Burwood Girls High School – P&C Meeting
Minutes of Meeting 20 November 2013

Attendance: Mia Kumar Principal; Janina Longman Deputy Principal; Alice Magoffin President; Effie Balomatis Treasurer; Lesley Jolly Assistant Secretary; Christine Williams Vice President; Nick Miller Vice President; and other attendees as noted on attendance register.

Apologies: Effie Matsas; Karyn O’Brien

Minutes by: Lesley Jolly

Meeting Opened: 7.15 pm

1. WELCOME
Meeting opened by Alice Magoffin in Room 23.

2. PRINCIPAL’S REPORT
   2.1 Band Tour – was very successful
   2.2 Eye Care – Students eyes checked. Report coming later
   2.3 Eco Youth Summit
   2.4 Melbourne Cup – staff all dressed appropriately!
   2.5 Year 11 Presentation Night – a big turn out and was very successful
   2.6 Band played at Year 11 Presentation Night – very well received
   2.7 Year 12 Formal – students looked lovely and behaved impeccably
   2.8 New Hospitality Kitchen – is very well equipped
   2.9 Year 11 Orientation for new students – 30 new students
   2.10 Year 6 Interviews – took place 14-22 November
   2.11 Projects – P&C Grounds Improvement Group and Year 8 and 10 Visual Arts mural
   2.12 Future Events:
      - Anne Beam Writing Awards
      - Uluru Visit by Year 10
      - Presentation Assembly – 13 December
      - Blue and Gold Assembly
      - Year 10 Formal
   2.13 Burwood is a Centre for Excellence for Korean Studies – a student has won a round trip to Korea
   2.14 Certificates of service – were given to relevant staff
   2.15 Current issues:
      - Staffing – there is a new Head Teacher Languages with expertise in Japanese – Edward Kent
      - Classes – hoping to avoid split classes but difficult to arrange with part time teachers and maternity leave
   2.16 Enrolments – There will be 230 girls in Year 11 in 2014 and 230 in Year 12. Some students have left to do Foundation Courses
   2.17 Focus in 2014 – will be on literacy and a review of SRE. Letter tabled by Mia from local Scripture Board. Parents at the meeting objected to the tone and the lack of tolerance expressed in the letter. Consensus was one hour per week was sufficient
   2.18 Ensemble Program – going well under Genevieve Campbell who is the new Band Director. She has refreshed the program with new conductors and tutors. BGHS will host the Inner West Band Festival on 24 November where 25 bands will compete.
   2.19 Calendar for 2014 – being decided. The P&C will continue to meet third Wednesday of each month.
   2.20 BYOD – no information yet from the Department. Androids will not work. Incoming Year 7 parents surveyed. Most said yes. The thought is that Years 7 and 8 will have tablets and Years 9, 10, 11 and 12 will have laptops or a tablet with a keyboard. The Department may be able to get discounts.
3. PREVIOUS MINUTES
   16 October meeting minutes were tabled and accepted. Minutes on school website.
   
   **Motion: Minutes accepted – Christine Williams proposed, Lesley Jolly seconded**

4. BUSINESS ARISING
   
   4.1 P&C Grounds Improvement Group. A report was read out from Effie Matsas. There were two Working Bees on 2 November with 24 volunteers – where two garden beds were planted and tables removed and 16 November with 12 volunteers – where sleepers were laid. A big thank you to everyone who helped at this time. A thank you also to the Devery family who donated $1000 in lieu of helping. A further Working Bee is planned for 7-8 December and there will be a call for more volunteers. The first day will be heavier work with sleepers and the Sunday will be a ‘lighter day’ of planting. Ms Kumar said she would make an announcement re volunteers at Roll Call. The P&C wished to extend a thank you to Effie Matsas who has been tenacious in seeing this project through.
   
   4.2 P&C Contributions. The administration staff are to arrange a tick system on the Fee Sheet so parents can volunteer the level they would like to contribute towards the P&C in 2014 (ie $25, $50, $75 and other). It was thought that this was the best time to ask for contributions. It will also be added as an additional extra on the invoice that gets sent to parents. Currently it is not known how much money was collected for the P&C in 2013.

5. TREASURER’S REPORT
   
   5.1 As of 20 November P&C Funds were $21,043.37
   
   **Nominated by Christine Williams; Seconded by Lesley Jolly**

   5.2 UNIFORM REPORT
   
   - Presented by Elaine Browne – as of 20 November balance at $52,904.32 (a total of $45,963 in accounts to be paid).
   - The uniform has been very busy. The book pack didn’t turn up on time but will be distributed at the beginning of Term 1 2014.
   - Elaine stated she would like to have new shelving in the uniform shop or a suggestion for better organisation. Ms Kumar suggested the shop was not in the best location.
   - The new shorts with crest have arrived. New shirts with crest will be available Term 1 2014.
   
   **Nominated by Lesley Jolly; Seconded by Claudia Swientek**

6. CORRESPONDENCE
   
   6.1 A letter was received from the Principal of Barrenjoey High which attached a letter from the President of that school’s P&C. The letter is in response to the ICAC enquiry of the peak P&C body and supported the Federation. It was agreed that Alice would draft a letter on behalf of BGHS P&C along the same lines.
   
   6.2 A letter has been received from Ivan Harris from a group called ‘Generate’ following a meeting with Ms Kumar re special religious education in BGHS. This group believed that BGSH were not fulfilling their obligations with regard to SRE and they also disregarded the school survey that had been undertaken. The P&C members objected to the tone and lack of tolerance expressed in the letter. The consensus was that one hour per week was sufficient. A further meeting is to be held with Ms Kumar on 25 November.
7. GENERAL BUSINESS

7.1 A discussion ensued with regard to an entitlement to vote at meetings. It was established that the fee of $5 must be paid prior to the AGM in order to vote at the AGM. This should be collected no later than the October P&C meetings.

7.2 It was agreed that meetings will continue on third Wednesday of each month. The first meeting will be a Year 7 Orientation BBQ. This meeting will be kept short. The second meeting in March will focus on the HSC and NAPLAN results with a focus on the value-added component.

7.3 16 tenders were received for the running of the canteen. This was awarded to a company who is not the current incumbent. The new company have agreed to refurbish the canteen. References were taken up with Quakers Hill School and were very positive.

8. ELECTION OF OFFICE HOLDERS

8.1 The following people were voted in as the P&C Executive for 2014.
- Alice Magoffin – President
- Christine Williams – Vice President
- Nick Miller – Vice President
- Effie Matsas – Secretary
- Lesley Jolly – Assistant Secretary
- Treasurer and Social Secretary – Effie Balomatis
- Committee Members – Kathy Kritselas; Helen Drury; Claudia Swientek, Kerry West; Carol Walsh and Erin Dib
- Uniform Shop – Elaine Browne and Suzanne Staines

Nominated: Christine Williams; Seconded: Kathy Kritselas

Meeting closed at 9 pm
Next meeting 19 February 2014