Burwood Girls High School - P&C Meeting
Minutes of Meeting 15 May 2013

**Attendance:** Mia Kumar-Principal, Janina Longman- Deputy Principal, Alice Magoffin- President, Christine Williams-Vice President, Nick Miller-Vice President, Effie Balomatis-Treasurer & Social Secretary, Effie Matsas-Secretary, Lesley Jolly-Assistant Secretary, Elaine Brown, Manager, Uniform Shop, Helen Drury, Jenny Hardwick-HT Teaching & Learning. Other attendees as noted on attendance register.

**Apologies:** Lee McKenzie

**Minutes by:** Effie Matsas

**Meeting Opened:** 7.15 pm

1. **Welcome**
   Meeting opened by Alice Magoffin in the Library.

2. **Previous Minutes**
   2.1. 20th March meeting minutes were tabled and accepted, subject to a correction in the attendance list. Alice advised Minutes on School website under “Our School” tab / P&C.

   **Motion:** Minutes accepted - Perry K. proposed, Erin D. seconded.

3. **Principal’s Report**
   3.1. **Year 7/8 disco** successful. Principal thanked P&C and many parents for involvement and support.

   3.2. **New Year 11/12 Careers Advisor** – in the process of interviewing all Yr 11 & 12 students, followed by Yr 10 students.

   3.3. **Year 11 & 12 Parent/Teacher Interviews** - took place on 3 April using new booking system. Parents and caregivers were also surveyed as to how their daughters were coping with senior studies and whether they understand assessment policy/assessment tasks.

   3.4. **Shakespeare Festival 4 April** - well attended by students

   3.5. **Italy Trip** – (Rome, Pompeii, Venice, Verona) – about 20 students and 3 members of staff had an amazing trip

   3.6. **New York Trip** – About 30 dance students performed in Los Angeles Disney Performing Arts Centre and attended workshops in New York. The quality of the workshops was outstanding. Students raised money via selling chocolates which went towards all their meals.

   3.7. **Anzac Day Ceremony**

   3.8. **Anzac March** – During the April holidays, the band participated in the Anzac March and was highly commended for their performance. As a result of the high standard of the girls’ performance, a bugle will be purchased for the school to enable the last post to be properly played.

   3.9. **School Development Day** – 2 days focus on new Australian curriculum at the beginning of Term 2; facilitated by Jenny Hardwick in her new role as head teacher curriculum.

   3.10. **Leadership Camp** – SRC, prefects and house captains as well as other interested students attended a highly successful leadership camp organised by Mrs Longman and Ms Simpson.

   3.11. **Group Executive Conference** – set the agenda for the next few years, staff worked on various areas– technology, Australian curriculum, Asian literacy etc
3.12. Athletics Carnival – was well attended by students showing the spirit of involvement.

3.13. NAPLAN for Years 7 & 9 will take place in the week beginning 13 May.

3.14 Upcoming Events

Variety Night – Monday 20 May
International student afternoon tea- Wednesday 22 May
Senior Concert Band Tour to Foster 22-24 May
Field Study Day and School Council meeting 29 May
Year 7 vaccinations- 4 June
Special Religious Seminar - 14 June
P&C meeting - 19 June 2013

3.15 Staff Changes - Introduced Neil Dutton in Social Sciences – permanent replacement for Robert Macquarie who is now retired. Karyn O’Brien on long service leave till 11 June and Jenny Hardwick is relieving. Lettie Kwong appointed Chinese Community Liaison Officer, available on Thursdays.

3.16 New Enrolment School Boundaries - perimeter roads including Burwood Rd, Palace St and Herbert St have been confirmed as forming the school boundaries inwards from the centre of the roads in question.

3.17 Newsletter Distribution – Mrs Kumar raised the issue that it would save an enormous amount of effort to distribute Event on website with a small amount printed for those who would like hard copy. Parents will be sent an SMS advising that Event is available on the Web site each issue. Issue was deferred until general business – see motion put below under ‘General Business’.

3.18 Vending Machines - Presently two vending machines on school grounds raise money for the band program. The Problem with the vending machines in the canteen area is that thieves break into the canteen to access machines causing damage to school property including doors etc which costs significant amounts to repair.

Mia Kumar raised the question whether vending machines be placed outside canteen. Annual income (May 2012 to May 2013) is $5233 for the band program. Ms Kumar also raised the question of whether the school should invest in more vending machines. Sanitarium approached the school for a vending machine with Up & Go – which would be ideal for students attending after school activities. Profit for school 60c per unit sold. Parent suggestion – Can we do this on a trial basis? There was also concern about the sugar content in Up & Gos. Issue was deferred pending Mrs Kumar approaching the Burwood Girls High School Council on 29 May.

