

## P + C Meeting Minutes

Wednesday 1 May March 2019

Approximately 7pm to 9pm, ConneXion Hub

Minutes recorded by Bettina Sammut

### Minutes

<b>Welcome and Introduction</b>	<p>Meeting commence at 7pm. Justin welcomed all and acknowledged country. He expressed the entire Executives excitement to be working closely with the School and Parents. He also acknowledged the past P&amp;C executive for huge amount of work completed and for setting up the P&amp;C in such a productive way. To date we have had a few informal meetings to understand what needs to be de. Any changes suggested and made are in the spirit of building on the previous great work.</p>	<b>P+C President</b>
<b>Attendees</b>	<p>BPS - Maria Lambos, Sarah Weston P+C Executive - Justin Dunwoody, Alma Dayawon, Alvin Lau, Bettina Sammut P+C – Arabella Fatcher, Claire Rumboll, Jen HSeih, Joanna Nicholas, Josie Simpson, Melissa Slavin, Neil Lawrie, Nyree Morrison, Van Allen, Rebecca Jouana, Gemma Puplett, Sam Yetzes</p>	
<b>Apologies</b>	<p>BPS -Ariana Davis , Annabel Yau P+C - Victoria Lush, Anne Irvine, Jason Ockerby, Kelly Stephens, Sarah Linhart</p>	<b>P+C Secretary</b>
<b>Previous Minutes</b>	<p>(April 2019) accepted. - Proposed Nyree Morrison, Seconded Justin</p>	
<b>Actions Arising</b>	<p><b>Bubblers -</b> Work has commenced this week, with an expected completion next week. School will get some bumpers for end posts and paint a yellow strip for safety. No further action.</p> <p><b>Grandparent Day / Book Fair / Book purchase</b> P+C have allocated \$5000 for Stage 1 books. Maria to confirm final list and ensure it is consistent with the original request presented at P&amp;C meeting. Discussion regarding engaging grandparents in Book Week, or Grandparents Day.</p> <p><b>ACTION - BPS to confirm books and liaise with Treasurer regarding purchase.</b> <b>VOLUNTEER - needed to work with Librarian regarding ongoing book sources/ Grandparent Day and/or Book Week opportunities</b></p> <p><b>Project Cool School update –</b> Submitted by due date – 12 April. No news at yet. School is not sure when it will be assessed. <b>ACTION Maria to update once advise is received from DOE in regards to status on submission.</b></p>	<p><b>Principal</b></p> <p><b>P+C/Principal</b></p> <p><b>Principal / P+C</b> <b>20 May 2019</b></p> <p><b>Principal</b></p>

	<p><b>Pigeon Infestation</b>          Today Spotless were in – they do all the works around the school. Last person didn't last more than a week. He is following up the request. No timeline.          ACTION - Maria to follow up in regards to actions and timeframes and advise details at next P&amp;C.</p>	<p><b>Principal</b>  <b>5 June 2019</b></p>
<p><b>Correspondence</b></p>	<p>To be reviewed post the meeting.          ACTION -Justin to review and forward/action by next P+C          On-going P&amp;C will coordinate collection of mail weekly.</p>	<p><b>P+C</b>  <b>President</b>  <b>5 June 2019</b></p>
<p><b>Principal's Report</b></p>	<p><b>Naplan Update</b></p> <ul style="list-style-type: none"> <li>● My school website went live at end of term 1, school get results in September 2018. My school website gives information, but School gets more data than school can drill down into.</li> <li>● Naplan 2019 commences on 14 May 2019</li> <li>● Philosophy t BPS is that All students encouraged to sit napalm regardless of ability, unless parent/carer withdraws child with written consent. BPS do not teach to a test. Some school teach to a test.</li> </ul> <p>Year 3 results compared to all Australian school, close to the average above Australia, Year 5 above average compared to all Australian School, however in the similar school comparison BPS were below (year 5) and substantially below (Year 3). School were concerned with the results and have been reviewing.</p> <p>BPS believe the Contributing factors are:</p> <ul style="list-style-type: none"> <li>○ Last year had cluster of lower ability students</li> <li>○ First year doing online, only 8 in our group did on line. Nicolson st also did online and they also had similar drop.</li> <li>○ Difficulty in navigating new online program. May not have had much experience with.</li> <li>○ There were 2 students still registered at Balmain who no longer attended – there score were on the lower side</li> </ul> <p><b>Other comments</b></p> <p>Year 5 is skewed by OC, have not been able to remove OC from data. BPS will continue to do online as it is mandatory from next year 2020. BPS completed the readiness test for doing online and were deemed ready.</p> <p>Practice was done in class but school has done a full review and identified the issues across the groups and will go through the issues collectively. These are things such not selecting an answer and going to next questions, or having problems scrolling and missing questions. Naplan is a one off test and just a snapshot, which can be impacted by a lot of things. Teachers do things to make them feel comfortable about doing a test.</p> <p>Schools use the results to inform future learning – can identify gaps in learning. Can focus needs of individual students.</p> <p>Questions were raised about whether the result was a true result of ability or just due to online testing? Maria believes results were fairly accurate – had more lower ability students, e.g. English as second lang,</p>	<p><b>Maria Lambos</b></p>

