Burwood Public School P&C Association
Minutes of the General Meeting
Wednesday 19 February 2014, School Library

Attendance: Janelle Heron (Chair), Mark Burfield, Yen Callaway, Sam Ko, Aarti Narayen, Amanda Ng, Young Kwon, Deepthinka Ratnasena, Hee Jung Song, James Wratten (Relieving Principal), Indra Yanti

Apologies: Martin Bain, Garry Fuller

The meeting commenced at 3.15pm.

Minutes of Previous Meeting
Minutes of the previous meeting of 20 November were accepted as a true and accurate record.

Business Arising from Previous Minutes:

Burwood Public School Festival / Raffle
The annual Burwood Public School Festival had been held successfully on Friday 29 November 2013, raising the highest net income of Festivals to date exceeding $9,000. One new, popular, and financially fruitful activity was the silent auction. (It was noted that a receipt was requested and this is being provided).
Amanda reported that all prizes from the Burwood Public School raffle had been distributed. Janelle had collected feedback about aspects of the Festival to assist in future Festivals and will write up. A report on the Korean food stall was prepared and distributed by Mrs Kwon.
The date for this year’s Burwood Public School Festival was set for Friday 28 November.

Deferred Items:

   Community Talks [Note: “Meet the Teacher” afternoon is on next Tuesday 25 February].
   Road Safety ; Local Development; Possible removal of trees due to high winds

President’s Report:

Welcome Morning Tea / Treat Day
This was set for Tuesday 4 March.
The P&C Association runs the ‘Welcome’ Morning Tea for the new and returning parents from 9am in the school hall. On the same morning, the first ‘Treat Day’ will be held. Students can purchase sausages, kebabs and vegetarian patties.

Easter Giving
The ‘Easter Giving’ is on Tuesday 25 March. Elderly citizens from local aged care homes are invited to the school for student performances and a morning tea prepared by the P&C Association. A hamper of Easter eggs is given to each of the homes with the eggs donated by the students. The details can be discussed in more detail at the next meeting.

School Disco
There is a plan to hold a school disco in Term 1 or early Term 3. After discussion, it was decided for this to be held on Friday 28 March. The YMCA-run Burwood OOSH will need to be informed so the hall is available.
There was no disco last year, but in the preceding three years there was a disco, with students purchasing a slice of pizza, poppa and admission for a set fee. There were two sessions, for K-2 and 3-6. In the last year, it was decided to serve the pizza and poppa inside the hall, and this seemed to work better.
Mr Wratten emphasised that although teachers will be invited to participate as guests, and to help, the P&C Association will be required to arrange volunteers to run the event.

Gardening to tidy up the front of the school
Janelle had flagged at the last meeting the need for a tidy-up of the garden areas as the front of the school. She mentioned the possibility of a parent working bee eg on a Saturday morning. (Mark mentioned that there had been such a working bee in 2006!)
Ideas were put forward, eg, to encourage people to bring a plant; to arrange for the senior students to do a garden/landscape project, designing and making a garden based on a garden theme (eg, rainforest, nature trail, edible garden). We could get a sponsor such as Bunnings to assist with supplies.

**Roster of Year 6 students to serve iceblocks**
The idea of a Year 6 roster to serve iceblocks at the canteen had been raised by Ms Janes late last year. Arathi Elamurugan (canteen manager) is open to this.

**Secretary’s Report:**

**AGM Preparation**
All of the positions on the P&C Association Executive become open for election at the Annual General Meeting (19 March) – President, Vice President (2), Secretary, Treasurer, Canteen Convener, Fundraising Convener, Uniform Shop Convener.
Prior to the AGM, it is good to consider who might fill these positions. (Of course, members can stand for re-election to their existing positions).

**Treasurer’s Report:**
The P&C Association’s three accounts (General, Canteen, and Uniform Shop) have now been combined into one account as agreed, and the current total balance is $86,464. P&C funds are available (up to, say, $50,000) when required by the school, eg for purchasing more whiteboards, air conditioning, etc.

