

## Northmead CAPA High School

### General Meeting MINUTES

Wednesday 2<sup>nd</sup> August 2023

Meeting opened at 7.00pm    Chair: Chris Kirk    Minutes: Katherine Kirk

| AGENDA                                  |  |
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| 1. Attendance                           | <p>Katherine Kirk<br/>Chris Kirk<br/>Mary Bynres<br/>Karik Alualavan<br/>Weiyen Gull<br/>Zovira Ghasemi<br/>Rasheid Abedian<br/>Yingdan Xiao<br/>Arasha B<br/>Maria N<br/>Jo Kaye<br/>Janelle Bowerman<br/>Mel Porter<br/>Kim SHiel<br/>Dwiger P Sapicoti<br/>Manish Kandel<br/>Kath Blyth<br/>Yaon Dullen<br/>Maria Scott<br/>Narelle Vazquez</p> |
| 2. Apologies                            | <ul style="list-style-type: none"> <li>Tina Karayannis, Mark Milne, Claire Keipert, Jaythene Hiscock, Angela Brown</li> </ul>  |
| 3. Declarations of Conflict of Interest | <ul style="list-style-type: none"> <li>No conflict of interest.</li> <li>Chris welcomed everyone to the meeting and did an acknowledgement of</li> </ul>   |

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| 4. Confirmation of previous minutes       | Confirmed: Chris Kirk<br>Seconded: Mary Byrnes   |
| 5. Business arising from previous minutes | <ul style="list-style-type: none"> <li>• Northmead High School P &amp; C is incorporated and is a registered charity.</li> <li>• Federation Portal and the ACNC portal have been updated with new office bearers and Financial Statements for the previous years.</li> <li>• Katherine provided an explanation about what the P &amp; C was in response to a question from the floor.</li> </ul>   |
| 6. Correspondence IN                      | <ul style="list-style-type: none"> <li>• P &amp; C logo for Northmead P &amp; C</li> <li>• Grant application from the school for signing by the P &amp; C.</li> <li>• Federation membership/insurance invoice</li> <li>• Comedy for a Cause email (to be discussed in general business)</li> </ul>   |
| 7. Correspondence OUT                     | <ul style="list-style-type: none"> <li>• P &amp; C August meeting notification, April minutes and April agenda.</li> <li>• Cheque sent for Federation membership.</li> <li>• 2022 Federation Updated Bylaws sent to financial members.</li> </ul>  |
| 8.1. Treasurer                            | <ul style="list-style-type: none"> <li>• Mary Byrnes presented the financial figures - \$6186.50 balance.</li> <li>• Chris Kirk is in the process of being added to the ANZ Bank.</li> <li>• Federation membership is being renewed for 2023/34.</li> <li>• Chris Kirk asked Narelle if the school could send their wish list for what they need through to the P &amp; C for consideration by the members. Narelle will provide this to the P &amp; C.</li> </ul> |

