

# Bellingen High School P & C Association

## Minutes

Monday, 7 April 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.*

**Attendees** – Melinda Weigert (Vice Pres), Alicia Scanlon (Treasurer), Avril Tyrrell and Adam Tyrrell (Secretary), Kelly Hamill (President), Dominic Hearps, Caroline Thomas, Sally Hawkins, Michelle Bowling, Sharon Heaps (Canteen officer) Lisa Welsh (DP), Michelle Elliott (P), Luke Browne.

Paid Membership this evening: Kelly Hamill, Luke Browne, Adam Tyrrell.

### **1. Welcome, Acknowledgment of Country**

#### **1.1 Welcome & Acknowledgment of Country (Melinda)**

#### **1.2 Apologies (Melinda)** - Milo Bowd, Graziella Reeson, Sissiel Keogh (BHS admin), Kathleen Hannah

### **2. Previous minutes**

#### **2.1 Approval of Minutes** – Moved by Melinda Weigert and seconded by Avril Tyrrell. Motion passed.

#### **2.2 Business Arising from Previous Minutes (Melinda)**

- School gym opening outside of hours update - Volunteers, Jim Doyle and Luke Browne, will run a 4-week trial in Term 2. The school will advise on how the gym can be accessed and what documentation needs to be completed before running the trial. ACTION: Vice President to follow up with the school.
- BHS Information Booklet 2025 is accessible for all parents on the school's website. Feedback on the booklet is welcome, as policies may have changed. ACTION: Vice President will post the information booklet's web link on the P&C's Facebook page and encourage parents to comment.
- HQB Audit Approval completed. Thank you, Alicia and Kathleen.

### **3. REPORTS**

#### **3.1 Principal's Report** **Term Wrap-Up**

Thanks to parents and the community for their help this term.

The Year 7 cohort is large this year.

The colour run is happening on Friday afternoon, along with a sausage sizzle; volunteers are welcome and needed.

The Youth Hub has been helping with Youth Week activities.

Year 7 advisor Josh has been working to get as many young people as possible to attend the excursion.

#### **Term Planner**

A term planner for the Eastern Division with a QR code is available.

ACTION: Vice President will post on the school Facebook page

#### **Restorative Justice Mindset**

An incident occurred where a student threw a laptop, which costs \$1,300 to replace.

A restorative justice letter will be sent out, suggesting the student pay for a portion of the damage or contribute in other ways. If the P&C receives complaints about this, the principal encourages the P&C to support the idea of a restorative justice mindset.

Members were supportive of the restorative justice approach.

### **Federal Election Day**

The school canteen will be open and run by Sharon H (canteen supervisor) during election day.

The principal offered the P&C an opportunity to fundraise, but also indicated that SRC was keen to fundraise at the event.

P&C members discussed this and decided it was best to allow the SRC to fundraise at the election with support via baking if required.

The SRC will internally decide what to put the money towards.

**ACTION: The Principal and SRC to advise P&C and parents if baking is required.**

### **Technology Tour**

Dave Mayo, the head teacher of TAS (Technology or Industrial Arts), is getting new machinery. The P&C should be able to have a tour at the next meeting.

### **Defibrillator**

Mickey, who does all of the CP, asked if the PNC could help with getting a defibrillator.

Cost is approx. \$2k

The men's shed has one, but it's too far away from the office area. The Department provides them, but it comes out of the BHS budget. The battery lasts a couple of years and then needs to be replaced.

**ACTION: The principal will advise which defib would suit the educational environment best. P&C seeks donations from the community.**

### **Working With Children Check (WWCC)**

Anyone providing a service for under-18-year-olds generally needs a WWCC.

WWCC for volunteers are free but expires every two years.

The WWCC screening system is to prevent people with child-related crimes from working with children.

A parent or close relative can volunteer without a WWCC for:

- the school, early education service or other educational provider for their child
- a team, program or activity in which their child usually participates.

A parent or close relative will need a WWCC if the role involves:

- an overnight camp
- formal mentoring
- intimate personal care of a child with a disability.

If you are taking a child/children, as well as your own, to sporting events, you do not need a WWCC provided your child is also in the car and you have permission from the parents. If your child is not in the car and you're taking other children, you need to have a WWCC.

### **School Operations**

Every year, the school executive evaluates how the school is performing against a set of NSW Department of Education standards that provide indicators of success across multiple measures.

BHS is aiming to improve annually across the board on all measures.

One area the school excels in is the community use of facilities.

