Burwood Public School P&C Association
Minutes of the General Meeting
Wednesday 21 May 2014, School Library

Attendance: Janelle Heron (Chair), Martin Bain, Mark Burfield, Amanda Ng, James Wratten (Deputy Principal)

Apologies: Carolyn Wallace-Whelan (Principal), Garry Fuller

The meeting commenced at 3.15pm.

Minutes of Previous Meeting:
Minutes of the previous meeting of 19 March were accepted as a true and accurate record.

Business Arising from Previous Minutes:

Burwood Public School Festival / Raffle
Burwood Public School Festival is on Friday 28 November.
Janelle is still to write up a report of last year’s Festival.
Mark met the owner of Aussie Amusements, who have provided the carnival rides for our Festival over many years, at Russell Lea School Fete on 10 May and mentioned the date of this year’s Festival but will now write to confirm a booking.
Further to the discussion at the last meeting about a raffle in conjunction with the Festival, it was confirmed not to do so and “give our sponsors a break”. Amanda outlined the challenges with regard to sponsors.
Mark and Amanda had followed up with their respective contacts at Burwood Rotary regarding their generic community raffle. This has now been passed on to Holroyd Rotary, and Amanda will follow up about this.

Community Talks
James informed that there is a plan to hold a community talk on the theme, “accommodating differences in every classroom”, with presenter Ms Coonan (teacher of the autism class). This is likely to be on a Tuesday – date TBA.

Road Safety
There are traffic management issues around the new library across the road, and there is regular consultation with the Council regarding these. Barriers are soon to be installed, and there will be no right turn allowed in or out of the library carpark – ensuring cars use the roundabout. There is also an issue of the driveway becoming blocked when the cars are queued. James had seen the Burwood Mayor, Mr Faker, with a film crew doing some filming at the crossing near the library.
Community feedback is being sought regarding issues about getting from one side of the railway line to the other. There seems to be a particular problem at the corner of Wentworth Ave and Railway Pde. James is to monitor this on Friday, which is the annual “Walk Safely to School Day”.
Carolyn has followed up on the idea of introducing an NRMA “walking school bus”, but James had no information about this.

School E-Newsletter
The school has begun the process to send newsletters and other communications electronically to parents rather than by sending hard copies. The intention is to use technology (ie, by one click of a button, newsletters and information can be sent instantly, including with translation) and become “paper free” with regard to these communications, ideally by Week 6 if there are at least 400 parents who have “signed up”. Janelle asked if the P&C could help by handing out the flyer about this as the school gate, etc.
James noted that there had also been a format change to the newsletters.
Martin reminded about the issue of requiring parent permission for any photos included.
**Burwood OOSH**
The contract with the YMCA to run Out of School care has now been ratified, but papers from the legal department have not come in so no money has yet been received from YMCA. James confirmed that the YMCA is to put a small kitchenette in a hall storage room. They are flexible about use by the school of the hall for things like school discos.

**Treat Day at Athletics Carnival**
The next Treat Day is intended to be at the annual Athletics Carnival, usually held in Term 2. James informed that an Athletics Carnival committee has been formed headed by Rebecca Mitchell, but they are yet to settle on a date and venue for this year’s event – to be confirmed ASAP. The usual venue, Campbell Oval in Canterbury, was too boggy last year raising issues of possible injuries. The committee is looking at the possibilities of a Council-run venue in Concord. The issue of catering needs to be addresses – eg, are we allowed and able to bring in our own food, including to run a Treat Day. James said that ideally there should be no changes except for venue. Janelle has prepared and sent out a document about what is to happen on Treat Days, so teachers are aware of what to do. There was discussion about arranging for a coffee van to be at the Athletics Carnival.

**Easter Giving**
Janelle has prepared a report about the Easter Giving held on 8 April that she will send. About $43 was spent on food, etc. She noted that the carers from the aged homes were happy that the school arranges this kind of activity.

**School Disco**
Janelle has prepared and sent a report about the school disco. About $2,200 was raised! She is favourable to the idea of another disco being run, possibly early in Term 4 (clear of the Burwood Public School Festival).

We could learn from our experience of this disco, including with regard to eating arrangements. Maybe next time we could off just one flavor of pizza – margarita – which is OK for everyone except those who don’t eat dairy products, or who require gluten-free food. Alternatively we could offer another type of food (eg chips) rather than pizza; maybe also an ice block rather than a drink.