3.19 Restructuring of DEC - In 2014 BHGS will be grouped with a different group of schools including Concord, Strathfield Girls, Croydon, Russel Lea. Silvia Corish will be the new Regional Director.

3.20 Improve School Environment - What are we going to do about improving school grounds - ground beautification, playground, ovals, working bees? Many parents / P & C members last meeting had expressed the opinion that the pathway/visual from the main car park around the music rooms to the hall being unsightly. Mrs Kumar presented photos of this area. Visual Arts Dept will create mural for side of hall (see Business Arising below)

3.21 Jenny Hardwick – presented the new syllabus for the new Australian Curriculum detailing timelines, stages and areas of learning.

Mrs Hardwick advised that BGHS is aiming to go beyond curriculum planning in particular subject areas and adopt a whole school approach in its implementation and at the same time ensuring it is mapped out correctly.
Phase 1 subjects – (English, Maths, History & Science) - This year involved planning, next year implementation for 7 & 9. In 2015, full implementation for English, Maths, History & Science for years 7, 8, 9, 10. Other subjects to follow.

Mrs Hardwick advised that BGHS refers to the Board of Studies timelines rather than ACARA. There will be negotiations between BoS and ACARA in relation to timelines. Phase 2 & 3 will depend on the speed of negotiations between the two parties. - If the new curriculum is not better than what we have now in NSW, then the BoS will negotiate with ACARA for changes.

Parents can also comment on curriculum changes on the ACARA website, for subjects that are still open for consultation.

The philosophy behind this new curriculum is very different to that underpinning the current syllabi. It is aimed at the 21st century learner– focusing on key areas such as equity & access to education, flexibility, independent thinking, understanding, self-advocacy and significance. Refer to the ACARA website for more details.

By the end of term 3, BGHS will be setting up a curriculum mapping team across stages 4 & 5. Mrs Hardwick asked for some parent feedback in the mapping and planning (to see if anything has been missed), probably in Term 4. Information regarding Phase 1 is now available on the Board of Studies website (under New Curriculum)

3.22 New York/Los Angeles Presentation - Mrs Longman introduced a visual presentation put together by Yr11 students, highlighting the LA/NY trip. Mrs Longman advised that the students were a credit to BGHS. In terms of education, the quality of the dance workshops was very impressive. Highlights included the musical ‘Lion King’ with students being invited to talk with the cast after the show, the Red Socks and Yankees baseball game and the Disney Land experience.

Alice thanked the teachers for an amazing job in organising the trip.

4. Business Arising

4.1 School Grounds Beatification Program

Alice indicated that perception is very important for new parent/students, as well as students/staff enjoying the grounds and many schools are embarking on similar beautification projects. P&C has placed a notice in the current Event for landscape designers, gardeners, handy people, and any volunteers. No response as yet – Event only came out 2 days ago. It is a big project however as Mrs Kumar mentioned that the area from the main car park down the path to the hall entrance may be the first area to tackle – garden beds, seating, border planting, retaining walls and drainage provision in the event of rain, are high on the agenda.

Effie M indicated that this project is still in the planning stages as the school community had only just been asked via a notice in the school magazine ‘Event’ for assistance. It is a large project and will depend on the level of support, resources and funding. It was suggested that we start a small committee to begin the planning stage.

Parent asked about funding – Mrs Kumar advised the school is prepared to put money into the project. Alice indicated there are also monies within P&C.

Parent (Pearl) advised she works for a large landscaping design firm who specialise in schools, however noting that design plans are very expensive.

Another parent suggested putting money towards the concept design and materials with parents then being asked to assist with the labour part of the project.
Alice asked if Derek (school general assistant) can help. Mr Kumar advised that he will not be available; however his brother Anthony is excellent as a carpenter.

Alice asked if anyone would like to be involved in the committee – Alice, Effie M, Pearl and Sally Steel / husband volunteered.

**Action** – by the next P&C meeting we should have an indication of interested parents responding to the Event notice and the committee can then organise a tentative discussion. The P&C are committed to ensuring that the project moves forward. Effie M to approach Flower Power for any assistance and contact Pearl (see above). P&C members/participants to spread the word regarding any assistance that can be offered.

4.2 Collection of P&C Funds

See previous minutes re: issues with lack of P&C Funds which noted that as parents were not aware of the contributions, and it was not the role of the admin staff to invoice voluntary contributions, fewer contributions were being made.