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| <p>8.2. Principal's Report</p> | <ul style="list-style-type: none"> <li>• See <b>APPENDIX A</b></li> <li>• Narelle acknowledged communication has brought a lot of attendees to the meeting which is great to see. Thanked Chris, Katherine and Mary.</li> <li>• Tina and Mark are both away on excursions so send their apologies..</li> <li>• Parent Teacher (zoom) – one on one connection so face to face for first set of interviews and second interviews provided as zoom for convenience. School would like to receive feedback. Feedback received from attendees:             <ul style="list-style-type: none"> <li>- Parents said it was good last night. No issues. Absent teachers will call parents.</li> <li>- Combination is good – nice to connect with other families and seeing what is going on at school.</li> <li>- Some parents commented on needing a code to enter certain zooms and they didn't have the code.</li> </ul> </li> <li>• Working on timetabling – it will take months. Largely driven by student choice. This is managed by Mark Milne. Work on 80 – 90% of students getting their first choices. This is why the subject selection turnaround is so quick</li> <li>• 3 students selected for the Schools Spectacular as featured artists, 2 circus and 3 vocalists. Featured in the newsletter this month.</li> <li>• University of western Sydney – leadership programme will last over 3 years which will count as one credit at university at the end for Year 9 students.</li> <li>• Communication from parents via phone and email concerning staffing. It has been a bad very year for staffing. It has been coming for a long time. Some staff been poached into the private school sector. Maths, Science and English – we have lost a staff member in each and we have not been able to replace them yet. Some new teachers can't start until term 4 as they are on year 12 classes at other schools. One English class in year 8 has been collapsed.</li> <li>• Kim Shiels spoke about the panels. Applications are way down. Casual pool is drying up. Quality of applications has dropped as well. New starters can't be employed as head teachers. It has been difficult to employ people.</li> <li>• 3 full time staff. Maria Scott is now a full time DP.</li> <li>• This term is a bit of a flashpoint for us.</li> <li>• Maria and Tina have both picked up classes rather than them going to a casual. Narelle took on the feedback about the lack of continuity for classes.</li> <li>• Narelle acknowledged how well the casuals we have are doing in moving between classes.</li> </ul> |
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|                                | <ul style="list-style-type: none"> <li>• Question received from a parent about Music software – this has been explored. Sibelius is a Programme available for all music students 7 – 12. That programme costs \$39,000 with 15 Mac computers, keyboards and perpetual licenses. \$300 a computer.</li> <li>• Looking at new computers for the tech dept. and sophisticated programmes for multimedia subjects.</li> </ul>  |
| 8.3. Deputy Principal's Report | <ul style="list-style-type: none"> <li>• <b>SEE APPENDIX B.</b></li> <li>• Maria Scott provided the report and also read out Tina Karayannis' report as Tina was an apology.</li> <li>• Week 5 is National week of anti-bullying. Survey being sent to students and to parents. Please provide feedback. School does have a policy - STOP.</li> <li>• Year 12 events</li> <li>• Provided info re Year 12 grad and formal. Will be livestreamed. Families can come afterwards for photos.</li> <li>• Celebration assembly will be in Week 5 – parents very welcome to come.</li> <li>• Students do need to attend school until week 10.</li> <li>• Canteen – feedback was requested from meeting attendees. Online ordering is much quicker. Waiting time in lines and lack of staff in the canteen were raised as issues. Flexischools is the online ordering system.</li> <li>• Year 7 have received PBL task – second one. 21st August. Make sure they are on task. They are on google classroom.</li> <li>• 7-10 is when Year 7 assessments start. Handout provided about being organized for assessments. It can be found in the newsletter.</li> <li>• Year 9 – intro to peer support camp.</li> <li>• NAPLAN has been sent out to Year 7 and 9 students.</li> <li>• Students working with mentors – get names from Maria.</li> <li>• Year 11 have exams weeks</li> <li>• Spirit week – theme is connections. Timetable was shown. Mon 27th Aug - Fri 1st Sept (wk 7)</li> <li>• Money goes to family in need within our school community.</li> <li>• Extended lunch this fri – teacher vs students family feud</li> <li>• The meeting watched a clip put together by the students.</li> <li>• 8 student leaders –</li> </ul> |

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|                             | <ul style="list-style-type: none"> <li>• Book Week wk 6. Theme is Read, Grow and Inspire.</li> <li>• Wakakirri performance.</li> <li>• A meeting attendee asked about Year 12 Graduation and Formal – who does the set up for this. Offered their services.</li> </ul>  |
| <u>10. General Business</u> | <ul style="list-style-type: none"> <li>• Parent question submitted - Mobile phone use policy for Term 4. How is the school implementing this? Are the students being talked to about it and what it will affect. <ul style="list-style-type: none"> <li>– Mobile phones: Info released by Dept of Education. Narelle asked for feedback. Yondr pouches are an option \$30. Phones will be banned in Term 4. Narelle said there is a company in Castle Hill that has pouches at half price. Happy medium between phone free learning environment and also, they have their uses, and they need them for travel.</li> <li>– Maria explained what the Yondr pouches were. Yondr need replacing but the local company does not.</li> <li>– Parent raised anxiety issues – didn't want phone taken away completely. Passes can be made available for exemptions. There are magnets that open the pouch around the school.</li> <li>– A parent asked about whether we would take away technology. Teachers can currently confiscate phones if they are seen.</li> </ul> </li> <li>• P &amp; C logo – do we want to use it. Clarified that the logo would be use for P &amp; C branding and documents. <b>See APPENDIX C.</b><br/>Motion moved by Chris Kirk. Seconded by Kim Shiels.<br/>Members agreed to use the logo, so motion was carried by the meeting.</li> <li>• Comedy for a Cause – discussion on whether the P &amp; C wanted to host this event to engage with parents and raise awareness of the P &amp; C. The P &amp; C could liaise with the school on where money raised would go. Funds would go to the school for one of their charitable causes.<br/>Motion moved by Chris Kirk. Seconded by Mary Byrnes.<br/>Members agreed to host the event so motion was carried by the meeting. Details will be worked out with the School and organisers.</li> <li>• School requested a \$32,000 invoice from P &amp; C so that they can pay the parent contributions to the P &amp; C. Mary Byrnes will organise this and send it through.</li> </ul> |

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|  | <ul style="list-style-type: none"><li>Federation introduced new bylaws at the end of 2022 for Incorporated P &amp; Cs. As we have not updated our bylaws for quite a while, these were sent out to financial members for consideration before the meeting. . Motion moved by Chris Kirk. Seconded by Kim Shiels. Members agreed to adopt the new bylaws so motion was carried by the meeting.</li></ul> |
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Meeting closed at 8.09 pm.

**Next meeting Term 4 – 7pm Wed 25th October 2023.**

Signed as a true and accurate record:

President

2023

### **APPENDIX A:**



### **APPENDIX A: PRINCIPAL'S REPORT 3<sup>rd</sup> AUGUST 2023**

Welcome and acknowledge all parents. Acknowledge Katherine, Chris and Mary.

