Burwood Girls High School - P&C Meeting
Minutes of Meeting 1/2016: 16 March 2016

Attendance: Mia Kumar-Principal, Janina Longman-Deputy Principal, Karyn O’Brien- Deputy Principal, Tim Cunningham-Vice President, Alice Magoffin- Vice President, Perry Kritselas-Treasurer, Effie Matsas-Secretary, Kathy Kritselas-Assistant Secretary, Elaine Browne, Kerry West, (and others as noted on the Attendance Log)

Apologies: Nick Miller-President, Peta McCartney

Minutes by: Effie Matsas

1. **WELCOME**
Meeting opened by Perry Kritselas in the Library at 7.00pm. Welcomed guest presenter Jessie Wotton, Gonski Co-Ordinator Inner West, as well as new Year 7 parents.

2. **PRINCIPAL’S REPORT - Presented by Mia Kumar**

   2.1 **SUCCESSES**

   2.1.1 Mia congratulated Nick Miller for his work in securing $25,000 government grant from the Community Building Partnership Program

   2.1.2 Conducted mock whole school evacuation to Blair Park within 12 minutes - police also attended. Aim is for 6 minutes.

   2.1.3 School photos completed.

   2.1.4 High attendance at the Swimming Carnival. Very successful, with many students participating in Zone and Regionals.

   2.1.5 BGHS hosted students from Korean school (for 2 weeks). These students were buddied with BGHS students studying Korean.

   2.1.6 Kitchen garden beds are ready for planting. Many thanks to Fiona Gainsford and Tamra Palmer for organising the Ashfield Council grant and Xanthe Warren. Also parents who participated in the working bee weekends.

   2.1.7 Mia thanked P&C for Yr7 BBQ. Year 10 Big Sisters were also present to support Year 7 students.

   2.1.8 Year 7 girls enjoyed Broken Bay camp. Note: Student diagnosed with whooping cough. Letter was sent to all parents.

   2.1.9 Year 7, 2017, information night (organised by Karyn O’Brien) was full to capacity. School Prefects conducted tours. Noted that structure of tours to be changed, as per feedback from Prefects.

   2.1.10 Mural “I am Woman” opened by Jodi McKay with support from the P&C.

   2.1.11 Visit from a Japanese school during International Women’s Day

   2.1.12 Photos of inspirational women hung in the school hall.

   2.1.13 International Women’s Day assembly successful. Also attended by Jodi McKay (who commented air conditioning in the hall, lack of)

   2.1.14 BGHS Water Polo team (2 x Yr 7 students now in team) competing in Regionals.

   2.1.15 International Day Against Bullying

   2.1.16 Launched Mini Mind Matters leadership initiative – well being for students.

   2.1.17 BGHS Twitter Page to keep up to date

   2.1.18 Staff and students participated in World’s Greatest Shave

   2.1.19 SRC has extended and expanded its role with the integration of Mini Mind Matters, involvement with other school committees. Due to large SRC, it has been divided into 2 groups – Yrs 7/8/9 and Yrs 10/11/12. Aim is to provide leadership opportunities to all girls who wish to participate in leadership roles (instead of being a smaller elitist group)
2.2 **FOCUS AREAS**

2.2.1 New structure for SRC has been implemented and will be evaluated end of the year.

2.2.2 SRE (Special Religious Education) implementation. 137 students attended. Protestant:65, Orthodox:23, Catholic:20, Islam:29. Remaining students participate in study groups.

2.2.3 BGHS is part of the Proud School pilot program and now this initiative has been amalgamated with the Safe School Coalition. Survey will be conducted with Year 9/10 students. Parent will be informed about the survey with opportunity to opt out.

2.2.4 BGHS choir is growing, led by Martin Neville. Invited to perform at ACON conference at Doltone House. ACON will donate $2000 to the school.

2.2.5 Band program is also developing further. Yvonne Brown is involved with local public school workshops. In this capacity, Yvonne has organised several opportunities for BGHS to coach/workshop at local primary schools.

2.2.6 Investigating options to set up a tutoring/homework centre in the library to provide free tutoring/homework to help students after school. Julia Alvarado outlined 2 options:

- **Option 1** – School operated centre with program to run initially 2 days per week with 2/3 uni students, preferably ex BGHS and at least 1 tutor to speak Mandarin. Students will bring their homework/study and tutors will ‘float’ around asking students if they need help. This is a free service for BGHS students and will be limited firstly to Years 11 and 12 students before extending to other years. Looking to implement in Term 2, then evaluate.

