Burwood Public School P&C Association
Minutes of the General Meeting
Wednesday 17 July 2013, School Library

Attendance: Janelle Heron (Chair), Carolyn Wallace-Whelan (Principal), James Wratten (Deputy Principal), Martin Bain, Mark Burfield, Garry Fuller, Sarah Geng, Indra Yanti, [Kelly Westlake (Assistant Principal, Teacher Quality) for Item 1]

Apologies: Zack Ensari, Amanda Ng

The meeting commenced at 3.15pm.
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There were introductions, including of the new Deputy Principal, James Wratten.

Minutes of Previous Meeting
Minutes of the previous meeting of 15 May were accepted as a true and accurate record.

Business Arising from Previous Minutes:

Year 6 Souvenir Polo Shirts  [This item brought forward so Kelly could leave to a Team meeting]
Kelly has been following up on the idea of Year 6 Souvenir Polo Shirts flagged at the last P&C Association meeting by Carolyn. This has not traditionally been done at Burwood Public School. The Year 6 teachers would like to go ahead with this proposal. The Uniform Shop has been approached. The usual supplier is probably not able to provide below $26, but has been invited to quote, so far without response. Kelly had explained that it would not go for a price above $20. There is another supplier who has quoted $16-$18 depending on quantity (eg, $16 if 80+; $18 if 50-)….it is likely at least 60 will be ordered. The plan is for Year 6 students to design the logo. All the Year 6 students’ names will be on the back. The polo shirt will otherwise resemble the school uniform maybe with colour reversal….including with the “Deeds not Words” logo.

There was discussion on the frequency that the shirt can be worn: proposed as Monday, Wednesday and Friday in Term 4 (but the sport day will need to be taken into account). There is a likely turn-around of 3 weeks for the shirts to be manufactured. Time is of the essence, and Kerry will proceed to tweak the preparation based on the positive feedback from the P&C Association meeting tonight to proceed.

P&C Funds Assistance
The P&C Association has paid over $10,000 of the $20,000 for equipment purchased in Term 1, the balance to be paid once the School has sorted a query with one of the suppliers.

Burwood Public School Festival / Community Raffle
The Burwood Public School Festival scheduled for Friday 29 November. The carnival company, Aussie Amusements, have confirmed their availability. It was clarified that the carnival rides do not specifically generate substantial funds for the school but they do draw the crowd, and indeed the Festival itself, though intended to raise funds, also has a primary purpose of providing an enjoyable school and community event.

The most immediate next step is to work on prizes for the community raffle.

It was proposed to contact Janet Huang (previous Fundraising Convener) for her spreadsheet / list of (potential) sponsors as the basis for beginning the process of seeking raffle prizes this year. In any case, we need to circulate information to parents for their support.

Amanda is to be followed up re printing of the raffle tickets (refer previous meeting minutes – check with previous supplier relative cost of 10,000 and 20,000 tickets, eg 1,000 or 2,000 books x 10 tickets per book; check with other committee members about the ticket design and content).

Some new ideas were floated regarding the Festival (eg, herb stall, with these grown over the next few months; “grade” stalls; all grade art show; silent action. The SRC once again are to be involved in the Festival preparations and proceedings.

Later in the Term we should have a specific initial meeting regarding the Festival.
The issue of a Fundraising Convener remains unresolved, but the other committee and Association members and other supporters need to (continue to) work as a close team with responsibilities delegated appropriately.

**Treat Days**
The Treat Day during the Athletics Carnival on Wednesday 19 June went well, and there were ample volunteers. Pre-orders were taken, but as Arathi was away for this event, a decision had been made outside of the meeting not to include vegetarian patties as an option. Mark expressed his concern as he had to field concerns and complaints about the decision though he was not involved in making (nor did he necessarily support) it. Garry informed that he had no problem to cook vegetarian patties, and had in fact cooked vegetarian food for some teachers at their request.

It was decided that for future Treat Days, a vegetarian option should continue to be provided.

It was further decided that there should be a key (P&C Association committee) person identified as “in charge” for each event.

After discussion around the school calendar, it was decided to have the next Treat Day on Thursday 5 September (despite its proximity to the Father’s Day stall / due to intensive swimming classes on the last two weeks of Term 3).

**Community Talks**
Carolyn is to resume Community Talks possibly in late September, beginning with the Chinese community.
She is able to easily source Chinese translators, but not necessarily for other language groups.

**Change of Signatories**
This has now been completed. Signatories on P&C Association accounts are now Garry Fuller, Janelle Heron and Arathi Elamurugan.

**Road Safety**
Carolyn tabled a Road Safety Audit around Burwood Public School done by Burwood Council. The Audit identified some issues, including with regard to a number of people breaking road rules, but “basically things are OK”. There was notation about the Hornsey Street and Stanley Street intersection that has been the subject of concern for several years. The “Suggested Treatment” was to “investigate installation of pedestrian facilities near the school”. This can be used as evidence to push the issue further as required.

