Burwood Public School P&C Association
Minutes of the General Meeting
Wednesday 21 August 2013, School Library

Attendance: Amanda Ng (Chair), Carolyn Wallace-Whelan (Principal), Martin Bain (briefly), Mark Burfield, Garry Fuller, Janelle Heron, Jenny Tang, Indra Yanti

Apologies: Zack Ensari, Rachel Millard, James Wratten (Deputy Principal)

The meeting commenced at 3.15pm.

Minutes of Previous Meeting
Minutes of the previous meeting of 17 July were accepted as a true and accurate record.

Business Arising from Previous Minutes:

Burwood Public School Festival / Community Raffle
The Burwood Public School Festival is on Friday 29 November. The carnival company, Aussie Amusements, have confirmed their availability. Mark will write to them including to see if they require a site inspection and to check on ride selection options.

With regard to the Community (Festival) Raffle:
Mark had distributed the spreadsheet prepared last year by Janet Huang with the list of (potential) sponsors as the basis for beginning the process of seeking raffle prizes this year. He will also provide the list of actual sponsors. He noted that several of the prizes won at last year’s raffle had not been claimed, probably because there was no-one directly responsible to ensure prize winners were notified. Amanda noted several previous sponsors who are likely to donate prizes again (e.g. Fitbodz, Crysal Seafood Restaurant).

As there is no designated Festival Coordinator, there is a need for good team-work and to designate specific responsibilities (e.g. student talent quest; food stalls, other stalls including possible “grade stalls” and showbags, regular commercial stalls such as the tattoo man, toy man; selling wristbands for the carnival rides). Carolyn mentioned that Dylan from the nearby Baptist Church has approached the school regarding involvement in the school festival.

It was decided that the next P&C Association on Wednesday 18 September (last week of Term 3) will focus most specifically on the Burwood Public School Festival.

Amanda has followed up re printing of the raffle tickets from IPrint Solutions. She circulated a design and got a quote of $1,200 for 2,000 books of 10 tickets.
It was Moved: Garry Seconded: Janelle Carried to proceed.

Pancakes & Coffee Morning
The annual Pancakes & Coffee Morning was held on 1 August, with about 40-50 parents attending. Several new memberships were signed up (thanks to Indra).
Six people from the Burwood Council and the development company working on renovations and establishing of a new library and Community Hub across the road from the school addressed the meeting to explain what is happening and address any concerns.
Mark and Carolyn spoke also.

Book Fair & Book Week
The School’s Book Fair was from 12-19 August, with after-school selling days with P&C assistance on 13 and 15 August.
Mark read out a letter from Martin Bain that he asked to be tabled expressing appreciation to the P&C Association, especially to Janelle and Indra. There were several parent volunteers this year. Overall sales were down, and the sales days were not as busy and quite manageable, but still this was a popular event that Janelle described as a “hoot”.
The Book Week was from 19-23 August, with a great costume parade today.

Father’s Day Stall
The Father’s Day Stall selling days are Tuesday 27 and Wednesday 28 August in the school hall.
Amanda has already purchased gifts, and Indra has already arranged several volunteers to help out. A note has been distributed to parents and baskets for collection of gift donations from families were distributed to classrooms yesterday. Amanda will also check on old stock in the P&C Room. Garry has arranged mini stanley knives to assist with gift wrapping as requested. Amanda will buy more wrapping paper, and ribbon if required. Previously clear wrapping had been purchased as some of the gifts were pre-wrapped, but as this is now not usually the case, the paper could be opaque. Some students have asked for wrapping paper that is not clear. Indra explained that she instructs those wrapping to minimise the surface area of gifts for wrapping where possible, and also to only use ribbon if gifts are not wrapped (and vice versa).

Treat Day
The next Treat Day will be on Thursday 5 September (close to the Father’s Day stall and not later in the term due to intensive swimming classes on the last two weeks of Term 3). A note will go out soon informing parents.

Community Talks
Carolyn is arranging for a Community Talk with Chinese-speaking parents, possibly on Thursday 19 September (to be confirmed).

Road Safety
The P&C Association will continue to monitor progress on issues for action identified in the Road Safety Audit around Burwood Public School by Burwood Council, tabled at the last meeting.

Interview Training
Carolyn informed that since the last meeting and the note in the school newsletter (etc), three parents have expressed interest in receiving interview panel training. At the meeting, Jenny also expressed interest. Carolyn has arranged for an interview panel training session in the school library on Thursday 19 September, 3.30pm. Parents from some other schools will also be participating.

Local Development
There was discussion on the effects of developments close to the school including with regard to parking.
An idea is to approach the Council for parking permits for designated cars (eg those of canteen volunteers) or other alternatives (dedicated spots; passes, etc). Carolyn is to follow up with the Council.

As discussed previously, Zack and previous Relieving Principal, Stephen Vrachas (not Martin as previously minuted) had written a letter to the Council regarding developments around the school. Although no written response was received, it is possible that the enthusiastic desire of the Council to speak at the Pancakes & Coffee Meeting.

Amanda raised again the possibility of seeking compensation from developers due to the inconvenience of construction activity around the school (eg parking space; use of new auditorium – though this may only have a capacity of 200).

