



# Byron Bay High School

## Parents & Citizens Association

2 Arakwal Court Byron Bay NSW 2481

w: [www.byronbay-h.schools.nsw.edu.au](http://www.byronbay-h.schools.nsw.edu.au)

e: [byronbay-h.school@det.nsw.edu.au](mailto:byronbay-h.school@det.nsw.edu.au)

t: 02 6685 8188

Minutes of meeting   Tuesday November 16 <sup>th</sup> 2021 at 7pm	
1.	Acknowledgement of Country – Wandy Hochgrebe
2.	<p>Meeting attendees</p> <ul style="list-style-type: none"> <li>- Janine Marcus, Peter Silberberg, Sarah Aldridge, Wandy Hochgrebe, Richard Whan, Viv Fantin, Louis Trisley, Warren Lee, Gabe Cram, Bronwyn Watt, Lara Cranfield</li> <li>- By Zoom: Hanson, Chris Byrne, Leah Miles, Lisa Wentworth, Michelle Pullen</li> <li>- Apologies received from David Giddy</li> </ul>
3.	<p>Previous minutes</p> <p>Still waiting for hemp uniform samples to arrive</p> <p>130 students are enrolled for next year now which is a good number. Orientation day is scheduled for 30/11 and the first 4 days of term 1 will be a year 7 induction. The year 7 parent introduction night happened between lockdowns. A P&amp;C representative is needed at the parent information night in March for the 2023 year 7 intake.</p> <p>The school will be offering a COVID vaccination program for all students aged 12 years and above who provide a signed consent form.</p> <p>Post meeting note: This program was cancelled due to insufficient numbers. All students who returned a signed consent for will be contacted by NSW Health..</p> <p>Minutes were passed by Peter Silberberg, seconded by Wandy Hochgrebe</p>
4.	<p>Treasurer's report</p> <p>See report attached</p> <p>\$1500 was donated to the y12 formal (to be held 6<sup>th</sup> Dec at school)</p> <p>The P&amp;C has bought a square reader for trivia night and future events.</p> <p>The P&amp;C account has just under \$11k in it.</p>
5.	<p>Principal's report</p> <p>We are halfway through term 4 already. HSC exams are finally underway. The Y12 formal is now to be held in the school grounds on Monday 6<sup>th</sup> December. Deanne Farrell in the front office has been coordinating food, tickets, security etc. The formal will be held near the new senior area where the y12 graduation was held.</p>



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	<p>It was great to have the incoming y7 orientation day on site. End of year celebrations are being organised, mainly on site to stay within current COVID regulations. Janine advised that in week 11 classes will be collapsed on Wed &amp; Thur to allow staff training that has not been completed this year. On Thursday and Friday staff are doing '8 ways' training, an indigenous pedagogy training course for all staff.</p> <p>Warren has been leading the curriculum review inhouse carried out by David Silcock and has been bringing topics to the staff executive meetings each week. The exec is in the process of analysing the recommendations of the review. The report is on the school website. There are 4 main areas of recommendations: Communications, timetable structure, curriculum, pedagogy. The school has already taken some actions because some items in the report were already known and were identified in the surveys. Also there was already a new timetable in development which generally happens in term 3.</p> <ol style="list-style-type: none"> <li>1. Change stage the y9 and y10 elective structure to give 2 x major subjects and 2 x minor subjects in place of the previous 5 subjects. The minor subjects are taken in semester 2 y10. The ROSA part of the course is completed half-way though y10 so teachers have time to decide marks for students. Minor electives are not recorded on ROSA so can be designed to suit students and staff without being restricted by ROSA requirements.</li> <li>2. Timetable change to Wednesdays. 4 shorter periods will be introduced to accommodate sport without losing one subject lesson each week. Previously the 4<sup>th</sup> period on a Wednesday was replaced with sport.</li> </ol> <p>Communications and pedagogy are the first subjects to tackle in staff executive meetings. What is already in place at the school but not broadly known and what can be introduced to address this issue?</p>
6.	<p>6. SRC report</p> <p>Y8-11 selection process has been undertaken this term so the SRC can start fundraising at the start of T1. Y7 students will be selected at the beginning of T1. A great mix of new and old students have applied to be on the SRC for next year. The applicants were interviewed by the senior executive. The last SRC meeting will occur in week 9 to discuss fundraising opportunities for next year.</p>
7.	<p>7. Fundraising</p> <p>Michelle (with assistance from Natasha and Jane) has been incredibly busy getting the raffle ready and loaded online. \$2,315 worth of tickets have been sold to date. 46 prizes have been donated, worth over \$10,500.</p> <p>The trivia night will be at the golf club on Thursday Dec 2<sup>nd</sup>. 50 tickets have already been sold, and 4 cash donations have been received. 104 seats is the maximum capacity for the event. 6 tables are confirmed and 2 reserved, leaving 4 more to sell. People can buy tickets and organise a table group after, or just buy tickets and be allocated to a table.</p>



