



Byron Bay High School

Parents & Citizens Association

T: 02 6685 8188.

E: byronbay-h.school@det.nsw.edu.au

| | Minutes of meeting August 18th 2020 at 7pm |
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| 1. | Acknowledgement of Country - Peter Silberberg |
| 2. | <p>Meeting attendees</p> <p>- Janine Marcus, Peter Silberberg, Michelle Pullen, Sarah Aldridge, Richard Whan, Lisa Wentworth, Terri Graham, David Giddy, Christine Byrne (part), Therese Mulder, Emma Rolley, Chari Larsson, Warren Lee (part), Leah Miles (part), Lara Cranfield (part), Ella Whan (part),</p> |
| 3. | <p>Special guests for the meeting are Leah Miles & Lara Cranfield who are PE teachers and lead the SRC program and Ella Whan who is an SRC member. Students have raised the issue of the year 12 area. Ella organised a survey for years 10, 11 and 12 and presented the results. The year 12 area backs on to the cooking and sewing rooms and staff area, and has a metal cage housing the sink, microwave, sandwich press and kettle. The area doesn't stay tidy. 220 people can use this area. Students appreciate that the area is surrounded by nature, but dislike that it is unclean and unwelcoming. Students would like a clean area, better seating and a clean kitchenette. Furniture needs to be outdoor suitable or fixed. The SRC is asking the P&C to help fundraise for improvements.</p> <p>Janine has met with the school assets officer to see if indoor or outdoor spaces can be utilised for this purpose including looking at whether a change of space would alleviate the current acoustic issues. We can't add time to cleaners contracts, so Janine requested information from students on how they will use and care for the space.</p> <p>Lisa suggested looking at a mutli use facility, shared with another group, like a study group or after school activity with a view to getting a community grant. Peter advised that a \$30k grant was obtained to complete the space outside the art rooms and that similar funding should be investigated.</p> <p>Sarah offered to work with students to look at options and possible outcomes and represent to P&C for consideration.</p> <p>David suggested this project needs to move quickly and that there is a need for a space for individual study.</p> <p>Actions: Janine to discuss with staff once assets officer has responded about repurposing existing buildings and possible extend. Sarah to work with Janine and students to refine proposal and represent to P&C.</p> |
| 4. | <p>Minutes of AGM</p> <p>Minutes passed by Michelle Pullen, seconded by Richard Whan</p> <p>Privacy of attendees: Peter asked that if anyone does not want their name published on the minutes that they please contact Peter or Sarah</p> |

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| | <p>Minutes of previous normal meeting</p> <p>Arakwal Court feedback: Janine emailed Phil Holloway at BSC who is going to get the cyclist team to look at the cycle crossing and signage to see if safety can be improved. Janine to communicate with St Finbars parents and bus drivers re. not stopping on or near the crossing.</p> <p>School fees: Janine advised that the School Bytes software (most popular 3rd party software in use by high schools) has an annual fee per student of \$7. Janine suggested it is probably better to put a hyperlink to the payment section of website in an email to parents. This year there has been an encouraging number of parents paying fees. Peter suggested trialling School Bytes for a year to see if it increases income. The software can do individual follow-up for non payers. Janine confirmed use of software would save on postage.</p> <p>Actions: Michelle to circulate second draft of letter. Janine to investigate School Bytes further and report back</p> <p>Canteen proposal on hold for now. Canteen volunteers currently not allowed under COVID restrictions.</p> <p>Minutes passed by Peter Silberberg, seconded by Michelle Pullen</p> |
| 5. | <p>Treasurer's update – Richard Whan</p> <ul style="list-style-type: none"> - See attached report - P&C federation membership paid. - Community Centre hire fee for Safe on Social event paid. - Safe on social event not on school grounds so DoE COVID restrictions do not apply. - Lisa advised she had trouble buying a ticket. Peter advised 11 tickets have been sold so far and further promotion is needed. Emma suggested this is a great way to promote BBHS to feeder schools. David asked if it is appropriate to be running this event at this time. Peter confirmed the COVID safe plan by Community Centre is in place and can be included in the event promotion. |
| 6. | <p>Parent survey</p> <p>Hard to summarise as some answers cover multiple subject areas.</p> <p>Lots of things are happening in school that parents not aware of e.g. access to councillors. Which needs to be better communicated.</p> <p>What are the outcomes we would like once we give feedback to parents? Reassurance for parents they have been listened to, educate parents about school programs and available facilities, encourage parental involvement in school.</p> <p>The feedback document is structured to give a summary at the beginning then in depth information. One topic will be highlighted every 2 weeks in the Breeze newsletter. A school response will be included under each section. Section topics will be school communications, academic engagement / learning, school culture, other issues.</p> <p>An overall summary will be included in the P&C section of the website including the school response and will be updated as each section is issued.</p> <p>First section to go out in week 7. Week 6 is a newsletter so no Breeze.</p> |

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| 7. | <p>Principals report</p> <p>Things keep changing with COVID restriction updates. 4 staff members who live in Queensland cannot come to work including Donna Riley deputy principal. The school is waiting to see if exemptions for staff will be granted. Extra restrictions for school activities and staff were issued this week. Anyone unwell with flu like symptoms must be tested and receive a negative result before being allowed back to school. Some school programs that involve multiple groups have had to be postponed. The current restrictions are for term 3 and will be updated for term 4.</p> <p>A special assembly for year 12 students will be held after the HSE exams finish to celebrate end of year 12. The caterers will provide individually packaged food and no parents will attend, to comply with COVID restrictions.</p> <p>The year 10 subject selection process was conducted online this year. A website was set up with individual subject information videos addressing FAQ and individual interviews were held via video link. There are 106 students in year 10 and approximately 80 interviews took place. This is a similar number when interviews are conducted face to face. The video link interviews were good practice for parent teacher night.</p> <p>The 2021 Captain speeches process has started. Interviews for the 10 nominees are taking place. Nominees who do not become captains will become the senior student executive. Nominees are not able to give their speech at whole school assembly so videos are to be shown in Jali groups with voting afterwards using a preferential voting system. Captains and vice captains are to be announced once the voting is complete.</p> <p>The parent teacher night format is to be confirmed in the next couple of weeks and will be conducted via video links.</p> <p>The year 7 2021 lighthouse class application process has started. The school will be communicating with families over the next week.</p> <p>7 HSE dance students did their performances this week. Donna Riley could not attend because she is stuck in QLD, but other teachers offered support. The students were happy and confident after the performances. A good start to the HSE. exams</p> |
| 8. | <p>Other Business and close</p> <p>Next meeting 15th September at 7pm (same week as parent teacher nights)</p> |



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Treasurers report 18 August 2020

| Administration account – Reconciliation Report | |
|---|------------|
| Bank account as at 21 July 2020 (last report) | 15,551.12 |
| ADD deposits | 23.04 |
| LESS payments | (2,208.70) |
| Total funds in bank at 18 August 2020 | 10,365.46 |
| Total of bank statement as at 18 August 2020 | 10,365.46 |
| LESS unpresented cheques | (0.00) |
| PLUS outstanding deposits | 0.00 |
| LESS outstanding payments | (0.00) |
| Total funds as at 18 August 2020 | 10,365.46 |

Notes to explain the transactions for the period.

- Deposits
 - Membership Fees \$22.00
 - Interest \$1.04

- Payments
 - P&C Federation Membership & Insurance \$1,026.00
 - Byron Community Centre Venue Hire \$658.00
 - Safe on Social \$524.70

- Outstanding Deposits
 - Safe on Social ticket sales

- Outstanding payments
 - NA

Regards

Richard Whan
Treasurer