

BURWOOD GIRLS HIGH SCHOOL - PARENTS & CITIZENS COMMITTEE MEETING

15 June 2022

Attendance: Kathy Lye – **Deputy Principal**, Julia Alvarado – **Deputy Principal**

Kara Gabbett – **P&C President**, - KT Wlodarczyk- **P&C Vice President**, Marnie M Noor- **P&C Vice President**,

Chiara Cenati - **P&C Secretary**, Kate Wake **P&C Asst Secretary**, Cat Rodie - **P&C Asst Secretary**

Peter Zographakis **P&C Treasurer**- Tim Cunningham - **P&C Asst Treasurer**

Jackie Speak, Sonam Paljor, Natalie Jennings, Kate Berry, Leanne Eastway.

Meeting Chair: Kara Gabbett

Meeting recorded by: Chiara Cenati

Apologies: Mia Kumar, Tracy Hayden, Carolyn Bacchus, Jaqui Bouf, Karen Harper.

Format: In Person

Welcome to Country and introductions: Kara Gabbett

Speaker Guest: HT Learning and Engagement Lauren Dwyer

- HT Learning and Engagement
- LaSts - Learning and Support Teachers
- SLSOs - School learning Support Officers
- ISTV&ISTH Itinerant Support Teachers (Vision and Hearing)
- CILSP -COVID intensive learning Support. It has been set up in the last 2 years to improve literacy skills impacted by Covid and to help to re-engage in the school life after COVID. This is done in class and in small groups.
- The program includes teaching and non teaching staff, it offers an extensive support. There is a large range of students' needs.
- It supports students' learning needs with individual education plans. Each student is different.
- The program uses data from tests and teachers to check where students need help
- Disability provisions are mostly for Y12. They include Extra Time, Rest Breaks.
- Assistive technology like “C pen” is offered, The pen effectively reads text aloud
- Professional development is offered to teachers to help them programming with students' learning needs in mind.
- Y7 is the best time to identify kids' needs. Class teachers are often the starting point. They review the class to identify students who need help, and where they may need it. It is really a whole school initiative.
- Acts of inclusion activities are set up during recess and lunch for students who have difficulties interacting with others. Usually are tasks to work on specific projects.
- The school applies for NDIS provisions. It is very difficult to get funding.
- The Learning support program is well established, although it could use more funding.
- It takes time to set up each individual plan. They are created through inputs from primary schools, psychologists and parents. Usually at the end of T1 and T2 plans are reviewed.

- International students are also included in the program. Our Chinese teachers Jenny and Sandy help to determine if it is an English language issue or learning disability.
- **Presentation attached to the minutes**

Principal's report – Kathy Lye

- Election Day BBQ - very positive feedback - Thank you to the volunteers who ran it.
 - Second Hand Uniform stall - very successful. Money to be used by the Wellbeing team.
 - STEM updates- Furnitures and 3D printers are in
 - More Than Thanks - Students' letters to teachers were very welcomed.
 - Strategic School Support - Professional learning is continuing to focusing on numeracy
 - Evacuation practise - went pretty well, it was important for new kids and staff to be familiar with procedures
 - CPR and Anaphylaxis training for staff- It was important for staff to refresh their skills as it has been 2 years since last training.
 - Year 7 STARR day - Y7 students are very enthusiastic. Kiara presented a new web page she created to improve health vs use of phone and devices
 - UAC presentation - Y12 very interested to discover new opportunities post school
 - Pacific Islander Initiatives - working together to design new traditional clothes
 - Year 10 creative Arts: Excursions to Barangaroo
 - Korean learning: students are participating to Korean speaking competitions
 - HSC Drama - very enthusiastic.
 - Maths Club : Lots of participants, very popular. Working on sequencing.
 - Knockout sports: Knockouts are continuing with Soccer, Touch and netball.
 - AFL GWS Tournament Y7-8 - Won Gold!
 - Prefect afternoon tea: always a lovely initiative
 - Year 7 Jump Rope for Heart - Fundraising is continuing
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- Informaton:
 - Parent Teacher Night (year 9 and 10) 22 June
 - Annual report 2021
 - School Improvement Plan 2022-2025
 - Field Study Day - 29 June
 - Term 3 Staff Development day Day 18 July
 - Tuesday 19 July - return to school T3

President Report - Kara Gabbett

1. Election Day BBQ - Sat May 21, 2022

- Overall, the Election day BBQ and cake stall was a huge success. Lots of lovely camaraderie was felt, which is what was hoped for.
- The raffle went very well and was a great thing to add on. Most customers added tickets to their purchase.

