracy Everson, Helen Gray, Mary Jordan, Teresa Ryan-Teager, Diane Mouhanna, Iwona Udigwe

APOLOGIES: Kylie Pamikat, Carmenita Green, Belinda Hocking

WELCOME TO 2023 ANNUAL GENERAL MEETING

INTRODUCTION OF CURRENT OFFICE BEARERS

PREVIOUS MINUTES accepted by Irene Omeros, seconded by Diane Mouhanna

TREASURER'S REPORT:

- Audited Financial Statements prepared by Costas Petrides, Chartered Accountant, for the year ended 31 December 2022 presented and reviewed by all P&C members present. Accepted and approved for signing by office bearers, Irene Omeros (President) and Peter Omeros (Treasurer). The Financial Statements are to be returned to the Auditor for signing by him.
- The Auditor's fees are \$429.00 as previously approved.
- Since our last meeting:
 - Funds received into the P&C bank account:
 - Return & Earn donations totalling \$218.30
 - P&C Contributions from the school for Term 4, 2022 \$1,391.00
 - Payments made:
 - Release of the grant funds for the lighting project to the school \$49,000.00
 - Donation for the 2022 Presentation Day prizes \$952.50
- The current bank balance is \$11,054.98

SECRETARY'S REPORT: Nil

VICE PRESIDENT'S REPORT: Nil

PRESIDENT'S REPORT:

- Welcome to all attendees and thank you for coming this evening.
- 2022 was a successful fundraising year for the P&C. We hosted a Bunnings BBQ at Rockdale and held a Bite Size FUN'raising biscuit fundraiser.

- Return & Earn donations are continuing to increase with the recent promotion of our fundraising campaign on the Donations page of the Return & Earn website. A total of \$470 was raised in 2022 including the container refunds from the 2 Return & Earn bins at the school.
- I would like to thank each of our P&C committee and P&C members for their valued contributions, dedication and support in achieving all that we have accomplished.

ANNUAL REPORT:

2022 Annual Report presented and reviewed by all P&C members present.

ELECTION OF OFFICE BEARERS:

- All positions declared vacant.
- The P&C's By-Laws provide for a maximum term of 4 years in the same role.
- Nominations received and office bearers elected:
 - President:** Irene Omeros – nominated for re-election by Helen Gray and seconded by Teresa Ryan-Teager – accepted.
 - Vice President 1:** Tracy Everson – nominated for re-election by Irene Omeros and seconded by Mary Jordan – accepted.
 - Vice President 2:** Helen Gray – nominated for election by Irene Omeros and seconded by Mary Jordan – accepted.
 - Treasurer:** Peter Omeros – nominated for re-election by Teresa Ryan-Teager and seconded by Helen Gray – accepted.
 - Secretary:** Mary Jordan – nominated for re-election by Irene Omeros and seconded by Helen Gray – accepted.
- Congratulations to the new executive committee for 2023.

MEMBERS AND COLLECTION OF MEMBERSHIP FEES:

Members' names and contact details recorded in the 2023 Members Register and each member paid a membership fee of \$1.00. Receipts issued.

APPOINTMENT OF AUDITOR:

RESOLVED to re-engage the existing auditor, Costas Petrides, for the auditing of the accounts for the year ending 31 December 2023. The P&C has signed acceptance of the auditor's quote of \$429.00 for the 2023 year.

BANK AUTHORITIES & SIGNATORIES:

RESOLVED to make the following changes in respect of the Westpac Banking Corporation Main Operating Account BSB 032-158 Account No. 297 779:

- Appoint Helen Gray (Vice President 2) as a Signatory.
- Existing Signatories to remain: Irene Omeros, Peter Omeros, Tracy Everson & Mary Jordan.

NOTIFICATION OF CHANGES OF COMMITTEE AND LODGEMENT OF AUDITED ACCOUNTS:

- Existing and new committee members / office bearers to attend Westpac Bank to update the account signatories.
- NSW P&C Federation records to be updated for new committee members and the 2022 audited accounts to be lodged.
- ACNC records to be updated to reflect the new responsible persons of the charity. The 2022 Accounts to be lodged with the Annual Information Statement on or before 30 June 2023.

CONCLUSION of Annual General Meeting at 6.27 pm.

GENERAL MEETING

GUEST SPEAKER: Nil

PRINCIPAL'S REPORT:

- Congratulations to all the P&C members for the newly elected positions for 2023. It has been a pleasure working with you during 2022. Thank you for your time in assisting on all the merit selection panels we ran last year. And thank you for your ongoing support and commitment to improving the school for our students and staff.
- We have been quite fortunate in filling most of our vacancies. Although we will be looking for some temporary staff to backfill upcoming maternity leave for some of our teachers.

