Burwood Public School P&C Association
Minutes of the General Meeting
Wednesday 16 October 2013, School Library

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

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

The meeting commenced at 3.10pm.

Minutes of Previous Meeting
Minutes of the previous meeting of 18 September were accepted as a true and accurate record.

Business Arising from Previous Minutes:

Burwood Public School Festival / Raffle
The Burwood Public School Festival is on Friday 29 November (3.15-7.15pm).
The Festival Raffle letter requesting donations was sent out last week. There have been two cash donations (for $100 and $5), and Mrs Gourshettiwar (present at the meeting) has kindly donated a serving platter. Mr Bain has some family vouchers for Featherdale Park to donate. A physiotherapist in Summer Hill, probably unaware of the Festival, has written to offer a voucher as a prize in any fundraising event.
Amanda will use the Festival Raffle letter to solicit donations from some businesses, and she will draw up a final list. Raffle tickets will need to be distributed 3-4 weeks before the Festival. It was therefore decided to have a Festival Meeting on Wednesday 30 October, 3pm in the school library to finalise the raffle and arrange for ticket distribution, and continue planning for the Festival. Amanda proposed for a competition with a prize for the class that sells the most raffle tickets. After discussion it was decided not to proceed with this idea.
Amanda will pre-sell and distribute the wristbands for the carnival rides prior to the Festival over two weeks. She outlined the strict conditions for wristband sales including no pre-sales after Wednesday 27 November, and only pre-sales to students at Burwood Public School.
Janelle is following up on ordering of showbags. She believes, based on a check of current stock (that includes glow stuff), and previous sales, that we only need to order 100-150 showbags. It appears that last year only about 110 showbags were purchased so we bought 500. Mention was made of the “lucky dips” still in the P&C room that could be supplemented. Also better “lucky dip” boxes could be constructed.
Mark has made a pencil booking for the gelato stall. We need to settle on the seven flavours in the fundraising package. (We can order more, but based on previous years’ sales, this shouldn’t be necessary). The flavours need to be nut free, and some also need to be dairy free.
James is meeting with the SRC next Monday and will seek student involvement in the Festival so they can feel some ownership – feedback on gelato flavours, the Student Talent Quest, preparing posters to promote, etc. (Due to the Year 6 Fundraising Day, it was decided that K-4 will prepare Festival posters, and 5-6 the posters for the Fundraising Day).
The following food stalls are proposed: Aussie BBQ (Martin Bain), Chinese (Sam Ko), Korean + hot and/or iced coffee (Young Kwon). Mrs Gourshettiwar offered to run an Indian food stall. Rachel outlined the conditions from Arathi regarding use of the canteen for the Festival: Any orders for containers are required by the Friday beforehand. (Stock of containers in the P&C room needs to be checked). The canteen ovens can only be used after 12pm on the Friday. Food stall groups requiring use of ovens may need to arrange amongst themselves. It is not Arathi’s job to do any cooking for the Festival. The Canteen is to be left as clean as it is found.
Other possible stalls: “grade stalls”; sale of herbs; silent auction of children’s artworks; lolly cups, cake stall, White Elephant Stall (Mrs Andersen is likely to run), face painting (teachers are likely to run). James will check about other teachers who can assist.

St John's Ambulance and the fire brigade are to be invited.

A site map for the Festival is to be prepared, including involving Garry and hopefully also the carnival company.

Amanda is keen that the Certificate of Appreciation can be prepared quickly. James will email her some header and footer student artwork to assist in preparing these.

In the event of bad weather and if the rides do not operate, the Festival will still continue with the student performances, food stalls, etc, but would probably finish much sooner.

The draft Burwood Public School “Request for Assistance” letter was circulated for final comment, and should be distributed soon. James suggested to add about the Burwood Public School Festival Facebook page that has been created, and requesting for people to “Like” this.

**Treat Day**

It was decided that due to the Festival (etc), there will not be a Treat Day in Term 4.

**Community Talks**

Carolyn is still arranging for a Community Talk in Term 4, proposed for Thursday 14 November. Topics will include selective schools, gifted & talented students, looking to high school, parents as partners, etc. There will be two sessions, one in English (in the morning) and the other in Cantonese (in the afternoon). Information about this is to go into the school newsletter.

**Road Safety**

The P&C Association is to monitor progress with the Council’s addressing of issues raised in the Road Safety Audit around Burwood Public School this year.

**Interview Training**

Carolyn ran an interview panel training session on 19 September with five participants, including Indra, Jenny, and two from other schools. She has been seconded to run similar training elsewhere. There is now currently no need for this item to continue to be on the agenda.

**Local Development**

In addition to the developments happening or about to happen on Conder Street, the P&C Association has now received notification of a Development Application at 5 Hornsey Street (corner of Oxford Street) for an 8-storey building with 15 apartments and basement parking – across the road from Garry’s home. There is great concern about the additional impact of this development on the already congested situation including for parents to park and to drop off/pick up their children.