President’s Report
Role Swap of President and Vice President
Mark had met briefly with Zack this morning by chance and suggested that he step down as President due to his current busy full time work that does not allow for his active involvement, including at meetings, but to stay on as a Vice President. Zack agreed to this. Just prior to the meeting today, Mark met with Amanda (the senior Vice President) and discussed options. At the meeting, after some discussion, it was Moved by Mark and Seconded by Garry that Janelle (second Vice President) become the President, and Zack become a Vice President. This was Carried. Mark is to inform Zack of this outcome.
Review of Meeting Times
Based on the decision above, it was considered unnecessary to change or review meeting times for now.

Secretary’s Report

Regional Meetings
As reported at the last meeting, there has been a reorganisation of the Department of Education Regions, and Burwood Public School is now in the South East and South West Sydney District P&C Council area with a new proactive Council executive.

Mark had been endorsed at the last meeting as a Burwood Public School P&C Association delegate to SWSE District P&C Council. He attended a Council meeting on 5 August at Matraville Sports High School, where School Executive (SW Sydney Region) Director, Murat Dizdar was a guest speaker. He also attended a “Focus” meeting on 15 August at Berala Public School, where there were presentations from school fundraising representatives (eg, Smart Fundraising, Living Fundraising, and the Commonwealth Bank) plus “Meet a Politician” (in this case Jason Clare, MP, Federal Minister for Home Affairs; Justice). The Commonwealth Bank representative indicated that 5% of deposits go back to the P&C/school, but it requires school office staff or parent volunteer/s to administer. Fundraising brochures were tabled for viewing.

Treasurer’s Report:
Balance of accounts as at 31/7/13 were:

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Principal’s Report:

Creative and Performing Arts (CAPA) Student Performances
CAPA Student Performances took place on 13 and 14 August.
Carolyn asked for feedback. Overall there was very positive comments about the performances. Although a DVD was being made, still some parents blocked viewing by their camera activity. Also there is a problem with the DVD regarding permission for all children’s images to be included. It is a major work to edit out / pixilate images for which there is no permission.

Mark raised a concern that the event was ticketed to raise funds for CAPA including to cover the cost of hiring equipment, although the P&C Association was in a position to purchase equipment outright if approached (and in fact there had been preliminary discussion last year about purchase of directional microphones). It was explained that one reason to hire was to check what equipment is most appropriate, and also because of ongoing technological advances.

Mark also raised a concern that the “Family” ticket pricing was later clarified to only include the parents and additional siblings not at the school. Carolyn fully agreed that the ticket pricing needs to be much clearer in future. Garry suggested that there should be one set price (eg $3) – and this would also help in ascertaining the number of attendees / seats required.

Assistant Principal
The applications for a new Assistant Principal close next week, after which the Review Panel will meet to cull and then interview.

Burwood OOSH
The tendering process for an operator of the Burwood OOSH is underway. Applications close on 26 August. So far, 12 applications have been collected and 2 groups have been on a tour.
The tender review panel will meet on Tuesday.
Carolyn informed that one parent had expressed concern that the OOSH has gone to tender.

New School / Redistribution of Boundaries
Carolyn informed that she has received no further information regarding the new public school being established in Strathfield (with subsequent likely effect on school intake boundaries, etc).
General Business:

Election Day BBQ
As the Federal Election has been called for Saturday 7 September, and there will be a Polling Booth at Burwood Public School, there was discussion about having a sausage sizzle or at least opening up the canteen (eg to sell hot drinks etc) on election day as a fundraising event. The outcome of discussion was to run a sausage sizzle, with Garry in charge. Arathi will in any case be ordering food for the Treat Day on 5 September, so food quantities can be increased to cover the requirements of the day. Janelle will make an announcement at the morning assembly tomorrow and arrange a roster of parent volunteers (eg, half hour slots with 2-3 per half hour). Garry will be able to cook and others help as required. The sausage sizzle will probably run for about four hours (eg 10am to 2pm).

Community Markets
Garry raised the possibility of a regular Community Market being held at the school (as at Orange Grove Public School, etc.) – eg once a month or once a term. This is a way of engaging the community. The idea is to be explored.

School Garden
Jenny inquired about the possibility of the school having a garden including to grow produce. Carolyn explained that if this were to be an educational exercise / major curriculum initiative, she would first need to put this to the staff.

Gonski Review
As agreed at the last meeting, a letter was written to Hon. Tony Abbott (Opposition Leader – Liberal Party) expressing its strong support for the Gonski Review. The Liberal Party has more recently given (partial) support to the Gonski Review, but with long-term funding promises much lower than those of the Labor Party.

Long Sleeve Sports Shirt
It was decided that the Uniform Shop to go ahead to order a long sleeve sport shirt option.

Zumba
Amanda inquired about the possibility of Zumba classes to be run at the school. This could be an after-school activity, or Carolyn suggested it could be introduced as a PSSA option. More information is to be gathered about possibilities.

Next Meeting:
The next meeting will be on Wednesday 18 September 2013, 3.00pm. (Focus will be on Burwood Public School Festival planning).

The meeting closed at 4.35pm.