The bookkeeper, Jenny Tang, has expressed the need for a phone and internet extension in the uniform shop. Mark queried if she could do the bookkeeping at the desk in the canteen office/storeroom. In any case, an internet extension is also required in the canteen. This could make on-line ordering a possibility. Another possibility suggested is the office in the library.

Jenny is also keen that netbanking can be possible so bank statements can be viewed online, to make bill-paying more efficient (including by alleviate some of the need for cheques). This possibility is to be researched. One issue is with regard to a password to log on to a school computer. Mr Wratten can create a P&C Association password for internet access.

Jenny has recently arranged pay increases for the Canteen and Uniform Shop Managers according to their Award. She is querying what Award she is under (and if a pay increase will also apply). Mark will check with the Federation of P&C Associations regarding this.

Jenny is also in the process of preparing for the audit of the 2013 accounts in time for the AGM.

**Relieving Principal’s Report:**
Mr Wratten apologised for being late to the meeting today as there is also staff professional learning taking place concurrently.

Mr Wratten extended a warm welcome especially to the new parents present at today’s meeting.

He explained that he will be relieving as Principal possibly until to Wednesday next week when the substantive principal, Mrs Carolyn Wallace-Whelan, is due to return after a few months of medical leave. She is doing well with her recovery, and is likely to be working 3 days/week to the end of Term, with the possibility of returning to full-time from Term 2.

Mr Wratten described Mrs Whelan as a “fantastic leader and wonderful person”.

**School Population, Staffing and Class Arrangements**
Mr Wratten reported that as of today, there are 639 students enrolled at the school. With two more enrolments, we would qualify for another teacher. (The school is not accepting any more out-of-area applicants – many have been knocked back, and its boundaries have shrunk).

In November 2013 there was an indication that in 2014 there would be 26 classes, requiring two new demountables (that were installed – and in fact we got brand new ones).

However, after the holidays, the numbers dropped to just under that required to form 26 classes. Hence there was a delay until last week - the cut-off to inform the Education Department of actual enrolments - to form new classes. (Mr Wratten explained that this was...
much more preferable than forming new classes at the beginning of the year, and then having to rearrange a few weeks later, as happened at another local school).

Mr Watten informed that class sizes for K-2 are good. [K classes have 19 students; 1-2 classes have 22 students. 3-4 classes have 30 students and 5-6 classes have 32 or 33 students.

Mr Watten explained in detail about the staffing of each of the classes.

One thing he highlighted is the establishment of a new “high functioning” autism class (K/2C) with 4 boys and fantastic teacher, Ms Coonan, who is also the Assistant Principal (AP) for Inclusive Education. (As there are now three “special needs” classes - autism, IM, hearing support - the school now has a support “unit” with an AP). The class is located in the previous KR room. Funding is required for painting and air conditioning in this room.

Mr Watten expressed the positive benefit of an autism class at the school to add to its diversity and to raise more awareness of children with special needs.

He also highlighted the engagement of Ms Weyman who is introducing more performing arts activity, including dance programs (and a dance team that could be taken to Regional if they get through) and the plan for a cultural evening later in the year. For an audience of, say, 300, we might be able to use the new Community Hub/Library across from the school (whose free use had been negotiated previously).

[Mr Watten noted an issue of students being left unattended to around 5pm at the new library].

Building & Capital Works

Mr Watten informed of a new roof in the photocopier room (replaced due to termites).

There are now almost a dozen demountables at the school. We might be on the scope for more permanent structures (part of a ten year plan) if numbers can be sustained. This is expected due to developments around the school.

School Computer Technology

The school is purchasing IPad minis, and interactive screens (cf interactive whiteboards that also require a projector).

There was an electrical upgrade over the school holidays costing in excess of $100,000. This is making possible the technology upgrade, installation of more air conditioning, etc.

The school’s technical team is recommending the introduction of netbooks (with keypads) for Year 3-6 students and IPads (with touchscreens) for K-2 students.

