Burwood Girls High School - P&C Meeting
Minutes of Meeting 2/2015: 18 March 2015

Attendance: Mia Kumar-Principal, Karyn O’Brien-Deputy Principal, Nick Miller-President, Kerry West-Vice President, Effie Balomatis-Treasurer, Effie Matsas-Secretary, Kathy Kritselas-Assistant Secretary, Perry Kritselas, Claudia Swientek (and others as noted on the Attendance Log)

Apologies: Janina Longman, Alice Magoffin, Belinda Gibson

Minutes by: Effie Matsas

1. **WELCOME**
   Meeting opened by Nick Miller in the Library at 7.05pm and welcomed guest presenter Melissa Caltabiano – Head Teacher PDHPE.

2. **GUEST PRESENTATION**
   Melissa gave an in-depth presentation for PDHPE 2015 covering aspects from Year 7 to Year 12. As well as head teacher, Melissa’s responsibilities includes teaching elective dance classes and extra curriculum ensembles, HSC marker, co-ordinator school’s entry into School Spectacular, Sydney Region Dance festivals. Organised the China 2010 Expanding Horizons Gala tour and recently the 2013 tour to Los Angeles - 30 BGHS students performed at Disneyland and participated in master classes in New York. As well as organising internal STARR days and Crossroads program.

   Brief overview of the department included – new staff joined the team and returning staff taking on new roles; the curriculum from Year 7 to 12, PDHP, PE, PASS (Physical Activity and Sports Studies), PDHP, SLR (Sport, Lifestyle and Recreation), CAFS (Community and Family Studies), sports carnivals, grade sports (summer, winter and knockouts), recreational sport (currently 19 selections), dance (4 elective classes and 7 extra curriculum dance classes) and faculty focus areas as well as finding new way to integrate the BYOD program and addressing sensitive/controversial issues.

   *Parents were impressed with the information and insight given by Melissa, it was suggested that a teacher/ representative from different faculties present at future P&C meeting. Parents would gain a better understanding of what their daughters are studying and support parents can give to their kids, as well as an opportunity to answer any questions.*

   **Action:** Effie M to email P&C parents and provide feedback – parents to advise which subjects they would be interested to learn more about (and even participate in mock classes).

   Other areas brought up by parents during the discussion session included – stress relief/management for Year 11/12 students, “life beyond HSC” program, building resilience for senior students and mental health issues, Year 10 transition into senior school, Run Club Tuesday morning, how controversial/confronting issues are taught in PDHP (usually parents are asking parents via surveys). Parent commented on excellent transition for Year 7 students. One initiative is the Year 7 interim report in Term 1 to advise parents how students are travelling (as per parent request via surveys). Interim reports and parent/teacher student interviews will be conducted for Year 11 on the same basis.
3. **PRINCIPAL’S REPORT - Presented by Mia Kumar**

3.1 **SUCCESSES**

3.1.1 Lunar New Year – staff and students celebrated with red. International student presented the school with an art hanging.

3.1.2 Year 7 Camp to Broken Bay successful - also attended by some of the Big Sisters.

3.1.3 International Students won AWARDS which were presented at the Conservatorium of Music. BGHS international student awarded highest ATAR 99.9 in the state. BGHS strings also played at the Con for the event.

3.1.4 Rainbow Assembly – 2nd March – staff and students wore rainbow colors.

3.1.5 Welcome BBQ for Year 7 parents and students - opportunity for parents to talk to teachers and other parents. Big Sisters also attended. School band and Strings Ensemble played in the garden.

3.1.6 Year 6 information evening 2nd March - approx. 600 potential Year 7 2016 students and parents attended.

3.1.7 Celebrated International Women’s Day – students encouraged to wear purple.

3.1.8 40 students from Japan visited BGHS.

3.1.9 Hawaii Music Ensemble Tour 4-11 March – 55 students attended. Students interviewed on Channel 7 Sunrise Show, as well as meeting Guy Sebastian. Attended masterclasses, workshops and marched as the first ever Australian school to participate in the Honolulu Music Festival.

3.1.10 Shave for a Cure raised $4,000. Article in Burwood Scene.

3.1.11 Year 12 Starr Day.

3.1.12 Regional Swimming – 12 year old relay team heading to State level competition.

3.2 **FUTURE EVENTS**

- International Day 20 March
- Japan tour meeting 23 Mar 6pm
- Year 11/12 parent/teacher/student meeting 30 Mar
- Last day Term 1, 2 April
- First day Term 2, 21 April
- ANZAC assembly 27 April
- Photo Day #3 27 Apr including SRC and Big Sister photos
- Year 7/8 disco 30 April
- Senior Band Tour June
- NAPLAN Year 7 and 9 on 12-14 May

3.3 **SCHOOL IMAGE**

Priorities include Corporate Image:
- Development of school brochures and student booklets.
- Customer Service.
- Refurbishment of school – Local paper indicated billion dollar budget for local schools. BGHS to redo entry/entrance (attachment).

**Action: BGHS to review most suitable entrance location.**

- School Plan 2015-2017 focuses on 3 strategies/directions (which have been a direct result from student/teacher/parent input):
  1. Maximising student outcomes
  2. Promoting leadership and learning
  3. Enhancing communications and community connections
- New structure for well-being team
- Training and in particular TELL staff training (Teaching English Language Learners) as 75% of students come from non-English speaking backgrounds, therefore need to ensure that teachers understand how to teach with best possible outcomes for all students.

