

LANYON HIGH SCHOOL



Parents' and Citizens' Association Committee Meeting

AGENDA

Monday, 31 March 2008

6.00 pm

Lanyon High School Library

6.00 pm – 6:05pm

Welcome and Apologies

President's Report

6:05pm – 6:25pm

Principals' Report

Matters for Principal

School Board Report

6:25pm - 6:45pm

Correspondence

Canteen Report

Treasurer's Report

6.45 pm

General Business

- External School Bulletin Board (Karen Parker to present)
- Identify P&C dates for the next two terms
- P&C Task List – to review outstanding issues

LANYON HIGH SCHOOL



Parents' and Citizens' Association 2007 Committee Meeting

5 March 2008
6.50 pm – 7.20 pm
Lanyon High School – Staff Room

Present	Apologies
Lisa Jarman Susan Knight Kate Nielsen Karen Parker Martin Sims Tracey Sims Larissa Sinclair	Jeanine Catton Glenys Patulny

1. Welcome

- 1.1 The Vice-President welcomed all to the first meeting for 2008 and handed the meeting over to the new President, Susan Knight.

2. Minutes of previous meeting

- 2.1 The minutes of the general meeting held on 4 December 2007 were tabled for consideration. It was noted that Keren Farrell was incorrectly noted as having attended that meeting. It should have been stated that Karen Parker was actually at the meeting, not Keren Farrell.

3. Principal's Report

- 3.1 No Principal's Report was tabled.

- 7.3 It was agreed that options for filling the vacant P&C position of Treasurer should be considered. Karen Parker and Tracey Sims to investigate costing associated with outsourcing the financial functions of the role to an external provider. Karen and Tracey to report back to the next meeting.
- 7.4 Tracey Sims is to prepare an article for the next school newsletter advertising the vacant position.

8. Other Business

- 8.1 Karen Parker presented information she had obtained in relation to the P&C purchasing a bulletin board for external installation outside of Lanyon High School (see attached). It was noted this issue is to be discussed at the next meeting of the P&C.
- 8.2 It was noted that the Lanyon High website does not have current information relating to the P&C or the Canteen. It was suggested that information could be uploaded onto the website directly by a nominated P&C member. Tracey Sims to investigate this further.
- 8.3 It was noted that the Cleanaway bin previously used by the Canteen has been removed; the contract with the organisation cancelled; and all final monies owed have been paid to the organisation.
- 8.4 The P&C Task List (see attached) was handed to all members attending the meeting. This will be checked at the next meeting and any outstanding issues dealt with or noted as appropriate.

9. Meeting Closed –

The meeting closed at 7.20 pm. The next scheduled meeting of the Lanyon P&C is to be held **6.00 pm on Monday, 31 March 2008.**

**Lanyon High School
P&C Meeting**

15 November 2007

ACTION ITEMS – carried over

7.1	Lisa Jarman to email front office for calendar of events to assist with planning Canteen operation.
7.1	Jeanine Catton to advise the Canteen of excursions involving large numbers of students – to be added to excursion forms as a prompt for teaching staff.

**Lanyon High School
P&C Meeting**

5 March 2008

ACTION ITEMS

7.3	Karen Parker and Tracey Sims to investigate costing associated with outsourcing the financial functions of the treasurer role.
7.4	Tracey Sims is to prepare an article for the next school newsletter advertising the vacant treasurer position.
8.2	Tracey Sims to investigate uploading P&C and Canteen information directly onto the LHS website.
8.4	P&C Task List – all members to review and action items as appropriate. To review at the next meeting.