### 3.2 Financial Reports *(Alicia)*

- Membership fees for 2025 have been banked, except for those collected at the April meeting.
- Changeover of bank account signatories has not yet occurred. Alicia to provide a copy of the minutes with specific wording to satisfy BCU policies for change of signatories, and two of the previous executives to sign off.
- **ACTION: Alicia to finalise change of bank signatories**

### 3.3 Correspondence *(Avril)*

- Sharon Hearps, Canteen Supervisor, asked for volunteers Monday-Friday between 10 am and 2 pm. Volunteers in the canteen require a current and valid WWCC. There are students from Y7 and Y9 who help out. Volunteers do not necessarily need to book in advance and can just turn up on the day, provided they hold a valid WWCC. Volunteers can also call the school in advance and let Sharon know they are coming.
- ACNC Change of reporting period approved, our charity's reporting period ends 30 June 2025.
- Louise Fazio, Community Development Officer, Bellingen Council, Grants Update email received and shared regarding the Bellingen Shire Council's Community Grants Program Round 1 and Environment Levy Community Fund 2025/26. Drop-in sessions for these grants with Council's Sustainability Officer, Bellingen Library - Thursday 17 April 2025, 1:00 pm - 3:00 pm
- A post AGM task list for new office bearers, showing completed tasks, was circulated.

## 4. PRIORITY BUSINESS

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

- WWCC for P&C members Exemptions - Covered in the Principal's report.

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

- Discussion around the appropriate forum for parents to raise issues with student learning. The class teacher is the first point of contact in most cases, potentially followed by, and in conjunction with, the learning support team.
- Lisa Welsh (DP) runs the learning support team.
- A student requested to run a cookie club instead of lawn mower maintenance.

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

- Breakfast club volunteers always appreciated: Wed, Thurs, Fri, 8 – 9 am. It is becoming very popular, and a second toaster is needed. The price of a toaster from K Mart was raised, but the principal advised that the toaster needed is a more expensive commercial conveyor type. A suggestion to also investigate costs for a conveyor pancake machine.

**ACTION: The Vice President will look into the cost and funding for this. The principal is to include these items on a Wish List that will be prepared to be given to the P & C for our funding goals.**

- Colour Run for Youth Week - Madga Pomroy seeks P&C support on Friday, the 11th of April, from 13:45 until 15:00. Any volunteers are welcome. Melinda W, Nicola Mackie and Caroline offered their help.
- Vice President emailed Kmart and Coles Toormina, Spotlight and Officeworks in Coffs, IGA Bellingen, Lindt Australia, Sanitarium and the Big Banana Park for donations. Other suggestions were shared, such as Nestle and Arnott's.

### 4.4 Fundraising *(Melinda)*

- School Musical- June 2025 - The school musical will run from Thursday, 26<sup>th</sup> June to Saturday, 28<sup>th</sup> June 2025. Starting at approximately 6.30 pm each night. 300 seats for sale each night. Vice President emailed Kmart and Coles Toormina, IGA Bellingen and Sweet Bellingen requesting chocolate and other donations. Kombu Wholefoods offered drink donations.

- Bellinghen High School's musical event sold choc tops, tea, and coffee.

**ACTION: Vice President to speak to Annie Phelan to find out what worked for the musical canteen in the past.**

- Bello Community Markets - 16th August 2025

**ACTION: Vice President to set up a schedule for volunteers**

- Crazy Hair Day (suggestion)
- Dress Down Days (suggestion)
- Dine Out Day/Night (suggestion) – Many restaurants will partner with a school and donate a percentage of one evening's sales to the school, mainly if you advertise the restaurant on your school's website. Gather your friends and family and head out to dinner for a good cause. Local businesses, Fiume, Bruno's, Perfect Pizza, Three Blue Ducks, Gelato. Nominate a weekend (Friday and Saturday day/night) when people can eat/drink/make bookings using the 'P&C Fun Funds' code. If this were conducted on the market day, we could give out the code to locals/visitors and encourage them to visit the onboard establishments in town.
- Go Orienteering - community suggestion connecting the youth and adults <https://orienteering.asn.au/go-orienteering/getting-started/>
- Geocache - community suggestion. This could be a whole school thing. 138 geocache is in the Bellinghen Dragon zone Minotaur. When the different years go on an excursion, research if there is a geocache nearby and log it in the logbook. GoFundMe set up for this ongoing event. <https://geocaching.com.au/>
- Movie night in the Stockton Hall - BHS student suggested.
- **ACTION: Fundraising Calendar set up - Melinda**

#### **Discussion regarding previous Fundraising Events:**

- The principal reported that some Sydney P&Cs have been known to raise \$23,000 gross. It was also reported that events could raise \$1,500 per night just from alcohol sales.
- No event on school grounds can serve alcohol.
- An event license would be required for alcohol to be served.
- Alcohol may be possible at events if the Memorial Hall is hired.
- It was agreed that it is not appropriate to fundraise for schools using alcohol or for children to be present at events that serve alcohol.