It was suggested that information about road rules and fines that currently apply be put in the school newsletter.

There is continued concern about increasing traffic / road safety issues due to ongoing developments around the school.

**Interview Training**
Several parents are now trained to be on Interview Panels, but there is still a need for more community representatives besides Amanda. Sarah expressed that she is willing to receive training. It was suggested for a note in the P&C News in the school newsletter to seek expressions of interest from any other parents who would be prepared to receive training and serve on interview panels.

**Local Development**
Zack and Martin had written a letter regarding developments around the school, but no response was received.

Paul Bates (former Principal) had been in discussions with Council regarding compensation for inconvenience (etc) to be experienced through developments (specifically at 2 Conder Street). DEC Assets are aware of this. Martin had also raised before about seeking this kind of compensation.

It was mentioned that the proposed major development on the corner of Conder and Belmore Streets will include an initial 10 storeys with an additional 19 storeys in the centre. Development of this area will affect parent parking, and alternative parking areas need to be
negotiated. The new units on Railway Parade are almost finished, and the developer has been fined because the building is three levels higher than permitted!

Carolyn is keen to meet soon with the Mayor of Burwood and local politicians.

**Book Fair**

Martin explained that Book Week is from 19-23 August (and there will be a costume parade as usual during this week) but the School’s Book Fair will be from 12-19 August.

The after-school selling days where P&C assistance is required were set for Tuesday 13 and Thursday 15 August (3-4pm). Janelle will be the key P&C person for this event, supported by Indra. There was discussion about aspects of the selling arrangements, including to have counters on each side of the exit (one for cash, the other for credit).

Martin also informed that there will be performances related to Book Week:
6 August - 3 performances of “The Magic Flute” (10am, 12pm, 2pm).
12 August - Music & Stories of Ghana
15 August - “Sea of Stories” read by storyteller for K-2

He also informed that the school’s debating team will be competing at Georges Hall PS on 29 July [against that school], and at our school on 13 August [against Concord West PS].

**Father’s Day Stall**

The Father’s Day Stall selling days are Tuesday 27 and Wednesday 28 August in the school hall. Indra informed that she already has 5 volunteers to help out. Amanda has already been purchasing gifts. In due course, a Father’s Day note is to be prepared, and baskets to be distributed to classrooms for gift offerings from families.

**Secretary’s Report**

**Pancakes & Coffee Morning**

The annual Pancakes & Coffee Morning (instigated in 2005) is to be scheduled for early Term 3, and the date chosen was Thursday 1 August. Carolyn noted that this is during Education Week, so it is good timing. In any case, during that week she is arranging for parents to be invited to the 3-6 Assembly on Monday 29 July, and the K-2 Assembly on Tuesday 30 July.

The Pancakes and Coffee Morning is an opportunity to gather support for P&C events in the rest of the year, especially the Burwood Public School Festival, to encourage more membership welcome and new parents, etc. Usually there is a keynote address, and sometimes there is the opportunity for classroom visits. A note is to be prepared soon once details are settled.

**Review of Meeting Times**

As Zack (as President) and some other parents are finding it difficult to attend meetings at 3pm, a review of the meeting time might be required. There will obviously be pros and cons regarding members’ attendance for whatever time (or alternating times) is chosen.

An initial discussion with Zack on this matter is required.

**Regional Meetings**

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. This District has a new proactive Council executive. The next meeting is scheduled for Monday 5 August at Matraville Sports High School. Delegates attending need to be endorsed by their P&C Association. Mark is prepared to be a delegate and attend the next meeting, and it was Moved by Martin and Seconded by Garry that he can be the Burwood Public School P&C Association delegate to SWSE District P&C Council meetings. Carried.

**Treasurer’s Report**

Balance of accounts as at 30/6/13 were:
- General A/c: $13,558.85
- Canteen A/c: $27,239.41
- Uniform A/c: $45,300.23

As mentioned above, about $10,000 is yet to be paid to the school for purchases in Term 1.
**Principal’s Report:**

**Staff Movements**
James Wratten is the new Deputy Principal
Mrs Assariotakis resigned at the end of last Term. There will need to be an interview panel for a new Assistant Principal (Early Stage 1), as the DEC has allowed for this position to be advertised.

**Creative and Performing Arts (CAPA) Student Performances**
Carolyn informed of CAPA Student Performances on Tuesday 13 August (in the day); Wednesday 14 August (in the evening).
Tickets will be $5/ticket; $10/family – money to be used to improve CAPA infrastructure.
The P&C Association had previously been approached to help fund directional microphones for the school hall. Subsequently Steve Vrachas (in his period as Relieving Principal in Term 1) had “thrown open the books” and requested that any funding requests go first directly to the School so that a finance committee (including P&C representation) could make decisions on expenditures. In any case, during the holidays, Peter Slattery and Garry had met and ascertained that there were sufficient microphones to “make things work” as required in the school hall.
The query was raised if the P&C Association is required to play a role. Last year we provided tea & coffee at short notice for the School Art Exhibition that was unfortunately scheduled just two days before the School Disco. We could provide tea and coffee again / open up the canteen if required.
Mark queried out of interest why the CAPA event was so early in Term 3 as usually it was towards the end of the Term.

