Burwood Girls High School - P&C Meeting
Minutes of Meeting 19 June 2013

Attendance: Mia Kumar-Principal, Janina Longman- Deputy Principal, Karyn O’Brien-Deputy Principal, Alice Magoffin- President, Nick Miller-Vice President, Effie Matsas-Secretary, Effie Balomatis-Treasurer & Social Secretary, Elaine Brown, Manager, Uniform Shop, Helen Drury, Kathy Kritselas, Kerry West and other attendees as noted on attendance register.

Apologies: Christine Williams

Minutes by: Effie Matsas

Meeting Opened: 7.20pm

1. Welcome
Meeting opened by Alice Magoffin in the Library. The president welcomed Special Guest Mr John Hegedus, New Careers Adviser to discuss programs for Years 9/10 and to answer any questions regarding the careers programs for Years 11/12.

2. Career Programs for Years 9 and 10 - presentation by Mr Hegedus (presentation in summary below)
2.1. Year 9 – Special Careers Program will be run in Term 4, in addition to the school’s usual career program. The Special careers program aims to increase level of student self-awareness in terms of vocational skills, attributes and vocational preferences.
2.2. Year 10 – Introduced an online career guide called Career Voyage, which all Yr 10 students will use. It involves students answering questions (all multiple choice) designed according to the Meyer Briggs psychological principles. The program aims to suggest careers that suit the student’s preference according to their answers (does not take into account academic performance). Students will use this information as one of the tools to help with subject selection, in consultation with the subject selection team. Parents can view test results online via the student login.
2.3. Year 12 – Conducted interviews with all Year 12 students. The careers adviser is always available if a student needs advice. He is also available during Xmas holidays, via email, and as HSC results are released. The careers adviser’s job is aimed at assisting students through end of Yr 12 to university/TAFE.
2.4. Year 11 – Career Voyage slots/logins are also available if any Year 11 student requests the program.
2.5. Year 10 also have access to the UAC guide which details courses at Universities and gives information on subjects to study for particular university courses.
2.6. Mr Hegedus presented an enlightening and informative live demonstration of Career Voyage!

Janina added that Year 11 subject selection booklet will be available online at the beginning of Term 3. Thus, together with the Career Voyage results, UAC guide, interviews with students will help the Year 10’s make better informed subject decisions for Year 11/12.

3. Previous Minutes
15 May 2013 meeting minutes were tabled and accepted.

Motion: Minutes accepted - Lesley J proposed, Effie B seconded

4. Principal’s Report
4.1. Student Reports – Executive Committee reviewed student reports to ensure quality of school reports. Several issues reviewed included – deadlines, mistakes in reports and
ensure checking procedures are in place, role of Head Teachers and Year Adviser. Mrs Kumar looked at refining the process and role of Head Teachers and Year Advisers (comments from Year Advisers were omitted this year). Mrs Kumar will seek feedback from parents at a later date. Parents agreed that reports were good quality and the comments were detailed. No negative feedback from parents present.

4.2. **Special Religious Education** – The school is conducting an evaluation of SRE classes and the SRE seminars each term, as well as the future of SRE in 2014. Classes are conducted by Liling Tan. President raised the issue of students who chose not to attend SRE classes and was advised that they could not go on with “new” classwork. There was general consensus that this needs to be revisited.

*Action – Liling Tan to present at P&C meeting on 17 July to outline school’s SRE program.*

**Beautification of grounds** – Active work from P&C with special focus to pathways leading to hall (see Business Arising).

4.3. **Hospitality Facilities** - The Board of Studies requirements for the type of facilities required for the teaching of Hospitality as an HSC subject will not be met unless the school’s kitchens are upgraded. The school will be audited at the beginning of Term 4. BGHS needs to spend a considerable amount to upgrade the kitchens as this has been identified as a growing area, in addition to school’s involvement in many catering functions. Mrs Kumar, Mrs Longman and Rosemary Patona visited different schools reviewing kitchen facilities. It is currently proposed to convert one of the drama rooms (DDI) into a fully-fledged catering kitchen, as this room was previously used as a kitchen and may still have plumbing in place. Parent mentioned availability of grants, however Mrs Kumar advised that school must be classified as a trade centre to take advantage of such grants.

