The formal P&C meeting was opened by the President, Greg Tunnock, who then introduced Ms Katarina, Deputy Principal, to speak to the P&C about the canteen re-tendering process. Ms Nikoletich noted that the contract for the current provider expires in December and she would like to convene a working group which includes a parent/community representative, student and staff representatives to oversee the tendering process.

Ms Nikoletich outlined the process including collecting feedback from students, staff and parents about the current campaign. Anecdotal information has been received from staff and it is anticipated that a survey will be conducted with students by the SRC and information also collected from parents. It will be investigated to see if this can be done via a link to Survey Monkey.

A formal request was made for a parent representative to be on the working group. The main outcome of the group would be to come up with a tender document.

Zoe Thompson volunteered to be on the working group with the first meeting anticipated to be in Week 2, Term 4.

**Attendees**

As per the attendance book

**Apologies**

Karen Walker

**Minutes of Previous Meeting**

**Motion:** To accept the Minutes as read.

*Moved:* Zoe Thompson  
*Seconded:* Sharon Weismantel  
*CARRIED*
**Business Arising**

- **Community Forum** – “What makes Riverside different” 52 people attended with a good mix of parents, teachers, staff and students. The meeting facilitated a positive and construction discussion. Summary of the feedback was expected to be posted on the website once it has been collated and fully edited.

- **MECA (Music and Extra Curricular Activities) performance evening** – The evening was well attended with the event blossoming into a whole school event (more than just a band night). There was a high level of talented entertainment with a program that flowed nicely. The P&C and Band Committee ran a sausage sizzle but it could have been more widely advertised. There was a suggestion that it would be good to see drama and dance involved also. It was also suggested that it would be good to look at the school calendar to place it in a less crowded time of year.

- A number of people were unaware of the event and the issue of communication and the parent portal was raised. Ms Kelly noted that events like these could be more widely publicised and the parental portal used more effectively.

- **Riverside Finance Team** – Met on 21 August and were given an overview of stocktake and budgeting processes. The next meeting will be in Term 4 to start a discussion on the Faculty Budget submission process. Greg and Sharon are the P&C representatives.

- **Kitchen classroom official opening and appreciation lunch**. The thank you luncheon was held on 5th of September and was a spectacular success and much appreciated by everyone.

- **Fundraising issues discussion**. It was generally agreed that a fundraising sub committee was a good idea but it was agreed that guidance from Belinda was the appropriate first step. Belinda scheduled a meeting for 19th October at 7:30 to start the discussion.

**Correspondence In**

1. P&C Journal
2. Daylight Sportswear Uniform Store EOI
3. Cowan and Lewis Uniform Store EOI
4. New cheque book
5. NSW Teachers Federation Letter – expressing concern about Local Schools, Local Decisions
6. NSW Education and Communities – turning 18 information
7. Breast Cancer Foundation – donation receipt

**Principal’s Report**

- Ms Kelly announced the new leaders of the school, speaking very highly of each student:
  - Julia Hood – Captain
  - Rachael Shore – Vice Captain
  - Laura Barrett – Sports Captain
  - Charlotte Sneddon – Performance Captain

  A question was raised about prefects at RGHS. Ms Kelly noted that Riverside did not have a prefect body but instead had a large SRC from across all years in the school. She added that
the school was going to look at the effectiveness of the current leadership structures in the school in 2013.

- The school will be advertising for a Human Society and its Environment (HSIE) classroom teacher and needed to convene a selection panel. Ms Kelly requested a male parent representative, Greg Tunnock volunteered.

- Ms Kelly sincerely thanked Ruth McConnell for all the work she had done with the TOM (Tournament of Minds) Team in winning the regional final and then at the State Final at UTS. It was great to see so many parents in attendance and the feedback from the students was incredibly positive. The task they were given was to explain the history of the cloths peg in a play of less than 10 minutes.

- Belinda was very excited that RGHS had been invited to participate in a Northern Sydney Region project on differentiation. She believed this would be of great benefit to the students and would also help prepare the school for the Australian Curriculum in 2014.

- Ms Kelly noted that a Forum on Assessment (similar the forum on what makes Riverside different) would be held in Week 7 on 21st November.

**Treasurer’s Report**

The opening balance for the August to September reporting period was $4,975.87 and the closing balance was $6,079.12. This comprised $1,800 for the library, $3,420 for grounds and $859.12 for special projects.

*To transfer $1800 to the library*

Moved: Sharon Weismantel   Seconded: Zoe Thompson   CARRIED

*The treasurer’s report was accepted as read*

Moved: Sharon Weismantel   Seconded: Greg Tunnock   CARRIED

**General Business**

Outsourcing of the uniform shop - At present the school is using SASS staff to sell uniforms and the stock is taking up lots of space. The current supplier doesn’t have a contract. The PE staff also sells uniforms separately and they have a very good supplier.

Ms Kelly would like to outsource the selling of school uniforms to free up staff and space in the school. She had invited applications from a number of providers and received options from three different providers. She was keen to include the P&C in the process of choosing the provider and had asked the P&C Executive to have a look over the documents provided. Each option, including positives and negatives, was briefly presented to the meeting.

1. Cowan and Lewis
2. Daylight
3. Stitchem

It was agreed that Stitchem was potentially a very good option for RGHS but that further information was required. Ms Kelly would investigate further and bring samples to the October 2012 meeting.
Questions were raised about the selling of second hand uniforms and the issue of Fair Trade. Ms Kelly said this came down to an issue of cost and would present some options for Australian Made uniforms at the next meeting.

It is envisaged that the uniform will stay as it currently is in 2013 and a new Senior Skirt will be investigated for introduction in 2014.

P&C Message review – Greg Tunnock presented a new version of the P&C message for review. The P&C message outlines information about the activities and responsibilities of the P&C at Riverside. It accompanies student enrolment forms to encourage new and existing parents to be involved in the school community. The current message has not been updated for some time, is somewhat dated and doesn’t accurately reflect the P&C today.

Greg invited parents to email comment to him for improvements to the new message before the school started to use it.

**Future Meetings**

10th October

14th November (AGM)