Burwood Public School P&C Association
Minutes of the General Meeting
Wednesday 20 November 2013, School Library

Attendance: Janelle Heron (Chair), Martin Bain, Mark Burfield, Pradnya Gourshettiwar, James Wratten (Relieving Principal), Indra Yanti

Apologies: Garry Fuller, Amanda Ng

The meeting commenced at 3.10pm.

Minutes of Previous Meeting
Minutes of the previous meeting of 16 October 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).
Festival raffle tickets have been distributed and already at least $700 has been received.
Amanda began pre-orders for carnival ride wristbands yesterday, and this will continue until Wednesday 27 November. Showbags have arrived; gelato has been ordered; Student Talent Show auditions are in progress, the preparation of student’s artwork for the silent auction is well under way; information regarding the cake stall and lolly cups will go out in tomorrow’s newsletter; items for the White Elephant stall are being collected. The local Baptist church that has purchased IPads for the IM class will have a stall. Mark has made up some A3 posters from the Festival Notice sent to parents last week.

There was discussion on the food stalls: Aussie BBQ, Chinese, Korean, Indian. The Chinese and Indian are to prepare and sell in the canteen. The Indian group asked for another stall to sell some of their food outside of the canteen. Also there was discussion on containers required, as these are to be ordered on Friday.

The list of teachers who can assist, and their available times and preferred activities, was given to Janelle for drawing up of a schedule. This includes teachers (and one parent) for face painting. She will also arrange for a new school map. A site map for the Festival is also to be prepared.

Indra spoke about the translation of the Festival messages given at assembly – maybe for clarity, parents rather than students can give these translations. Janelle explained that the students had unexpectedly come forward to give translation on the last occasion. They will be briefed and practice in future.

James suggested that a final reminder about the Festival be sent out next week (eg, Wednesday).

A cheque for the carnival company at the end of the Festival is to be prepared. Mark will speak to Jenny about this,

Martin informed that he had a large supply of free torches from Ausgrid that he showed to the meeting. It was decided that these can be used as a gift to those who participate in the Student Talent Show (in addition to the temporary tattoos).

It was decided that there should be a Festival debriefing meeting, and this was scheduled for Tuesday 3 December, 9.00 possibly in a local coffee shop.

Community Talks
There was a successful Community Talk last Thursday 14 November with two sessions, in Cantonese and in English. Over 70 attended – mostly to the Cantonese session.

Topics included selective schools, gifted & talented students, looking to high school, parents as partners, etc. The presenter, Xue Feng Zhang, was enthusiastic, and keen to speak at future Community Talks.
Road Safety / Local Development
The P&C Association is to monitor progress with the Council’s Road Safety Audit made this year around Burwood Public School.
The P&C Association is yet to write to the Burwood Council expressing our concerns about local development and its impact on road safety.

Year 6 Farewell
This is on Wednesday 11 December at Burwood RSL, beginning 5.30 for 6.00pm.
The P&C Association will decorate the hall with helium balloons (etc). There is no theme.
Members should arrive around 4/4.30pm (depending on when the hall can be accessed) to begin setting up. If available, members should stay on for the function and we can arrange (part of) a table.

President’s Report:
Janelle proposed to identify a parent “liaison person” for each community group in the school to help facilitate better communication of information (etc).

She also suggested having some informal parent coffee mornings.
(Mark noted that we already have a Welcome Morning Tea early in Term 1 and a Pancakes & Coffee Morning early in Term 3 – but these are more structured events).

Secretary’s Report:
Mayoral Christmas Function
The P&C Association has received an invitation to the Mayoral Christmas Function on Thursday 12 December, 6-8pm at the Woodstock centre.

South East & South West District Meeting
Mark attended a meeting of the new South East and South West Sydney District P&C Council held at Strathfield Girl’s High School on Monday night. This was well attended and there were four guest speakers, including Executive Director, Murat Dizdar. The Council is seeking to be registered as it is not directly affiliated with the NSW Federation of P&C Associations (though members in this Council are also in the Federation).

Treasurer’s Report:
The P&C Association bookkeeper, Jenny Tang, is in the process of combining the MYOB canteen and uniform shop accounting and putting the general accounting onto the MYOB system. Once this is completed, we can proceed to amalgamate the current three P&C Association accounts (general, canteen & uniform shop) into one account.

Relieving Principal’s Report:
School Computer Technology
The school has recently purchased another Interactive White Board. Some IPads are to be trialled in younger classes, with 10 IPads due tomorrow.

A “generous amount” from the P&C Association funds is likely to be requested next year for the technology being purchased, but in the first instance, James will use school funds first to expend the available budget.

School Growth
The school population is growing rapidly, already with 100 “in area” Kindergarten enrolments, but there is growth in other stages too. The school is not accepting “out of area” enrolments.

The number of classrooms in likely to increase from 25 to 30 next year, including with the establishing of a “high functioning autism” K-2 class of up to 7 that has now been approved. (There are 3 or 4 children with high functioning autism already in the school). This class is proposed to be located in the current KR room.

As there will now be three “special needs” classes (autism, IM, hearing support), the school will also get an Assistant Principal for this unit.
Martin queried about the hearing impaired class numbers, and the possibility of enough students to revert to two HI classes, K-2 and 3-6. However, James explained this was unlikely as the number of these students is not likely to be high enough in the foreseeable future. There is a global 10 year plan that includes more permanent structures to be built. James explained about the possibility of double storey demountables so there could be four classrooms in the place where there are currently two.

**Staffing**
With the increase in classrooms there will also of course be more teachers required, ideally and ultimately with permanent teachers for stability. James expects there will be a mix of teachers to be appointed by interview, by transfer, and by other processes. As previously informed, with the position of Jo Mulligan becoming vacant after she was successfully interviewed to become a permanent teacher at Burwood Public School but then decided to go elsewhere, it should be possible for this position to be offered to the second eligible candidate from the interview process (as these outcomes remain valid for twelve months).

**School Newsletter**
As informed at the last meeting, there is a plan for the school newsletters and other communications (eg permission notes) to be emailed to parents rather than sending hard copies. Translated material, stage and class material, information and notices can also be targeted to the relevant parents. This will be a considerable saving on paper. James informed that an E-Newsletter is likely to start in 2014, with an expectation of a 50% uptake, and eventually to 90%. Hard copies would still be available to those who prefer or require.

**Burwood OOSH**
The paperwork for the successful tender to run Burwood OOSH from 2014 is currently being processed by the legal branch of the Education Department. Until the tender is announced and if it is not Weldon, the school office can take the details of parents seeking this service next year. It is possible that even if Weldon is not successful, it may take still run the vacation care program over the coming Christmas/New Year school holidays. Information about this will be in the newsletter tomorrow. James has been informed that the process to decide on a successful tender usually takes about 6 months, so the apparent delay is not unusual.

**Playgroup**
As previously informed, there will be a community playgroup operating in the school hall on Mondays from next year.

**Canteen**
James informed that the Canteen issues have apparently been resolved and it is running smoothly.

**General Business:**

**Agenda Items for Next Year**
Janelle foreshadowed the following agenda items for next year:
- Possible removal of trees due to high winds
- Gardening to tidy up the front of the school
- School Disco in the first term
- Roster of Year 6 students to serve iceblocks in the canteen at lunchtimes [suggestion from Mrs Janes]

**Iceblocks for end of year picnic days**
Janelle has been approached regarding iceblocks for the end-of-year picnic days. As usual, these can be made available and the school pay to the canteen (P&C).

**Next Meeting:**
The next general meeting will be on Wednesday 19 February 2014, 3.00pm.

The meeting closed at 4.35pm.