4.4. **NAPLAN** – All Year 7 and 9 sat for NAPLAN.

4.5. **New community Liaison Officers** – Lettie Kwong is doing a great job with Chinese background students and parents (Mandarin and Cantonese). Maria Hong the Korean Community Liaison Officer is also working closely with Korean parents. Both work out of Olga Moroc’s office. Korean Parents Night was well attended last Monday.


4.7. **Variety Night** – Jenny Hardwick organised Variety Night showcasing drama, singing, music, band, strings and dancing.

4.8. **SRC Leadership Workshop** – Patrice Simpson and Janina Longman organised a very successful leadership workshop / camp.

4.9. **International Students Afternoon Tea** – 70 international students from other schools attended an International Student Afternoon Tea hosted by Burwood Girls. Hospitality students catered for the event which also included a concert.

4.10. **Indian Principal** - visited BGHS. This was an opportunity to make contact with an Indian school with a view to arranging a visit for students attending the trip to India at the end of the year.

4.11. **Year 7 and Year 8 STARR Day** – This was a successful in school event focusing on students getting along / peer relationships (Sisterhood, Trust, Acceptance, Respect, Responsibility).

4.12. **Field Study Day 29 May** – Completed successfully.

4.13. **Visit from John Murphy and Immigration Minister**– Permission was obtained for DEC for this low key event. The visitors attended a few classes and spoke to several students.
4.14. Career Information Night – with John Hegedus was well attended

4.16 Upcoming Events

- Parent Teacher Night Year 7 & 9 – 20 June
- Blue & Gold Ceremony – 24 June
- Concert Band Tour to Foster postponed till 18-20 September.
- School Development Day 15 July– focusing on planning for learning in the 21st century and more development of the new school curriculum
- Subject Selections for Yr 10 going to Yr 11– 18 July
- Year 8/10 Parent Teacher Night – 22 July
- Trial HSC – 5-16 August
- Year 11 Jindabyne excursion – 12-16 August

Parent queried opportunities for String Ensembles performances, as they are now part of the Band Program.

4.17 Vending Machines - (see May Minutes for more details). After approval from school council, the principal has proceeded with the installation of vending machines in areas external to school buildings. Power points have been installed, ready for the vending machine, to be placed at the bottom of the Library stairs. Funds raised from the vending machine (about $6,000 per year) to be used for student benefits with decision made by the SRC and approved by Principal (e.g. hand driers in toilets, headphones for technical crew / performances)

5. Business Arising

5.1 School Grounds Beatification Program

Addressed by Effie M: It has been a busy three weeks. Following from the previous P&C meeting, an advertisement was placed in the Event newsletter calling on parents to assist – gardeners, handy people, designers. We were thrilled with the response with most volunteering for the working bee. One parent, Colin Brown, an architect, volunteered his services to develop a master plan and design specific areas. Also, pro bono offer from non-parent, Landscape Designer. Due to this support we are able to move forward more confidently. Support not only from parents but also from Mrs Kumar, Janina, Karyn, Jenny Hardwick and Kirsty Tottenham.

Presently in the planning stages – obviously we have to plan before we plant. Significant structural / drainage issues have been identified and need to be addressed. Colin visited the school last week to review traffic flows, how students use/ don’t use areas, sitting areas. Interesting observation: students do not sit on the aluminium seats (too hot in summer, too cold in winter), prefer the picnic type table/social grouping. The Master Plan will be produced first, with focus on the pathways to the hall and courtyard in front of the music rooms. Master Plan will ensure that any beautification project has a unified look.

P&C role is to ensure the project keeps on track and moves forward – if there is a stalemate, hopefully we can solve it in a timely manner. Also oversee the co-ordination of resources and ensuring all the parties are kept updated.

