

Bellingen High School P & C Association

Minutes

Monday, 13th October 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

Chair: Alicia Scanlon (Treasurer)

We begin by acknowledging the Traditional Owners of the land on which we meet today, the **Gumbaynggirr people**, and pay our respects to Elders past, present, and emerging.

1.2 Attendance

Present: Caroline T, Michelle B, Avril T (Secretary), Michelle E (Principal), Alicia S (Treasurer)

Apologies: Milo B, Melinda W (VP), Nicky, Kathleen H, Kim Childs, Tim Laverty

2. Previous Minutes

2.1 Minutes Approval: Moved by Michelle, seconded by Caroline.

2.2 Business Arising:

- **School Gym Update**
 - Sharif Deen WWCC – second volunteer confirmed.
 - Progress made on establishing protocols and sign-ups.
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3. Reports

3.1 Principal's Report

General update:

- BHS teachers have been doing more work on explicit teaching with the most recent SDD examining the topic of open questioning.

- Teachers have covered 4/8 explicit teaching topics and will focus on the remaining 4 topics in 2026.
- Michelle (Principal) would like to see more bean bags and coffee tables for outside the staff room because the students have enjoyed using this casual space as a seating area.
- The assessment procedure for Year 12 has been updated, no major changes.
- BHS has leased a mini bus with towball that can be used by teachers with the required licence to transport students to and from sports and other activities. It seats 24 ppl.
- Michelle (Principal) would also like to acquire a trailer for the mini bus to use as equipment and luggage storage. P&C may be asked to assist with the cost of obtaining a trailer.

Staff Updates:

- Lisa Welsh (DP) has taken a position at another school. Michelle thanks Lisa for everything she achieved during her time at BHS
- Marijke Verschuuren is acting Duty Principal until the end of the year and an EOI is open for the role starting 2026).
- Mark Williamson is acting Head Teacher Science until the end of the year.
- Katherine Smith has been appointed as new Head Teacher – Inclusive Faculty (Learning Support & MC classes) and joins BHS from Coffs Harbour High. Although Katherine starts next year she has been released to attend BHS and assist once a fortnight until the end of the year.
- Sarah Coffee, School Counsellor, will take on the role of Senior Psychology Educator replacing Kris de Jong who has been seconded into a position elsewhere (pending confirmation). Sarah will act in the role until the end of the year but it is likely that Sarah will continue in the role throughout 2026.
- Amanda Williamson has returned from maternity leave and replaces Hailey Porter in the TAS faculty. Many thanks to Hailey for her work in Hospitality while Amanda was on leave.

Facilities:

- **Toilets:**
 - Boys' toilets have been reopened. Some students are still in the habit of coming to the office and the office toilets will remain available for students who need more privacy.
 - There are ongoing issues with vandalism and anti-social behaviour by the boys in the toilets with a serious injury occurring recently when boys used soap to slide along the toilet floor.
 - As an interim measure soap for the boys toilets will be placed outside the toilets and there are plans to install a sink and soap dispenser outside the entrance
 - Michelle (Principal) to ensure cleaners refill hand soap and toilet paper by Monday mornings and before any events at the school.

3.2 Treasurer's Report

- BHS P&C are not required to complete a self-assessment for income tax purposes.
- HQB will complete P&C annual financial audit in **December 2025**.
- Account balance on 13 October 2025: \$9621.72
- Payment of **\$2,000** made to SPARK program and payment of **\$300** made to Wear It Purple day during September 2025.

- There will be a small outlay for items to support the Halloween Dance canteen in October.
- P&C to decide on an amount to donate to Presentation Day, Year 12 Formal and Year 10 Formal when more members are present - to be discussed at the November meeting.

3.3 Secretary's Correspondence

- **Ryda Program:**
 - John Elliot requested P&C support to return *Ryda*, a road safety education program for Year 10/11 students.
 - Committee expressed interest; Secretary to email John to request program cost details.
- **Asbestos Works (Building F):**
 - Inquiry received regarding potential exposure of students to asbestos following recent notification to parents.
 - The principal confirmed that the asbestos exposed through damage to a covered walkway ceiling has been reported to the Department of Education who maintains a register of asbestos related incidents.
 - The area was cordoned off from students and is being repaired. The area has been made safe and is monitored. There are consequences in place for unauthorised access.
 - Remaining asbestos in covered walkways considered safe unless disturbed.
- **New Service Announcement:**
 - A new **mobile speech pathology service** will be available in Bellingen, supporting clients from preschool to adulthood.



What we offer:

- Providing mobile, neurodiversity-affirming Speech Pathology services for all ages, including support with speech, language, alternative communication, social skills, and swallowing
- Servicing from Coffs Harbour to Macksville
- Supporting both NDIS and private clients

Scan the QR code to complete our intake form, or visit www.bloomweb.org



4. Priority Business

4.1 Wellness Hub – Request for Donation

A wishlist was presented for items to support targeted literacy and numeracy programs, emotional regulation, and lunchtime activity programs.

The requested items included:

- Fidget toys, including theraputty
- 1x I-pad (school to supply needed more explanation)
- Therabands
- Wobble cushions
- Fluffy/sensory rug (easily located at Spotlight)
- 10 x scientific calculators
- Lego kits (to run the Lego program - social skills program)
- Wool and knitting needles/crochet hooks
- 10 x dictionaries and 5 x thesaurus
- Maths resources- dice, counters, MAB blocks
- The sentence train resource from Write that Essay toolkit
- 1x subscription to Twinkl
- Puzzles
- Board games
- Card games

Discussion:

- The total request was under \$2,000.
- P&C **approved a \$500 contribution** at this time, with a review for further funding next year.
- Donations of Lego and other items (e.g., puzzles) will be sought from the community.
- Knitting needles were noted as not suitable for student use.
- Michelle confirmed the school can supply some of the items like dictionaries and thesauruses.

Resolution:

P&C approved **\$500 for the Wellness Hub** and will review additional funding in 2026.

4.2 Advisory / Information – Presentation Day Donations

A request was received for P&C support for **Presentation Day awards**.

- P&C Accounts show that \$200 was provided to Year 12 for the Formal in 2024 and \$400 was provided to BHS for Presentation Day Awards in 2023.
- Request seeks financial contributions for student awards, certificates, and scholarships.
- Prizes start from **\$30**, and **scholarships begin at \$250**, recognising approximately **50 students**.
- Contributions will enhance recognition and community pride.

Action: Alicia to check in with previous committee members about cost and sponsorship information. Decision to be made at November meeting on agreed support for Presentation Day, Year 12 Formal and Year 10 Formal (if required).

4.3 Student / Parent Inquiry

- **Slushy Machine:** Cost to hire for a few days is approx \$300.
 - Michelle advised that purchasing a machine (approx. \$5,000) is not viable; hiring remains the more cost-effective option.
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4.4 Events / Donations

- **Halloween Dance:** Scheduled for **October**.
 - Lollies have been purchased.
 - Volunteer sign-up sheet shared in the newsletter and will be re-sent.
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4.5 Fundraising / Grants Subcommittee (Vice President)

- Exploring **Australian Sports Commission grants** for sport-based activities and equipment.
 - Further update to be provided at the next meeting.
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4.6 Wellbeing Subcommittee (Chair – Luke Browne)

- Proposal to host **Backflips Against Bullying Program** ([Action Education](#)).
- **Cost:** \$2,200 for one-day performance.
- Decision to be reviewed and confirmed next week.

6. CLOSE AND NEXT MEETING (*Chair*)

Meeting closed at 7.23 pm

The next meeting is scheduled for Monday, 10th November 2025, at 6 pm in the Staff Common Room.