

Meeting Minutes Wednesday 7th November 2018

Present:

BPS: Belinda Mikhail-Gogos, Sarah Weston

P+C: Lyndal Rutgers, Rob Taubman, Josie Simpson, Anne Irvine, Jason Ockerby, Van Allen, Sophie Knox, Richard Banks, Alma Dayawon, Mel Daniels, Melissa Slavin, Nyree Morrison, Rob Bennett, Sarah Linhart, Arabella Fatcher, Crissy Tomarelli, Dimity Brown

Minutes recorded by: Lyndal Rutgers

1. Welcome

Meeting opened at 7:10 pm with welcome and acknowledgement of country from Rob Taubman.

2. STEAM Lab Presentation – with members of the Tech Club

- In 2019, Digital Technologies (including coding) becomes a mandatory part of the DOE curriculum across all stages. At BPS, Digital Technologies will be taught by an expert teacher during weekly RFF (relief from face-to-face) lessons, with art lessons being brought back into classroom teaching time. At the simplest level computational thinking can be taught with pen and paper, however there are many apps and devices available to teach these principles, and bring them to life, and also introduce the design elements so important to the future application of technology. Ms Tamplin, along with students from the BPS Tech Club, demonstrated some of the programmable devices currently being used by the Tech Club members. Ms Tamplin then presented a costed proposal for creating a STEAM Lab (Science, Technology, Engineering, Art and Mathematics) at BPS with financial support from the P&C, in which students would learn Digital Technologies. This funding would be used to purchase devices appropriate for each Stage.
- Coding: students begin with drag-and-drop programs like Scratch and Blockly, and progress to HTML CSS and Java script by Stage 3.
- Devices: ES1 – iPad based, with students learning computational thinking basics such as following steps; S1 – Ecobots; S2 – Makey Makey, an invention based system of components that includes design elements, and Sphero – a programmable robotic sphere which can be controlled via iPad, and includes gaming aspects which provide motivation and reward; S3 – LEGO Mindstorms, programmable robotics construction kits with Wi-fi and Bluetooth connections. BPS has already purchased four Mindstorms kits, which are being used by Stage 3.
- It was noted that Australia lags much of the developed world in teaching coding and digital technologies, and the identified resources will greatly boost the educational outcomes of our students. P&C have provisionally agreed to fund \$8287 for the purchase of the devices proposed by Ms Tamplin, but have requested further details regarding the selection process for this proposal (why these particular devices, what is their expected lifespan, and what are other schools are doing / using? – the DOE Futures Learning centre should be able to provide information in this regard). The 12 6gen iPads originally included in the initial proposal, for use in the STEAM Lab in conjunction with the new devices, have been referred to the IT levy budget.

3. OOSH Report

- Kate Murphy has been employed as the new Centre Director, with Moira Keane taking her place as President of the ESC Management Committee, and Sarah Linhart as Vice President. Other office bearers are: Secretary – Kerry Large; Treasurer – Justin Stokoe; Staff Liaison – Victoria Lush; Public Officer – David Sidman; BPS Liaison – Anne Irvine and FJT Liaison – Christopher Yardin.

- A new licence agreement has been signed for 145 places (continuation of the existing number), and ESC thank everyone who worked on this process, particularly Maria Lambos.
- The re-enrolment process for 2019 is underway for currently enrolled children. Any questions can be directed to the Centre Director.
- A question was raised again regarding ongoing use of the hall in the mornings for band rehearsals etc. This was referred to Maria, to discuss with the Centre Director and the ESC Management Committee.

4. Apologies

Joanna Nicholas, Lauren Nahkies, Maria Lambos, Clare Young, Mark Chambers, Les Schmalzbach, Liam Reid, Victoria Lush, Doug Talbot, Ariana Davis, Lynda Lovett and Jo Edwards

5. Previous Minutes

September 2018 – Minutes accepted (Proposed: Sophie Knox, Seconded: Van Allen).

6. Actions Arising

- Nil

7. Correspondence

There has been email correspondence to the P&C President regarding the tax-deductible building fund, the playground upgrade and the new uniform. These topics are covered later in the meeting.