3.4 **SCHOOL PLAN 2015-2017** - Presented by Karyn O’Brien

All government schools are required to produce a school plan indicating the direction and core strategies of the school in the next 2/3 years (Note: each school produces own plan and decides own core focus areas). The plan includes the school’s vision statement “Prepare young women to be resilient, take responsibility and to be strong leaders of the future”, how the plan was created – in consultation with staff, students and parents. Plan outlines the 4 P’s – purpose, processes, people and products in relationship to each core strategic direction.

**BGHS three strategic directions:**

1. **Maximising student outcomes** - Innovate and improve student learning experiences, develop learning programs, differentiate unique learning experiences for GAT, ESL, learning support needs and elite athletes.
   - Collaborative assessment practises
   - Quality teacher feedback for students (measured via 2014 Tell Them From Me Feedback Data)
   - Differentiation of curriculum to support needs for all students (TELL)

2. **Promoting leadership for learning** - to develop a culture of innovation and collaboration to provide an enriching environment for both staff and students to promote empowerment and leadership. Engage both students and staff to strengthen capabilities to lead and learn.
   - Teacher accreditation program - proficient in teaching national standards and apply for higher accreditation and recognition of teachers in the classroom (higher pay scale).
   - Working with SRC and prefect co-ordinator for both formal and informal student leadership opportunities. Success measured via student feedback as base line.
   - Inclusive framework to support individual and collective student wellbeing (Learning and Wellbeing Team)

3. **Enhancing communications**, connections with school community and fostering relationships with the local community. Effectively communicate the school’s purpose, management systems, structures, and processes to the school community and recognise achievement in school life in the local community.
   - SENTRAL database currently used by staff. Future opportunity for students and parents to communicate with the school via portal.
   - Fostering productive community relationship. Eg. Strathfield Business and Professional Women’s network (students and staff have already attended dinners)
   - Develop a creative culture that cultivates innovation, dynamic and divergent thinking - “THINK GLOBALAY, ACT LOCALLY” in terms of social justice issues.
   - Increase parents attending P&C meetings
   - Local press exposure

*Action: BGHS School Plan will be on the website by Term 2 (prior signed off by Director of Public Schools).*
4. **PREVIOUS MINUTES**
   P&C Minutes 18 February 2015 were tabled –

   *Motion: Minutes adopted by Effie B and seconded by Nick M.*

5. **GENERAL BUSINESS**

5.1 **Uniform Items**
   - Parents inquiry re: hat policy.

   *Action: Parent to review/research styles – Elaine has catalogues.*

   - Parent inquiry re: limited availability of stock
   - New student shorts now available. Prices to be included in EVENT/web
   - Monogramed shirts have arrived
   - Senior shirts not yet available (Term 2)
   - Senior skirts arriving next week
   - Blazers already ordered and available Term 2 (had to wait for substantial quantity to be ordered)
   - Students have asked for long sleeve shirts

   *Action: Agreed Elaine to order long sleeve shirts with monogram.*

5.2 **Electronic Funds Transfer**

   *Action: Mia to clarify whether credit cards, BPay and bank transfers are all available on the school website. Also whether music program fees are paid online.*

5.3 **BBQ State Election on the 28 March** – In the past P&C have organised BBQ. However, the time involved, low profit and lack of people to run it, it was agreed not to run the BBQ this time.

   *Action: Agreed that the event was not worthwhile and P&C to review Bunnings BBQ instead.*

6. **TREASURER’S REPORT**

6.1 As of 18 February P&C funds at $30,755.62. Funds deducted include artificial grass, materials for working bee, repairing/staining picnic tables, Year 7 welcome BBQ and gifts leaves a balance of $24,873.51. It was noted that 2015 parent contributions have not been transferred to the P&C account.

   *Action: Mia will investigate P&C contribution monies held by the school office.*

6.2 **Uniform Shop Report**

   6.2.1 P&C Insurance paid via the uniform account at the end of 2014. As at the 11th March, bank statement at $55,150.59 Accounts to be paid at $23,932.36 + outstanding deposits comes to $34,511.73. $20,000 presented to the P&C from the uniform shop.

   *Action: Adopted by Effie M and seconded by Nick M.*
7. **CORRESPONDENCE**

   Student Injury Insurance – not sure who pays.

   *Action: Nick to send documents to Mia*

8. **OTHER BUSINESS**

   8.1 Fund Raising – numerous emails come through to P&C regarding fund raising. Nick requested parent assistance to go through the emails and filter the better options. It was also noted that the function of the P&C is not really fund raising. Parent indicated we should be more flexible in our thinking and therefore we still need someone to go through the emails.

   *Action: Marina Pieri has volunteered to receive emails and access/filter options. Effie M to let Diana know to forward fund raising emails to Marina.*

   8.2 Bunnings BBQ to raise money for band program on 23 May will raise $2,000 to $3,000.

   8.3 Elaine requested that the P&C contribute to bus transport for students attending the ANZAC march. Approx $300-$400.

   *Action: Agreed that P&C will contribute cost for bus.*

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**Meeting closed at 8.45 pm - Next Meeting: Wednesday 20 May 2015.**