**Keira High School P&C Meeting**

**Wednesday 6 March 2013**

**Meeting Opened:**  7.50pm (Meeting was preceded by the Annual General Meeting)

**Attendance:**  Lauren Borst, Cristina Thompson, Margaret Adams, Robyn Tindall, May Chen
Liz Alexander, Alison Lawrence, Barney Ellevsen (Staff members)

**Apologies:**  David Robson (Relieving Principal)

**Introductions and Welcome to new parent**

**Acceptance of previous minutes**
- Accepted by Margaret Adams. Seconded by Lauren Borst

**Matters Arising for Previous Minutes:**
- Fundraising for WotOpera - $429 raised in gold coin donation; Alison Lawrence has applied for $4000.00 funding, which if successful will cover all costs

**Correspondence:**
- Federation of P&C Associations Annual Mail Out
- Fundraising and outdoor furniture information from a variety of companies

**Guest Speakers:**  Alison Lawrence, Head Teacher, Creative and Performing Arts (CAPA)

1. Whole of school production
   - Menace in the Meadow – a melodrama written by drama teacher Sally Saunders.
   - Tickets on sale – includes a meal - $25 for adults, $15 concession, $65 family
   - Tickets available from the Front Office
   - Performance Dates - Wednesday 3, Friday 5 and Saturday 6 April 2013

2. ArtExpress – film submitted by Shaniece Igano for HSC Major Art Work – 6 minute film was shown to the parents present at the meeting
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Liz Alexander – Maths Teacher and Coordinator of Uluru Trip

3. Uluru Trip
   - 39 students going (Year 8 -12)
   - Cost = $1400
   - Accompanying teachers – Liz Alexander, Leissa Hicks and Peter Slattery
   - 15 day trip – leaves on Sunday 7 April
   - PowerPoint presentation shown of a previous Uluru trip organised by Liz Alexander

Treasurer’s Report:

- Closing balance: $7094.31
- Margaret will cancel the three $25 cheques donated by the P&C as prizes as they have not been presented
- Report tabled

Principal’s Report:

- Staffing Update
  - Frank Schelmier – Careers Advisor – has retired
  - Sue Wilcox - new Careers Advisor. Suggested changes to Careers Advisor role – assistance with decisions re: academic choices after the HSC; assistance with scholarships, traineeships and the application process
  - Jenny Kay – new librarian
  - Increase of 0.6 FTE in staffing numbers due to increase in student numbers

- 964 students
- Year 7 classes - small sizes – 4 boys classes, 3 girls classes
- Year 8 returned to mixed gender classes in 2012. Successful change.
- Resources continue to be targeted at Stage 6 students (Years 11 and 12) to improve academic performance – includes study and preparation skills. “Free” periods are now study periods in the library supervised by an English teacher while Year 7 classes have library session
Principal’s Result Package received with breakdown of HSC Results showing subject results and bands for each student

Results Analysis Package from the Board of Studies – lists each HSC Exam question and compares results against other schools in the area and the state. Teachers use the data to analyse teaching content, teaching practices and programs for HSC classes.

ALARM – a method of teaching – commenced at Keira in Term 4 2012. Trialed at Freshwater Senior College. Barney has the role of teaching and mentoring Keira teaching staff in ALARM technique. The ALARM system enhances writing and learning skills and includes 9 steps – 4 steps about subject content and 5 steps about applying that content knowledge, critical thinking skills, study skills, preparing for assessment tasks and how to study for exams. Templates are developed for each subject. It was suggested that the templates and the ALARM guidelines be put on the school website. A detailed presentation about ALARM will be held at a future P&C Meeting.

The ‘Enhanced Learning’ Company runs an annual seminar on study skills for Years 11 and 12. Smiths Hill High subscribes to the ‘Enhanced Learning’ website – all students from Year 7 are provided with a password. ACTION: Barney to investigate costs for Keira to subscribe. Cristina will send information to Barney.

General Business:

- Congratulations to school on changes to subscribing to school newsletter and sending alerts to parents. ACTIONS: Barney to investigate if the P&C can use the system to send reminders of meetings and events. Lauren to compile a letter for the newsletter explaining the potential use of the system by the P&C

- P&C Donation – A request was made for the P&C to place a flyer and ‘invoice’ for the P&C donation in the next newsletter

Meeting closed at 9.05 pm

Next meeting: Wednesday 10 April 2013 at 7.30pm
Staff Common Room