#### **Fundraising Concerns raised by Kelly.**

There are concerns that fundraising undermines the need for taxes to pay for public education. There is a feeling that public schools shouldn't have to shake a profit.

Discussion on whether P&C could use their platform to advocate for candidates who support public education at the election.

Public servants (BHS teachers) must remain impartial about elections. The P&C should also remain apolitical because it is meant to provide a space where all views can be heard.

The P&C could advocate for more funding for public education by educating the community about the current system and where public schools are struggling to provide resources for students. The P&C could also write letters to the local candidates asking what their policies are on education and making a case for stronger support for public schools.

Flyers can be used for fundraising, including a call to action, and telling people what they can do as an individual. Flyers could be distributed at any event.

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

- Magda Pomroy has requested the assistance of the P&C to submit applications for NAIDOC grants. **ACTION: Vice President to email Magda and express P&C support.**

- Bunnings Community Donations - Zoe Fell, Activity Organiser and Community Liaison, confirmed that Bunnings can donate goods. Requirement: a written request on a school letterhead forwarded to C.I Team for approval. Resources: high-visibility vests, ID lanyards, storage boxes or anything else for the markets or other fundraisers.

**ACTION: Vice President to email the committee and collect ideas, products to place on a shopping list.**

- Aligned with the School Strategic Improvement Plan 2024-2027, we propose the following grants for submission.

a) BCU Community Cares program - Health and Wellbeing and Art and Leisure

b) We Join Grant - <https://www.variety.org.au/nsw/how-we-help/>

*Example of grant requests:*

- *Communication software and portable amplification equipment*
- *Sensory items, quiet/calm space*
- *Inclusive recreation equipment and resources*
- *Accessible outdoor/sporting equipment such as beach wheelchairs*
- *Inclusive play equipment, adaptive toys and items that are designed with neurodivergence/disability in mind*
- *Ability switches and switch-adapted toys*
- *Customised or adjustable furniture*
- *Mobility equipment and resources*
- *Literacy aids*

c) Coopers Foundation Grant General 50k and Sustainable Giving 150k Youth Education  
<https://coopersfoundation.org.au/grants>

d) TAFE NSW Educational Pathways Program (Strategic Direction 3: Learn, Growth and Belong) is an innovative program designed to improve education and career outcomes for young people by introducing NSW public high school students to various vocational training and employment pathways. The principal needs to express interest to the TAFE NSW Director of Education and Learning. This program started as a pilot involving 24 schools and has since expanded. To make it available to all schools in NSW, it is currently with the Treasurer for consideration. The school cannot take part in this program due to funding issues.

### **Grants and Funding Discussion**

- Tomorrow Man and Tomorrow Woman run every year (Year 9 students) and are funded by BHS, but the P&C could consider assisting with costs.
- Wellbeing programs and curriculum excursions, particularly those involving overnight stays, would benefit from P&C fundraising/donations.
- Careers excursions, particularly those involving overnight stays, would benefit from P&C fundraising/donations.
- Spark excursions would benefit from P&C fundraising/donations.

**ACTION: Vice President to email the grant options to BHS. The Principal and SRC are to provide P&C with a list of programs for general fundraising and grant funding.**

### **Empower Her Program**

- The Empower Her program is a self-defence program aimed at girls and women. There was discussion around whether it could be delivered through the school.
- The principal indicated that Tomorrow Man and Tomorrow Woman aim to achieve similar things for students and address the problem of violence against women in other ways.

### **Consent**

- Consent is covered in the PE syllabus.
- The cup of tea video is used to teach consent.

### **First Aid**

- The school does first aid in SLR.
- Outdoor Education elective (Yr9) sometimes covers basic first aid, and so does the Physical Activity and Sports Science elective (Year 9 and 10).
- Someone suggested that first aid could be done for a sport.

**President vote**

Kelly Hamill self-nominated for the role of President. Motion was raised by Alicia Scanlon and seconded by Melinda Weigert.

The motion was carried.

**Change of bank signatories**

Outgoing office bearers to be removed as authorised signatories for all Bellinghen High School P&C BCU bank accounts.

Vice President - Rachael Case

Secretary - Milo Bowd

Treasurer - Kathleen Hannah

Newly elected office bearers to be added as authorised signatories for all Bellinghen High School P&C BCU bank accounts:

- President – Kelly Hamill
- Vice President – Melinda Weigert
- Secretary – Avril Tyrrell
- Treasurer – Alicia Scanlon

The method of operation is that any two Bellinghen High School P&C committee members must sign off on transactions. Internet banking is required, and all committee members are to have access.

**6. CLOSE AND NEXT MEETING**

Meeting closed at 7.34 PM.

The next meeting is on Monday, 12th May 2025, 6 pm, Staff Common Room.