Burwood Girls High School - P&C Meeting
Minutes of Meeting 19 November 2014

**Attendance:** Mia Kumar-Principal, Janina Longman-Deputy Principal, Alice Magoffin-President, Nick Miller-Vice President, Christine Williams-Vice President, Effie Balomatis-Treasurer, Effie Matsas-Secretary, Lesley Jolly-Assistant Secretary, Kathy Kritselas, Perry Kritselas, Elaine Browne, Helen Dury, Claudia Swientek & Peter Swientek (as noted on attendance list)

**Apologies:** Karyn O’Brien

**Minutes by:** Effie Matsas

**Meeting Opened:** 7.30pm

1. **WELCOME**
   Meeting opened by Alice Magoffin in the Library at 7.30pm and welcomed back Mrs Kumar.

2. **PREVIOUS MINUTES**
   P&C Minutes 20 August were tabled. – Correction from last minutes item 5.4 Bunnings approved donation of $150 voucher only. Noted that SMS re: P&C is still not received by all parents.
   
   *Motion: Minutes adopted Nick, seconded Perry*

3. **PRINCIPAL’S REPORT - Presented by Mrs Kumar**
   3.1 Mr Kumar thanked P&C for the lovely gift. “A special thank you to Janina and Karyn who did a fabulous job in my absence and Fiona Diakos for hooking me up to the Internet so I can keep up with what was going on.”
   3.2 Congratulations to Voulla Kalogeropoulos appointed Head Teacher Welfare
   3.3 Congratulations to Yvonne Browne appointed Intermediate Band Conductor.
   3.4 Yr 12 formal was spectacular and attended by over 40 staff
   3.5 Uluru trip very successful and great experience for 56 Yr 10 students.
   3.6 Year 9, 2 day camp about bonding.
   3.7 Writing with Anita Heiss – group of girls (with Aboriginal background) attended.
   3.8 Year 6 primary interviews went well – parents booked online. Prefects helped with student writing tasks
   3.9 Jenny Hardwick moved to East Hill Girls as Deputy and Serena Vecchiet retired
   3.11 Wearable art displayed at Westfields Burwood.
   3.12 Delegates from Japan – visiting group of teachers
   3.13 Korean Experience at the Korean Cultural Centre
   3.14 The band performed at Westfields – under the Kmart make a wish Xmas Tree
   3.15 Prince Edward visit (of Duke of Edinburgh Program)
   3.16 Melbourne Cup Function
   3.17 Drama Showcase
   3.18 School Improvement
   - P&C Grounds Improvement Project – grass, planting beds, picnic table restoration.
   - Artificial turf looks amazing – Mia suggested that we use the grass throughout
   - Tree Lopping completed
   - Canteen Furniture has been delivered
   - Two environment grants have been successful
   3.19 Organised year 7 watering teams to look after new plantings
   3.20 Commerce Year 9 – raising money for charity organising their own businesses
   3.21 Mural outside library looks amazing
   3.22 **Upcoming Events**
   - SRE Seminar
   - Anne Beams Writers Awards replaced with Burwood Girls Film Festival - Yr 10 English producing short films with red carpet event (on 10th Dec)
- White Ribbon Day
- Yr 7 Celebration of Learning
- Year 10 Formal
- Blue and Gold Awards
- BEP Xmas Concert
- Dance Zone Productions at Enmore Theatre
- School Spectacular

3.22 Current Issues
- Staffing for 2015 – Staff shortage next year. Amalgamated Social Sciences and History departments.
- 2015 Enrolments have increased
- Continuation of School Plan for 2015-2017 – which was initiated by the School Council
- Chaplaincy Program will continue (see previous minutes)
- Ensemble Program – Yvonne Brown and Hawaii Trip
- BYOD will continue next year
- P&C to advice on dates of P&C meetings

4. CURRENT BUSINESS

4.1 Recent Working Bee – thank you to all. It was a team effort. Effie Matsas presented Landscape Plan for 2015 working bees and scope of works was outlined for next year. Also noted WHS issue (trip hazard) around the camphor laurel directly opposite the hall – will the school assist in building a planter box around the tree to stop students from walking over the roots?

