Burwood Girls High School - P&C Meeting
Minutes of Meeting 15 October 2014

Attendance: Janina Longman-Deputy Principal, Karyn O’Brien-Deputy Principal, Alice Magoffin-President, Nick Miller – Vice President, Effie Balomatis - Treasurer, Effie Matsas - Secretary, Lesley Jolly- Assistant Secretary, Kathy Kritselas, Elaine Browne, Tamra Palmer, Helen Drury, Suzanne Staines, Perry Kritselas & attendees as noted on attendance register.

Apologies: Mia Kumar

Minutes by: Effie Matsas

Meeting Opened: 7.20pm

1. WELCOME
Meeting opened by Alice Magoffin in the Library at 7.20pm

2. PREVIOUS MINUTES
P&C Minutes 20 August were tabled.

Motion: Minutes accepted – Effie B adopted Tamra P seconded

3. PRINCIPAL’S REPORT - Presented by Janina

4.1 Yr.12 Presentation – unfortunately Mrs Kumar could not attend and sent a personal video.
4.2 HSC Drama exam 22 Aug
4.3 HSC Dance Showcase 25 Aug
4.4 Stage Band at Opera House 25 Aug
4.5 Indonesian video making 26 Aug by Lauren Dwyer
4.6 Korean Cultural Office 27 Aug – student attended and won book reviews
4.7 HSC Drama exam 22 Aug – amazing experience. Best show so far and well attended.
4.8 Wear it Purple Day – supported by both students and teachers
4.9 HSC Dance Showcase 25 Aug
4.10 Yr.11 exams completed 2-12 Sep
4.11 CHS Athletics 4-6 Sep – BGHS student in hammer throw and discus representing state and heading to nationals.
4.12 Music HSC Exams 5/12 Sep
4.13 New hospitality deck constructed outside new kitchens – looks fantastic. Looking at building a second doorway to the kitchen due to OHS issue with catering. Yr.11 & 12 completed barista course and the deck area is planned for coffee style café. VET hospitality will also be offered to Yr.10’s next year. Also initiative through LINKS to offer a retail course for students wishing to partake programs may be co-ordinated with another high school in the area.
4.14 Two new electives to be offered for Yr.9 next year: Extension course offered in science area STEMS (science, technology engineering, maths) based on expressions of interest. Journalism also offered via expressions of interest for Yr.9 & 10.

Parent suggested that Concord High have a similar journalism course.
Karyn to review.

4.15 Yr.7 Gala Day 11 Sep
4.16 Yr.12 ‘crime day’ 12 Sep – Yr.12s finished the school year with a ‘crime day’ theme. They were very well behaved as well as clever in their conception and execution of the day.
4.17 New student leaders elected – normally 12 prefects – however as there was a tie, 13 prefects selected. Three school captains for 2015 were also selected.

4.18 All school picnic with staff vs. student netball game – 16 Sep

4.19 Yr.12 Assembly Concert – 17 Sep – both Yr.12 and staff performed

4.20 Yr.12 Graduation was a great evening

4.21 Yr.12 Picnic – 19 Sep and the school also farewelled Jenny Hardwick who has moved to East Hills Girls as deputy principal.

4.22 P&C Working Bee 11 & 12 Oct – terrific effort – excited comments from parents who have never used electrical tools before!

4.23 HSC written exams from 13 Oct to 5 Nov

4.24 Yr.7 gifted & talented 14 Oct launch

4.23 **Upcoming Events**
- 16 Oct - Yr.11 Starr day – focusing on study skills, stress management,
- 17 Oct Yr.9 & 10 involved in a connected Art program via teleconferencing with schools across the state
- 29 Oct - Yr.8 GAT presentation to peers, judges
- Next working bee 8/9 Nov (2nd Nov has been cancelled)
- 5 Nov HSC concludes
- 6 Nov 1st Yr.12 sign out
- 7 Nov BEP movie night
- 8/9 Nov P&C Working Bee
- Yr.12 Formal
- 8-12 Nov Uluru trip Yr.10
- Yr. 6 interviews week 6 onwards
- 10 Nov – 2nd Yr.12 sign out day
- 19 Nov – P&C Meeting General Meeting

4.24 State Government given an extra boost of money to continue the Chaplaincy Program to schools and BGHS will be submitting a proposal to be involved. Janina has asked P&C (Alice) to write a letter of support to continue the running of the chaplaincy program.