The president was also concerned that there may be a perception that P&C funds go to “morning teas”. It was therefore considered that there is a need to advertise that funds are used towards resourcing the school. P&C wants to encourage parents to contribute and it will become harder with “local schools, local decisions”, as resourcing will become tighter.

Alice indicated that Mrs Kumar suggested a letter can be sent out which clearly itemises where monies have been spent – not only P&C contributions but also from the finance committee. Alice suggested a change to rebadge the P&C contribution fund, to something like “school enrichment levy” which reflects the nature of the funding into resourcing the school.

One parent asked how much the contribution was and how much was raised. Alice indicated the contribution is $25/family. This opened the floor to discussion and suggestions: A majority of parents agreed that $25 per family was very low. Some parents indicated that other schools charge from $90 to $200. P&C do not have fundraisers so it was suggested we can increase the fee. Maybe “disconnect” the fee from the main fees and collect separately doing this in Term 2 (before financial year end).

The P&C is not tax deductible, however suggestions were maybe to look at re-establishing a building fund (previous funds were used for music room extension). Parents can have a choice in donating for P&C (not tax deductible) and a Building Fund (tax deductible) however it was noted by the president and a parent that to be tax deductible building funds need to primarily be involved in building improvements not improvements in the nature of landscaping.

It was further suggested we keep sending out reminders about fees in Newsletters. Payments can be made via credit cards and front office. Option for parents to select from $25 to $100.

Another suggestion – Include a P&C table at Yr 7 Orientation Day to provide information to new parents and collect Yr7 contributions. Payment can be facilitated via EFTPOS as it has the capability to capture funds into 2 accounts.

**Motion** – Change P&C contribution from flat fee of $25 to option $25 (Min)/$50/$100/other, and send letters to parents in Term 2. Effie M to move motion and Lesley seconded.

**Action** – Alice to draft letter (transparency of where monies were spent) and what plans for 2013, + new payment options.

Also note – President indicated next P&C to motion funds for beautification of grounds – after we have an idea of costings.
Treasurers Report

4.1. As of 1st March P&C funds at $13,724 plus additional $3,000. As of today, Uniform shop funds at $29,771.

5. General Business

5.1. NAPLAN - President bought up NAPLAN and raised issue of whether BGHS should teach more specifically to NAPLAN and the results from last year were not very good. In such a competitive climate it may be hindering the school, as all other schools appear to teach to NAPLAN.

Mrs Kumar indicated that NAPLAN testing is a diagnostic tool and once you start teaching to NAPLAN it defeats its purpose. The HSC results reflect excellence at BGHS and this is the primary source parents look at when considering academic excellence in the school. Mrs Hardwick added that BGHS teaches persuasive writing skills across the curriculum and in year 8 and 9 so that specific teaching before NAPLAN is not necessary. She also advised that because the school has a policy to tell students that NAPLAN is purely diagnostic and not competitive, many students who would otherwise be exempted – eg have not been in Australia for over 1 year, choose to sit for the tests, which helps teachers better understand the needs of these students. Mrs Kumar assured members that her staff looks carefully at individual performance in NAPLAN to see where to direct particular assistance in learning.

Parent/Teacher Interview – a few glitches in system as some parents did not get to see teachers – are there enough time slots? Concern from some parents that it may be too early in the year to which Mrs Kumar advised that staff will continue to monitor effectiveness and timing of parent teacher interview sessions.

5.2. Event Distribution- Proposed that the ‘Event’ be issued via website with SMS reminder to parents

Motion – proposed by Belinda and seconded by Helen

5.3. Year 7 / 3 teachers – Parent indicted that a Yr 7 class has 3 teachers for maths and 2 for history – it is a bit unsettling for Year 7 –Mrs Longman indicated that this is not school policy and will look into this.

5.4. Staff to be reminded to turn up for class - One parent asked that Mrs Kumar remind teachers to turn up in to class as kids will regard the failure of their teacher to appear as an invitation to have a free period and will not go to the staff room to find the teacher.

5.5. Selection Committee for out of area - Alice and Karyn are still finalising. Looking at different criteria – and raised the issue of primary school principal endorsements to out of area enrolments. The president asked Mrs Kumar to speak to school principals as some of the applicants may be disadvantaged in the absence of a principal’s endorsement. There were over 300 out of area applications with a waiting list and some offers being created.

5.6. Election 2013 on school premises – Elaine requested the P & C BBQ for a barbecue to raise money for the band program on election day.

Meeting closed at 9:10 pm
Next Meeting: 19 June 2013