

Meeting Minutes Wednesday 3rd April 2019

Present:

BPS: Maria Lambos, Margy Whelan

P+C: Lyndal Rutgers, Rob Taubman, Sophie Knox, Jason Ockerby, Rob Bennett, Justin Dunwoody, Josie Simpson, Alma Dayawon, Sarah Linhart, Justin Stokoe, Alvin Lau, Jen Hsieh, Nyree Morrison, Anne Irvine, Sally Oughton, Neil Lawrie, Doug Talbot, Mark Lister, Rohan Smith

Minutes recorded by: Lyndal Rutgers

1. Welcome

Meeting opened at 7:04 pm with welcome and acknowledgement of country from Rob Taubman.

2. Apologies

Mark Chambers, Arabella Futcher, Richard Banks, Joanna Nicholas, Vanessa James, Claire Talbot, Victoria Lush, Van Allen, Sarah Weston, Ariana Davis, Annabel Lau

3. Previous Minutes

December 2018 – Minutes accepted (Proposed: Sophie Knox, Seconded: Rob Taubman).

4. Principal's Report

6.1 Cool Schools Grant

Application submitted – no dates for next steps yet

6.2 Librarian – Margy Whelan

Margy offered her thanks for ongoing P+C support. She requested \$5000 in funding to purchase new books for the library: large non-fiction reference books (dinosaurs, animals etc); picture books for in-class reading for ES1 and S1 (also for older students if the right books). Margy is also running the Premier's Reading Challenge this year, and has been purchasing more challenging books for senior students to read and review. It was proposed to fund \$2500 now, and provision another \$2500 – to be revisited in Term 3 (August meeting).

Other ideas for sourcing new books for the library were also discussed: a book fair / book drive; book donations from school families; Grandparents Day - donated books (from a curated list); similar for Book Week. Further discussion centred on book sourcing: one issue with supporting local bookshops is that they can't deliver to the school, so the current supplier is someone who delivers. If they are able to price match, a possible solution is teaching staff walking down together during a break and carrying back an armful of books each. It was also mentioned that there is a Year 1 parent who runs an online book retail business, who may be able to assist.

6.3 Bubblers

Children are continuing to block the trough in the bubbler shed with dirt / toys / sand etc in order to play in the water, which is costing a considerable amount in plumbing callout fees. It was also mentioned that the area is popular with pigeons, raising concerns for hygiene. Possible solutions canvassed included: removing the current bubblers / trough and replacing with Aqua Bubbler water filling stations (not inexpensive); installing a perforated metal cover in the trough, to prevent 'pooling' and hopefully deter the pigeons; and removal of half (barn-style 'window') or full length of the coloured timber palings around the structure, so loitering children are more visible; or some combination of these approaches. Half-removal may create a climbing hazard. Full removal may create a trip hazard as the level of the concrete is uneven – a yellow stripe could be painted along the edge. The exposed uprights may also need to be padded.

6.4 Pigeon infestation

No further response from Assets / DOE since the initial site visit.

5. Finance Report (Accounts summary attached)

- The main sources of income included: fundraising (particularly the welcome drinks night and the election cake stall), the voluntary P&C contribution (not yet launched for 2019 but open on flexischools), bank interest, and the uniform stall. Expenditure included - \$53K in support to the school including the latest stage of the playground, classroom contributions, STEM resources, home readers, reading support and an IWB for the 15th classroom; and \$3K in expenses for the welcome drinks night. We have provisions of \$36K towards the playground, the classroom cooling project, the town hall hire cost for end-of-year events and tubs for the recycling program.
- \$50K has been retained in a term deposit, to enable a forward provision into 2020 to support costs at the beginning of the year prior to any fundraising. The \$40K raised by BFR2018 is yet to be received, but will then give \$60K in available funds.

6. P&C Goals and Issues

- **Welcome Drinks Wrap Up**
A great night was enjoyed by all, including many new families to the school, with 138 tickets sold + teaching staff in attendance. The silent auction raised \$8900, and in total the event raised about \$12K. Certificates of thanks for local businesses have been printed and will be delivered by P&C members. A vote of thanks was given to the bar crew for their time and contribution on the night. A huge vote of thanks to Rob and Sue Taubman for their time and effort to coordinate the event.
- **Election BBQ and Cake Stall Wrap Up**
The cake stall went really well, including some positive feedback from a politician, and raised \$1100. The BBQ raised about \$400. Thank you to all involved in organising and cooking! Jen Hsieh and team are planning for another stall at the federal election in May. They also wanted to offer the Fundraising Ministry (Laila Roddis & Eva Scott) the opportunity to coordinate face painting and / or a drink stand at the federal election – to raise money either for the umbrellas for the Year 6 Area, or for their WWF sponsor a koala initiative.
- **Town Hall Booking Update**
Following communication between Maria and IWC, the school has been approved for the next financial year to book the Town Hall at the community rate (50% discount) for any school events. This does not include fundraising events, and after 30 June 2020, will not include any event with a ticket price of higher than \$10 (eg Y6 farewell). The 2019 Year 6 Farewell and Celebration of Learning have been booked for Dec 16 & 17.
- **Project Cool School Proposal**
The school has applied for government funded air conditioning. The timeline for this decision is unknown, but in the meantime there is no point committing P&C funds to any air conditioning solution. Voluntary contributions towards cooling the school were taken in conjunction with the welcome drinks ticket sales, but not a large amount was received. It was proposed to spend the current \$15K cooling provision on installation of industrial fans in the top floor classrooms of all buildings, as the current domestic fans are inappropriate and ineffective. Fans will always be beneficial, will not need replacing every 6-8 years, and will not require large amounts of power to run. They can also be run on reverse to aid heating in the colder months. Further classrooms could be upgraded in progressive stages as funds are available. This project would fall below the DOE limit of \$30K requiring a tender, but three quotes would still be required for submission before the works could be approved. For the fans to be effective, the hallway windows need to be operable to allow for movement of air – it is believed they are operable but can get stuck – an accessible opening mechanism would be required. Decision deferred to the September meeting.