Amanda noted that many foam cups were wasted, and it seemed as if “there was never enough water”. One idea is to have a food and drink break half the way through, rather than provide this before the disco.

**Gardening to tidy up the front of the school**
As previously raised by Janelle, there is the need for a tidy-up and weeding of the garden areas at the front of and around the school. Carolyn has indicated to “pick a garden bed and go for it”. A date for this activity is yet to be decided.

**Financial Requests / Library Upgrade / Grade Resources**
Following on from the major financial decisions at the last P&C meeting, there has been major upgrading of the library. Recarpeting is underway – three quarters done until they ran out of carpet! New shelving arrived today and is being assembled tomorrow.

Help to put books back on the shelves is being arranged – probably to happen on Monday (or even begin this Friday). Indra has apparently arranged 8 or 9 volunteers to help with this.

James shared feedback from teachers who are extremely happy with the generosity of the P&C Association to provide funds for grade resources. Some of the resources had been brought in for display (eg. ones on wind power and solar power). These are reusable resources that can be used indefinitely. James mooted the possibility of an open morning where the use of these resources can be highlighted.

**Tree Removal**
This item has been sufficiently addressed and can now be taken off the agenda.

**Parent-Teacher Interviews**
As indicated at the last meeting, there has been a change to the assessment timetable, and the parent-teacher interviews moved to early in Term 2 (rather than the end of Term 2 after
Semester 1 reports are issued. This allows for any learning issues (etc) to be informed earlier to parents. Reports will be issued on Tuesday in Week 9. Additionally, for the first time, an online booking system for these interviews was used. There appears to have been “no dramas” regarding this.

Entertainment Book
Janelle has arranged for the Entertainment Book to be promoted through the school. Orders can be made with and picked up from Janelle. Janelle reported on “slow but steady” sales (5 so far). James is to check with Chris at the office re payment options. Janelle explained that the book can also be accessed through an online link. The book (or link) costs $70, and the P&C Association/school receives $14 for each book sold.

Mother’s Day
The Mother’s Day stalls on Tuesday 6 and Wednesday 7 May went well, raising over $1,600. Janelle suggested that Thursday rather than Wednesday might be the preferred second selling day to help ensure more volunteers on the second day. [Due to Scripture, the stall starts at 9.30 rather than 9am if on a Wednesday].

Showbags Sale
The showbags left over from the Festival were virtually all sold off in 20 minutes at the showbags and novelty items sale on 10 April, with over $1,000 being collected. However, the cost price needs to be taken into account, so the actual profit may be closer to $200.

Tables
Garry is to follow up on purchasing more tables as required. As Carolyn indicated at the last meeting, this is not necessarily a P&C Association expense.

School Banner
Further to Mrs Kwon’s suggestion at the last meeting that the school should have a transportable banner, she will send a photo example to Mark. James informed that Carolyn is following up on this.

Ethics Classes
Further to Janelle’s inquiry at the last meeting about the possibility of Ethic Classes being held during the Scripture session, the first issue is to find a coordinator to find people to train. James indicated that a person (Clare) from the St John’s literary program has expressed an interest. Janelle also expressed her interest.

P&C Envelopes
A new stock of P&C Association envelopes has been ordered.

President:
Vice President #2
Due to the sudden and unexpected departure of Sam Ko from the school, the position of Vice President #2 to which he was elected at the AGM is now vacant.
As an incorporated P&C Association, we are required to have two vice presidents.
We can put an ad in the school newsletter to try and fill this position.

Secretary:
Mark noted the recent dissolving of the NSW Federation of P&C Associations through legislation introduced by the Minister for Education, to end the bitter ‘in fighting’ of factions in recent years, and to restructure this peak body [eg by decreeing that Federation Executive must have children currently at school]. This has no direct effect on local P&C Associations, including with regard to the insurance cover that is provided through the Federation.

Treasurer:
The composite P&C Association balance as at 30/4/14 was $76,949.16.
Janelle raised for our Treasurer, Garry, to arrange for the name of the account to be corrected, removing the reference to “Uniform Shop”, and also to check about Netbank viewing access so our bookkeeper, Jenny, can see the balance of accounts (etc), without being a signatory.

