

**BALGOWLAH HEIGHTS PUBLIC SCHOOL
P&C ORDINARY MEETING
Monday 26th March 2007, 7.30pm.**

1. Apologies: Sharon Moore, Kirsty Almond, Nikki Bendun, Liz Byrne, Cassie kearns, Cathy Simonetti, Kathy McGuigan, Kerry Smallman, Kirstie McFarlane.

2. Minutes: minutes of meeting of 27th February 2007 presented at the meeting and approved by Di McIntosh and seconded by Sue Palmer.

3. Correspondence: Di McIntosh asked whether the children's insurance forms due back on the 4th April had been followed up. Di will follow up with Sharon Moore in regards to this.

Copious fundraising letters passed on by Tracy Wardman to the fair committee.

4. Principals Report: Craig Davis

The 24th class at BHPS has been approved by the Department of Education. On the 28th March Natasha Wright (4W) teacher's position will be advertised. The interviews for this position will be held by Craig Davis, Leonie Seaton and Tracey porter (parent representative) the first week back next term. Anyone currently casual can apply for this full time position.

We are waiting on a demountable from the Department for this 24th class. Craig is not sure when this will arrive.

The air conditioning came today. According to the Department we need an electricians submission first. Work will commence tomorrow on air conditioning the four classrooms on the Western Campus.

There is a problem with air conditioning leaking in 1D on the Eastern Campus. Craig needs to track down the installer as the unit is now out of warranty. Craig also mentioned that we will have to take into account ongoing costs of maintaining the air conditioning units.

6. School Services Reports:

▪ **Strategic Planning Committee- Dianne McIntosh**

There has been no meeting as yet this year.

▪ **Treasurer- Sharon Moore**

Sharon was unable to be present at the meeting. Tracy Wardman reported that P&C Voluntary Contributions will go home later this week.

▪ **Canteen- Nikki Bendun**

Report from Nikki read out by Tracy Wardman. Please see report attached to the minutes.

Di McIntosh and Crag Davis will organise a quote to clean up the wiring in the Canteen and Arabanoo. It was decided the P&C would also obtain a cost of an air conditioning unit, which will service the Canteen and Arabanoo.

▪ **Uniform Shop- Liz Byrne**

Report submitted by Liz and read out by Tracy Wardman. Please see report attached to the minutes.

Regards to the storage shelves that need to be put up in the uniform shop. Rob Harvey has agreed to do this. Rob has also agreed to organise the fan for the uniform shop. The P&C will pay for the MYOB purchased by the uniform shop.

▪ **Band- Cassie Kearns**

Report submitted by Cassie and read out by Tracy Wardman. Please see report attached to the minutes.

▪ **Landscaping- Daniel Long**

No report submitted.

▪ **Arabanoo- Jacqui Ross**

No report submitted.

5. Presentation- Student Welfare Policy- Tina Lee

The focus of this project was to provide a happy and safe learning environment. Tina surveyed the staff and some of the children to find out their concerns.

From this Tina formed a committee from every learning stage, including Craig and Leonie. They then formed action groups that looked at the points system used from Years 2-6.

The committee also looked at the values education policy and from this they created 5 school values.

1. Care for others and ourselves.
2. Do our best.
3. Be honest and sincere.
4. Respect ourselves and others.
5. Be responsible for our actions.

The social skills value program was covered in Week 1, Term 1. These programs are also being used throughout the year.

Every weekday during lunchtime there is somewhere for the children to go. For example chess club, quiet games, drama.

The student welfare policy is only a draft. Any input from parents would be greatly appreciated. This fact will be published in the school newsletter.

P&C Projects

- **Playground Equipment- Di McIntosh**

The playground on both campuses are nearly completed. There is to be installation of some gates on the Eastern campus, some small jobs to be done and then it is all completed.

Thank you to Di and Derek McIntosh for all their amazing work in organising the playground equipment.

- **Air Conditioning- Di McIntosh**

work commences on the 4 units for the Western Campus tomorrow.

- **Learning Resources- Sharon Moore**

The learning resources for the three rooms that were under ? have been purchased and are on their way.

- **School Storage- Rob Harvey**

First priority is to move the chairs out of the hall. Rob is getting a quote on a lean to structure which the chairs can be stored under which will be attached to the hall.

Looking at replacing the current stage with an acro? stage which will provide storage underneath.

Looking at removing all the clutter out of the hall.

- **COLA Upgrade- Kirsty Almond**

Kirsty was unable to attend this meeting.

- **Refresh Staff Room (Eastern Campus)/ Admin Block- Kim Crott**

Kim has obtained some painting quotes which she will send to the executive shortly.

There is a problem with the carpet in the Eastern campus staff room and will need to be replaced. Kim will look at a new kitchen for the Eastern Campus staff room next term.

Kim is organising the painting of the rest of the inside of the Western campus admin building.

- **Electronic Communication- Di McIntosh**

Thank you to mark Shoebridge who has been working very hard on this. There will be a trial of three classes who will receive an electronic newsletter this week. The problem is that families will have to subscribe and unsubscribe from the newsletter. We will look at how well it is received and then evaluate.

- **Fair- Kathy McGuigan**

The date of the fair is the 15th september. A report on the fair was read by Tracy Wardman and is attached to the minutes.

- **Golf/Tennis Day- Sue Palmer**

The golf day will be on Thursday the 1st November. Sue will look at sponsorship next term.

Tennis day-Morag McKeand. Date yet to be decided.

8. Other Matters

- Cathy Simonetti is happy to arrange the end of year thank you lunch for the teachers.
- Pavers- 97 sold to date. So far it has raised \$5,500. There has been a good response to the new pathway on the Western Campus.

- Craig mentioned that there is a young horticulturalist coming to work at the school for 8 weeks.
- Basketball hoops will hopefully happen in the holidays.

Meeting closed 9.25pm.