Burwood Girls High School - P&C Meeting
Minutes of Meeting 21 August 2013

**Attendance:** Mia Kumar-Principal, Karyn O’Brien-Deputy Principal, Alice Magoffin- President, Nick Miller-Vice President, Effie Matsas-Secretary, Elaine Browne, Manager, Uniform Shop, Kathy Kritselas, and other attendees as noted on attendance register.

**Apologies:** Janina Longman, Sally Steele

**Minutes by:** Effie Matsas

**Meeting Opened:** 7.20pm

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1. **Welcome**
   Meeting opened by Alice Magoffin in the Library. The president welcomed Special Guest Ms Wendy Gray to present Asia Literacy Program.

2. **Previous Minutes**
   17 July 2013 meeting minutes were tabled and accepted.
   
   *Motion: Minutes accepted – Nick M proposed, Perry K seconded*

3. **Principal’s Report** – presented by Karyn O’Brien
   
   3.1. **Year 10 subject selection night** - Very well attended by families, students and representatives from TAFE. Each student attended a comprehensive panel interview to determine the best approach to the student’s subject selection.
   
   3.2. **Korean Visit** – over 2 days. Hospitality students provided morning tea and visiting students attended regular lessons.
   
   3.3. **Year 8 &10 parent teacher night** – well attended.
   
   3.4. **Visitation from Chinese sister school** – BGHS students hosted the event.
   
   3.5. **Moving to new computer system** - to streamline & improve communication system in the school in terms of student welfare, attendance, student profiles.
   
   3.6. **Evacuation of BGHS** – whole school evacuated to Blair Park in 10 minutes.
   
   3.7. **Body of Works Exhibition** – presentation of Year 12 art and textile HSC major works.
   
   3.8. **Reconfigured the student media room.**
   
   3.9. **Knockout Basketball team.**
   
   3.10. **Prefect Sausage Sizzle.**
   
   3.11. **Year 7 grandparent** - presented her experience as a member of the Stolen Generation to year 7 students.
   
   3.12. **International students from Korea** – as Mia is visiting Korea, students were asked to write letters to their parents for Mia to present.
   
   3.13. **Expression of Interest from Principals** - was requested for schools wishing to participate in 21st century leadership program in Asia Focus. Mia nominated BGHS and attended conference in Melbourne. Wendy Gray has been instrumental in bringing the Asia Literacy Program to BGHS.
   
   3.14. **Jindabyne trip** – Year 11 students had a great time and were outstanding in their behaviour.
   
   3.15. **Visual Arts Mural** – Visual art staff worked on the water themed mural for the side of the hall. Mural coincides with International Year of Water Conservation - works by Year 8 art students.

3.17. Year 10 won the Science and Engineering Challenge – up against private schools and selectives such as North Sydney Boys!

3.18. Expanding Horizons Program – BGHS has put forward a nomination for students to visit China in 2014.

3.19. Opera House Concert –25 students participated in either playing or singing.

3.20. Upcoming Events

3.20.1.1. Bali Meeting
3.20.1.2. Dance Showcase
3.20.1.3. Big Night Out
3.20.1.4. Wear It Purple Day
3.20.1.5. SRE Seminar
3.20.1.6. Year 8 subject selection for Year 9 night
3.20.1.7. Year 11 Exams
3.20.1.8. SASS Recognition Week
3.20.1.9. Year 7 Gala Day
3.20.1.10. Year 12 Graduation Night

4. Asia Literacy Program

4.1. Introduction presented by Mia Kumar – BGHS is a leading school in the Asia Literacy program. It is the only school to offer all 4 Asian languages. The program stems from the federal government’s belief that Asia (as opposed to Europe) presents future business opportunities for Australia and that students will benefit from an opportunity to learn about Asian culture, languages and history. The Australian curriculum must include an Asia literacy focus which all schools must implement. Wendy Gray has been working intensively in implementing the school’s Asian focus across a number of curriculum areas at BGHS.

4.2. Achieving Asia Literacy for all Australians – presented by Wendy Gray

Wendy presented an insightful presentation – detailing the implementation of the Asia Focus program at BGHS and the implications for our children in the 21st century. This includes awareness that the work skills required by our children will require Asian cultural awareness and language skills. Asia literacy will be an important portable skill in the workforce. As well as the Languages Faculty, the program has been introduced in TAS, Art and now English Faculties.