**Action:** Janina to forward details to Alice

4.25 School captains and prefects selected – will be announced at the next assembly after completion of HSC exams

4.26 **STUDENT RESEARCH** – presented by Karyn O’Brien

In preparation for 2015 school planning, students from Yrs.7-10 were asked 4 open ended questions:

1. What do you like about BGHS?
2. Name 2 things you would like to change about the school if you could?
3. Think about your best teachers. What do you think makes them special?
4. How would you improve your experience at the school?

Interesting and informative results from students were presented.

Also the same questions were asked for Yrs.11-12 via Monkey Survey – great responses were given by students.
Some outcomes:

Looking at changing the focus on Yr.10 by creating a middle school. Also it is proposed to make the senior uniform available to Yr.10 students from next year. Note – there will be resistance from current Yr. 10s and 11s!

Yr.7 Big Sister Program would be more appropriate for Yr.9/10 to participate as “big sisters” as there is a smaller age group and Yr.7s will have access to their big sisters for a longer time period.

Liking the school: Many responses indicated diversity and learning environment.

Things to change: Toilets were an issue, canteen, assessments/assignments, more exams.

Best teachers: being respected, relationships and access to teachers (via email etc).

Parent asked what happens with this data. – Karyn advised it will be used for planning purposes, for the school’s 3 year plan and as a way to create a better school using student and teacher feedback.

4.27 **Katy Perry prize** – Yr.9 girls prepared a promotional video of the school to be submitted to the Katy Perry promotion. If the school wins there is a prize of $10K and KP will visit the school.

5. **CURRENT BUSINESS**

5.1 **P&C Membership** – Requirement for all members to pay $5 in order to vote at the annual AGM in November.

5.2 **Rotary Club Donation** – Burwood Rotary Club were invited to “Big Night Out”. From this they have given the band a donation of around $2600, to be collected at formal dinner on 1 December.

5.3 **Ashfield Council Plantability Grant** - submission prepared by Fiona, Tamra and Ms Segal (Science teacher) in conjunction with the Environmental Committee focusing on environmental issues, art and education. The grant was submitted for a mural along the library wall and a kitchen garden space for produce to be used by TAS students.

5.4 **Bunnings $250 grant** also approved.

5.5 **Environment Committee won $500** from Wests Ashfield.

5.6 **Telstra Grant** - Lesley indicated possible Telstra grant which may be of interest.

  Action: Lesley to investigate.

5.7 **Chairs/tables** for canteen have arrived

  Action: Effie B to organise payment and reimburse school (minus GST)

  Proposed motion for payment Perry K, seconded Lesley J.

5.8 **Canteen Survey Results** – BGHS was mentioned in the media as not providing a healthy canteen. Full survey results were given to canteen contractors to review and make adjustments eg. Pasta dishes were too small; more salads/ salad bar; hygiene issues were also raised.

Parents raised the issue that these problems/issues should not happen especially in the first year of canteen operations. Karyn indicated that the school has raised these issues with the canteen operators who are looking at implementing new changes in Term 4 eg. new menu; fresher food.

  Action: Karyn forward feedback to canteen operators; review contract and consult with Dept of Education.
5.9 **Proposal to review canteen area/environment** next year to make it more inviting.

5.10 **Bunnings BBQ**– Bunnings offered the opportunity for the P&C to operate the barbecue on a weekend next year for fund raising. One day’s barbecue operation can make $1,300/$1,400 for the school and would require about 18 people (parents/senior students) to run it the whole day.

   Action: Tamra to find out available dates for next year.

