

Meeting Minutes	Details/Items	Motion Approved/ Not approved	Action Items	Actions finalised	Attach
<b>Date &amp; Time</b>	9 May 2024 - 18:34 - 20:41				
<b>Minutes drafted on</b>	6/9/2024, 10/06/2024,				
<b>Final day for amendments to minutes</b>	12 June 2024				
<b>Meeting Name</b>	Parents and Citizens Meeting				
<b>Meeting Type</b>	Monthly Meeting				
<b>Location of</b>	Bomaderry Bowling Club				
<b>Recorded by</b>	Charlotte Prinsloo				
<b>Attendees</b>	Ian Morris (Principal), Brent McKean (Chair), Karen Woods (Vice Chair 1), Raquel Remnant (Vice Chair 2), Charlotte Prinsloo (Secretary), Kylie O'Neill (Canteen Convenor), Ceirwen Harris (Executive Member 1) - left early, Sherrin Waterhouse, Jenny Raison, Steve Kershaw, Sara Potter, Holly Pastor				
<b>Apologies</b>	Daniel Hundt (Treasurer); Ceirwen Harris (part-attendance); Jacinta Donaldson;				
<b>Open</b>	Acknowledgement of Country by Brent McKean				
<b>SRC Report</b>	No report. Rainy weather on the night of the meeting may be the reason.				
<b>Confirmation of Previous Minutes</b>	Motion: That the minutes of the meeting of 11 April 2024 be accepted.	Motion passed by KO. Seconded by RR.			

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<b>Correspondence in</b>	CP briefly discussed incoming mail received: (1) Email from RR re uniform and violence against women talk to students (2) Excerpt of Legislative Assembly Q&A Paper 20 with Gareth Ward asking about safe passage for pedestrians over the M1 Motorway in Bomaderry (3) Correspondence from Bunnings to Sara Potter re Bunnings BBQ on 24 August 2024. (4) Email from DH to IM re Council OHS report for canteen and requesting assistance with the purchase of various items incl commercial dishwasher (5) Email from Gayle at Popping Candy requesting coffee van on 25 May.		Any relevant action items will be placed in the category below to which that correspondence relates.		
<b>Principal's Report</b>	Mr Ian Morris is back after his time away. He thanked his staff for taking charge in his absence.		None.		
<b>"Pride"</b>	<b>NAPLAN test results (preliminary only):</b> Results are favourable. Tests identified students who may require more support and this information has been passed to the Support Team. IM thanked Mrs Raison in particular for her taking charge of NAPLAN testing.		None.		

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	<p>Mrs Jenny Raison also discussed the NAPLAN test results saying that there had been a long lead-up to the Tests with regular practice sessions for students in English and Maths having taken place prior to the tests. Students also tested out using the online tools and did a practice test on a device. JR also concurred that the NAPLAN breakfast was a highlight for the participating students. JR thanked the P&amp;C volunteers for assisting with the breakfast. JR said only a few students missed the tests. Student behaviour was very good. Students performed strongly in 7 out of 8 of the marked areas for testing. Reading and writing literacy was the weak point but support is being ramped up in those areas and a writing strategy has been formed. There will also be more focus on numeracy and a strategy has also been developed there. The strategies encompass an additional literacy period per fortnight for year 8 and an additional numeracy period per fortnight for year 9. Writing is proving to be the most difficult area for most students to attain the HSC minimum standard.</p>		None.		

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Principal's Report	Steer Spectacular		None.		
"Pride"	Chess: BHS beat St Johns 4-0 and there is another match in Kiama on the week of 13-17 May 2024		None.		
	School sports		None.		
	<p><b>Combined professional learning staff development day.</b> BHS is working with Kiama HS which is the other HS in the Shoalhaven Network. KHS and BHS are looking at the syllabus incl student work. Also collaborating on HSC monitoring. Learning from each other. A staff development day, which will be held in Term 3 was arranged by Ms Holly Pastor. It will be about staff wellbeing and include support staff from BHS and other schools such as Havenlee.</p>		Call for parent volunteers on the day. HP to remind MD to send reminder?		
	<p><b>Request for P&amp;C volunteers to assist with catering at community of school development day.</b> The Development Day will take place on the first day of Term 3 (22 July 2024) and the school needs manpower to assist with catering from 7:30AM to 12PM. There will be 400 attendees.</p>		Call for parent volunteers on the day. HP to remind MD to send reminder?		

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	<p><b>Student work placement:</b> Mr Devlin &amp; a student have been highlighted in the DOE newsletter because the student took part in a virtual work placement.</p>		None.		
<p><b>"Challenges"</b></p>	<p><b>Student awareness chat:</b> Recently the school has told the students about its expectations around a range of issues including school uniforms and domestic violence. These two issues somehow and unintentionally became conflated/mixed which led to a negative reaction from some students. IM said that maybe the school had tried to cover too many topics at once. RR suggested that a notice be sent on the school Facebook page asking parents to continue the conversation with their children and asking them to approach the school if there were concerns. IM responded it would take too much time for the school to deal with individual concerns, but noted that as the negative reaction had not been anticipated, any future discussions might be confined to dealing with fewer issues at one time, noting also the feedback provided from other parent members of the P&amp;C who reported the reaction of their children to that talk.</p>		None.		