- The roster worked well with a great turn out throughout the day - in 2.5 hour shifts. Thank you to all of the volunteers, both on the day and in the week lead up.
- Thank you to everyone who donated cakes. There were lots of compliments and a great variety was on offer.
- Thank you to Julia Alvarado
- The Squares worked a treat. Almost the same amount was paid in cash (\$1736.50) as on card (\$1792.07). \$3528.57 came in before expenses.
- **\$2779.35 was raised**
- Difficult to judge amounts of food to purchase as a lot of people vote in pre polling. There were too many sausages and buns, not enough onions and too much sauce. All amounts are recorded for future BBQ's.
- Left over bread rolls were donated to the Ashfield Soup Kitchen
- It is not a 1 person job to coordinate the event. 7.30am-6.30pm is too long a day. It is suggested we have 2 coordinators in future.

The P&C would like to thank Sally Steele for all of her effort in running such a successful event.

2. Consent Talk with Ashfield Boys

- Discussions with Ashfield Boys are ongoing to be part of their "Ash Talks". In particular a combined talk on consent. Parents generally feel they would attend an evening event of this nature. Further correspondence will occur. More accurate pricing will be acquired.

ACTION: Cat Rodie

3. Reminder of meeting protocols

- a) Motions. Now that we can move money again, we will have some Financial motions. **Financial motions need to be put in one week before the meeting and go out on the Agenda.** It is generally recommended that financial motions go into the meeting before. They are discussed at the meeting they are voted on. They can be put forward by anyone. Only ppl who have been financial members since the previous meeting can vote. Motions must be seconded and the President must declare if it has passed, with the Secretary recording the result. (Non financial motions and motions of thanks can be proposed and voted on at the same meeting.)

- b) Times for speakers - 10-15 minutes for guests and 10- 15 minutes for Principals report has been recommended by the Office Bearers. This leaves 45 minutes for P&C business.

Members are asked to limit comments within a meeting to those on P&C business, with an outcome in mind. Please be respectful to all, regardless of differing opinions. A calm and welcoming tone is appreciated.

- c) Meetings

There are meetings for:

Office Bearers: The 5 office bearers are myself, KT, Marnie, Chiara and Peter.

Executive: The above ppl 5 plus Tracy and Tim, Kate and Cat.

Sub committees: (such as for fundraising, event management)

These are called by the Secretary and are for organisational purposes ie. running the banking, organising a fundraiser etc. These do not need a general invitation.

No financial decisions nor change in policy can be ratified without it going to a General Meeting. Only 5 Office Bearers have financial responsibility and are able to sign official documents. Organisational costs can be approved by Office Bearing members.

- d) Approving Minutes - DRAFT minutes appear on the website, a week after the meeting. If parents could have a look before they attend a meeting, that would be appreciated. We need two people to have read them before they are approved.
- e) Correspondence - Please send P&C business to the pandc.bhgs@gmail.com email account. Please do not send it to personal accounts. Be aware that discussions of P&C (or BGHS) business does not occur over email. The only role the Secretary and President have, is to put issues onto the agenda. Please keep emails respectful to all.

