



Denison College

**Bathurst High Campus P&C Association**



## **Minutes of the General Meeting held 5<sup>th</sup> February 2014**

**Attendance:** Geoff Hastings, Penny Packham, Gillian McNarey, Craig Petersen, Fiona Wetherspoon, Margaret Sewell, Linda Ralls, Sandra Hamer, Merryl David, Sharmila David, Darlene Macri, Jenny Arthur, Mandy Irwin, Vickie Osborne, Kelly Langdon, Leanne Jones, Sarah-Jane Beuzeville, Trevor Liu, Carol Neary, Melanie Baines, Sarah Veilande, Michael Smith, John Browett, Wendy Inwood, Yulonda Phillips, Anne Morrison and Lyndall Ross (minutes)

**Apologies:** Deb Walther, Robyn Jonassen, Kathy Howard and Jenny Stirling

---

**Meeting Opened:** 7.35pm

### **Acceptance of the November 2013 Minutes:**

The November 2013 Minutes were accepted as a true and accurate record.

Moved: Leanne Jones      Seconded: Wendy Inwood      Carried unanimously

### **Business Arising:**

- Tell Them From Me survey results. Geoff gave an overview of the pilot that the school was involved in - asking students about their experiences at school. There was an approximately 50% return rate although results were skewed to juniors. There were low reports of physical bullying and violence which fits with the strong anti bullying ethos in the school. Reports of cyber bullying was also low – although it seems to happen to a small percentage of children alot. Verbal put downs and exclusion were the highest reported behaviours and this will form the focus for new programs. The survey will be repeated next month where it will be aimed to get a response rate of 80 – 90% in each year group.
- Liaison with Kelso High School P&C. All present agreed that we have common interests (e.g. students) and issues (e.g. bus interchange) and it would be useful to develop some working relationship. Craig felt that there may be a place for a rep from each P&C to become more involved with College matters.  
**ACTIONS: 1. Lyndall to include KHS P&C reps Fiona Howle and Catherine Hale on the email list for BHC P&C Minutes.**  
**2. Work on common matters as needed.**
- School App. The App is being used. Parents were reminded of the range of uses including for late arrival explanations. Rental of advertising space on the App could be a fundraiser.  
**ACTION: Geoff to provide stats on the use of the App to the next meeting so that it can be decided if there is enough use to market the advertising options.**
- Canteen. The coffee machine is now working. Quotes have been obtained for the oven. The school can arrange for an electrician to finalise the work.
- P&C records. Wendy sorted through records stored at school -- old records have been shredded.
- Presentation Night. The P&C ended up contributing \$350 to prizes.
- Careers. The school does not have as strong a focus on work experience nowadays particularly as students can gain practical experience through the wide range of TAFE subjects on offer through school. Work experience is not a mandatory subject but notice will be given at the end of term 3 and start of term 4 so that students wishing to do work experience have plenty of time to organise their placement.

- Finance Committee. Mel represented P&C on this and noted the number of requests and demand for money. She noted that departments are looking at new options / resource development e.g. e books for the library. Geoff noted that it is an important part of the governance and transparency of the school having a P&C rep on this committee. Discussion occurred about how to help areas that weren't funded. It was suggested that some of the canteen funds may be able to be used to subsidise dance costumes or Rebecca Smiths work around rewarding good student attendance.

#### Correspondence:

- **In:**
  - Invitation to drinks with Kelso HS P&C
  - Information regarding various fundraising opportunities
- **Out:**
  - Emails requesting P&C reps on various interview panels
  - Letter to Danika Smith
  - Letter to Will Kennedy

#### Presidents Report:

- No formal report due to limited happenings early in the school year.
- Carol discussed how BHC P&C works, particularly noting to new members that our focus is on communication and having input in to the school rather than being a fundraising body. Carol described how the P&C helps to decide how monies raised through the canteen and uniform shops will be directed.
- Carol noted that our main fundraising event, the Trivia Night, is also used to create a sense of fun and interaction within the community.
- Congratulations were offered to the HSC Class of 2013 and the teachers that supported them.
- Thanks were given to the Denison College team that coordinated the night at CSU recognising high student achievers.

