

Barrenjoey High School  
P&C Association  
Wednesday 17<sup>th</sup> February, 2021

**MINUTES**

**Meeting opened at 6:10pm**

**ATTENDEES:** Mark Robinson, Simon Bateson, Cilla Cole, Nicki Inger, Sheridan Binns, Kalinda Hawson, Di Cutrie, Flavia Julius, Cheryl Rogers, Jennifer Bezuidenhout, Jenny Parkes, Jen Hopkins, Meg Hipwell, Felix Williamson, Donna Williams, Michael Carson, Mary Roberts, Maria Martinson-Crimp, Ingrid Kaiser, Mia Asker, Vicky O'Neill, Roxana Randau, Isobel Fitzgerald, Kai Fitzgerald, May Boray, Monica Lerpiniere, Naomi Harris, Jessica Smithard, Vanessa Miles, Chau Lovell, Rebecca Chandler, Oliver Palmer, Rachel Ayliffe, Jonathan Papworth, Emma Van Wanrooy

**APOLOGIES:** Christy Bishop

**REVIEW AND APPROVAL OF MINUTES:** Minutes from 2<sup>nd</sup> December 2020 meeting reviewed and approved by Simon Bateson, seconded by Di Cutrie.

**CORRESPONDENCE:**

Thankyou card received from Margo Pollnow whose partner passed away (fruit platter was sent from the BHS P&C).

**PRINCIPAL'S REPORT (Mark Robinson):**

- Welcome everybody. Meeting held outside due to number of attendees and COVID protocols.
- 14 weeks at BHS now; just about to start the new 3 year plan; wellbeing of students and staff #1 priority.
- Four things to talk about tonight (2020 COVID Gaps):
- #1: Behaviour
  - Speaking to/working with local Principals (Justin/Cromer HS, Jane/Pittwater HS, Dane/Narrabeen HS) on behaviour issues
  - Behaviour across high schools in general has declined during last 12 months in areas including respect to teachers, attendance, punctuality, preparedness for class
  - Increased consequences from a disciplinarian perspective as well as a support perspective
  - New school funded Head Teacher position – HT Learning & Engagement. Lani Blackman is in this position.
  - Looking at other data to see what's working elsewhere that we can 'piggy back' on
  - Students have received a survey this week (parents and staff have already been surveyed)
  - Mobile phone issues and vaping will be addressed tonight
  - Vaping
    - no solution yet but we are working on it
    - shared responsibility between parents and school
    - there are consequences for smoking on school grounds
    - all year groups have been spoken to. Only a small number of students across all years who are involved

- staff supervision around bathrooms increased. Main doors to bathrooms locked open but may have privacy issues with this
- increased staff supervision
- meeting held with the Student Representative Council. SRC advised that they are aware of it but are hesitant to come forward as they are worried about repercussions
- students are encouraged to go to their Year Advisors to report/discuss anything
- question asked: is there a way to report it anonymously? Response: it is challenging to do this as conversations with students need to be documented
- punishment for vaping: immediate warning suspension and parents informed.
- Secondary Principal's Council (all High School Principals in NSW) have agreed that this is a big issue and are consulting with Cancer Council and NSW Health to obtain support and information to be distributed to students. Education of students wrt vaping is key.
- May potentially lock toilets but this would be a huge administrative burden
- Same rules apply to students representing the school / in school uniform outside of school grounds eg: when on school buses. Issues in this area should be reported to the school
- Parents to please ensure that you check your child's belongings each day
- Comment: the education in PDHPE classes was very helpful and promoted discussion at home
- Mobile Phones
  - Question asked: have we considered banning mobile phones. Response: yes
  - Current mobile policy: phone holders in each classroom. Students to deposit phones in holder when entering the classroom and remove them when leaving
  - Monitoring at recess/lunch is more difficult. Mark and Andrew Stevenson (DEL) have done a walk around at lunch and there was only a small number of students on their phones. From an observational perspective, there wasn't a lot happening but clearly there are some.
  - There are only a limited number of staff per students per area so it is a big challenge to increase the number of staff walking around
  - Playground Committee made up of staff and students to think of ways to get students off their phones
  - Submission has been made to the Dept of Educ to apply for a grant for more equipment for students to use at recess and lunch
  - An Executive P&C focus group to be put together to work further on this issue; it needs more work/analysis. Possible areas to be looked at: 1 day/wk no mobile phone, one particular area of the school where phones could be used etc
  - Comment: there may not be any point in banning phones if you don't ban laptops or smart watches
  - Comment: may be able to control the internet – is that a possibility? ie: control their access. Possible but kids may not use WiFi but hotspot to their phone
  - Comment: have heard that at another school there are pouches that stop the signal being used. Students put phones in pouch at beginning of day which locks the phone, and then put back in pouch at end of day to unlock it. Mark commented that Cromer HS Principal had done some investigation on this but the issue is cost
- #2: Wellbeing
  - There is now 1 year advisor plus an assistant year advisor for each year group. Two counsellors and a youth worker.
  - Tell Them from Me survey coming up
- #3: Learning
  - Learning gaps big agenda item with the government. Funds have been given to each school for COVID Learning Support. Currently determining how these funds should be used for students that need additional support.
  - Staff Professional Learning. High Impact PL used by Exec team to self-assess. Result is that more PL is needed. Key areas include Engagement and Pedagogy
- #4: Connections
  - Open Night in Week 6 (Tues 2<sup>nd</sup> March)
  - New Parent Welcome on hold
  - Parent / Teacher nights happening again