8. Principal's Report

- IT
Due to upgrading of the DOE computer system, a levy update was unavailable, but is thought to be about \$15K. An IT assets inventory has been prepared by BPS Staff, to enable P&C to forecast rolling replacement of the existing resources at the end of their expected life. This will be further discussed at the December meeting.
- Reading Support
 - ⇒ A ten-week reading support program has been conducted, funded by P&C, for Stage 1 students identified by the school as benefiting from further support. Lina Davis (Ariana's mother, who is reading recovery trained) ran the program for small groups of students at a time. The students reading levels were recorded at the start of the program, and reassessed at its conclusion, and across the board there was a large improvement in reading proficiency.
 - ⇒ One of the existing BFR sponsors, Canada Bay Club, this year would prefer to tie their sponsorship funds to specific programs within the community. They have offered \$3K towards another reading program to be run in 2019, if the remaining required funds are contributed by P&C (\$1900). This was approved.
 - ⇒ Finally, the government has announced that in 2019, in place of reading recovery, \$73 million will be spent across schools on reading support, but the details of the program and the distribution of funds have not yet been announced.
- Toilets
DOE have approved \$12K of work to be done on the toilet blocks at BPS, although the details of the works are unknown. P&C have approved payment for replacement of the staff toilet seats, to be installed by the GA.

- **Canteen 2019**
The canteen tender process is complete, and a new canteen provider for 2019 has been selected (see 9 below). A huge thank you to Van for all her hard work co-ordinating the canteen over the previous five years, and on the selection panel for the new provider.
- **Staffing 2019**
Student numbers for 2019 are still fluctuating, and a decision regarding an additional 16th class has not yet been made. It was noted that parents have appreciated the staffing information and updates provided in the newsletters. Very positive feedback was received regarding the selection of Ms Yau as our most recent permanent teaching appointment, and parents noted that they are also appreciative of those staff who have not yet been appointed to a permanent role.

9. Canteen report

- From the tender process, The School Canteen was chosen as the successful provider of our canteen service for 2019. After conducting time trials, the company has decided they are unable to offer a canteen service on days when the students have split break times (Mon-Thu) for Health & Safety assurance. As such, canteen will continue to run on Fridays only.
- A Canteen Thank You & Farewell Party has been organised for Saturday December the 15th, to thank the canteen volunteers. Details will be provided.

10. Finance Report

- There is around \$112K cash at bank, which is reduced to \$51K given provisioned spending: playground upgrades, laptops, pre-funding of year books, and toilet block improvements. This includes around \$14K raised by the Art Show, and \$18K from the IT Levy.
- Donations to the school this year have totalled \$125K, which is an AMAZING result, and is the culmination of a few years' planning and provisions from funds raised.
- Allowing \$50K to begin 2019, there is \$51K to spend. Approval for \$5600 for classroom resources for semester 1 (see 11. below; \$350 / class, provisionally allowing for 16 classes). Approvals were given for: \$1900 on 2019 reading program (see 8.); \$400 for canteen farewell party; \$8K for STEAM Lab devices (provisional, see 2. above). Should a 16th class be initiated in 2019, a smartboard (\$5K), iPad charging unit (\$1K) and charging bay will be needed for this room (\$2K).

11. P&C Goals and Issues

- **BFR**
Planning for the BFR is going well. There are a number of external paid staff this year to help with logistics, taking the load off parent volunteers. More volunteers are needed on the day – it would be helpful if people can: encourage other families to register, encourage friends to volunteer, bring friends along to run. There are 1000 entries so far (1500 total last year), traditionally a large ramp in registrations in the final lead up to the event. Suggestions for further volunteer recruitment: a thank you list for current volunteers published in the next newsletter, an email to staff (suggested by staff!), send out another request via class reps, possibly tap into returning (high school) students – but there is no clear way to contact them as registration email details go to their parents. It was noted that the volunteer sign up process was onerous and put people off – it can be done via email, it would be good to simplify this for next year. Again a huge thank you to the committee for their time and hard work to get the event to this point.
- **Playground upgrade**
⇒ Stage 2 (the area in front of the toilet blocks) was quoted at \$36K+GST three years ago. The updated quote has been received at \$39.98K+GST, however we have requested that the design be simplified further, which will hopefully reduce the price (it is noted that the financial

provision for this stage is \$35K with a maximum of \$5K for overruns). DOE requires that any project over \$30K be put to tender. Revised quote expected before the Dec 11 meeting.