#### Treasurers Report:

- As presented by Wendy Inwood:

*We start the year with \$3,456.10 in our working account and \$10,379.91 in our interest bearing account.  
Thanks to Jasmyn Ellis, the funds raised last year from selling chocolates were \$1813.53.*

#### Principals Report:

- As presented by Geoff Hastings:

*Start to Year – All teachers in place with exception of permanent Ag position. This is in train at the moment – interviews next Tuesday Geoff Tindall retires on Friday so we will replace him through merit. Trevor Liu is on the HSIE panel and Sarah Veilande is the rep on Ag. Would you like to meet the 11 new teachers at the next meeting?*

*Numbers and staffing – numbers are up – especially in Year 11 (171 students). Around 980 students in total. New Year 8 class due to increase plus 2 English, Mathematics, Ancient History, PDHPE, another year 9 elective to increase options on one line – solve most of the large class problems. Other changes as well so we can improve current timetable. Will mean a new timetable about week 6 of this term. There will be some class changes but where possible teachers will stay the same. Changes will help ensure that a qualified teacher for the subject will front classes.*

*Specialist Class for students with Autism – discussion over benefits and future*

- Discussion included why there is a need for a targeted class and what already exists within the school (2 classes for students with a mild intellectual disability, 1 class for students with a moderate or severe intellectual disability and 1 class for students with emotional disturbance). There is demand for a class with students with autism particularly to allow flow on from the feeder school (BxPS) and because existing classes are full.
- Geoff reported that students with support needs are tending to stay through school and complete Yr 12. BHC achieve good outcomes with these students – in 2013, all supported students leaving Yr 12 obtained work.

**MOTION:** P&C support the decision of BHC to try to form a new class for students with autism.

Moved: Lyndall Ross    Seconded: Vickie Osborne    Carried: Unanimously

*Diary and Lessons – another way of giving parents and carers direct access to their student's school life.*

- The student diary can provide information on lessons and homework. It is accessed via Millennium.
- Yr 12 assessment schedule is available in the Mark Book on Millennium

**ACTION: Geoff to see how detailed parent access to these and other areas can be and report back to the next meeting.**

*The School Plan and Finance Committee. We are redoing the way that we put together the school plan. Research shows that articulating the purpose of what we are doing in the school plan is important for improvement. We have looked at a new way of doing this and I have brought our overall purpose statements for your consideration.*

- The School Management Plan summarises the school aspirations as:  
“The Bathurst High (Denison College) learning community exists so that every student will experience and develop: 1. learning excellence, 2. enhanced opportunity, 3. recognition and celebration, 4. positive values and 5. community partnerships and engagement”
- All present felt that this reflected what the school experience should be and what the school has to do.

*Calendar events coming up. Swimming Carnival (12/2/14) – students need to self nominate at House meetings or with Darren Hamilton; Year 7 Meet the Teachers; Skills Fit (study skills at CSU – 13/2/14).*

*Delay in some assessment activities on Millennium due to new curriculum.*

*First Newsletter Friday*

*Loss of Lucy, our Welfare Worker and Jake, IT support. New person – try to go to 2 days per week.*

*BYOD is not a policy so it is NOT mandatory for students to bring their own device. There was an advice information sheet that was given to 2013 Yr 6 students*

- Students are able to “Bring Your Own Device”. The information sheet details the specifications of what is needed (e.g. 5GHz needed to pick up wireless network)
- BHS needs its server and other infrastructure upgraded before BOYD becomes a requirement
- Trevor encouraged the school to consider learning associated with increased device use including making a typing course available online.

**ACTIONS: 1. Geoff to clarify status of BOYD in the next newsletter**

**2. Geoff to ensure that BOYD information is available on the school website**

**3. Geoff to keep P&C informed of and involved in developing BOYD policies throughout the year**

*Joint School Funding Application – shade structure – quote has been made*

- Quote for \$17083 with P&C requested to pay. Full up front payment must be made with 50% cost reimbursed after the application is completed.

**MOTION:** P&C will provide 50% of the funds for a new shade structure and recommend that income from the canteen be used to provide the other 50% of costs until reimbursement is received.

Moved: Carol Neary    Seconded: Trevor Liu    Carried unanimously

Uniform Shop: Balance at 5/2/14: \$3268.87

Canteen: Balance at 5/2/14: \$45390.26

### **Denison College Principals Report:**

- As presented by Craig Petersen

### **College Staffing**

*There have been a couple of changes to the College Head Teacher roster for 2014.*

*Judith Bertolin will be Deputy Principal, Teacher Quality, at Canobolas Rural Technology High School for all of this year. In her absence, Cassie Burt will be the Head Teacher Junior Studies (Relieving) for Bathurst High Campus.*