### **PRESIDENT'S REPORT (Simon):**

- DoE have advised that P&C Facebook page can no longer have the BHS symbol on it. It will be removed
- Farewell to Alison Etheridge after 27 years at BHS. We wish her all the very best
- The 'brick' out the front of the school with Ian Bowsher's name on it will be updated with his leaving date. A new 'brink' will be laid with Mark Robinson's name and start date
- Working Bee coming up on the Saturday of either Wk 7, 8 or 9. Please come along and help if you can

### **Student Representative Council (Lani Blackman):**

No report.

### **TREASURER'S REPORT (Cilla):**

See attached P&L and Balance Sheet reports.

We finished the year with approx. 60K in the bank account

10K from Canteen and 30K from Uniform Store so far this year has been transferred to the P&C

**Profit & Loss Statement**

1/01/2021 To 17/02/2021

Income		
Canteen	\$10,000.00	
Uniform Store	\$30,000.00	
Interest Income Building Fund	\$0.06	
<b>Total Income</b>		<b>\$40,000.06</b>
<b>Gross Profit</b>		<b>\$40,000.06</b>
General Expenses		
Special Events and gifts	\$60.00	
<b>Total General Expenses</b>		<b>\$60.00</b>
<b>Operating Profit</b>		<b>\$39,940.06</b>
<b>Net Profit/(Loss)</b>		<b>\$39,940.06</b>

This report includes Year-End Adjustments.

**Balance Sheet**

As of 17/02/2021

Assets		
<b>Assets</b>		
<b>Current Assets</b>		
Cash On Hand		
Westpac Cheque Account	\$66,798.86	
Westpac Building Fund	\$24,906.08	
P & C Cash reserve	\$748.24	
Building Fund Cash Reserve	\$7,842.84	
Art Acquisition	\$2,188.35	
<b>Total Cash On Hand</b>		<b>\$102,484.37</b>
<b>Total Current Assets</b>		<b>\$102,484.37</b>
<b>Property &amp; Equipment</b>		
Equipment		
Equipment at Cost	\$1,070.30	
<b>Total Equipment</b>		<b>\$1,070.30</b>
<b>Total Property &amp; Equipment</b>		<b>\$1,070.30</b>
<b>Total Assets</b>		<b>\$103,554.67</b>
<b>Liabilities</b>		
<b>Net Assets</b>		<b>\$103,554.67</b>
<b>Equity</b>		
Retained Earnings	\$63,614.61	
Current Year Earnings	\$39,940.06	
<b>Total Equity</b>		<b>\$103,554.67</b>

This report includes Year-End Adjustments.

## **P&C SUB COMMITTEE REPORTS:**

### **Band Committee:**

No report.

### **Canteen & Uniform Store (Di Cutrie):**

See C&US minutes (Appendix 1).

### **Barrenjoey Community Performance Space Steering Committee (Christy):**

No report.

### **Fundraising:**

No report.

## **GENERAL BUSINESS:**

- Question from Jenny Parkes: can we have a detailed breakdown of the 2020 HSC results (similar to those that Ian Bowsher used to put together for previous years)? Mark to talk to Kalinda and respond.
- Request from Kai Fitzgerald: can the agenda for the next P&C meeting include a presentation by Isabelle Fitzgerald on her research on mobile phones
- Simon Bateson to advise further on the focus group to be set up re vaping and mobile phones
- Question about fundraising for things such as seats for the Performance Space, a possibly battery for the school so that we don't spend as much on electricity. Fundraising discussions to be had with Simon Bateson directly.
- Question about possibility of getting small groups of Yr11/12 students together to discuss items that are of importance to them so that their voices can be heard. These sorts of requests to be discussed with Mark Robinson directly.