	<p>or learning needs. We ask for extra time for those that previously have needed it in class in general.          Question asked can we compare data to all those who also went online?          Maria no but we know Birchgrove and Rozelle both did the test on paper and their results also fell a little bit.</p> <p>A few years BPS was below for writing, Maria organise professional development to teach writing skills, and has shown an increase. All new teacher still do this.          Comprehension and maths was low – PACT test for K to 6, can see growth over time.          School Still looking t what else we can do?  <b>ACTION – Maria to provide an update at next P&amp;C</b></p> <p>What can parents do?</p> <ul style="list-style-type: none"> <li>● P&amp;C has been helping - \$5000 program for reading, gave a 2<sup>nd</sup> \$5000 for extend the program.</li> <li>● Doing practice test and navigate the system using a laptop and track pad if possible</li> <li>● Typing tournament– give them skills to touch type. Kids need to know these skills. This will continue.</li> </ul> <p><b>Laptops/IT</b>          Discussion raised question of number and status of current laptops. Maria advised some need replacing or servicing. Previously relied on school to advise and Belinda’s departure this has left a vacancy.</p> <p><b>ACTION – School to advise current status and create a list of future IT needed</b>  <b>VOLUNTEER - P+C to ask for a Volunteer to assist with Asset audit and also with ongoing IT support</b></p>	<p>5 June 2019</p>
<p><b>Finance Report</b></p>	<p>Report distributed. (attached)          Richard completed Financial and took Alvin through them. Thank you. YTD already donated 50% of what we did for full year in 2018. Some expenses are committed from last year eg Playground upgrade          Revenue from Canteen is no longer available          Top spends are</p> <ol style="list-style-type: none"> <li>1. IT – this is growing</li> <li>2. Capital and Infrastructure</li> <li>3. Classroom resources e.g. books</li> </ol> <p>Uniform negative account balance was queried and it was explained that profits are held within inventory which is higher leading into the winter season. Josie confirmed the uniform store is operating at 30% margin.  <b>ACTIONS</b></p> <ul style="list-style-type: none"> <li>● <b>Looking at creating budget - What we forward plan for things like air conditioning - \$15,000 provision held.</b></li> <li>● <b>Template for funding requests from school to be developed</b></li> </ul>	<p><b>P+C Treasurer</b></p>

<p><b>P+C Issues</b></p>	<p><b>Hall storage/P&amp;C Asset Inventory</b> Storage continues to be an issue for the school, with many things not having appropriate and safe storage, ie sporting equipment, musical instruments. Uniform store is sorted and stored in Library.</p> <p><b>ACTION</b> -Maria to arrange school tour with a view to present options at next meeting Assets inventory needs to be conducted for P+C and Canteen. Canteen</p> <p><b>P&amp;C Insurance &amp; GST</b>– it was discussed we needed to ensure uniform inventory was adequately insured and GST implications were considered from uniform sales.</p> <p><b>ACTION – Justin to provide Alvin with GST contact and Alvin to work through GST implications and to check insurance coverage.</b></p> <p><b>Communication Pulse Survey</b> P+C to conduct a communication Pulse Survey to understand the channels people prefer re communications, Barriers to volunteering etc <b>ACTION</b> – Alma to review timing and send accordingly Alma and Jen to meet to discuss how this relates to the new fundraising platform to ensure a consistent approach.</p>	<p><b>P+C President</b></p> <p><b>Principal</b></p> <p><b>P+C Canteen Coordinator</b></p> <p><b>P+C V.President</b></p>
<p><b>Fundraising Update / Annual Voluntary Contribution</b></p>	<p>Last year ask was voluntary contribution of \$150 per family but only 80 families contributed – less than 45% This year’s suggested donation is \$180 per family plus \$50 per additional sibling Anecdotal feedback is that how do parents feel – not sure where money went, they don’t associate projects with P&amp;C funding rather with something school just does. Parents do not realise these things won’t happen without P&amp;C funding. New parents do not understand how a school is run and funding model.</p> <p>Increase participation by adding new elements Video and easy to digest Positive messaging Not same people putting hand up all the same to do things Accountability – I am helping contribute to XXX, help sponsor one things they can see Graphical way Confusing about what they are paying Video – lots of images and emotional connection New Platforms proposed was Raisely 1% fee as not for profit Recurring donation or annual Still need flexischool for canteen and events Group consensus was we will keep flexischools as an option. Some concerns were raised around number of pay options</p>	<p>Presentation from Jen Hsieh and Jemma Puplett</p>