4.2 BGHS successful application for the 2014 Arts, Community & Environment grant for the mural and kitchen garden. Thank you Fiona Gainsford and Tamra Palmer.

5. TREASURER’S REPORT

5.1 As of 19 November P&C funds at $30,755.62 (payment for canteen furniture and artificial grass still to be paid).

Action: Alice to meet with Bronwyn to see if there are any P&C contributions still not accounted for and if reminder letter can be sent to parents

5.2 Proposed $15K expenditure for 2015 Grounds Improvement Project.

Motion: Lesley proposed, Perry seconded

6. Uniform Shop Report

- Uniform shop funds at 11 November currently at $25,684.37

Motion: Effie B adopted, Kathy K seconded

- No interest by parents in opening the Uniform Shop on Saturdays
- Senior uniforms for Year 10’s to be ordered
- Special package for Year 11’s
- Several year 11 have ordered blazers and a few Year 7’s.
- Yr 7 parents have asked for hat. Investigate hats? Also possible hat for band.

7. CORRESPONDENCE

Nil
8. **GENERAL BUSINESS**

8.1 All members paid up for entitlement to vote.

8.2 Farewell to long-time members Lesley and Christine

8.3 Ideas for 2015 P&C items were discussed:
- Increase P&C parent participation
- Increase contributions (still unclear if office collected end of year contributions)
- “Breakdown the Barriers” eg. involve Chinese and Korean parents. Possibly work with Liaison Officers (possibly translate a short note in Korean and Chinese for parents who may want to participate in activities eg. working bees)
- “Come along and Learn”
- More parent involvement in the school – opportunity to communicate
- Tap into SRC to spread the news eg. working bees
- Need continual reinforcement of what the P&C does for the school eg. at information nights, parent/teacher interview nights / drama nights / dance nights. Great opportunity is the year 7 BBQ. Opportunity to run BBQ’s on performance nights eg dance ensemble night (so that parents can mingle with other parents)
- Produce a P&C Communication Plan (objectives, strategies, tools)
- One such tool – Google/Facebook account or Google group set-up. Google group was preferred.

*Action: Perry K offered to assist – Google plus account?*

8.4 Yr 7 parent asked if there was some form of forum/discussion group to talk to other Yr 7 parents on particular topics, school events or find tutors etc or even have access to other year parents (does not necessarily have to be only year 7 contacts).

*Action – see Google Group set-up above. Alice to find out if parent would like to champion the project – Perry offered to assist in set-up*

8.5 *Annual School Report 2014 – P&C President to write report*

*Action: Alice to write for next year.*

8.6 Elaine Browne indicated that the uniform shop needs to be revamped – can the school contribute under the maintenance program.

9. **ELECTION OF OFFICE HOLDERS**

PRESIDENT – Nick Miller (Proposed Effie M, seconded Lesley)

VICE PRESIDENTS – Alice Magoffin & Kerry West (Proposed Christine, seconded Lesley)

SECRETARY – Effie Matsas (Proposed Alice, seconded Kathy)

ASSISTANT SECRETARY – Kathy Kritselas (Proposed Perry, seconded Effie M)

TREASURER & SOCIAL SECRETARY – Effie Balomatis (Proposed Alice, seconded Effie M)

UNIFORM SHOP – Elaine Browne

1ST COMMITTEE MEMBER – Helen Drury (Proposed Nick, seconded Effie B)

2ND COMMITTEE MEMBER – Perry Kritselas (Proposed Alice, seconded Effie M)

OTHER COMMITTEE MEMBERS (TBA) Finola Carey-Border, Tamra Palmer, Peter Swientek, Carol Walsh, Fiona Gainsford.

Meeting closed at 8.30 pm - Next Meeting: 18 February 2015.