Burwood Girls High School - P&C Meeting
Minutes of Meeting 16 October 2013

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

Apologies: Nick Miller

Minutes by: Effie Matsas

Meeting Opened: 7.20pm

1. WELCOME
Meeting opened by Alice Magoffin in the Library. The president welcomed Special Guest Ms Genevieve Campbell, new Band Director.

2. PREVIOUS MINUTES
21 August 2013 meeting minutes were tabled and accepted. Minutes on school web site.

   Motion: Minutes accepted – Erin D proposed, Effie B seconded

3. PRINCIPAL’S REPORT – presented by Karyn O’Brien
   3.1 Trip to Korea – met with family members of international students
   3.2 Dance Showcase – very successful
   3.3 Big Night Out – big turn-up + guest from Burwood RSL who also donated $1,500
   3.4 Afternoon tea for Diana Springfield
   3.5 Wear It Purple Day was well received
   3.6 7-10 Scripture Seminar
   3.7 Year 8 to 9 subject selection night – addition of Korean in Year 9
   3.8 Year 11 Preliminary Exams – results due now
   3.9 Deadly Kids Awards – Danielle Turner won the regional award
   3.10 Election Day P&C Fundraiser was great opportunity for fundraising
   3.11 Island Time – meeting to build relationships with families and community
   3.12 SASS Recognition week was celebrated
   3.13 Year 7 Gala Day – opportunity for competitive sport and leadership opportunities for PASS students
   3.14 Morning tea for international students – Year 11 international students congratulated Year 12 international students on completing their HSC program and wished them well.
   3.15 New Prefects elected and three new leaders
   3.16 Year 12 end of year fun day with “Black Friday” dress-up, followed by a fantastic Year 12 concert.
   3.17 Year 12 Graduation went well and special thanks to P&C for graduation cake.
   3.18 Year 12 picnic – on last day of term
   3.19 Rabbit Proof Fence – Christen Olsen, screen writer for RPF, talked to Year 9 and 11/12 ESL students.
   3.20 Year 12 Textile projects displayed in the library
3.21 **VET audit** - was completed and new hospitality kitchen is nearly complete

3.22 **BGHS Soccer Fields completed with Council road closure imminent**

3.23 **Gifted and Talented presentation** was successful

3.24 **Future Events**

3.24.1 Duke of Edinburgh walks
3.24.2 Loud Shirt Day
3.24.3 Concert Band Tour Foster
3.24.4 P&C Working Bee
3.24.5 Year 9 Camp
3.24.6 Year 11 presentation
3.24.7 Year 12 Formal
3.24.8 Year 6 interviews
3.24.9 P&C AGM
3.24.10 2014 timetable scheduling commenced
3.24.11 2012/2013 SRE trial – investigation done for SRE Trial Evaluation

3.25 **Online Survey** – “Tell them from me” survey (researching social, emotional, schooling outcomes, academics, and demographics) Years 7-10 students were asked 40 questions. Initiative from the DEC to ascertain school performance. BGHS is part of a trial program.

4. **BAND PROGRAM – Guest Speaker Genevieve Campbell** (new BGHS Band Director)

4.1 No new initiatives over term 4.
4.2 However, issues with intermediate concert band where the tour were cancelled. Decided to reinstate the concert tour, increase morale and encourage group to have fun.
4.3 Flute group, brass group, and string group will be engaged in community performances beginning in Term 4 e.g. aged care facility visits and playing at Xmas functions, with new repertoires.
4.4 String group has rapidly grown over the years (from 9 students 2 years ago, now about 20) and it needs to be included in the program.
4.5 The Band program will be renamed the “Ensemble program” to include strings, musettes and brass ensembles.
4.6 The string group will be officially included in the music program.
4.7 Opportunity to start a Chamber orchestra by selecting from strings and band players.
4.8 Training Band name to be changed to Junior Band – becoming an entity of its own.
4.9 Start a bucket circle (similar to drum circle) to expose students to improvised musical activities. The idea is to buy buckets (paint drums) as actual drums are expensive. Everyone in junior band member will also be part of the Bucket Circle (it is all about making rhythm).

5. **BUSINESS ARISING**

5.1 **Election Day BBQ** raised $811 profit (Banked $893). Excess bread rolls donated to Exodus and sausages left for Working Bee lunch.
5.2 **School Shirt** – stock coming in for Year 6 into 7 Interview Day. P&C members present did not like the sample with BHGS initials on the proposed new style shirt. Alternatives included suggestions to put on the school crest/logo or to have initials in blue. Members agreed that the style of shirt is fine and overall of better quality.
5.3 **P&C Voluntary Funds** - Unable to report on P&C parent funds from 700 letters sent to parents, as Mrs Hatzis was busy with year 12 invoicing.

