Burwood Girls High School - P&C Meeting  
Minutes of Meeting and AGM  
8/2015: 18 Nov 2015

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

Apologies: Janina Longman, Kathy Kritselas, Helen Drury, Sally Steele, Fiona Gainsford, Tamra Palmer.

Minutes by: Effie Matsas

1. WELCOME  
Last P&C meeting for the year and AGM opened by Nick Miller in the Library at 7.10pm. Nick welcomed guest presenter Fiona Diakos - HT Technology and Innovations

2. GUEST PRESENTATION – Fiona Diakos  
Fiona presented the new SENTRAL school management system, specifically the student and parent portal. Fiona demonstrated the system using live student data.  
- Objective to maintain communications between the school and parents  
- Staff has been using SENTRAL for 4 years. Now it is introduced to parents.  
- Over next few weeks parents will receive email with a registration key and web link to the parent portal.  
- Information is the same as the student portal including: timetable, assessment calendars, teacher messages, excursions attended, attendance log by terms, school reports, teacher remarks, ranks, messages to students, parents can explain absences (instead of submitting paper notes to the office), event newsletter, parents can contact teachers, homework (depends on teachers).  
- As a new system, it will have a few glitches but will be fixed as they are reported.

3. PRINCIPAL’S REPORT - Presented by Mia Kumar  
Mia thanked her two deputies for managing the school and presenting the Principals report at the October P&C.

3.1 SUCCESSES  
3.1.1 Duke of Ed Walks were successful  
3.1.2 Theatre Sports Challenge – new area of involvement, teachers and students are very keen.  
3.1.3 Stage Band at the Opera House on 29 Oct- received the loudest ovation and parent indicated they were better than Newtown Performing Arts school (who played next)  
3.1.4 BGHS supported Gonksi events during World Teachers Day  
3.1.5 Year 10 excursion visited Uluru - divided into 2 groups  
3.1.6 Year 12 Formal – successful with 36 teachers attending  
3.1.7 Language excursions  
3.1.8 Band performed at Remembrance Day  
3.1.9 Refugees demonstrated cooking dishes  
3.1.10 Girls raised funds for Hands across the Ocean  
3.1.11 Job Jump – assisted students re: thinking about future jobs  
3.1.12 Year 9 camp
3.1.13 “Most likely to succeed” documentary - about a US high school demonstrating hands-on teaching strategies.

3.1.14 Mia attended Principles Conference

3.1.15 Future Events:
- Last day of school – Wed 16 Dec
- HSC results Wed 16 Dec
- Little Xmas Night of Music 2 Dec
- Blue and Gold Assemblies
- Presentation Day
- Band workshop with Croydon PS (mentoring)
- School Spectacular

3.1.16 New school brochures produced. There are 11 different brochures including uniform, music ensemble program, leadership, sport, cultural connections & facilities.

3.1.17 International student intake growing. BGHS has approx 100 int’l students.

3.1.18 Via Gonski program BGHS will receive RAM funds in accordance with social economic levels, cultural (students from non-English speaking background) and low/high level disability. School will have to review how to spend this extra RAM funding.

3.1.19 Staff Changes
- SAS changes – Elaine and Sue no longer part of the Band Program, however they will still be part of the Uniform Shop. Genevieve is advertising for staff to support the band program.
- Fiona Diakos appointed Head Teacher of Technology Innovations
- Temporary teachers will continue – Jim Stammell, Kim Coulson and Renee Lindsay
- New Teacher in Mathematics, Christine Ha
- New science teacher to be appointed
- Couple of teachers on maternity leave in 2016 – Jodie Coleman and Kirsty Tottenham
- Total BGHS enrolments at 1081. Yr7 at 165; yr 8 at 165; yr9 at 170; yr10 at 195; yr11 at 238; yr12 at 248. Noted larger cohort of students in senior years.

