

# Bellingen High School P & C Association

## Minutes

Monday, 12 May 2025, 6 PM

Bellingen High School Staff Common Room  
Gumbaynggirr Country

*Our P&C Association aims to improve the academic, social and emotional outcomes of students regardless of a student's ability, race, gender, religion or socio-economic status.*

*All members should remember to be punctual, prepared, listen without interrupting, speak briefly, and criticise the ideas, not the person.*

### 1. Welcome, Acknowledgment of Country

#### 1.1 Welcome & Acknowledgment of Country (Chair)

*"I find myself longing for the red dust and blue sky,  
For the squawking of galahs as they beat their wings to fly.  
Where rivers carve their pathways, like veins within the land,  
And Dreamtime tales are written in the rock and ochre sand."*

*(A poem by Lachlan Parkinson and his mum, Shelley Thompson.)*

#### 1.2 Apologies (Kelly) - Caroline Thomas, Michelle Bowling, Nicky Mackie, Kathleen Hannah, Sissiel Keough, Michelle Elliott (Principal)

**Attendees:** - Avril Tyrrell, Adam Tyrrell, Milo Bowd, Kelly Hamill, Eva Wright, Alicia Scanlon, Melinda Weigert, Lisa Welsh (Deputy Principal), Josh Forbes (Y7 Advisor),

### 2. Previous minutes

#### 2.1 Approval of Minutes

##### 2.2 Business Arising from Previous Minutes (Kelly and Melinda)

- Congratulations to Kelly Hamill for becoming President of the P&C
- School gym opening outside of hours update - Volunteers, Jim Doyle and Luke Browne, will run a 4-week trial in Term 2. The Vice President followed up with the school regarding the documentation volunteers need to complete, any information they must provide, and the accessibility of the gym for the volunteers. The school requested the volunteers' details for screening, which have been provided.
- The BHS Information Booklet 2025 is available on the school's website. The link to the information booklet was shared on the P&C's Facebook page, encouraging parents to provide their input. Feedback was provided that the information needs to be more relevant and should be supplied.
- Purchase of a Second defibrillator. Vice President emailed the school to clarify what brand and type of defibrillator is required. \$700 raised in community donations towards purchase of defib (See 3.2 Financial Reports for details). The Principal had stated that BHS would purchase the defibrillator to ensure they follow the Department's guidelines. Once quote/s are received by BHS, P&C will be notified, and once decided on, the school will

invoice P&C. A defibrillator was gifted to the school by Kelly Hamill. Thank you, Kelly. The donation was given in hopes that the P&C's focus can be directed towards workshops and advocacy.

- Public school funding: The President proposes that the focus of the school's and the P&C's should be on improving student behaviour. The President suggested that the P&C should conduct or commission evidence-based research and develop educational workshops and programs to help the community tackle bullying, gender equality (gender based violence), and other rising concerns. The topic generated heated debate and requires a more detailed discussion. It was suggested that we discuss this again at the next meeting, host a separate workshop about it or start a discussion in a WhatsApp chat.

**ACTION:** Place on agenda for next meeting

- Colour Run for Youth Week: Held on the last day of Term 1 on Friday, the 11th of April and was a success. Many students participated in the event, with some eagerly wanting to be covered in paint from head to toe. Thank you to the volunteers who helped out and took part. P&C shared some of the photos from the event on our FB page.
- Discussion on P&C hosting/supporting two other events: End-of-year social celebration and a creative makeup workshop in collaboration with the Youth Hub and a local makeup artist and cosmetic tattooist, Daisy Moroney. P&C is seeking grant funding for the makeup workshop through the Bellingham Council Community Fund Round 2. The Vice President is liaising with Daisy and the Youth Hub on this proposed project. A suggestion for the end-of-year celebration event is listed on the Fundraising calendar.

**ACTION:** Vice President to email more information about the end-of-year celebration to members. Item to be added to the next meeting agenda for further discussion.

### 3. REPORTS

#### 3.1 Principal's Report (*Lisa W*)

Michelle E. is unwell, and Lisa has filled in for the night.

Parent/ Teacher Interviews for Y10, 11, and 12 today from 3.30 pm - 6 pm were very successful.