- **Hall Storage Proposal**
The large cupboards across the back of the hall used by the gymnastics provider were removed when he vacated at the end of 2018. There are numerous storage needs in the school, including the uniform stall, the band, the music program, and ESC have also indicated a desire for further storage. A quote for \$2990+gst was obtained to build three lockable cupboards (unpainted) across the back of the hall, leaving a gap where the chairs are stacked. A concern was raised regarding the suitability of this type of cupboard for the uniform stall, so this decision was deferred until the May meeting while the options are investigated.

8. OOSH Report

- Vacation care enrolments are going well: separate junior and senior programs are being run again, current demand has been met – there are still available places. Enrolments for before and after school care are changing constantly – places may be available if needed, keep in contact with the ESC Office.

9. Events Calendar

- Mothers' Day Breakfast, Friday 11 May, Week 2 Term 2
- Trivia Night, Friday 31 May, Week 5 Term 2
- BFR Sunday 10 November

13. Any Other Business

- Trivia Night – a group of parents have planned this event as a fundraiser, to be held in the Balmain Town Hall. It is not strictly for school families – they hope to build a community feel where parents invite friends & family etc to make up tables of 8. There is also the suggestion of sponsoring teacher tables to encourage teaching staff to be involved. Julian and Steve Morrow are running the trivia, the logistics are planned, the important thing now is promoting ticket sales (\$45) and getting prize donations. Prizes don't need to be large – the team are trying to rally parents through the class reps to think of what they could donate. The event is being promoted through a facebook page, and information will also be sent out through Skoolbag and the newsletter. Any suggestions or volunteers welcome.
- BFR – the team are needing to engage new sponsors; the existing sponsors are becoming more demanding of return for investment. It is becoming more an advertising / client engagement arrangement than a community contribution with brand exposure. This is difficult for a primary school fundraiser run by volunteers! There are some critical roles needing support within the team, in particular graphic design. If you are able to help, or know anyone who might be suitable, please contact Jason Ockerby or anyone on the BFR team.
- The early implementation issues with the new canteen provider seem to have resolved.
- \$12 was received in P&C membership payments.

Meeting closed 8:33pm

Next meeting: Wednesday 1st May at 7.00pm in the ConneXion Hub. All welcome!



	Main Account	Band Funds	Uniform Account	Term Deposits	Comments
Cash balance - 28 February 2019	93,016	12,909	4,958	55,000	
Inflows					
Interest	63				
P&C contributions	593				2018 contributions
Fundraising	13,164				Welcome drinks & Election cakestore
Band	0	(305)			
School Uniform sales	(22)		12,092		
Year 6 fundraising	0				
Other income	1,079				2018 school book proceeds
Outflows					
School Purchases / Donations	(53,520)				Refer below
Fundraising expenses	(3,037)				Welcome drinks costs
Uniform supplier payments			(7,590)		
Other expenses	0		(586)		Insurance for stock & paper bags
Closing balance 31 March 2019	51,336	12,604	8,874	55,000	
Commitments					
Playground stage 2 - final	(10,000)				
Changes to playground area outside library	(10,000)				
Classroom cooling	(15,000)				
Term 2 fundraiser	(500)				
Uniform suppliers			(16,000)		
Recycling	(435)				
Total	(35,935)	0	(16,000)	0	
2018 fun run proceeds to be received	40,171				
Cash carried forward to 2020				(50,000)	
Net cash available	55,572	12,604	(7,126)	5,000	

<i>Donations to the School:</i>		
STEM resources (per 2018 commitment)	6,453	Feb
Interactive smrt TV	6,000	March
STEM resources (per 2018 commitment)	2,547	March
Semester 1 class congtribution	5,250	March
Home readers	5,793	March
Support teacher - reading program	5,000	March
Advanced reader contribution	2,200	March
Playground stage 3	26,730	March
Total	59,973	