3.1.20 Staff interested in the school environment and keen to become involved in eco projects. Large group of girls (largest ever) now keen to be involved in the Youth Summit, largely due to the work P&C have instigated for the beatification of the grounds and eco / school grants.

3.1.21 Re-organisation of SRC: yr7 at 12; yr8 at 12, yr9 at 20, yr10 at 20, yr 11 at 20.

3.1.22 Special Religious Education – SRE policy to be developed. Proposal for 2016 includes 4 groups: Orthodox, Roman Catholic, Protestant and Islam.

3.1.22 Annual School Report to be completed

Action: P&C to submit P&C report

4. **PREVIOUS MINUTES**
   P&C Minutes 21 October 2015 were tabled –

   *Motion: Minutes adopted by Effie B and seconded by Colin.*

5. **GENERAL BUSINESS**

   5.1 Uniform Shop – Elaine provided 2 quotes for Uniform Shop pricing. These were forwarded to Nick tonight.
6. **TREASURER’S REPORT**

6.1 Effie B provided report. As of 18 November, funds in P&C bank account total $30,049.16. However there are additional P&C funds (voluntary contributions) held by the school totalling $15,828.35 (as per email to Effie B from Bronwyn). Therefore in total, P&C funds total $45,877.51.

6.2 Effie B indicated that the funds kept by the school (on behalf of the P&C) to be transferred to the P&C bank account and managed entirely by the P&C. It has been difficult to manage funds over the past 2 years as transaction reports from Bronwyn have not been available. In fact, Alice (prior president) had attempted to obtain transaction report / statements since 2012 from Bronwyn and transfer the P&C funds across however, reports would not be made available. The P&C is not entirely sure what the school has paid for (as most of the P&C expenditure approved for the grounds project was reimbursed back to the school). The arrangement has been that the school would pay for the expenditure out of school funds (which included GST, as the school could claim GST) and the P&C would reimburse the school the amount (exc GST) as a gift.

It was indicated that voluntary funds collected by the school, on behalf of the P&C, are transferred at the end of each term to the P&C account.

*Motion: Treasurer Report and transfer of all P&C funds held by the school) to P&C account adopted by Effie M and seconded by Perry.*

6.2. **Uniform Shop Report**

6.2.1 Elaine B provided report. As of 18 November, total funds at $45,899.37. Expenses to pay – salaries and 2 suppliers leaving balance of $25,861.

6.2.2 Good response on yr 7 Orientation Day

6.2.3 Senior week specials on 30 Nov/1Dec/2Dec/3Dec

6.2.4 Elaine to provide quotes for storage to Nick

*Motion: Report adopted by Kerry and seconded by Alice*

6.2.5 Parents asked for online ordering and online payments for uniform shop. Note: Online uniform facilities has been requested at previous P&C meetings

7. **CORRESPONDENCE**

7.1 Nil

8. **OTHER BUSINESS**

8.1 Good news regarding grant for front entrance /office and sick bay will be announced next week.

8.2 Parent raised issue about state of the toilets. This issue has been raised in several meetings. Students have not complained, however Mia and Karen indicated she will visit the toilets tomorrow to review.

8.3 Parent indicated that BGHS is not listed on white pages. Karen indicated that school can be found on google.

8.4 Year 12 year book
8.5 Alice bought up ongoing issue that school invoices are still sent to parents without any indication about collection of the P&C voluntary contribution. P&C letter is not included when outstanding invoices/statements are mailed to parents. Only the beginning of year invoices, include the P&C letter.

**Action:** It is imperative that followup statements include the P&C letter. Alice to review process with Bronwyn. Recommendations to be presented next meeting

8.5 Election of Committee Members – only those that have paid the $25 P&C voluntary contribution.

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<th>Position</th>
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**Action:** Remaining positions – Social Secretary (Perry to ask Kathy) and more committee members to be elected next P&C.

**Meeting closed at 8.50 pm**

**P&C Year 7 Welcome BBQ 17 February 2016. Next P&C Meeting 16 March 2016.**