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<b>"Opportunities"</b>	<b>Korea 2024:</b> Preparations are ramping up. Teachers are paying their own way (not subsidised).		None.		
	<b>Jennifer Robinson (former BHS student and international Human Rights Lawyer)</b> will be in Australia later this year and would like to chat to the BHS students. IM is coordinating with her. Jennifer is also a sponsor of the Public Education Foundation which provides scholarships to students.		IM to advise when date confirmed		
<b>"Challenges"</b>	<b>Budget Cuts:</b> It is not known what the cuts will look like although it is now known that the cut is 1.25% of the total school budget and will apply to all schools. In 2024 there will be no cuts to the school budget because the school has a financial buffer due t a combination of conservative management of finances and some good luck. The budget cuts will not result in any teacher cuts. Roll-over funds will be frozen in the order of \$660,000.00, which is money that would be used for airconditioning, landscaping and so on. BHS may appeal/argue for the unfreezing of the funds as part of the school refurbishment.		Ian Morris to provide more information as and when further developments are known.		

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"What's new"	<b>New staff:</b> Vacancies in HSIE and TAS/Home Economics have been filled by Mr Chris Berchart and Mr Barney Rocks. Also BHS has new Youth Work/Chaplaincy with MS Brittany Hendrick. BHS is now fully staffed.		None.		
	<b>New fitness equipment:</b> Now installed between D-block and the gym. Purchased by way of Government Grant and school money.		None.		
	<b>Grant for \$1.4M synthetic football pitch:</b> Unfortunatly not successful due to recent funding of fitness equipment. Thank you to Ms Holly Pastor for her work on the Grant Application.		None.		

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	<p><b>"My strengths":</b> BHS has been working with students to identify their strengths as part of ongoing wellbeing support. Students completed questionnaires about their strengths and shared them with classmates and staff. Students found the exercise affirming because then classmates would talk about each other's strengths. Ms Pastor also commented that the exercise was also useful for identifying a career pathway and choosing elective subjects. All students at BHS will participate in the exercise over their time at BHS. There is a junior and senior module and students will do both. The "My Strengths" pack has a conversation-starter for parents. Staff also went through the exercise and the info can be adopted to encourage and support students and staff.</p>		None.		



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	<p><b>School rebuild:</b> Potential Plans for a unisex toilet have been sent to DOE. IM has asked for individual toilets rather than gendered toilets. Each toilet has its own wash-space rather than communal wash-space. IM said he doesn't know if it will be approved.</p>		IM to report back pending DOE response		
	<p><b>New boys toilet:</b> Now opened and in use.</p>		None.		
	<p><b>COLA near the courts</b> - The frames are up and now waiting on the roof. The COLA will be powered.</p>		None.		
	<p><b>D-block upgrade:</b> D-block will be shut down for the first half of 2025. This means the loss of 3 staffrooms. Sport will be redistributed across the school as will 6-7 classrooms and 3 science labs. Girls will also have a new toilet. The upgrades to D-Block will be aesthetic - new carpet, tiles and paint.</p>		None.		
	<p><b>Faculty chats:</b> Resume from next P&amp;C meeting (13 June 2024). Either Julie Mehic or Holly Pastor will hold the floor from 6pm. The chat will either be about student wellbeing or careers depending who will deliver the talk. Reminders need to be sent out to parents and well ahead of the meeting.</p>		CP has requested MD send reminder to parents	No	

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	<b>Invoicing transparency:</b> IM will look into the app School Bytes, which is prone to technical glitches and also invoice transparency (i.e. should describe what has been paid for). For example, a parent may go into the system intending to pay for a school excursion but then end up having to also pay book contributions, voluntary contributions and so on so that the amount they are billed for is bigger than what they anticipated.		IM to look into and report on	No	
	<b>School Uniforms:</b> In week 7 of this term, IM will collect brochures from potential new suppliers at school supplier fair		IM to look into and report on	No	
	<b>School good attendance emails:</b> Holly Pastor looked into this and confirmed that the system shows the emails were delivered but Sentral has had a lot of issues and Holly will continue to follow up.		HP to look into and report on	No	
<b>Treasurers Report</b>	<b>*REFER TO ATTACHED REPORT FOR 9 MAY 2024 *</b> Mr Daniel Hundt was called away from the P&C Meeting by a family emergency and was unavailable for comment or discussion.	Motion passed by BM. Seconded by SW.	Follow up next meeting with DH	No	YES
	P&C bank accounts: Members of the P&C signed requisite forms to become signatories on the bank accounts and signed required amendment to AGM minutes.		Follow up next meeting with DH	No	