5.11 **Grounds Improvement Team Working Bee** – Parent volunteers did a great job over the weekend. Small planting area constructed & plants planted; picnic tables washed/sanded and oiled – 11 completed. Next working bee scheduled 7/8 November. It is planned to install synthetic grass (samples shown at meeting) and to finish the remainder of tables. Quote given for supply/installation of 62 square meters of synthetic grass at $4,800 (7 year warranty). To be installed after HSC exams -possibly on a Saturday.

   Action: Motion passed to supply/install grass as quoted. Tamra P proposed, seconded Elaine B.

5.12 **OH&S** - Parent raised possible OH&S issue with picnic tables and exposed concrete bases as well as exposed roots from the camphor laurel facing the hall – Can the school address the OH&S issue? Quotes have been provided by Emerdyn ($180 each (ex GST) to remove picnic tables & $120 each (ex GST) to re-install if concreted). Suggestion that the 2 picnic tables near the hall be pulled out and re-located; to install wooden bench seats in a u shape formation; and build a sleeper planter box around the camphor laurel to enclose roots.

   Action: Karyn to have a look if school could address the removal of 2 picnic tables near the hall area and enclose roots from the tree with possible suggestions eg enclosed in sleeper planter box.

5.13 **Parent Communication**- Communication with parents seems to be a hit and miss exercise - SMS for P&C meeting was not received. SMS communication is very spasmodic (see new business below).

6. **TREASURER’S REPORT**

6.1 As of August P&C funds at $30,994.62. This has been the highest level of funds ever, with thanks to the work done by Alice.

6.2 Second contribution from Ray White for another $490 and $10,000 from voluntary parent contributions.

6.3 Parent suggested that reminders for voluntary P&C payment is sent to parents about 3 times per year, as sometimes these payments are overlooked.

   Action: Karyn & Alice to contact Bronwyn for another reminder to be sent with end of year accounts.

6.4 **Uniform Shop Report**
- Uniform shop funds currently at $9,933.
- Ordered 25 blazers.
- Alterations can be done to the lengths of arms.
- Senior uniforms will be available next Thursday for Yr.11s next year.

   Action: Karyn advised Elaine that senior uniforms will also have to be ordered for Yr.9s going into Yr.10 next year.
- Uniform shop can open 9am-2pm on Saturday 22 November, if requested.
- Parent suggested that signs need to go up for the uniform shop as it is very hard to find (especially new students).
- Parent indicated that they bought blazer for Yr.7, but have never worn it as it is not part of the school culture. The younger students feel that it is only for senior students and feel uncomfortable to wear it.

  Action: Implement occasions where students can wear blazers and feel comfortable about it, eg, perhaps announce that a special assembly is coming up or a special guest is visiting and invite girls (especially in junior years) to wear their blazers.

7. **CORRESPONDENCE**

Nil

8. **GENERAL BUSINESS**

8.1 Parent suggested that it would be beneficial for parent to know about professional development programs undertaken by BGHS staff. Mia reminded parents that teachers are all required to do mandatory training (usually on school development days) in asthma, anaphylaxis and CPR. Also, as part of the new accountability requirements for teachers, from 2016 all teachers will have to undertake mandatory hours of professional development over a 2 year period.

8.2 Alice brought to attention one of the outcomes from a previous P&C meeting to introduce exams to current Yr.10 so that students are prepared for HSC examinations (i.e. currently students only do exams at the end of Yr.11 and for the HSC trial examination). It was understood that this was to begin for Yr.10s in 2014. Karyn indicated that exams for current Yr.10 students will not take place this year but will be implemented for 2015 due to teachers needing more time for implementation and assessment (ROSA) planning.

8.3 Tamra P indicated that it is crucial to engage all parents, as parents are not getting information about what is available in terms of student programs within the school e.g. extra-curricular activities, i.e. Writing skills groups. She suggested that the school implement a simple format document each term outlining what is going on, who is the contact teacher etc...

  Action – think about how to communicate with parents eg email? We have email addresses for those participating in P&C meeting but how to involve all parents?

8.4 Parents commented on the quality of extra-curricular activities eg debating, writing, public speaking – some of the activities are not on par with what is offered at comparable schools and students are reluctant to continue.

Meeting closed at 9.05 pm - Next Meeting: 19 November 2014.