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	<p>Michelle will send out a reminder with the Byron Breeze high school newsletter for the trivia night and raffle. We need to increase promotion through the school FB page promoting prizes. Gabe to contact Michelle to discuss.</p> <p>Michelle and Janine to use the school system to send out a text message to the school community for the raffle on Fridays 19<sup>th</sup> and 26<sup>th</sup> and Tuesday 30<sup>th</sup>.</p> <p>Michelle to also promote through the primary school newsletters.</p> <p>We need to provide a sound system for the night and need to organise that with the school. Lara is to find out if a projector is needed or if the gold club has one. Brad Cranfield is in charge of the trivia and will be the MC on the night.</p> <p>There will be a lucky door prize and some games during the evening (paper aeroplane competition etc). Book room vouchers and cinema tickets have already been donated.</p> <p>The P&amp;C thanks the school community for its generosity in donating the prizes.</p>
<p>8.</p>	<p><b>Air quality</b></p> <p>Sarah outlined the proposal to appeal to the DoE to supply air purifiers for classrooms to improve air quality and reduce the likelihood to spreading airborne particles. Sarah attended an online P&amp;C Federation meeting where the DoE confirmed they have a stockpile of 2000 purifiers. The advice from the DoE was that windows should be kept open in all classrooms that do not have ducted ventilation and the air conditioning should be run with the windows open (the DoE pays the electricity bill so this is not an extra cost to the school)</p> <p>Janine advised that the corridor and ground floor of G block has ducted AC with an external air intake. @ 1/3 of the windows in the school were found to be non-operable in the recent DoE audit. The works to fix the windows has not been undertaken and there is no date for when this work will occur.</p> <p>The school has spent lots of money on AC to control the temperature in classrooms (\$200k) and this will not be effective if the windows are required to be open. The relative cost of the HEPA filters (\$40k) is not that great. Janine has not received DoE advice not to buy HEPA filters should the school and P&amp;C decide to buy them.</p> <p>It was agreed that the P&amp;C supports the proposal to install HEPA filters and the sending of a letter to the DoE. Sarah to write a proposal to DoE to try to get some of the HEPA air filters. Janine to submit the letter to asset management.</p>
<p>9.</p>	<p><b>Other business and close</b></p> <p><b>Next meeting February 15<sup>th</sup> 2022 at 7-8.30pm.</b></p>



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### Treasurers report 16 November 2021

Administration account – Reconciliation Report	
Bank account as at 19 October (last report)	12,692.46
<b>ADD</b> deposits	0.00
<b>LESS</b> payments	(1,608.95)
<b>Total funds in bank at 16 November 2021</b>	<b>11,083.51</b>
<b>LESS</b> unpresented cheques	(100.00)
<b>PLUS</b> outstanding deposits	0.00
<b>LESS</b> outstanding payments	(0.00)
<b>Total funds as at 16 November 2021</b>	<b>10,983.51</b>

Notes to explain the transactions for the period.

- Deposits
  - NA
  
- Payments
  - Year 12 Formal \$1,500.00
  - Square Reader \$69.95
  - Rafflelink Set Up \$39.00
  
- Outstanding Deposits
  - NA
  
- Unpresented Cheques
  - Student Assistance (cross country - postponed) \$100.00
  
- Outstanding Payments
  - NA

Regards

Richard Whan  
Treasurer