A useful reference for parents is www.asiaeducation.edu.au/bridge

5. Business Arising

5.1 School Grounds Beautification Program

Addressed by Effie M - refer to previous minutes for background information. Three weeks ago, Colin Brown from Arena Design Architects presented a very detailed master concept plan for the path leading from the main building to the Ermy Krippner hall. These plans are based on an architectural perspective. Riley Field, from Riley Field Landscapes, reviewed the plans from a practical and landscaping perspective, cost viewpoint and ease of implementation and presented a simplified landscape design plan (now on web site). Changes include: removal of 44 gallon pots; removal of timber trellis – use stainless steel wire on columns for climbers; moving “social pods” to either side of the columns; adding more seating pods in the asphalt area; paved pathway
widened to include 4 picnic tables, using crushed sandstone instead of paving (due to cost); connecting the pathway above the amphitheatre; changing the vegetated sway to garden beds (works only if drainage rectified); colour of columns TBA – options include painting them red, the same as the tiles outside the PE change room or rainbow coloured or not painted.

**Parent/Executive Feedback** – We need to take care with prolifically flowering plants (E.g. Jasmine / Westringia) as they attract bees; use the landscape architect to order the plants; we need sleepers/retaining around the flower beds to stop the dirt from sliding and prevent access to kids; timber surrounds / seating boxes could be built around three trees in the courtyard (where there is an existing surround); keep the column as galvanised steel; Mia indicated that agapanthus can be sourced via an ex staff member; Cliveas can be accessed via parents; Department of Education and Communities will concrete diagonal section outside music room/PE court and drainage pit.

**Action:** Consider any more feedback; source produce; prepare budgets; recruit volunteers; find a site manager - ask Riley if he would like to do paid work in terms of project management; record web site details on EVENT; call for quotes; obtain quote for materials; invite business donations; prepare lists of work project/tasks to be undertaken.

5.2 P&C Fund Contributions

Presented by Alice - refer to previous minutes for more information. 700 letters were just mailed out to parents (those with outstanding invoices) end of last term.

**Action:** Alice to speak to Bronwyn Hatzis regarding sending letters to the remainder of parents and follow-up response from first mail-out.

**Parent Suggestion:** Finola Carey suggestion that we approach local business for donations – recognised via a plaque on bench seating.

**Action:** Finola volunteered to arrange donations, organise letter and target local businesses for sponsorship.

6. **Treasurers Report**

6.1 As of 17 August, P&C Funds at $20,748

**Motion:** Effie M adopted, Christine seconded.

**Resolution to spend P&C contributions (approx. $20K) to the beautification project – however must keep a couple of thousand for other incidentals.**

**Motion:** Belinda proposed and Nick seconded.

**Action:** Elaine will update insurance to cover volunteers – MUST HAVE A SIGN IN/SIGN OUT book for all volunteers to sign in and sign out.

**Action:** Erin Dibb will complete an Events form to be submitted to the P&C Federation including Risk Assessment.

6.1. **Uniform Report**


6.1.2. Uniforms have been ordered for Year 7 and Year 11 uniforms.
6.1.3. School Shirt – new style with improved collar and decision to include school crest.
6.1.3. Mia advised that perhaps we can include just BGHS (in just navy) instead of full crest.
6.1.4. Suggested that maybe we do a sample.

**Action:** Elaine to provide costs and maybe sample of shirt with crest or just BGHS.

### 6.2. Band Program

6.2.1. The school is currently interviewing replacements for the position of Band Director – an offer will be made to the best candidate tomorrow.
6.2.2. Afternoon tea for Diana tomorrow & Big Night Out will be Diana’s last official function. 
6.2.3. Navy band visited this morning and conducted a workshop with Stage & Brass Ensemble.
6.2.4 Parent queried if the Band Program was a sub-committee of the P&C as it seems that bands have not been seen to participate in professional performances eg. Eisteddfods, or provided with professional evaluation. Students have the opportunity to perform and perhaps win performance awards/moneys for the program. Conductors/directors may consider this.

**Action:** Consider re-instating Band Program as an active sub-committee and invite new Director to the next P&C meeting on 16 Oct. Also consider String Ensembles in prestigious events.

### 7. Correspondence

Nil

### 8. General Business

8.1. Parent bought up issue re: music tutorials/practice where teachers may be upset where students need to leave class to attend.

**Action:** Ensure tutorials are rotated

8.2. Year 12 – did not get all marked assessment tasks returned before the trial. It is important that students get timely feedback.

8.3. Two major events - Dance Night and Big Night Out were scheduled in the same week. This is a burden on junior students managing their workload and on busy parents. The principal replied that this was unavoidable, but that consideration to placing these events in separate weeks would be undertaken next time.

8.4. Elaine Browne advised that the Band program would not be conducting a barbecue on election day (7 September) and that the P & C may wish to take up this opportunity.

8.5. Parent indicated that “Break the Fast during Ramadan” was a great idea; however it was not implemented this year.

**Action:** To be included in calendar for next year.

8.6. Year 11 Accelerated maths program students doing HSC this year, need to be considered when timetabling year 11 assessments and exams so that their Maths studies are not compromised.

**Action:** Review timetabling