**Principal:**

**School Community Engagement / Timing of P&C Association Meetings**

There is a major focus by the School’s Executive Team on how best to engage and communicate with the parents in the school community. For example, at this meeting there are only 3 parents out of a school population with 650 students. Maybe the time of the meeting is a consideration – eg, would we get more to an evening meeting or a morning meeting (noting that many parents stay chatting after morning assembly)? Also, translators could be arranged if required. James is not so keen on evening meetings including with regard to opening up and closing the school. Mark agreed that evening meetings were quite a challenge - especially in winter. [He did however note that at the Homebush Boys High School P&C Association meeting he attended last night, over 40 parents attended, firstly for a guest speaker and then for a general meeting].

James has spoken to other schools where the P&C Association meetings are at 9am. This also gives an opportunity for students/SRC to come and present. Mark noted that some morning P&C Association meetings had been held (alternating with evening meetings) several years ago – and he first met Amanda at such a morning meeting. In any case, Janelle is favourable to the idea of “coffee mornings”.

James is to put out a survey to include questions regarding the P&C Association and seeking expressions of interest to get involved.

The consensus of this meeting was to consider having morning meetings, possibly on a Tuesday, likely to be in the staff room (with tea and coffee access).

**Merit Selection Panels**

There are 3 panels running soon (with Janelle, Amanda and Mark as a P&C representative on one each).

James has recently trained 6 more parents – so now there is a pool of at least 9.

For each panel, there is a requirement for a P&C representative and a community representative.

**Major fundraiser/s**

Carolyn is aware that the P&C Association has been expending a great deal of its funds in recent times, and along with James is concerned about more major fundraising efforts, apart from Burwood Public School Festival, to ensure sufficient funds into the future.

One idea for a Spell-A-Thon (or similar, eg, Read-A-Thon, Walk-A-Thon, Maths-A-Thon, Science-A-Thon, or other curriculum-based “thon”) that can be run in school. James has had experience of raising about $10,000 from such a fundraiser (compared to things like chocolate drives that he has seen fail spectacularly). The carrot is to have a couple of nice prizes (eg IPad, bike – possibly donated through the P&C) and the key is for participation - and to award for this (eg through a “draw”; bonus points system, etc).

This could be something for Term 3.

With regard to a Spell-A-Thon, the students are sponsored for words that they spell correctly. They are given the words ahead of time to learn so there are no surprises. There can be a ranking system for degree of difficulty.

Martin noted that book companies like Scholastic, McMillan, Walker (etc) sometimes have warehouse sales with books at very cheap prices [eg “everything $2” book sale]. These could make good prizes.

**Dance Ensemble**

The dance teacher, Danielle Wayman, has been running a dance ensemble “Fairies”. They are to perform in the Regional Dance Festival at the Seymour Centre. This is a good showcase for the school.
**Canteen:**
Janelle volunteered to take on the Canteen Convener role.

She informed of a mix-up on the day of the Cross-Country event. There was no communication with Arathi at the canteen about this and so food she had ordered could not be sold. To overcome this, it is intended that the school schedule be informed to Arathi at the start of each term.

Janelle checked with James if PSSA is to continue all year, as on the PSSA days break times are reversed (affecting things such as the sale of ice blocks). James indicated that PSSA may stop last 5 weeks of year.

**General Business:**

**Movie Night**
Janelle raised the idea of the P&C Association running a movie night in the school hall.

**Book Fair**
Martin will provide the dates of the Book Fair, to take place in August.

**Pancakes & Coffee Morning**
Mark noted that a Pancake and Coffee Morning has been held annually (since 2005) as early in Term 3 including to attract parents new to the school since the start of the year, and to re-engage other parents especially in the lead-up to second semester activities such as the Burwood Public School Festival. The idea of pancakes had partially come originally from the illiteration of “P &C” = “Pancakes & Coffee”.

Pancakes are a lot of work and maybe not so popular, so it was decided we could still have a morning tea without the pancakes (but other food instead).

In fact, given the discussion about changing the P&C Association meeting time (see above) it is possible that the P&C morning tea early in Term 3 could be the launching of the morning P&C Association meetings.

**Next Meeting:**
The next General Meeting is on Wednesday 18 June, 3.00pm in the school library.
The date and venue for future meetings is likely to change after then.

The meeting closed at 4.30pm.