- **Option 2** - School was approached by maths tutor to run business (hire space in library). She will offer group tutoring 5/6 students and 1 on 1. Correspondence will take place direct with the tutor (not the school).

_P&C agreed this was an excellent initiative by the school and both options may be able to co-exist and will need continued evaluation. P&C motion passed to run both options._

2.2.7 Teacher librarian, Jack Brown, is resigning end of Term 1 to pursue personal interests. New teacher librarian required. Selection panel has been set up consisting of Janina Longman, Julia Alvarado, Keith and Effie Matsas.

2.2.8 Mia requested two parent school representatives for the School Committee and the Finance Committee

_Marina Pieri was nominated and accepted as a parent representative for the School Committee. Position for Finance Committee still pending._

2.2.9 Two drivers have been engaged (including 1 parent) to drive school bus.

2.3 **FUTURE EVENTS**

International Day, Year 11/12 parent/teacher interview night, Year 7 Interim reports, Tour to China excursion depart on 4th April, Harmony day, Anzac Day marches (Band has been invited to participate in the main city march.)
3. **HSC 2015 RESULTS – presented by Janina Longman**

Janina presented an in-depth report including HSC results published by BOSTES and SMH and unpublished student data.

- BGHS ranked lower in 2015, compared to 2014.
- HSC 2014, 52% of all exams sat achieved a Band 5/E3 or better.
- HSC 2015, 51% of all exams sat achieved a Band 5/E3 or better.
- HSC 2014, 81.5% received a university entry
- HSC 2015, 84.4% received a university entry
- 2015 HSC results also compared to Naplan Yr 7 and 9 to ascertain value added per student.

4. **PREVIOUS MINUTES**

P&C Minutes November 2015 were tabled – correction to be made “building works to include foyer and sick bay” not “office”.

*Motion: Minutes with correction adopted by Tim C and seconded by Kathy.*

5. **GENERAL BUSINESS**

5.1. **P&C positions to be filled**

Social Secretary– Kathy Kritselas nominated and accepted.

Additional committee members – Janelle Prasai

*Tim C motioned and Effie seconded*

5.2 **P&C Focus Areas**

Perry opened the forum asking parents what activities/tasks/expenditure they would like from the P&C – areas to look at in terms of school amenities, ground improvements, school activities, guest presentation for the next 12 months. Some suggestions:

- Curriculum / teacher presentations - English, Wellbeing including Mind Matters, Fiona Diakos (Technology and update on Portal)
- Police – social media/bullying
- Motion to investigate industrial fans/air conditioning for the school hall. Also ensure sufficient electricity requirements to avoid blackouts (school expenditure?) Nick Miller to approach Jodi McKay (see item 2.1.13) or part of P&C expenditure.

*Action: Parents to email suggestions to Effie Matsas. Suggestions will be discussed at P&C meetings.*

*Nick M to discuss possibility of fans/aircon with Jodi McKay*

6. **TREASURER’S REPORT**

6.1 New treasurer, Perry, advised new processes will be implemented to aid in more efficient procedures and easier succession for future treasurer. Will commence with an audit of accounts for 2013, 2014 and 2015 including P&C, Uniform Shop and Trust Funds (held by the school on behalf of the P&C). In particular, the funds held by the school on behalf of the P&C – waiting for Bronwyn to forward 2013 bank statements. Aim is to ensure transparency and tidy up the 3 accounts. In addition to the audits, other initiatives include: moving away from cheques, electronic payments, payment authorisations with dual signatories, create a central email and invoice process, set-up payment runs and processing of invoices.

End of last year received sum of $15,667 (from funds held by school) with another amount due end of Term 1 from voluntary P&C contributions paid this term.

*Actions: Tim to assist Perry with Uniform Shop accounts.*
Effie to assist Perry with identifying amounts paid for grounds improvement
Perry to follow-up Bronwyn for 2013 bank statements
Perry to follow-up Bronwyn for Term 1 voluntary P&C contributions.