*Action: Alice to speak to Bronwyn Hatzis re: response from first mail-out.*
Parent Suggestion: Possible BPay to make it easier for parents to pay fund.

Karyn O’Brien suggested a letter to go into the Year 7 Pack.

Parent Suggestion: Send out SMS or letter to parents re: friendly reminder to pay fees

There seems to be a high level objective/policy that the office cannot invoice parents for voluntary contributions including the P&C Funds.

Action: Mia to ask Bronwyn why the office cannot collect the monies. Also Mia will meet with other principals and ask how they collect P&C funds. Also information table and possible collection of P&C funds at Year 7 Orientation Day.

5.4 School Grounds Beautification Program - Presented by Effie M

5.4.1 Grounds Improvement Progress Report dated 10th Oct provided details on the project and designs, forwarded to P&C members for review (attached). The focus of the report is on improving the PE court and large “island” garden bed on the right, walking down to the hall.

5.4.2 From Draft to Final – taking into consideration prior feedback, 3 design options were presented. It was bought to the attention of the P&C that the original design includes 140 square meters of garden area to be planted out with plants. This would be a waste of space as this large area could also be used for seating/picnic tables. P&C did not agree on any of the three designs; however option 2 was the most favourable with a planter box at the highest point surrounding the camphor laurel trees, with the remainder of the area to be covered with crushed sandstone/granite with 4 picnic tables. Mia suggested that a planter box be installed at the lowest part of the island garden instead to collect storm water. This will have to be reviewed in light of the potential drainage issue - it may create a pool with garden debris collected. Note: it was advised that no drainage ditch services this area, with the plumber employed by Mia being unable to locate an outlet at the low point as suggested on some plans.

Action: Working from Option 2, Effie M to redesign the area taking into consideration that no drainage to pick up storm water and Mia’s recommendation.

5.4.3 Budget Estimates were prepared by Quantity Survey for all three options – ranging from $4,363 to $5,780 for these areas (for materials only, all labour via parent volunteers)

Action: New budgets to be prepared for new design.

5.4.4 Working bee cancelled for 12 Oct as several critical decisions requiring P&C input were outstanding. New date for working bee scheduled for Sat 2nd November.

5.4.5 Volunteers – “Call for volunteers” letter prepared and loaded on web site, SMS notification sent to year 7-10 parents (though did not receive any response from SMS recipients!). Letter also emailed to students (received 1 volunteer response), emails to P&C members and notification In Event. At present 6 volunteers on the list. Thrilled that Thomas Drury has volunteered as site/foreman for the working bee day.
Action: Effie M to prepare letter/email to volunteers providing details for the working bee day and keep advertising for MORE volunteers

5.4.6 Purchase of materials – approval for Effie M to purchase materials for working bee and reimbursed from P&C.
   Action: Agapanthus to be donated by parents. P&C decided to go with common rosemary in PE court area

5.4.7 Business Sponsorship Letters – Finola Carey has sent out 25 letters to local business requesting $250/$500 sponsorship for the project. First response today from a real estate agent for $250 + further opportunities. The Devery family (year 11 student) also donated $1000.
   Action: Finola to follow-up letters + confer with Mia to organise further sponsorships.

5.4.8 Statutory requirements - Confirmed that local council and DEC do not need to be informed. Elaine Brown has submitted relevant documents to P&C Federation for volunteer insurance.

6. TREASURE’S REPORT

6.1 As of 21 October P&C Funds at $21,263.79
   Motion: Effie M adopted, Christine seconded.

6.2 Uniform Report

6.2.1 Presented by Elaine Browne – as of 19 October balance at $13,624.50 ($2,100 already paid for insurance)
6.2.2 Taking into consideration the insurance payment there is another $800 for the end of term and possibly any donations to the P&C at the end of the year.
   Action: Proposed Effie B and seconded Effie M

6.2.1 Uniforms have been ordered for Year 7 Interview Day

7 CORRESPONDENCE
Nil

8 GENERAL BUSINESS

8.1 President suggested that Year 12 Year Advisor be recognised for all the 6 years of hard work with letter and flowers to be presented by the P&C
   Action: Effie B to organise certificate and flowers for Year 12 advisor.

8.2 Parent (Tara Brookes mum) happy to donate funds to purchase goggles for science labs
   Action: Stephanie Brookes to speak to Mr Van Leeuwen (Head Teacher Science)

Meeting closed at 9.20 pm
Next Meeting: AGM 20 November 2013