

Concord High School P&C Meeting
Minutes
3 May 2016 - Staff Common Room

Meeting Opened: 7.05 pm
Attendance: As per Attendance Book
Apologies: Leanne Bland, Helen Yellowlees, Deb Helmrach, Effie Milos, Mae
Previous Minutes: Accepted: Rae Lawrence Seconded: Lesley Caldwell - passed as true and correct
Correspondence: **In:** Nothing in box, collected by someone else
Email: Federation EBulletin
Federation Forum Invitation
BOSTES Survey
Guest Speaker: **Fiona Milligan – Head Teacher Welfare/Careers Advisor - talk on Work Experience**

- . History – been around for a long time, its model and how it runs has changed over last couple of years. Previously Year 10 School Certificate in term 4 then all year 10 student did work experience for 1 week. When school leaving age changed and no School Certificate, the model changed – now not compulsory, Year 10 students can go out any time throughout the year.
- . Students select a week (except for holidays) during the year, find the employer of their choice and go out for a week. Their responsibility to catch up on the school work missed. They sit down with year advisor to make sure there are no exams/assessments during the time they choose. Last year 65-70% chose to do work experience. With year 10 cut off disappearing slowly it would be great if all did it, this year about 30 students have already gone out. Hope the model stays like this.
- . Program is governed by very strict insurance policies. Eg. Any student wants to go into building industry - must do white card first.
- . Initially students are expected to try and find an employer first, we give them a script and assistance. If they have tried 5-6 with no luck, then they come back to us and we find someone in a bank of employees. Need to take into account cost involved, uniforms etc. before you choose your place – don't want it to be expensive. Access some of those really popular places ie. magazine, radio, zoo etc. - often through a friend of the family working in that industry, look up internet etc. Obviously prefer that they are not working with mum and dad.
- . Some year 9, 10, 11, 12 will also do work experience, part of their transition program. They may be looking at leaving school a little bit earlier. Transition program – alternative pathway to year 11 / 12.
- . There is also compulsory work placement for those in Hospitality in Year 12.
- . 90% come back with a positive outcome, really very valuable.
- . Placement is negotiated with employer, paperwork back 3 weeks before they go for insurance purposes. Somethings not allowed to do, eg. forensic science. Students at airport/airlines – no flights. Have had a couple of accidents, Department of Ed Insurance Policy with GIO. When people offer to be employer they have to get checked out as well ie. Background, work conditions, WWC, supervision, won't let them do certain things etc. certain machinery, 7am-6pm. Employers guide to workplace learning.
- . We would ring some parents and say we think it is important that a child does work experience. Some so worried about losing that week of work hard to persuade them. Do a lot of observing not working.
- . Teachers go out and visit as many of them as possible while on work experience. Can look at 1 day per week for students possibly transitioning into TAFE much earlier.

President's Report: Thank you very much to Fiona. Paperwork outside careers office all the time and also on Careers page on the school website. All work experience information is on there now.

- . Welcome thank you for taking time out appreciate your time.
- . Audit progress – was due at AGM end of last term, decided to postpone that meeting – historically, 2 years without a treasurer left outstanding audits 2013, 2014. Getting 2015 audit together, done a lot of work, new auditor, she now has all of our paperwork, gone through it. Violet took over when Mae started. Paperwork trail from September to February. Suggestion is to do partial audit from when Mae/Violet started, mark it incomplete. Money in account, great volunteers on board previously.

Motion: that we write off 2013 2014 audits, complete the partial 2015 audit – proceed with the AGM, table Financial Report at June meeting as well as budget and fiscal plan

Accepted: Rae Lawrence **Seconded:** Lesley Caldwell **– carried**

Thanks to Cathy who took over from Violet. Uniform Shop manager costs have risen, Mae working 14 hours a week as opposed to Kym's much shorter hours.

Business arising from previous minutes:

Constitution documents – (including Grievance Procedures, By Laws, Code of Conduct etc.) tabled and gone out to members, when ratified to be put on website

Harmony Day picnic – wonderful day, P & C delighted to be involved. Ran a Cake Stall, wonderful donations, great parent volunteers – a lot of fun. Kids were a delight. Raised about \$150 to Beyond Blue. Thank you to everyone who was involved.

