Burwood Girls High School
P&C Meeting
Minutes of Meeting 20/2/2013

Attendance:
Mia Kumar-Principal,
Karyn O’Brien, Deputy Principal
Janina Longman, Deputy Principal
Alice Magoffin, President
Nick Miller, Vice President
Christine Williams, Vice President,
Lesley Jolly, Assistant Secretary,
Effie Balomatis, Treasurer & Social Secretary
Kathy Kritselas, Committee Member
Helen Drury, Committee Member
Elaine Brown, Manager Uniform Shop
Effie Matsas
Other attendees as noted on attendance register.

Apologies: Nil

Minutes by: Effie Matsas

Meeting Opened: 7.30pm

1. Welcome
   1.1. Meeting opened in the Hall after the Year 7 BBQ hosted by the P&C. Alice Magoffin opened the meeting and welcomed Year 7 parents who attended. Members of the P&C were introduced and Alice advised that parents are welcome to join the P&C as there is always room for more volunteers. Alice also thanked the P&C and volunteers who organised and helped with the Year 7 BBQ.

   1.2. Meeting format
       In the past, guest speakers were invited to P&C meetings. This year, the format may change by introducing a "simulated classroom experience" for parents. This will commence at 6pm prior to each P&C meeting. The aim is for parents to gain an understanding of the students’ environment.

2. Previous Minutes
   2.1. Nov 20th 2012 meeting minutes were tabled and accepted.
       Action: Nick Miller proposed, Christine Williams seconded.

   2.2. Alice advised previous meeting notes were available on the website – under ‘Our School’ tab.

3. Business Arising
   3.1. Appointment of new secretary – Effie Matsas
       Action: Alice Magoffin proposed, Elaine Browne seconded

   3.2. Lack of P&C Funds
       There is a voluntary P&C contribution of $25 per family, usually payable at the same time as school fees. This year these contributions have been limited. These contributions are spent wisely for the benefit of students. It was noted by Lesley that itemised student invoices did not include this payment, thus parents were not aware of the contribution. However it is
listed on the generic payment list. Some members also agreed that they had indeed not paid this voluntary contribution as it was not on the invoice and were not aware of it.

Action: Propose a paragraph explaining the role of the P&C and where monies are spent – see below in General Business.

4. Treasurers Report

4.1. P&C report presented by Elaine Browne
Currently P&C fund stands at $8,933 taking into account the purchase of a new BBQ.

4.2. Uniform Shop

4.2.1. Currently, funds at $31,395. As monies for lockers are administered via the Uniform Shop, there is $5,000 to be transferred to the P&C fund for 2012 student locker rentals.

Action: Elaine to forward cheque of $5,000 to Treasurer.

4.2.2. Blazers in smaller sizes are now available from the uniform shop.

Action: Elaine to organise to present blazers at school assembly.

5. Correspondence Received

Nil.

6. General Business

6.1. Change to DEC boundaries for BGHS – President raised this issue with the Principal who replied that there were no real changes to boundaries, just formalisation of existing boundaries.

6.2. Wangal Park/BHGS sporting fields

Mrs Kumar advised that due to an extension of time to Burwood Council to vacate and rehabilitate the access road, use of open access to the sporting facilities for students has been delayed till end of Term 2, although students can continue to use the sporting facilities during class time and accompanied by a teacher. Mrs Kumar thanked P&C and parents for their active involvement - writing to councillors and local papers voicing their concerns, and attending council meetings. The petitions collected at the School were also successful. Parents asked if individual letters to the council, as parents of students at BHGS, would be beneficial. This will help.

7. New Business

7.1. Burwood Ensemble Program (BEP) Support
BEP now incorporated the String Ensemble. Elaine Browne advised that the band is no longer funded by Burwood Councils $6,000 grant each year. This has limited the number of Burwood Council performances but the school is still keen to tender for the right to participate in Anzac ceremonies. The school is paid $250 for each community performance which only covers costs for conductors.

7.2. Multicultural Day
The P&C organise a BBQ each year. Alice Magoffin advised she will be unable to attend Multicultural Day on Thursday 21 March, therefore would there be any P&C members or parents who can volunteer on the day? Janine Longman indicated it would only be for 1 or 2 hours for such tasks as delivery of bread. Year 7 students bring the sausages. P&C provide sauce and bread.

Action: Alice to email members to request volunteers for the P&C barbecue at International Day.

7.3. Proud Schools
Karyn O’Brien advised that a letter had been sent home regarding the Proud Schools initiative
and asking parents if they would like to participate in a forum/focus group discussion next Tuesday.

7.4. **P&C Awareness**

It was noted that there is limited awareness of the role/direction of the P&C amongst parents. The president advised that the focus of the P&C is to disseminate information to parents, provide support for school initiatives e.g. BEP/band/strings, school disco, multicultural day, uniform shop, involvement in other matters such as the Wangal Park and funding of additional resources for students.

Another area to look into may be more community involvement – whereby local business are approached and asked to donate goods or services required by the school.

**Action:** further discussion at the next meeting, including discussion as to enhanced fund raising role, possibly via a trivia night.

7.5. **School Committee**

Mr Kumar indicated if any parents would be interested in joining the School Committee which includes student, teacher and parent involvement. The SC meets four times per year.

7.6. **School ground**

President raised the issue of the state of the grounds/dead trees and asked about progress of Elaine Browne’s gardening committee. Mrs Browne advised that after asking whether any parents would be interested in forming a gardening committee in the Event Newsletter, she had received no replies.

**Action:** Discuss at next meeting.

7.7. **Parent Inquiries:**

**Emailing Event**

Parent raised the idea of emailing school newsletter direct to parents rather than printed on paper as students do not usually pass it to parents. Ms O’Brien advised that it is something to look into.

**Fund Raising**

Parent inquired about fund raising. President advised that the P&C do not fundraise as this has traditionally been seen as the role of students through the ethos of ‘not for ourselves alone’. Trivia Night was suggested.

**Action:** See above at 7.4

**Building Works**

Parent inquired if any building works were occurring around the school. Ms O’Brien advised that some gas pipes were being repaired and some doors were being painted but that this had all finished.

Meeting closed at 8:00 pm.

Next Meeting: 20 March 2013