School Newsletter

There is still a plan for the school newsletters and other communications to be emailed or messaged to parents rather than sending hard copies. There is still an issue with regard to signatures required on permission notes to be resolved.

Mark raised the possibility of replacing the current school signboard that uses physical letting with an electronic signboard. However, Mr Watten explained that the E-Newsletters, etc. might mitigate the need, and that electronic signboards are quite expensive.

Funding Arrangements

A new system of funding is being rolled out for public schools, with school control over funds increasing from 10% to 70%, and changes to tied funds cf flexible funds. Though over 90% of our students are from a non-English speaking background, 0.4% of funding seems to have been lost.

Burwood OOSH

YMCAm is now running Burwood OOSH. Mr Watten expressed some teething problems, possibly to be expected. Weldon had been flexible and communicative, but there have been a few issues with the new operators eg with regard to gates being left open, meeting points, etc. There are 40 students attending Burwood OOSH at the moment.

Mr Watten appreciates that the canteen has been flexible in allowing YMCA to use the canteen briefly until there is a kitchen set up in a hall storeroom.
Canteen:
Canteen pricing is to be re-jigged for Term 2, with the price of all or most items to be increased (eg by, say, 50c). Compared to the prices in the canteens at other local schools, our prices are “good value” (ie, relatively low).

Mr Wratten informed of the notification of a Canteen Basic Food Handling course on 4 March 2-4pm. There is also an invoice from the Burwood Council for an annual $110 canteen registration fee, to be paid by canteen. This is part of the “Healthy Canteens” project, and might include an inspection by the Council.

Fundraising:
Entertainment Book
We have received information and a sample copy of this year’s Entertainment Book that could be used as a school fundraiser as in some previous years. The book costs $65, and the P&C Association/school receives $13 for each book sold. Janelle explained that the purchase price can be quickly recouped by purchase of gift vouchers from Coles / Woolworths / Kmart using the book, for which there is a 5% discount on purchased items up to a total of $4,000. (ie, if you buy $100 worth of groceries, this will cost just $95 using a gift voucher). There are discounts for a whole range of entertainment and other items. The Entertainment Book for this year comes into effect in June. We can look into promoting the book as a fundraiser for the P&C Association.

Mother’s Day
Mother’s Day this year is on Sunday 11 May.
It was decided for the stall days to be on Tuesday 6 and Wednesday 7 May.
It might be that this year Years 3-6 go on the first day, and K-2 on the second day, with the opportunity for siblings to go together (so they can choose without ‘doubling up’). Amanda is in the process of arranging Mother’s Day stock.

General Business:
Defibrillator
Mr Bain had raised with Mr Wratten and Mark about the possibility of the P&C Association purchasing a defibrillator for the school.

Mr Wratten had replied to Mr Bain informing that he (James) first needs to check the departmental policy. It is possible that the Education Department might in any case be funding all schools for a defibrillator soon. Also there are legal implications to consider with regard to emergency care training (as with epipens). James said he might also contact a few other schools on this matter.

Athletics Carnival / Treat Day
The date of the Athletics Carnival (usually in Term 2) is to be ascertained, as the P&C Association runs a Treat Day in conjunction with this Carnival.

Chinese Translation
Mr Wratten inquired of any person/s who could take on the role of translating fortnightly newsletter content (etc) into Chinese. Sam Ko expressed that he was prepared to help with this. Mrs Kwon is continuing to translate content into Korean.

PSSA Sports and Lunchtime
PSSA sports are being run on Friday, and due to scheduling, recess and lunchtimes will be reversed on this day. PSSA sports might possibly run all year.

Dream Choir
Mrs Kwon informed that the Dream Choir inaugurated last year by the Korean community will be expanded this year to include students from any cultural background.

Next Meeting:
The P&C Association’s Annual General Meeting is on Wednesday 19 March 2014, 3.00pm followed by the monthly general meeting.

The meeting closed at 4.40pm.