*In late 2013, Anna Townend (ex-Forbes HS) was successful in gaining the permanent position of Head Teacher Junior Studies for Kelso High Campus.*

*I would like to welcome them both to the team.*

*Suzanne Kissell, College Executive Assistant has had some period of broken service over the last few months following surgery. We are looking forward to her return around the 12<sup>th</sup> February.*

### **High Achievers' Reception**

*This annual ceremony to recognise academic excellence for students in Years 10, 11 and 12 was held on Wednesday evening, 5<sup>th</sup> February. As usual, our academic partner, Charles Sturt University, hosted the function in their main lecture theatre. Professor Jo-Anne Reid, Associate Dean Teacher Education and Relieving Head of Campus for CSU Bathurst gave the occasional address to a combined audience of over one hundred staff, students and parents.*

*Peter Harvey, Director Public Schools NSW Bathurst Network, assisted with the medal presentations.*

*I would like to thank our special guests and award recipients for the efforts. The High Achievers' Reception is always an outstanding way to open the academic year.*

### **DEC Leadership Fellowship**

*I was honoured last year to receive a prestigious DEC Leadership Fellowship which will enable me to undertake a study tour of Canada during February-March this year. Whilst there, I will visit CSU's Ontario Campus, meet with representatives from the Ontario Ministry of Education and the Halston District School Board before spending time at the Nova Scotia Virtual School.*

*I will also be attending the 3<sup>rd</sup> Annual Alberta Rural Education Symposium, where I have been asked to present a paper of the state of rural education in NSW, following the work I completed last year as part of the development of the Rural & Remote Education Blueprint for Action.*

*Then it is off to Vancouver where I will visit a number of schools, including Kelso High's new sister school, Saltspring Island Middle School.*

*The results of the study tour will be provided to DEC as a written report and will be incorporated into a workshop session at the 2014 SPC State Conference which will be held at CSU Bathurst in June.*

On behalf of the P&C, Carol congratulated Craig on this achievement

### **CSU Collaborations**

*In addition to our usual links with CSU through the High Achievers' Reception and Future Directions, students from Year 12 from both campuses will take part in the first Denison College Skill Fix Day to be held at CSU next Thursday, 13<sup>th</sup> February. This will be an excellent opportunity for students to hone their skills early in the year, before the mid-course exams at the end of term 1.*

### **Fundraising:**

- Chocolates – continuing to be sold by Jasmyn Ellis at the LPI. Profits as noted in the Treasurers Report.

### **General Business:**

- Canteen. 1. Discussion about information that parents would like available about the canteen on the school website. Things suggested included a “blurb” about how the canteen operates (particularly how income generated assists the school), a copy of the latest menu and prices and information on how to order meals and snacks.

**ACTION:** *Mandi and Geoff to arrange info on the canteen being included on the school website.*

- 2. Discussion about possible additions to the menu including pasta. Mandi reported that the canteen does vary options available at different times. Things such as pasta will definitely be available more in the winter.

- School fees. Some students have reportedly been told that they cannot participate in some subjects (mainly TAS electives) until their school fees are paid however invoices for fees have not been sent.

**ACTION:** *Geoff to follow up with staff and remind them that all students can participate in class activities. Parents are to contact the school if problems persist.*

- Federal Govt Autonomous School funding. Discussion postponed to the next meeting.

**Business Without Notice:**

- Use of technology in class. Some students are reportedly being told that they are allowed to use iPods and other devices in class if their work is completed. Geoff advised that the schools policy is that devices are not to be used and kept out of sight during class time.  
**ACTION: Geoff to discuss further with parents and follow up about the class involved.**
- Late arrivals and absences. Some students have reportedly been incorrectly marked late or absent including when they are doing school led activities (e.g. band). Geoff suggested that we encourage students to deal with this themselves in the first instance however parent can also ring or email the school if they feel an error has occurred.
- Casual staff. A request was made that casual staff be expected to introduce themselves to the class they are leading.  
**ACTION: Geoff to follow up.**
- Website. A request was made to include all P&C Minutes on the website (reportedly only have to June 2013 uploaded). Lyndall reported that the minutes are emailed to Trish Burgess for this purpose.  
**ACTION: Geoff to follow up.**

Meeting closed: 9.15pm

**Next Meeting: Wednesday 5<sup>th</sup> March 2014 at 7.30pm**

**Foreshadowed items for the next meeting:**

- Introduction to new staff
- AGM (please remember to bring \$2 for membership of the P&C)
- Autonomous Schools funding
- Sale of fish from the Aquaculture centre