Gym volunteers - The school advised that the volunteers will be sent a request to complete an electronic declaration.

**ACTION:** Principal to send online declaration for P&C gym volunteers to complete.

The defibrillator was accepted.

**ACTION:** Principal to check if defibrillator meets guidelines and advise P&C if not.

The school musical prep work and rehearsals are full steam ahead.

#### 3.2 Financial Reports (*Alicia*)

- Changeover of bank account signatories has not yet occurred. The treasurer has completed the paperwork, including a copy of the minutes from a previous meeting with specific wording to satisfy BCU policies for change of signatories. Previous committee members need to take the forms to BCU to formally make the change. The outgoing office bearers and Treasurer are working on it. Bank balance on 21/04/2025: 8,368.53
- There was a discussion on the expected annual expenditure of P&C. Milo Bowd (previous office bearer) explained that P&C expenditure is largely reactionary and in response to the needs of the school and SRC. Several hundred dollars have been granted to Year 12 annually as part of the end-of-year presentation and awards. The P&C have supported

the purchase of learning support materials and student travel for sport and academic opportunities, and IT equipment in the past.

- Statement of P&C BCU account shows \$700 in donations raised for defibrillator and membership fees banked this year.
- Donations received from Bellinghen Brewery \$350, Valley Quality Meat Bellinghen \$50.00, Sustainable Forest Management \$200 and a parent \$100.00.
- P&C requested ideas on what to spend the \$700 in donations received towards the defib that may not be needed for the defib following Kelly's generous donation.

**ACTION: Principal to share a list of the school's/students', or SRC's, needs for funding with P&C.**

Date	Description	Amount	Balance
21/04/2025	Transfer from SAV 32859xxx Ref#1099666704 VQM Donation	\$50.00	\$8,368.53
21/04/2025	Osko Payment From JAMES DOYLE Ref#301448924	\$100.00	\$8,318.53
15/04/2025	Transfer From SUZANNE ZULLO Ref#301250186	\$200.00	\$8,218.53
14/04/2025	Transfer from SAV 02152xxx Ref#1097886282 Donation	\$350.00	\$8,018.53
17/03/2025	Transfer from SAV 10569xxx Ref#1090334843 Membership Fees	\$14.00	\$7,668.53

### 3.3 Correspondence *(Secretary)*

- Kalibrate-Ed, a local education support company, reached out via email. A parent at the school suggested that the P&C and Kalibrate-Ed could collaborate on an event or sponsorship. The company facilitates virtual workshops on various topics, parents can choose what topics they would like to talk about. No fee or cost is involved. Kalibrate-Ed asked for the promotion of their services via P&C social media. Kalibrate-Ed is also a tutoring company.

**ACTION: Vice President to email details, and the item will be added to the next meeting agenda for discussion.**

- Paid Survey Monkey 2023 sought parents/carers' opinions about the P&C and its work, and what they could do better. It was sent out from the school's correspondence. Only 10 people completed it, and they were mainly committee members. For a survey result to be sufficient, it needs to have a minimum of 10% response. Surveys have not been successful in the past. Can we use email correspondence for the school email? Asking our kids what they would want the P&C to work on.
- Policies up for review, P&C go out and ask people, and brainstorm what the big topics are.
- Complaints go into Sentral platform, a teacher would record it somewhere so it can be tracked and use that data. Lisa Welsh can access and be mindful of names and print out a report.

### 4. PRIORITY BUSINESS

#### 4.1 Advisory/ Information *(Melinda)*

- A WhatsApp group for committee members was created to improve communication ahead of our fundraising events. During this process, we became more familiar with our Facebook page. Please note that our Facebook page, along with any posts published on it, is PUBLIC. Vice President mistakenly shared the link to the new WhatsApp group on Facebook, leading to a spam surge within 24 hours. Vice President apologised to everyone who was added to the WhatsApp group and was grateful for your patience while the issue was resolved. Facebook cannot go from a public setting to a private one.
- Facebook - the P&C would like to share the P&C meeting invites on the BHS FB page, Parent Sentral and in the School Newsletter. We have 170 followers on our Facebook page, which has grown by 7 new members since the beginning of this year. We have not attracted new committee members. We would like to use the school communication channels to boost our opportunity to reach out to more parents/carers.