Social & Fundraising Committee – informal catch up in Term 1 but didn't happen, haven't really progressed any further. Work on staying connected. Plan a social get together, meet, chat with other parents. Planning on putting something together for this term

Bunnings BBQ – Leanne has submitted application so we will wait and see.

Treasurer's Report: about \$40/41,000 Violet doing P & L for this year
about \$24, 000 a few invoices and salaries to come out, about \$14,000

Uniform Shop Report: New Logo for the shirts

- . Woollen and cotton jumpers and rain jackets with logo.

Motion: Vests – currently \$70, sell for \$40 at cost price.
Second hand blazers – donated and drycleaner – sell for \$50 (currently \$140) – only have 1 girl vest in stock, others all boys

Accepted: Lesley Caldwell **Seconded:** Meggy Sin
- carried



Principal's Report

- . Pretty hectic term – great to have holidays.
- . Annual Financial Statement for 2015. Ended the year in a very healthy situation. LMBR new finance/student welfare in primary schools this year, high school next year. AFS will look different in the future.
- . Remind everyone that updated School Plan is on the website. Annual Report is also there.

Open Night – great night as always. Students in Years 5 and 6 come along

Harmony Day – was a great day, haven't done one for a few years, keen to get it happening. Started as a part day. Worked very well and made a real impact, bigger and better next year.

Thank P & C for their involvement, hoped to have a few other bodies but ended up P & C and students/staff. Particularly impressive to see amount of donations received from parents, lots of enthusiasm from students and parents, real bonus for us. Did add to the excitement of the day. Highlight of the day was performance by our islander group. Team planning already for 2016.

Allergies – does complicate the food side of it, have to be so careful, will be great if we can encourage a few more to wear national costumes etc.

Anzac Day Ceremony – we opted to hold it after the day. Because we are fairly big, we did two ceremonies, juniors and seniors. Mr Bob Turner from the local RSL came on the day. Highlight of the day was a performance by the string ensemble and year 7 student singing "And the Band Played Waltzing Matilda". Another year 7 student also played the last Post.

Year 12 half yearly exams – have now finished, getting reports shortly. ATAR club – help to make most of everything available. Students given a mentor and meet with them to help with studying timetables and more support. Maximising results and balance and handling the stress of year 12, physical activity, relaxation, keep talking etc.

Year 11 preliminary mid-year exams – they start Week 4

Spelling Bee on 5 May – Years 9 and 10. After producers came out for an activity day, now invited our students to be part of the audience for the television show

Athletics Carnival this Friday. Lots of fun, be part of the spirit of the day. Big push to make them enjoyable and build up house spirit. Participate in a few races as well but just to be there is great. Houses preparing war cries, costumes etc. 70s/80s theme.

Parent Teacher Nights coming up this term – because of numbers and crush in hall – 3 parent/teacher nights. First year 7 and 12 – 19 May; second session Years 10 and 11 in Week 10 and third session - Years 8 and 9 early Term 3. Senior reports out before the night, online booking system again

NAPLAN for Years 7 and 9 next week 10-12 May

Year 10 into Year 11 Information Evening Week 7 - June 8 happening this term. Planning starts early but determines staffing, timetabling etc. A lot of information available to students, talk to them about senior school, info about different subjects, 36-40 subjects being offered, most do run, can consult with careers advisors/teachers. Evening for parents as well, give them the same information, good to bring the kids. Quite a lot of work involved putting it all together.

Confucius Classroom – very privileged to take a trip with a delegation of principals from Confucius Institute to go to China. Travelled with 10 other principals, visited ½ dozen other schools, universities. Visited Bureau of Education, very well taken care of. Visited a sister school, really interesting to note the massive investment in education over there. On the one hand, have seen a lot of change in education system, trying to move beyond the rote system, developing the whole child but at the same time, big classes, fair degree of regimentation. So much to learn and enjoy and see, great experience. Did strengthen links with schools. Our classroom and teachers have been pursuing activities, set up for lunchtime, chequers, poetry, calligraphy, Chinese New Year at beginning of year, Chinese Eisteddfod – recite traditional poems, texts.