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<b>Canteen Report</b>	<b>Proposed Price Increase:</b> A 50 cent increase across the board has been recommended. Stacey is ok with it in principle but needs more time to analyse whether that it is enough to make a profit. Increases will take effect in Term 3.	Motion for approval of Canteen Report passed by BM. Seconded by CP.	Stacey to advise KN and vote to be taken by P&C at next meeting on increase.	No	YES
	<b>Overview of turnover and cost of new staff:</b> Stacey estimates the canteen has a turnover of \$1,500 per day. A new canteen member has been added to the Thursday shift to help shorten the queue. The cost is \$90.00 for the additional member for the shift. When the queue drops down then that shift will be removed.		None.	Yes	
	<b>Equipment for repair:</b> The fridge broke down and the needed part has been ordered at a cost of \$1,000.00. The fridge is old but had the motor replaced 18 months ago and it costs \$6,000 for a new fridge, so the decision has been made to repair the fridge and not replace it. One side of the slushie machine is not working but the supplier will repair it. It's not much used in winter.		KN to report back.	No	

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	<p><b>TV Screens</b> - There has been a delay in instalation due to the internet box and safety screens requiring approval by DOE. KN has been given information by Mr Flack about this but at time of the meeting KN had not had time to review the info and will do so before the next meeting and report to the P&amp;C. The lack of TV screens showing the menu is a frustration for staff especially dealing with new pupils who are unfamiliar with the menu and undecided by the time they reach the counter. Slows down the queues. Mr Flack is working with the Tech Support Officer to get this matter off the ground. He needs to find the right supplier and KN will continue to follow up with him.</p>		<p>KN to review info provided by Mr Flack and report to P&amp;C next meeting.</p>	<p>No</p>	
	<p><b>Shoalhaven City Council Health &amp; Safety Report</b> - The report has been received with recommendations for cleaning/repairs/purchase of dishwasher and has been passed by DH to IM who has sent the report to Assets with request for repairs etc. as identified in the report.</p>		<p>Pending response from Assets (IM)</p>	<p>Pending</p>	

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	<b>Exhaust Fan and Grill Clean</b> - The canteen exhaust fans are not working. The grills require cleaning as this has not been attended to for the past 5 years. The cleaning needs to be done by a contractor and will be expensive, but it must be done.		Pending response from Assets (IM)	No	
	<b>Menu:</b> There are new menu items incl burritos and chicken and veg soup to cater for winter. Stacey has asked that school send notices on Sentral reminding that the canteen sells hot drinks.		Not clear who should instruct the reminders and whom they should be sent to	No (reminders only)	
	<b>Canteen committee meetings:</b> KN and Stacey have not yet met as their work commitments mean they don't share time-off in which to easily meet. Currently talking by phone. IM wants to call a Canteen Meeting at least 1x per term and suggested on a Wednesday after 2pm.		IM, KN and Stacey to arrange details	No (date for meeting only)	
<b>General Business</b>	<b>Bank account signatories</b> - refer to Treasurer's Report (above)		See above.	Pending	
	<b>NAPLAN breakfast</b> - The cost was \$6,037.27. Following up on discussion about costs and getting sponsorship from business, possibly Manildra.		BM will approach Manildra	No	
	<b>Faculty chats</b> - To resume next meeting.		See above (Principal's Report)	Pending	

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	<p><b>Safe crossing petition</b> - BM did an inspection in loco and noted the pedestrian breaks - there are 4-5 of them between the roundabout and the Bridge. Cambewarra P&amp;C would also like to get involved. NAC has no P&amp;C contact person. BM will see Gareth Ward in the next few weeks. Discussion ensued about whether the correct approach was to petition and whom. Shoalhaven City Council have already said the matter is not in their jurisdiction. The Nowra/Bomaderry bypass is about to open and will increase traffic flows. It is difficult to cross the highway even with the pedestrian breaks. KW raised the point that to agitate for action we need to know what we want in the first place. We know and overpass is likely not to be approved. KW suggested BM find out what Gareth Ward suggests and work from there.</p>		<p>BM to follow up with P&amp;C on his meeting with Gareth Ward</p>	<p>No</p>	
	<p><b>A guide for parents and new students regarding school apps and links</b> - a proposed guide developed by MD and CP handed out to P&amp;C members. IM notes the quantity of communication channels and commented that it may be necessary to eliminate some to free up time.</p>		<p>IM to report back.</p>	<p>No</p>	

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	<b>School website P&amp;C page</b> - needs updating. CP requested selfies/photos and short autobiography from each member of the executive for placement in the website.		CP to report back	No	
	Gender neutral toilet		See Principal's Report (above)	No	
	<b>Minutes of P&amp;C meetings:</b> Should be uploaded in Word format and sent to MD for publication on P&C website.		CP and DH working it out. DH not available at this meeting for comment.	Pending	
	Bunnings BBQ: Save the date 24 August 2024. SP has completed the necessary paperwork and will try to get food donations.		SP to let P&C what assistance she requires	No	
	Coffee van: IM said that due to the van being run by volunteers and teachers and time constraints, it will only be available for community events, not business events.		DH to reply to Gayle of Popping Candy declining invitation	Yes.	
	MEETING CLOSED 8:41PM				