**Burwood OOSH**
Burwood OOSH is moving out of the demountable and into the school hall.
A tendering process is about to begin for the operator of the OOSH (as the incumbent operators from Weldon have been running – since 2006 - under an inappropriate arrangement). Advertisements (at great expense!) will be in major newspapers. There is already a tender box in the office foyer to receive applications over the next 3 weeks. A panel to review the tenders is required (including the Principal, School Education Officer, Assets, and a P&C Association representative). Garry is willing to be the P&C Association representative, and this was agreed.
Several applications are expected with the review process probably taking an entire day. Tenderers pay a $200 fee and have the opportunity for 2 tours.
Carolyn has decided to completely restrict access to the canteen and instead arrange for one of the storerooms in the hall to be converted into a fully self-contained kitchenette for OOSH with power (for a fridge, microwave), water, etc. [Connecting water supply will cost about $4,000].

**New Class**
A new class - Year 3 / Year 4 composite class - is being formed next week, as the school numbers have increased significantly to 650 (whereas they were under 620 when Carolyn became Principal last Term). This will relieve numbers in Years 2, 3 and 4 classes. This class will go into the demountable previously being used by Burwood OOSH. Garry has arranged for recarpeting. The teacher for the new class will be Louise Felan, one of the temporary teachers. It will be a smaller group and well supported.
The Year 2 students will remain in the current composite Year 2 / Year 3 composite class. Student movement from Year 3 and Year 4 classes to make the new class will be made with due care.

**New School / Redistribution of Boundaries**
Carolyn explained that the growing numbers at Burwood PS won’t stay for as a new public school is opening next year in Albert Road, Strathfield - previous Seventh Day Adventist College. (There is also a new school opening in Rhodes).
As a consequence, school intake boundaries are being redistributed, but won’t come into effect until the new school is named and gazetted.
There had been an initial plan to include the western side of Wentworth Street (that includes Russell Street) as a boundary, but this is now unlikely.
“Sibling rights” will remain for 3 years allowing for out of area enrolments for children with siblings already at Burwood Public School.

Technology Upgrading
There is support from the DEC to upgrade some of the technology of Burwood Public School, including with cabling to demountables. There is also to be a power upgrade, costing some $200,000. (Though there are 4 data points, only 1 is currently connected to the server).
After consultation, Carolyn is keen for the capacity for full wireless access throughout the school (so students and teachers can use their own laptops and mobile devices).
This will “cost a fortune”, and the school can commit $45,000. Hopefully the P&C Association can also contribute (noting there is no longer the intention to purchase additional interactive whiteboards and laptops this year).

Playgroup
The Kindergarten Union (KU) have approached the school to run a supported playgroup on one day a week from February next year.
In effect, this may result in the hall being unavailable to the school for almost one whole day of the week.
However, Carolyn can foresee good school and community benefit to such a playgroup.
(Garry informed that his wife, Heather, used to run such a playgroup at the school several years ago).

Canteen:
Sarah expressed that there needs to be more vegetarian food options in canteen, and also that the sushi currently sold is not tasty. The chicken and vegetable pie option is no longer available and the menu needs some revision. She said that the menu at North Strathfield PS where her child previously attended was healthier.
Indra expressed that she has offered to make sushi, and also noodles with mushroom (not fried noodles) eg once a week. She can also make dumplings.
Mark suggested to talk with Rachel, who is the Canteen Convener.
In the past there were occasional Canteen Committee meetings, and if necessary these could be revived.

General Business:

Newsletters
Translating of the newsletter has not proceeded as intended. Also it was noted that when the newsletter was being translated into Korean, there was a resource/photocopying issue as all students received the translation.
There was discussion about providing the newsletters on-line (with limited paper copies for those who require). This would create considerable savings. Also there is a service that can send information to i-phones and tablets readily and as required (“more information / more often”).

Gonski
Martin raised a concern that although the NSW State Premier, Barry O’Farrell, has signed up in support of the Gonski Review, there is no guarantee that this will be endorsed if the current Leader of the Federal Opposition, Tony Abbott, becomes the Prime Minister after the federal election later this year.
The Australian Education Union (AEU) would like all parents to get a copy of the brochure, “What Gonski Means For Your Child” that Martin tabled at the meeting.
Martin Moved for the P&C Association to authorise the writing of a letter to Tony Abbott expressing its strong support for the Gonski Review. Seconded Janelle. Carried.
Skorts / Long sleeve sports shirt
The Uniform Shop had provided a sample of skorts for girls and to see if the shop should provide this option (in addition or in replacement of the culottes currently on sale). The parents present with daughters at the school were not in favour.

The issue of a long sleeve sport shirt was deferred.

Next Meeting:
The next meeting will be on Wednesday 21 August 2013, 3.00pm.

The meeting closed at 5.10pm.