2 volunteer teachers presently, very fortunate to have the two, comes about by negotiation to cover the gap when one leaves, cross over period, Anna and Minny. Enthusiasm is building to visit China themselves, a trip is in the planning stages for next year. Will include a visit to our sister school, April holidays next year. Getting EOI forms out this week, approximate numbers interested and then information to parents years 9, 10 and 11. Trip to Japan a couple of years ago, great success. Will prioritise if need to with those in Chinese classes but other students welcome as well.

School development Day – focus was on School Excellence Framework. Very important document, benchmark for schools, what is an excellent school? Looked at differentiation, adaptation for students at all ability levels, cater to all. Mindmatters Program – mental health and resilience program. Continuing to build

upon this. PB for L – positive behaviour for learning. Been around for many years. About encouraging all the positive things, understanding why their behaviour matters, explicit teaching of expected behaviours, refer consequences back to agreements/principles we work on at our school. Moving ahead with this year, need to have the staff educated, get the students on board. Have a talk at a later P & C meeting about this.

Last demountable – Science demountable ready to go. Needed work done to it. In the next couple of days lessons should start in there. Demountables do have Wifi, we are putting ComBoxes in, IWB, data projectors etc. Very nice spaces once done up, new furniture, new equipment, air conditioning.

Maintenance - Also in holidays, freshly painted stairwell. New major equipment installed in Industrial Arts – having to replace the major dust extractor unit as its decided to show its age. Replace some of the air conditions, school is aging somewhat now, getting on for 40 years old – need updates and replacement doing that in cyclical way. Big thing - spending money on renovating next lot of bathrooms and change rooms in hall. Had some quotes and will press ahead with that. Did up the other two blocks 4 or 5 years ago, vast improvement. Investment that's worthwhile for the students.

Report spate of recent thefts, very upsetting for us particularly for the students affected. Since last week of last term and this term so far. Doing our best to discover who is responsible. Have been getting our CC TV cameras checked, and getting some new ones in IA rooms and around the school. Process not quite finished yet, hope better CCTV will help us to better track what's been happening. Have really had remarkably little problem with this in the school but with 1100 kids every now and then you get the odd student. So far cash, watches, phones been taken. Students who have to leave bags outside need to take important things with them. Most of our students are fabulous.

School Captain Max Brenner – selected to represent Australia 2016 World Rowing Championships in Netherlands, fabulous achievement - school makes some adjustments re exams etc to support them. Very expensive – give undertaking to support Max and family – each year P & C gives \$2000 used at school's discretion to help subsidise these sorts of things - \$300 to donate to Max towards costs. Moneys also used for Before and After School programs/peer support for Year 10 camp, sports programs, etc.

P & C Funds. projects P & C could contribute to:

- . LED sign for front of school
- . Clickview video resource system – kept on a cloud, educational videos classified by subject etc – worth trying out for a couple of years to see how it goes - \$8000
- . Additional seating/shade for senior courtyard – bought 1 table and chair setups from last year's Trivia Night. Seating there only for a couple of dozen students. Approximately \$5,000
- . Additional lockers – 20 or so (7 x 3 around \$3000)
- . Pay for BullyBusters presentation this year \$2,500
- . \$2000 to BAS/Support

Voluntary Fundraising Levy letters – time of year now for letters to go out.

Motion: that we put money towards Clickview, lockers, bullybusters, 2 x seating, \$2000 – approximately \$20,000 Accept: Cathy Scanlon Second: Rae Lawrence - **carried**

For next meeting - draft up Voluntary Fundraising Levy flyer. Terry and Lesley to help Emma with flyer. Jacqueline to investigate more things for the wish list.

Discussion re fundraising for Electronic Sign, could school/P&C go halves perhaps – no decision.

General Business - Nil

Meeting closed: 8.54 pm

Next Meeting: 14 June 2016