**ACTION:** Secretary or Vice President to send request to share P&C meetings and notifications to Sissiel K. for inclusion on the BHS FB page.

#### 4.2 **Student/Parent inquiry (Melinda)**

- Jim Doyle is offering to run a series of workshops for students of any age group who are interested in making web apps and video games by coding with AI. Workshop to be held in Term 3 or Term 4, 2025. Proposal for 2 workshops/term.
- BHS is supportive of this initiative, but it depends on supervising teacher capacity. A supervising teacher would need to be present in these workshops and arrange the equipment (laptops). Suggested ratio: 10 students/workshop. The school career advisor, Frieda Gorman and the IT teacher would be the right people to open up the conversation regarding this offer.

**ACTION:** Principal to raise the idea of a coding workshop with Dave Mayo (IT teacher) and Frieda Gorman (School careers adviser) and report back to P&C at next meeting.

- Discussion about the use of loops by students who struggle to focus in noisy classrooms - Parents advised to email Josh (Year 7 adviser) or Lisa Welsh to arrange for the student to be issued with a card that provides approval for them to wear loops and other sensory moderating devices in class. Discussion about how parents would know that this is a possible solution. Members suggested this information could be shared through Sentral and the information booklet.

#### 4.3 **Events / Relationship Building/ Community Donations (Melinda)**

- Breakfast club: The P&C requests that the school's breakfast club assess the quality and efficiency of the 6-slice toaster donated by the P&C in April and share a photo of the toaster in action. Is a commercial conveyor toaster still needed? The commercial conveyor toaster has an approximate cost of \$900. If a commercial toaster or pancake maker is required, the P&C can purchase these with the \$700 received in donations for the defibrillator.

**ACTION:** Principal to arrange for a photo of the toaster in action, obtain feedback on the adequacy of the 6-slice toaster and inform P&C whether additional toasters or pancake machines are required.

#### 4.4 **Fundraising (Melinda)**

- The Annual Fundraising Calendar has been prepared. Attachment was circulated during the meeting. Proposed events will be discussed and decided on during future meetings. **Movie night** - school is supportive, but this depends on teachers' availability and willingness to take part. The P&C could work with the SRC to survey if students are keen to have a movie night and provide movie options (3-4 movies). The Princess Bride was suggested. Movies must be rated PG or G. Could invite local businesses to cook food in bulk, such as pizzas and curries. These could be pre-packed into takeaway containers and sold for \$10. If outdoor movie ppl could bring their chair or blankets. **End of year celebratory event**, glow disco - the event's name and format might need to be rethought to be more appealing for older age groups. Suggestions: 1. Disco with proper DJs or live music, finishing later in the evening than at 6 pm. 2. Location: Consider on-school or off-school options. 3. Youth Hub collaboration? (Melinda has already enquired if the YH would be onboard, no response yet) 4. School Staffing?

**ACTION: Add to agenda for discussion at next meeting.**

- Bellingham Show 24 May 2025 Fundraising opportunity. Vice President contacted the show management after reading the volunteering opportunity on the show's website. Linda Villy, gate manager, offered an opportunity to fundraise within the wood-chopping arena. A minimum of 5 ppl would be required from 10 am - 1 pm to rake the wood chips after each chop. The P&C had to finalise our commitment before the 30th of April. Due to insufficient numbers, we declined the opportunity to fundraise at the show..
- Bellingham Readers and Writers Fringe Festival Sunday, 8 June 2025, approved the P&C to run a cake stall in Maam Gaduying Meeting Place Park (opposite the Memorial Hall) on Sunday, 8 June. There are upwards of 1000 patrons at the festival each day. It was estimated that at least half will visit the fringe festival in the park.
  - ❖ You will need to provide a marquee, tables and chairs.
  - ❖ The site will be unpowered.
  - ❖ You will be assigned a particular site by the Site Logistics Officer
  - ❖ Bump in must be between 7.30 and 9 am on Sunday
  - ❖ Bump out must be after 4 pm on Sunday.

The other food vendors in the park will be: Turkish Gozleme, MMM Aunty Coffee, Diavoleto Pizza and Hydes Creek RFS Soup Kitchen.