Parent asked about time frames – Perhaps we complete design plans in term 3 and implement in term 4. Master Plan concept can be utilised years down the track as the different areas are addressed. President advised the idea of the master plan and unification in design is a good idea, as the school looks quite piecemeal and areas do not flow.
Parent asked about funding – Project funding will have to be decided based on whether the improvements relate to school based or P&C based. Alice indicated that this was discussed at the school council regarding for example the drainage, (as it is a safety issue / hazard to the students and has a flow on effect by destroying any attempts to improve the grounds) the school/P&C may need to write to the Dept of Education for funds towards the drainage issue. “We’ve developed this concept plan to beautify/improve the grounds and we have uncovered these issues which relate to hazardous environment/OH&S/ safety of our students.........”

5.2 P&C Fund Contributions

Refer 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 administration staff to invoice voluntary contributions, fewer contributions were being made. Thus leaving the P&C with limited funds to embark on the improvement of the school grounds project.

President drafted an excellent letter to be sent to parents encouraging parents to pay the voluntary P&C contribution (if not already done so); outlining the role of the P&C; the expenditure of contributions towards student resources; changes to the voluntary P&C contribution from flat rate $25 to a variable option of $25, $50, $75, $100 or other; collection of payment in Term 2; options for payment methods including credit card over the phone.

Action – Minor changes to letter. Some parent suggestions: mention that there are no additional fund raisers; add “other” so parents can nominate above $100, and add a payment slip on the bottom of the letter. Also letter to be translated in Korean/Chinese via the Liaison Officers.

Next Term – look at adding in next Event to encourage parents to contribute and possible SMS in Term 3.

President also suggested that P&C letterhead is outdated – perhaps address at next meeting.

6. Treasurers Report

6.1 As of 31 May P&C funds at $12,721.07.

Action: Leslie J adopted, Nick M seconded.

6.2 Uniform Shop as of 28 May - $25,441 given on bank statement, less outstanding cheques, total $19,784.84 + bank card statement (not yet on statement) giving $25, 184. After supplier payments and wages this leaves $13,261. Also $5,000 from lockers will be transferred to P&C leaving a final balance of $6 923 (to be transferred as soon as 20 more locker payments are completed)

Action: Effie B adopted, Nick M seconded
Mrs Kumar also mentioned that BHGS won a $2000 voucher from a uniform supplier.

7. Correspondence
P&C Association Student Injury Insurance – Discussion and decision that this is not necessary. Mrs Kumar advised that school pays ambulance cost.

P&C Annual conference end of July – members invited to attend.

8. General Business

8.1. After being raised at the last school council meeting, the president raised the issue of the state of the toilets and student reluctance to use during the day - it is an ongoing issue and it was raised again by the SRC. Cleanliness has not been solved with the building of the new toilet block. Factors contributing to the cleanliness issue include - removal of sanitary pad receptacles may not be regular, students do not manage sanitary requirements properly, some students may be standing on toilets.

The SRC has advised – not enough soap or toilet paper. Janina advised that cleaners should check this every day and if any issues students to raise the issue with her. Alice suggested possible Dyson hand driers may result in new attitude in toilet cleanliness. Janina advised that canteen toilets are to be re-painted. She is also working with cleaning company to ensure toilets (both staff and students) are cleaned properly. There are also issues with smoking in toilets. Alice suggested a possible education program? Signage? Inspections by staff? SRC will take these suggestions on board.

8.2. Liling Tan will be invited to present at next meeting.

8.3. Uniform survey will be conducted tomorrow at parent/interview.

8.4. Bunnings BBQ was successful raising $1,525 gross profit. Letters sent to thanking parents.

8.5. Election 2013 on school premises – P&C BBQ to raise money for the band program on Election Day – 14th September, will need parent assistance.

Meeting closed at 8.42 pm
Next Meeting: 17 July 2013