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1. Snow trip Year 11 students accompanied by Mark Milne, Josh and Izzy. Apologies received from Mark and Tina.

2 Trials complete-attendance excellent, very few absences, so that has made catch much easier.

3. Parent Teacher night Tuesday via Zoom. Appreciate feedback-no problems /good/ Contact for absent teachers.

4. Year 10 subject Selections out last week m - Due Friday Week 4

5. Year 8 Subject Selections out shortly - Selections due Week 6 Friday.

6. School Spectacular students featured artists from Music Circus and the Orchestra.

7. Academy U Year 9 students.

8 Parent Concerns Staff changes, consistency

- Resignations Mathy. Borika and John. Currently filling them but awaiting staff.
- Permanent appointments Liz Paul in Science-Rel HT, Maria Scott DP: Tina K to stay in DP position Shonal Deo appointed permanently today. Maria Miller English starting-up Term 4: PE interview in process; Maths position currently being offered-yet to be advised of the name, Science advertisement closed today: One more vacancy next week in PE Timetable; has been reorganised to accommodate the staffing difficulties, Tina and Maria have picked classes, collapsed Year 8 class; finalising the PE interview currently but we do have a candidate.
- Taken on board parent concerns re changing teachers particularly with unfilled vacancies, need also to consider lack of casual staffing. Ana, Bianca, Mel Sammes, plus Mel Rein on contracts to fill the gaps.

9. Mobile phones

10. Request from Parent re Sibelius & Garage Band for Music composition Years 7-12 .

Would need to set upc

- 15 Apple computers: \$22,500
- Perpetual licence \$4,500
- Keyboards \$3,750
- Caching server \$1000
- Software \$7,500 ,,,,,, \$39,000

11. Realignment of Computing resources for TEC -purchasing 30 new computers to carry sophisticated

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software for Multimedia, which means we have 30 laptops to reassign around the school.

### **APPENDIX B: Deputy Principal's report**

#### **MARIA SCOTT**

Year 7 PBL task has been issued Australian Identity. This is inclusive of the subjects of Music, HSIE and English.

Students are encouraged to make time with their groups to work with each other but class time is allocated to complete the task.

Spirit Week is coming up in Week 7. This year it will be on connections. The time table was shown. Different activities take place each day.

Week 5 is the national day against bullying and violence and we will be asking students for their feedback on Bullying in our school and then also the parents will complete a survey. This will be analysed by the welfare team to help us look at our Bullying policy to make adjustments.

Year 12 Formal coming up in week 10. This will be at Oatlands House.

Year 12 Graduation is the following day and each student is allowed to bring 2 people to graduation.

Trials were week 1 and 2 and all students gave it their very best. Results will come back in the following weeks to students.

Attendance for Year 12 after the trials is mandatory and school is not finished for students until week 10.

Feedback from the canteen showed that the lunch ordering system needs to be in before the cut off.

Students are reporting it is expensive and not of high quality. Too long a wait with a lack of time to eat

Getting ready for assessment sheet provided to parents. See attached.

Year 11 University of NSW Sydney will be hosting their Spring Program which is part of us being a Gateway school. This allows students at our school to get up to 10 ATAR point bonus and payments of up to \$5000 for students living in low socioeconomic areas.

#### **[Assessment Hints and Tips](#)**

#### **TINA KARAYANNIS**



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### Year 9

- Camp 16 to 18 August at Camp Yarramundi - Peer Support introduction
- NAPLAN results were posted home

### Year 11

- Max potential - Showcase Next wednesday afternoon at woolworths Head office Norwest
- Charlotte told Mrs Kennaugh today that she has been selected to speak on behalf of all the students about her experience and learning from the Max Potential Program. This is an honour for our school.

- Melis Alca
- Charlotte Arslan
- Matilda Glanville
- Emily Farrugia

- Year 11 Exams weeks 9 and 10

### Spirit Week - Monday 27 August to Friday 1 September

- See schedule for the events
- Themes for each day: Neon 1980's day, Cultural Day, House colours day, Aboriginal Immersion Day and Mufti Day.

### Student Leaders

This Friday the prefect leaders are hosting an extended lunch with teachers vs students family Feud game and football game on the oval afterwards. Their research about the 70's era was made into a short video clip and show to staff and students on Tuesday this week. Apparently ACDC performed at our school before becoming international stars!

<https://drive.google.com/file/d/1T-ZqQhX8o2ko7UFaMhaU5TNN0wWrj13p/view>

There's an opportunity for 8 student leaders to attend a presentation from the Australians of the Year at Western Sydney Uni on Friday 1 September. Student nominations are being taken and registration happening by Monday next week.



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Book week - week 6 - English Faculty: Read, Grow, Inspire

Wakakiri Monday 14 August Riverside Theatre

**APPENDIX C: New Northmead CAPA High P & C logo**





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