	<b>ACTION – Agreed to explore new platform view to implementing so long as the cost is less than current. This will include a volunteer skills matrix and we agreed to keep flexi schools open to donations.</b>	
<b>2019 Events</b>	<p>Mother’s Day Breakfast- Friday 10 May – on track            Trivia Night- Friday 31 May – sold out, may consider an additional table. A lot of excitement amongst the parents about the event! Congrats Trivia Team -            Elections Cake Stall – Jen and Jemma to coordinate, Clift to do BBQ            Belle Property BFR- Sunday 10 November update at next meeting            Discos            BPS has access to 2 free discos through Footsteps Programs  <b>ACTION - P+C to determine dates and themes Winter Wonderland and Halloween?</b></p>	<p><b>P+C Coordinator (apology)</b></p> <p><b>5 June 2019</b></p>
<b>OOSH Report</b>	Still need a treasury – please contact Eaton St directly if you can assist.	<b>P+C ESC Liaison (Apology)</b>
<b>Canteen</b>	<p><i>The canteen had been well received by the BPS community and we are very grateful for the support shown through Term 1. Orders average between 100-115 each Friday and the ordering pattern has settled as families and their kids seem to have found their favourites as they work their way through the menu. We will be making a few changes for the new season moving to a focus on seasonal winter dishes to add to our menu a little bit of new choices to try. We will include a strong focus on veggies in our dishes all additions will be live on Flexi schools by week 3 of this term.</i></p> <p><i>We are very keen to hear any feedback from your community we are a small family business with a strong focus on meeting the needs of the families we serve. We firmly believe it is important to know what our families think we do well and what they think we could be doing better. Without growth and feedback we won't be able to move forward in the directions we need to to best meet the needs of our families.</i></p> <p><b>Kirsty - The School Canteen</b></p>	<b>From The School Canteen</b>
<b>Uniform Update</b>	<p>Storage is now in the library and working well.            Currently have a list of additional volunteers but always welcome more to relieve the permanent volunteers <b>for Friday morning.</b></p> <p><b>ACTION – include uniform volunteers in communications eg communication survey &amp; donation platform</b></p>	<b>P+C Coordinator - Uniforms</b>
<b>Any Other Business</b>	<p><b>My community fund grant</b>            Can be used for Capital works, \$300,000 for the ward for any NFP.            Action – Alma and Justin to review opportunity to submit by 15 May for Fans – which could be matched by P+C allocated funds.</p> <p>ACTION - Van to provide previous applications.</p> <p><b>Tax deductible library fund</b>            There was discussion on this previously discussed topic. The upside of this is donations are tax deductible and there was conversation if this</p>	<p><b>P+C President</b></p> <p><b>15 May 2019</b></p> <p><b>5 June 2019</b></p>

	<p>would mean incremental donations. In addition, the other downside was there would be a narrower scope to what funds could be spent on and if there was overall upside from implementing this considering the additional admin. Maria also noted that she doesn't not have the resources to maintain this.</p> <p>ACTION – To be investigated throughout the year. Justin &amp; Alvin to follow with Mark (who initiated this last year) and Neale (who has seen this scheme work at Forest Lodge)</p> <p><b>Communication &amp; volunteer list collation</b> Suggest P&amp;C page in Pigeon post</p> <p>ACTION – P&amp;C executive to revisit this subsequent to communication survey.</p> <p><b>Volunteers</b> Consensus that there are parents would are keen to help out in areas and we need to collate a list of needs and list of parents and their skills to have on hand, so tasks do not just go to the 15 or so people who attend the P+C. This will be included in Survey or on Raisely.</p>	
<p><b>Future P+C Meetings / Dates for 2019:</b></p>	<ul style="list-style-type: none"> <li>● Wednesday 5 June 2019 Post P+C drinks - London after meeting</li> <li>● Wednesday 3 July 2019</li> </ul>	

Meeting closed at 9.10pm