4. Fundraising

Now that we can access our money, and can give money to the school, (and can be on site!) we can organise social gatherings/fundraisers. The P&C is calling for any volunteers who would like to run a social gathering/fundraiser. If you are feeling like a leader who can run such an event - Please see me after the meeting or email pandc.bhgs@gmail.com
(if you have ideas, but are not prepared to run them, please hold them to yourself for the moment)

- Curtains and Furniture for STEM Room

MOTION: That the P&C donate \$50,000 for curtains and furniture for the new STEM room as per details given at the meeting. (Includes drama blocks)

Motion put forward by: Kara Gabbett 2. Marnie Noor

MOTION PASSED

Treasurer's report – Peter Zographakis

- All office Bearers are now registered with the Bank.
- Lots of issues with the bank to move from cheque account to net banking. We are now with CommBiz so payment can be made remotely.
- It was only last week we were able to refund people. Thank you to everyone who has been out of pocket and patiently waiting for us to return funds. They should all be refunded.
- Payments can't be made directly to the school portal as the P&C Bank account does not have a credit card. We need to issue cheques: Cheque for \$6000 for Bike racks is being given to the school tonight.
- Only 3 people can access the account and approve payments. These people are the President, Treasurer and Secretary.
- Xero activation is soon (bank needs more documents which can only be sent by post mail), this will help accounting which now is done manually. This system will need invoices to be able to be recorded.
- Account balance is: \$274,597.92 (18.06.2022)
- Squares worked very well - money went directly to the bank account. Worth getting another one and possibly an iPad to link them and use at events.

Adoption of Previous Meeting Minutes

Minutes passed: Marnie M Noor and Tim Cunningham

Grants committee: KT

Application for Community Building Partnership grants 2022 was submitted a few hours before closing time!

It will be a few months before we know the outcome. Most probably in the form of reimbursements. We requested the grant for STEM equipment.

Uniform liaison officer: Natalie Jennings + PC + School

- This role is to communicate and exchange information between the school and Lowes in regards of stock, sizes, fabric, crests position, etc. There is no committee as such the uniforms are sold by external providers and items are listed by the school (before uniforms were sold by the school).
- No policies have been changed in regards to winter school uniforms, it is the same as before.
- Anything outside this communication should be a school responsibility. P&C should not be involved in uniform rules but can collaboratively suggest alternatives to the one sold by Lowes..
- Uniform decisions come from the student body. The SRC is the party representing the students in this matter. The SRC group is currently very big and they represent students across all years.
- Only in the eventuality of a complete change of uniform (i.e. colours etc) would the SRC, school and P&C start a conversation.
- The school will include uniforms in future surveys.
- Second hand uniforms are distributed by the wellbeing office for free to vulnerable students. They have plenty of stock.
- Parents are encouraged to use the Tell them From me Survey as another way to give feedback.

MOTION: That the P&C donates \$5,000 to the school for the purpose of helping the low socioeconomic students for excursions, activities or to buy school clothes.

Motion put forward by: Kara Gabbett 2. KT Włodarczyk

MOTION PASSED

Agenda test time frame. It has been suggested that the Secretary calls for the P&C meeting through the school two Mondays before the meeting. This will give an option to parents to send anything they wish to discuss by COB on Tuesday. The agenda is then sent out by the school on Wednesday before the meeting with the possibility for parents to keep adding to it till Tuesday at midday.

ACTION: Chiara

Consent Talk with Ashfield Boys

Discussions with Ashfield Boys are ongoing to be part of their "Ash Talks". In particular a combined talk on consent. Parents generally feel they would attend an evening event of this nature. Further correspondence will occur. More accurate pricing will be acquired.

ACTION: Cat Rodie

Actioned since previous meeting:

- Presentation by **Lauren Dwyer** Learning and Engagement - Future parents of the school were invited to attend the speech.
- School ran a second hand uniforms stall
- Cat Rodie - formal support of the P&C via letter to the Education Minister - Great success acknowledged by Jason Li, MP in Parliament and by the DoE.

Other business:

- Chiara and Marnie to buy a new Square

MOTION FOR NEXT MEETING:

That the P&C provide \$20,000 for the purchase of seating in the playground.

1. Kara Gabbett

Carried over until next meeting due to time constraints:

- Clarification of uniform committee representatives, roles and engagement, items and types - KW
- Clarification of statements of account and activity payment requests - KW
- Classroom windows opened for Covid ventilation during winter - could we have some common sense here in terms of having these windows opened as it is so cold for the students. - Carolyn Bacchus
- Could year 7's wear sports uniforms to school on sport days? It will reduce the number of items to carry for the younger girls and also the number of items lost with changes. - Carolyn Bacchus

Meeting Closed: 8.54pm

Next Meeting: 17 August 2022