**ACTION: Vice President to complete the Food Vendor Agreement and insurance certificate and return it by COB Friday, 17 May 2025.**

**ACTION: Vice President to email/share link to Signup page with members and Sissiel / BHS**

**ACTION: Volunteers to add names to a SignUp page for a shift between 9 am and 3 pm.**

**ACTION: BHS will notify parents/carers to use the Signup page to help out either with a baked good or with their time.**

- School Musical - June 2025—The school musical will run from Thursday, June 26th, to Saturday, June 28th, 2025. It will start at approximately 6.30 pm each night and have 300 seats for sale. Volunteers are required to run a food and drink service pre-show and during intervals each night. The canteen supervisor will source some food items in bulk for P&C to prepare because the canteen supplier has prices cheaper than retail. Kombu is donating 200- 300 healthy drinks. Vice President has compiled a cost and

supplies estimate for food items to make and sell to serve approximately 600 people over 3 nights. Please see attached. Feedback is welcome.

**ACTION:** Vice President to email/share link to the Sign-up page for volunteers

**ACTION:** Volunteers to add names to the Signup page and provide feedback on suggested food and drink items, costs and quantities.

- The President raised concerns about accepting donations from Bellinghen Brewery (see 3.2 Financial Reports), given the relationship between alcohol and multiple health and wellbeing challenges. The President suggested the P&C examine through discussion the ethical considerations of accepting donations and suggested the P&C develop guidelines on fundraising.

**ACTION:** Add ethical values of the P&C as an item for discussion at the next meeting

- Bello Community Markets - 16th August 2025. A SignUp was created for volunteers to take a shift from 8 am until 2 pm.

**ACTION:** Vice President to email/share link to Signup for Bellinghen Community Markets with members

**ACTION:** Volunteers to add names to the Signup page

## 5. **GRANTS** (Melinda)

- Magda Pomroy has requested the assistance of the P&C in submitting applications for NAIDOC grants. Vice President emailed Magda and expressed our support and help with the application as needed.
- Bunnings Community Donations - Zoe Fell, Activity Organiser and Community Liaison, confirmed that Bunnings can donate goods. Requirement: a written request with a letterhead from your school & I can forward this to our C.I Team for approval. We decided collectively that a fairy floss and/or popcorn machine would be the best physical resources that could significantly boost our ability to raise funds, both now and in the long term, if the equipment is properly maintained. The letter was sent to Zoe Fell and indicated that the BHS P&C would be willing to share these machines with other schools' P&C to encourage community collaboration and engagement.
- Aligned with the School Strategic Improvement Plan 2024-2027, we propose the following grants for submission.

- . BCU Community Cares program - Health and Wellbeing and Art and Leisure
- . We Join Grant - <https://www.variety.org.au/nsw/how-we-help/>
- . Coopers Foundation Grant General 50k and Sustainable Giving 150k Youth Education <https://coopersfoundation.org.au/grants>
- . Qantas Regional Grants (cash grants, flights in kind and marketing support) <https://www.qantas.com/au/en/about-us/our-company/in-the-community/qantas-regional-grants.html>.

The grant choices were emailed to the school and are waiting for a response if any of them wish to participate.

**ACTION:** The Principal to let P&C know if we should proceed with any of the grants.

During January school holidays, our Careers Advisor, Ms Gorman, had the exciting opportunity to embark on a study tour of Scottish schools and colleges, thanks to the NSW Premier's Teaching Scholarships. The tour focused on exploring innovative approaches to Vocational Education and how these practices can be integrated into our school programs to better support students,

particularly those from rural and remote communities. Ms Gorman would like to attend the next P&C meeting and talk about her educational trip. How exciting! We look forward to having her.

ACTION: Secretary to inform BHS that the P&C would like to invite Frieda Gorman to share her learnings on Vocational Education from a recent study trip to the Scottish Islands at the next P&C meeting.

ACTION: Add Vocational Education talk by Frieda Gorman to the agenda for the next meeting.

**6. CLOSE AND NEXT MEETING**

Meeting closed at 7.20 pm

The next meeting is on Monday, 2nd of June 2025, 6 pm, Staff Common room.