- ⇒ Amendments to Stage 1 (in front of the library, for safety): removal of the stepping posts and replacement of the synthetic grass to this area, benches to be added to the outside edge of the raised garden bed. This will create a more passive area, which can be used for outdoor learning. ULP have quoted \$6.99K+GST for these amendments (ESC are to contribute to the cost of these works), if done in conjunction with the Stage 2 works. It was suggested to resurface the raised bed with wet pour rubber, but the teaching staff have some suggestions of interactive equipment to add to the raised bed area before this is finalised – more details to come. The previously approved expenditures of (\$35K + maximum \$5K for overruns) for Stage 2 and \$9K for alterations to the existing stages were reaffirmed. Should quotes be received within these limits prior to the December meeting, these works will be approved for commencement.
- ⇒ The small garden bed behind the stage area has become a dirt pit and needs to be decked over. The remaining modwood currently stored under the demountable could potentially be used. A quote is needed for these works – details to come.
- Tax Deductible Fund
Deferred to the Dec 11 meeting.
- Art Show Wrap Up
The art show was a great success, with lots of positive feedback received. Teachers, students and parents all enjoyed getting involved. The class artwork tea-towels were really popular. The event made a profit of ~\$14K, which is a huge achievement. In future it will be necessary to actively control the cost of the class collaborative artworks, particularly with respect to framing – potentially with pre-determined frame sizes / costings. Thank you so much to Josie for all her hard work, and for co-ordinating such a positive, fun and creative community event.
- Classroom resourcing for 2019
Over the past few years, P&C has given each class \$350 / semester for resources – this was again approved for the first half of 2019, including provisional approval for a 16th class: 16 x \$350 = \$5600.
- Uniform changes
 - ⇒ Following the whole school vote to change the uniform colour from brown to navy, investigations have been underway into sourcing the new uniform. Many parents have expressed frustrations with service from Pickles and their regular lack of stock for extended periods.
 - ⇒ In order to have the new uniform available for new starters, the P&C Exec approved ordering of navy uniform items, to be sold through the current uniform stall. Well-established suppliers were found with large amounts of inventory on hand, no contract requirement, minimal order requirements, and short lead times for most items. Where possible, a direct substitution of navy for brown items was made. In the case of variations, the whole school community was surveyed. A pre-order form has been created with pre-payment by direct deposit, and uniform orders will be available for collection at the Kindy orientation day on Nov 21, and also at Friday morning uniform stalls. An additional P&C account has been opened to simplify uniform reconciliations. The initial uniform purchase was underwritten by individual parents to ensure no liability to the P&C. Orders have been open for two weeks, with a quarter of new starters having placed an order to date, and a strong positive cash flow has been received. New parents have been very positive about the new uniform.
 - ⇒ The uniform committee proposed extending orders to the whole school, on an ongoing basis. The uniform stall is often the first introduction for a new family to our school community, and we have new students arriving every week. By holding the stall in house, these new families can be welcomed by existing parents, who are able to answer questions about the school and the

local area, as well as providing new and secondhand uniform sales. The uniform orders would continue to be taken by pre-order, with card payment under investigation. An ongoing in-house uniform stall would allow for reliable provision of uniform, while raising valuable funds for the school as a percentage of sales would be retained as fundraising. Orders would be delivered to the school on a Friday for collection or delivery to the classroom. There are also two proposed opening dates during the January break before school returns, to be held in the school library. Maria has offered storage space for uniform inventory in the cupboards at the back of the hall once these are vacated by the gymnastics provider.

- ⇒ As uniform sales and payments would occur through the P&C accounts, P&C retain strong financial oversight and reporting. It was suggested that the Uniform Stall Co-ordinator be created as a P&C position, to be voted in each AGM. Should the time come when the incumbent co-ordinator wishes to step down and no replacement is found, the incumbent would take appropriate steps to outsource the uniform provision (under the oversight of the P&C Exec).
- ⇒ It was further proposed that the P&C approve \$20K pre-funding for uniform inventory purchasing, to support the provision of the new uniform to the wider school community. It is anticipated that, if required, this funding would be quickly repaid through uniform orders, with the uniform stall quickly becoming self-funding. The proposal to establish an in-house uniform stall to supply the new navy uniform to the school on an ongoing basis, with \$20K pre-funding from the P&C, was approved. Josie Simpson was voted as the inaugural Uniform Stall Co-ordinator. An update will be sent to the school community.

12. Events Calendar

- Art Show – Friday 14 and Saturday 15 September, Week 8 Term 3. Super success!
- Halloween Disco – Friday 26 October, Week 2 Term 4. Done and dusted.
- BFR – Sunday 18th November, Week 7 Term 4. Get ready to run!

13. Any Other Business

- Nil

Meeting closed 9:45pm

Next meeting: Wednesday 5th December 6:30pm, 13 Simmons St, Balmain East. All welcome!

Additional general business meeting: Tuesday 11th December, 7pm in the staffroom.