**Meeting closed at 7:15pm**

**Next Meeting: Wed 17<sup>th</sup> March 2021**

Appendix 1

<p style="text-align: center;"><b>Minutes</b>  <b>Canteen and Uniform Store Committee</b>                      Wednesday, February 10<sup>th</sup> 2021                      Held at Barrenjoey High School</p>			
<b>Present:</b> Simon Bateson, Di Cutrie , Virginia Upton, Kath Gunn, Susie Thompson, Kobi Hammond			
<b>Apologies:</b> Mark Robinson			
<b>Meeting Commenced:</b> 5:00pm - <b>Meeting Closed:</b> 5.50pm			
<b>Minutes Taken By:</b> Kobi Hammond			
<b>Distribution:</b> All present			
Item	Business	Responsible	Due
<b>1. Financials</b>	<b>Canteen</b> Bank balance as at 10/02/21 <b>\$29,147.12</b>	<b>Committee</b>	
	<b>Uniform Store</b> Bank balance as at 10/02/2021 <b>\$69, 576.95</b> \$40,000 combined contribution to be moved to the P&C Account.		
<b>2. Canteen Review</b>  <b>NEW BUSINESS</b>	<b>Susie reported:</b> <ul style="list-style-type: none"> <li>• <b>Shutters</b> – new motor required – school informed. Organised and paid</li> <li>• <b>SRC Students</b> helping out in the morning and 1<sup>st</sup> lunch orders. They will receive REC Points – Approved by Lani Blackman.</li> <li>• Mobile phone for canteen due to the line into the canteen faulty and not always working.  <b>Landline made redundant &amp; Mobile purchased and in use. MOBILE NUMBER: 0483 887 978</b></li> <li>• <b>Duke of Ed Student's</b> assisting Canteen Staff on Thurs &amp; Fri.</li> </ul>	<b>SIGNED OFF</b> 10/02/21 <b>ST</b>  <b>ONGOING</b>   <b>SIGNED OFF</b> 10/02/21 <b>S.T</b>   <b>S.B</b>	

	<ul style="list-style-type: none"> <li>• <b>Canteen Laptop</b> - needs replacing as school software updates are not compatible with existing laptop.</li> <li>• <b>RATS!</b> – Enquiries to be made into the elimination of RATS in the Canteen. Organise Pest Control visit to Canteen.</li> <li>• <b>DISHWASHER REPAIR</b> – The rats feasted on dishwasher wiring causing it to malfunction, is in the process of being repaired, cost unknown – Invoice to go to Kath</li> <li>• <b><u>HEALTHY CANTEEN MENU CHECK RENEWAL</u></b> - Canteen needs to re-submit Healthy Canteen Menu in accordance with N.S.W Health requirements. Susie to look for original Menu Check, menu has not changed and is compliant with the Healthy Canteen Scheme.</li> </ul>	<p><b>D.C</b></p> <p><b>K.G</b></p> <p><b>VERY IMPORTANT S.T &amp; D.C</b></p>	
<p><b>3. Uniform Store Review</b></p> <p><b>NEW BUSINESS</b></p>	<ul style="list-style-type: none"> <li>• To Continue online appointment allocations in the Uniform Store. Reduces overcrowding and aggressive behaviour in Parents.</li> <li>• FLEXISCHOOLS proving popular for ordering uniforms. <b>Review and amend WEBSITE Uniform Signage and availability of stock/inclusion of new items.</b></li> <li>• Plain black cap – no logo – A qty of 50 were purchased to sell in Uniform store, positive response with more than half the hats have been sold - <b>Virginia to order another 50 hats.</b></li> <li>• <b>Year 9 SLOPPY JOE &amp; JACKET</b> – students in YEAR 9 <b>have permission</b> to purchase the <b>Senior BLACK SLOPPY JOE &amp; JACKET</b>. In order to alleviate any financial hardship experienced by families and reduce the waste of unused clothing.</li> <li>• <b>Years 7 &amp; 8</b> – wear the <b>NAVY Sloppy Joe &amp; Jacket.</b></li> <li>• <b>EFTPOS MACHINE</b> – New machine to be ordered and enquiries to be made regarding spare EFTPOS Machine currently in use in the Uniform Shop, borrowed from the P&amp;C.</li> </ul>	<p><b>ONGOING COMMITTEE</b></p> <p><b>D.C</b></p> <p><b>APPROVED BY COMMITTEE 10/02/2021</b></p> <p><b>APPROVED BY M.ROBINSON</b></p> <p><b>K.G</b></p>	



<p><b>4. Any other business REVIEW</b></p>	<ul style="list-style-type: none"> <li>December 16<sup>th</sup> 9 am and 10am. Staff to complete Anaphylaxis and CPR training. There will be an online component to be completed prior to the one hour face to face.</li> </ul>	<p><b>COMPLETED SIGNED OFF 10/02/21</b></p>	
<p><b>NEW BUSINESS</b></p>	<ul style="list-style-type: none"> <li><b>CANTEEN &amp; UNIFORM STORE SIGNATORIES</b> – PRIMARY SIGNATORIES to be UPDATED: SIMON BATESON (P&amp;C President) KATH GUNN (Canteen &amp; Uniform Treasurer) Cilla Cole (P&amp;C Treasurer)</li> </ul> <p>ALL OTHER PAST SIGNATORIES NEED TO BE ERASED From Bank Records &amp; signatory approval.</p>	<p><b>S.B / K.G</b></p>	
<p><b>5. Next meeting</b></p>	<p>Term 1 – Week 7 Wednesday, 10<sup>th</sup> March, 2021 5.00pm</p>		