It was decided for the P&C Association to write back to Burwood Council expressing our concerns. There needs to be more give and take with Council regarding these developments and their adverse effects.

**Dream Choir Music Night**

Mark reported on the “Dream Choir” Music Night that he attended on 10 October in the School Hall. Mark expressed that he was deeply impressed and even moved to tears by the Korean children’s “Dream Choir” and the talented students and others who performed. Mrs Kwon is to be commended on her initiative and dedication with this Choir and to organise this Music Night. About $145 was raised towards a keyboard for the Music Room. A report of the Music Night is to be put in the school newsletter.

James arrived later and also expressed his most favourable impression of this event, and congratulations to Mrs Kwon for organising – especially as all is being done on a totally voluntary basis. There was mention that the Dream Choir could perform at a school assembly and/or at the Festival, etc.
President’s Report

Year 6 Farewell
This will be on Wednesday 11 December at Burwood RSL, beginning 5.30 for 6.00pm. Rachel confirmed that she will prepare cupcakes (as she has done for the last couple of years). As usual, the P&C Association will decorate the hall with balloons (etc). It was decided to use helium filled balloons again this year. James will check on the theme with Julie Birchley and Kelly Westlake.

James raised the idea of having an official photographer – eg a parent who does not have a child in Year 5 or Year 6. A note can go out informing students that they can ask for specific photographs, and these could be available the next day for ordering.

Secretary’s Report:

Kindergarten Transition
The first Kindergarten Transition Day was yesterday, and the second is on next Tuesday 22 October. The P&C Association will present at this second Transition Day, including with regard to the school uniform that will be modelled and available for order and possibly also sale. The shoe supplier, Dr Shoes, is also to present. The third Transition Day is on 19 November.

Treasurer’s Report:
Balance of accounts as at 30/9/13 were:
   General A/c: $278.25
   Canteen A/c: $22,387.58
   Uniform A/c: $41,761.52

There was discussion about the amalgamating the accounts into one account as in any case the current delineation into three accounts does not accurately reflect the financial position of each entity (P&C general; Canteen; Uniform Shop). Through the accounting software, the actual income and expenses of each entity and specific events can be determined. This matter is to be discussed with the P&C Association bookkeeper, Jenny Tang.

(Deputy) Principal’s Report:

Staff matters
James reported that Jo Forward had a baby boy today. Mother and baby are doing well. Teresa Calvano has returned from maternity leave, and is currently working at the school on Monday and Tuesday. Ruth Harris and Allison Janes are currently on long service leave. Jo Mulligan, recently appointed as a permanent teacher, has now taken up an offer to become an Assistant Principal at Marrickville West Public School next year. This creates a vacancy for a teacher position. It may be possible that this position can be offered to the second eligible candidate from the recent interview process. (Amanda and Janelle had been involved in the interview process for this position).

A new Assistant Principal for Burwood Public School (replacing Mrs Assariotakis), Helen Stavropoulos, will begin in 2014. (Amanda and Mark had been involved in the interview process for this position).

School Computer Networking
Work is progressing towards the cabling of the demountable classrooms to allow for internet access. Trenches were dug last Saturday and the cabling might be completed by the end of next week.

The Aruba wireless networks recently purchased will be able to be used. There is still an intention to purchase:
(1) Interactive White Boards or more likely interactive LED screens (newer and better) once trialled
(2) Some IPads to trial in younger classes. (It was noted that a local church has purchased IPads for the IM class, and may request a presence at the Festival).
A “generous amount” from the P&C Association funds is likely to be requested soon for the technology being purchased.

Canteen
James raised some parents’ feedback regarding the Canteen. The need to ensure sufficient volunteer support for the Canteen Manager was stressed, as the task of preparing so many lunches within a tight timeframe is demanding. Even volunteers just to help take lunch orders would be useful.
The idea and merits of online ordering and weekly ordering were discussed. (Previously online ordering was not possible as there was no internet access to the canteen).
Also the holding of Canteen meetings (as happened in the past) might be worth reconsidering.

School Newsletter
There is a plan for the school newsletters and other communications to be emailed to parents rather than sending hard copies (though some hard copies could still be available). This will reduce the paper trail and hopefully ensure parents get direct access to information rather than relying on their child/ren to give newsletters, notices, etc. The plan could be introduced next year. Already there is an app (School E-News).
Translated material, stage and class material, information and notices can also be targeted to the relevant parents. James queried if “Google translator” can produce sufficiently good translations of English text. There was also discussion on the need for PDF documents cf Word documents in some instances.

Burwood OOSH
Due to some glitch, it has not yet been clarified by the Education Department about which tender has been successful to run Burwood OOSH from 2014.
Ideally, this information should be available for the Kindergarten Transition session next Tuesday.

General Business:
There was no other business discussed at this meeting.

Next Meeting:
The next general meeting will be on Wednesday 20 November 2013, 3.00pm.
As discussed above, there will be a Festival meeting on Wednesday 30 October, 3.00 in the school library.

The meeting closed at 4.45pm.