Year 7 Transition

- Year 7 have made a positive transition to high school. Final numbers for Year 7 2023 are 78. This a little lower than our anticipated number where we were estimating around 85. Unfortunately, we lost approximately 20 students who were designated to attend the selective schools and approximately 5 to a high school outside of our area. The numbers for year 7 during the previous years have ranged from around 85 to 93. The decrease in year 7 enrolments may be due to students not being able to attend our transition programs last year and the year prior. This year we started off having our teachers attend the local primary schools for our STEM Roadshows. This along with our Robotics immersion days, the tag gala day and our combined MGHS/JCBTHS Year 5 Taster Day will help assist the school maintain and hopefully increase our Year 7 intake for 2024.
- To help boost the public profile of the school across the community and generate interest in enrolling we have embarked on a digital media campaign. This has involved the school employing an ex-student to capture video footage of school events over the past six months and create short videos that showcase the students and the school. We are running an advertising campaign prior to the Open Evening and offering school visits and information for those that are unable to attend. Depending on the impact we will evaluate if we will re-run another campaign at the end of 2023 in anticipation for students in Year 5 making selection for 2024.

Open Evening

- This year's Open evening is on Tuesday 28th February. The school will be providing a principal's address, school tours, demonstration lessons and the opportunity for potential students and parents to speak with our teachers, current students and parents. We will provide a coffee cart and BBQ. Thank you to the parents who will be volunteering their time on the evening to support the school. This may also be an opportunity for the P&C to do a fundraiser.

Year 7 Meet the Teacher

- Is on Tuesday the 14th of March. Once again, we are requesting P&C representation to assist on the BBQ and or do a fundraiser on the evening.

Department Grant Program

- The school recently submitted a grant for the value of \$25,000 to assist in the build of the STEM garden pergola.

Joint P&C Initiative Between JCBTHS and MGHS Grant to Improve the Stage and Facilities

- I spoke with Natalie Hale (Principal of MGHS) regarding the possibility of submitting or agreeing upon the submission of a joint community funding grant from the P&Cs to upgrade the stage in the school hall. Through discussion it was agreed that JCBTHS P&C would initiate the grant application. Quotes will be obtained asap.

Co-Curricular Projects

- Due to the busy nature of this term (school camps for Year 7 and 9 and NAPLAN) most of the extracurricular programs will start at the beginning of term 2.
 - Homework club
 - Band club
 - STEM Club
 - Cooking club
 - Drama club is a joint initiative between MGHS and JCBTHS
 - Gym club

AU Class Update

- Both rooms have been completed and the staffroom just needs a few touch ups. The rooms are both of a high quality. They have new ceilings, carpet, storage cupboards, air-conditioning and high-quality interactive screens. Custom built student and teacher tables still need to be installed. I suggest that at our next meeting we do a school tour to look at the rooms and the other areas of the school that have been updated.

Driveway Update

- Further progress has been made to the driveway. The next thing we are waiting for is for school security to hook up the cameras and the gate software to enable access via the fobs.
- Tenders have closed for the STEM building, and we are expecting the successful contractors to commence work before the end of term. The anticipated build time is approximately 6 months, and we hope that we will secure the building for the beginning of term 4.
- In the interim we are using the demountable kitchen. The students are absolutely enjoying the opportunity to learn how to cook and everything that is associated with the subject. The classroom teacher Mrs Eloss is doing a fantastic job engaging the students.

P&C Discussion

- The P&C members raised for discussion how we can improve academic engagement in students. It was mentioned that many of the students do not complete their homework and that teachers provide time in class to complete homework. The parents are concerned that there is a lowering of expectations around their homework and the quality of assessment tasks that are being submitted.
- I advised that I would refer this for further discussion at our next executive meeting and provide feedback to the P&C at the next meeting.
- One parent mentioned that they can assist their son and track the work he has completed in class by using/accessing Google Classrooms. It may also be an idea to provide all parents with the knowledge of how to do the same to support their son.

DEPUTY PRINCIPAL'S REPORT: Absent

BUSINESS ARISING FROM PREVIOUS MINUTES:

- Confirmed the P&C delivered a Certificate of Appreciation to Mazda Rockdale.
- Confirmed the P&C donated \$952.50 to the school for the 2022 Presentation Day prizes.

CORRESPONDENCE:

- Letter dated 24 January 2023 received from Bayside Council confirming the successful acquittal of the 2021 Community Grant for a Water Bottle Refill & Recycling project.

GENERAL / NEW BUSINESS ARISING:

- Payment to be made of the Auditor's Tax Invoice \$429.00 for fees for the preparation of the Accounts for the year ended 31 December 2022.
- The 2021 Community Building Partnership Completion Report in respect of the lighting project has been prepared and is ready for lodgement. Helen Gray reviewed the Completion Report. The President and Treasurer signed it with the Secretary as witness. The President will lodge the Completion Report to acquit the project.
- Discussion about applying for a proposed Community Building Partnership (CBP) grant for curtains and stage lighting in the school hall. It is proposed that it be a joint project by JCBTHS with MGHS (Moorefield Girls High School) and that the JCBTHS P&C make the application. Quotes to be obtained for the curtains and stage lighting prior to the next meeting. CBP Grant Applications will open in about May.
- Discussed about holding another Bunnings fundraising BBQ in approximately April / May. The President to make enquiries with Bunnings of proposed dates.

NEXT MEETING SCHEDULED: Wednesday 3 May 2023