

Burgmann Anglican School P&F

GENERAL MEETING

8 June 2017

MINUTES

Meeting opened: 7:33pm

Attendees:

Michelle Murphy	Jennifer See
Jennifer Bell	Wendy Chesworth
Robert Duncombe	Trish Brodie
Steven Bowers	Sharon Bowers
Lisa Weissel	Stephen Anthony
Joel Anderson	Melanie Spencer
Alison Easey	Hannah Robinson

Apologies: Wendy Preston; Sally Dowse; Jade Deveney, Karen Spedding

1. Minutes of the previous meeting (9 May 2017):

- **To be amended:** Principal's report amended as follows:- *Michelle offered support for the school from the P&F, both in terms of engaging with parents and the community.* (Reference to APFACTS removed).
- **Moved:** Jen S
- **Seconded:** Trish
- **AGREED:** Minutes as amended are endorsed

2. Information Session: The Burgmann Portal

- Alison, Joel and Hannah provided an overview of the Burgmann Portal. The school is around two years into the process of planning and implementation of the integrated system referred to as "the portal". It replaces the functions of a number of different packages.
 - o **Staff focus**
- The portal serves as an Intranet, streamlining internal communication.
- Content is under development, and the different functions are still being explored by staff as an ongoing process.
 - o **Student focus**
- SS commenced using the system as an LMS to replace Edmodo, MS is currently piloting selected functions
- In SS the portal is used by staff to provide notices and information to students relevant to their year level, subjects etc.
- The portal is a supplement to the relationship between students and staff.
- Over time, students will transition to submission of assignments through the portal rather than via email, making the process more efficient.
- Aim is to have all SS and MS classes operating with a portal page by 2018.

- **Parent focus**

- Parents have visibility of different tiers of information covering whole-school, sub-school, year level and individual child.
- The Burgmann website will be used to promote the school, with the portal used for information relevant to families of current students.
- Parents are encouraged to use the portal calendar, as this provides more information than the website calendar.
- There are two Burgmann apps. One is a 'mobile-friendly' version of the public website (no password required). The second is linked with the portal providing personalised information, and requires a login/password. Parents access to the portal app is being developed.
- Families are able to download MS Office software at no cost via the portal for student use.
- Support is available via the ICT section which includes instructions, help cards etc. The school will continue to advise parents of changes and additional functions moving forward.

ACTION: Joel/Hannah to investigate the setup of a portal area for the P&F committee to interact.

3. Principals Report

- Staff and students have been very busy with exams and report writing.
- Co-curricular activities are in full swing with winter sports and the upcoming Winter Music Concert (Thursday 22 June in the Heyward Hall), for which Sandra Taylor and the music staff are putting in a huge amount of effort.
- Last Friday the Heyward Hall hosted a highly successful Christian youth convention. While not a Burgmann function, there were some Burgmann students attending.
- The school recently underwent its 5-yearly re-registration process. The process involves scrutiny of all aspects of school management including review of governance, finance, processes and procedures, and has involved many months of planning and coordinating by the Executive team. The information supplied is then validated during an onsite inspection of the school, which has now been conducted. The school received very positive feedback.

4. P&F Business

Government School Funding

- The Board has provided some information to families on the impending reduction in government funding, and is continuing to explore ways in which this can be best managed.
- The P&F will focus on supporting families by providing avenues for information and communication.

Treasurer's Report & Budget Allocation

- Full Treasurer's Report is held over until next meeting, when a full handover from the outgoing Treasurer has been undertaken.
- The committee has discussed a range of expense items which were put forward for consideration by the school.
- Joel advised that the Master Plan is 2-3 months from completion, which will link into the school's 2017-18 budget. P&F input into the plan is welcome and the plan will also provide strategic guidance on where P&F contributions could be directed. This will also avoid duplication, as some items on the P&F list are already being investigated by the school (eg. shade coverage, bike racks).

- A key priority is making the best use of available space for teaching and learning, eg. additional outdoor learning areas. There is also a general focus on sustainability measures, improved outdoor areas and teaching resources across each sub-school.
- Joel confirmed Burgmann applies for grants in relevant areas.

ACTION: Michelle to liaise with Joel to refine the list of expenses and determine priorities.

- Some fundraising activities require pre-payment and the P&F meeting schedule does not allow for this expenditure to be approved in time to secure the booking. The committee discussed pre-approving allocation of up to \$500 per expense for this purpose, to a total of \$1,000.
- **Moved:** Trish
- **Seconded:** Jen S
- **AGREED:** \$1000 to be allocated for pre-payment of bookings relating to fundraising events/activities (up to \$500 per event).

Fundraising and Events:

- Christmas in July – Booking has been made at Frankies at Forde for 30 July. This will be a cost-neutral community event rather than a fundraiser. Tickets will be available through TryBooking site at a cost of \$40 (adult) and \$20 (child).
- Art Show / Wine and Cheese night – Details yet to be finalised. Event likely to be held in the Chapel during Term 3 (subject to calendar).
- Walkathon – Early to mid September (tentative).
- Movie night – Some time during Spring, aimed at EC/JS rather than MS as previously suggested. Sally is liaising with Bev Galloway to determine suitable dates.
- Fair 2018 – Sally is working to lock in a date as a priority as the rides/entertainment will be booked out during the busy Easter/March period.
- Ball – To be scheduled for first half of 2018, details to come.
- Entertainment books are still available for purchase.

Volunteer sustainability

- The committee aims to increase the school community's engagement in volunteering activities, as there is currently only a small proportion of families registered with the school to provide assistance.
- Robert advised that APFACTS is working with Volunteers Australia to develop a toolkit including strategies for improving volunteer engagement and is looking for member schools to get involved.

ACTION: Jen See to liaise with APFACTS on involvement with the Volunteers Australia project.

P&F Assets

- The committee has noted a need to do a stocktake of P&F equipment stored in the shipping container at Valley Campus and update the list of assets.

ACTION: Michelle/Jen S to coordinate "working bee" to clean-up storage container and update equipment register.

Newsletter Contribution

- Moved out of session due to time constraints.

Speakers at P&F Meetings

- The committee is keen to have 'guest speakers' attend P&F meetings to present information relevant to the school community. Low to no cost options include accessing the expertise of school parents/families on various topics, members of the local community, and teachers/staff.
- Suggestions included ACT Policing to talk about safety/security issues, or someone connected with the Light Rail project to answer questions on the project.
- The committee intends to invite the wider school community, perhaps via newsletter contribution, to engage with the committee to help source speakers and propose topics/questions for discussion.

ACTION: Michelle to contact ACT Policing to request a representative to attend next P&F meeting and invite parent input via the school newsletter.

Other business

- Parent mentors for SS students – held over until next meeting.
- APFACTS has provided information on its position on the revised version of the Safe and Inclusive Schools ACT initiative, including its role in the consultation process, ahead of an expected announcement by Yvette Berry (Minister for Education and Early Childhood Development).

ACTION: Jen B to forward the information provided by APFACTS to Steven Bowers' office for information.

- APFACTS has invited questions from its member schools to be put to Yvette Berry when APFACTS meets with Yvette on 13 June. No suggestions were raised, however suggestions following the meeting can be sent to Robert Duncombe for onforwarding to APFACTS.

5. Next meeting

- 31 July 2017, 7:30pm in the Library, Valley campus.

6. Meeting Closed: 9:10pm