Budgets for incoming funds and outgoing expenditures will be prepared for the year to manage cash flow. The majority of funds derived from the Uniform Shop, followed by any grants obtained by the P&C, followed by Voluntary Contribution made by parents when paying school fees. Note: fund raising activities have not been previously pursued by the P&C. Students organise fund raising activities for particular charity organisations and events.

In regards to outgoings, at this stage, Effie requested $10,000 to be allocated for the grounds improvement project - includes $6,000 for 4 platform seats ($1,500 each), $2000 for removal of existing picnic tables and relocate, $2000 for plants/materials/working bees (figures ex GST). Perry advised that the school will pay for the platform seats and P&C will reimburse the school excluding GST.

Action: Perry proposed motion for $10,000 allocation to grounds and Tim C seconded. Effie to go ahead and place order for platform seats (same as platform seat in front of hall), organise quote for removal of picnic tables and advise date for next working bee. Effie to co-ordinate with Art department for planning of art sculpture is same area.

Another P&C project, the provision/installation of industrial fans/air conditioning in the hall – (see item 2.1.3 and 5.2)

P&C suggested the purchase of marquees with BGHS logos – Mia advised that 3 were already purchased for International day.

Further discussions needed re: $25,000 grant for foyer and sick bay (refer 2.1.1).

It was noted that a Cap Ex request is to be submitted by the Uniform Shop
Action: Tim C to help Elaine with design and pricing for uniform shop and proposal to go through capex process.

As of 1 March, P&C account at $47,267.

Incoming Funds:
$20,000 from the uniform shop and lockers for 2015 (as per Elaine).
Action: Elaine to forward cheque to P&C tonight

$25,000 from government grant
Action: Nick Miller to liaise with department to set up eft transfer.

Plus voluntary funds TBA

Immediate expenses payable:
Platform seats $6000 (4x$1500)
Effie B - $304.05 for Yr & BBQ supplies
Kathy - $300 for Yr7 BBQ supplies and other
BGHS - $300 for Opening of Mural
6.2. **Uniform Shop Report**

6.2.1 As of 16th March 2016, uniform account at $43,178. Outgoings will include supplier payment of $10,722 and $20,000 forwarded to P&C. Leaving a total balance of $12,436. Wages will also need to be paid.

6.2.2 Stock on hand total $104,000 and $21,000 in band program stock.

6.2.3 Year 7 parent requested student hat. Elaine presented sample student hat for review. Cost of hat approx. $22.

*Action: School to conduct student research if girls would wear the hat*

6.2.4 Year 7 parent indicated (via email) that they would like to see a summer dress for junior students.

7. **GUEST PRESENTATION – Jessie Wotton**

Presented detailed Gonski update and the BGHS Gonski story. Aim for government (both state and federal) to commit to the full 6 years of funding due to continuing community pressure. Register support at www.igiveagonski.com.au

8. **CORRESPONDENCE**

E-mail from Bountye (refer item 9.1)

9. **OTHER BUSINESS**

9.1 Effie outlined a business called Bountye founded by Asim Brown (an E-Bay executive). Aim of Bountye is to bring the community feel and vibe back to buying and selling and make the whole experience more enjoyable for both parties. The business model works similar to Gumtree except with a charitable component. An account is set up whereby BGHS parents, staff, students and other related parties sell unwanted items online. Buying is open to all Bountye customers. Bountye takes 10.9% of the sale and the credit card facilitator takes 1.1%. This means that BGHS P&C will receive 88% of the transaction value. Our commitment is via promotion of the site to encourage the BGHS community to use the site. P&C agreed it may be a good revenue earner.

*Action: Effie to organise 15 minute Bountye presentation for May P&C*

9.2 Parents indicated that fund raising activities should be considered to raise much needed funds. Even though the P&C has not traditionally used fund raising events in the past (as we did not have the expertise), if there are any parents (with the time and skill) who wish to organise fund raising events, they are most welcome to submit a proposal for P&C meeting/review. Suggestions included - car boot sale, trivia night etc

9.3 Comedy for a Cause – parents indicated they were not keen to progress with this fund raising event.

9.4 Parent asked for EFTPOS (direct bank transfer) instead of credit card payments or cheques. This question was also raised last year. Do we have the technology now?
Action: Mia to investigate if bank transfers will be available in the new system.

Meeting closed at 8.55 pm - Next Meeting: Wednesday 18 May 2016.