

P + C Meeting Minutes

MEETING: Wednesday 6 November 2019

Minutes recorded by: Melissa Slavin

Introduction

Meeting opened at 7:10pm

Attendees

BPS: Maria Lambos, Sarah Weston, Annabel Yau

P&C: Justin Dunwoody, Alma Dayawon, Anne Irvine, Joanna Nicholls, Abby Fitcher, Alvin Lau, Wai Lin, Van Allen, Leila Emami, Neil Laurie, Cindy Scheule, Sophie Knox, Gemma Puplett, Jason Ockerby, Melissa Slavin

• Welcome and Introduction P&C President

• Apologies P&C Secretary (acting)

Victoria Lush, Ariana Davis

• Previous Minutes (September 2019)

Motion to accept previous minutes proposed Sophie Knox, Seconded Van Allen. Carried.

• Principal's Report Maria Lambos

Thanks to Cliff and crew for the Halloween disco success.

Thanks to Jason for being parent rep on a recent recruitment panel for a permanent teaching position. Successful candidate to be announced in the next newsletter. Staff profile: 15 classes, 7 temporary teaching staff, 8 permanent teaching staff.

Gable issue: stabilised from the inside, waiting for approval for works to be completed. Pigeon infestation issue: started work during holidays but had to be stopped due to gable issue. Needs to be readdressed once gables rebuilt. Works are estimated to be a few months. Parents can write to Dept of Education to express concerns about delays – Abby will share what she has submitted. Spotless have had staff turnover which has impacted on timing. Director is coming out this Friday to inspect.

Action: Abby to send copy of her letter to P&C for distribution.

Question from Jo: Fire evacuation plan with temporary fencing - can the school open the closed doors/ stairwell and exit that way in an emergency? Does someone have to cut cable ties? Can the fencing against the door be moved easily from inside?

Action: Maria to investigate ease of opening from inside, consider removing fencing directly in front of doors. Discuss with Director during visit on Friday. Consider fire drill with some staff exiting that way.

Discussion around best way to capture parents' email addresses to enable follow up from P&C and also assist class reps develop mailing list at the start of the year. Ideas

included: create a Survey Monkey, follow up with teacher for missing details, Skoolbag notifications to get in touch with your parent rep.

• Finance Report

- Cash balance as of 31 October 2019 is \$129,327.
- P&C Contributions have increased from \$6,784 to \$17,130, translating to 45% participation rate. An email reminder will be sent after the fun run to close out the year (2018 Contribution: \$19k)
- In addition to P&C contributions key revenue items was the Disco and monies received for the Fun Run and T-Shirt Sales.
- Expense items this month included P&C Federation membership and Insurance, as well as marking down the commitment for the Semester 2 classroom contributions.
 - **Maria to follow up with Sean Baumann re IT request from Doug Talbot to enable IT Forecasting**
 - **Alvin to follow up with Maria re School Wishlist costings**

• P&C Issues

o Fans Update

Extraordinary meeting 27 September approved fan purchase and installation up to \$40,000. Dept of Education Assets have inspected, quote was submitted, site checks undertaken. Quote was for 29 fans, assets counted 31 fans. Justin counted 38 fans including hall and STEAM room. Amended quote received 6/11/19 – still needs further amendments. School had offered to accommodate work during the week by moving children around, but Assets have said it must be weekend work. Estimated 6 days work, could be longer. Need amended quote, Maria will then approve, school will process invoice to avoid GST. Revised cost: \$29,000 plus contingency, plus increased numbers of fans, plus weekend rates, plus additional quote for “make good” (painting, fixing holes etc). All up expected to come in at \$43,000. Does not need to go to tender. Trying to get partially completed before end of term.

Justin to obtain revised quote.

Motion to increase P&C funds allocated to \$45,000 proposed by Alvin, seconded Van. Carried.

Have not heard about Cooler Classrooms grants. Government has announced it will be rolled out for all NSW schools, but unsure of timing.

o School Hats

Sarah Weston – constant battle to get kids to wear hats outside. Blanket rule of “no hat, no play” is considered unreasonable by some as not all families can afford to replace lost hats. Seeking feedback from parents on this policy. School has previously bought 30 spare hats. Issues with hygiene but also kids refusing to wear the spare hats as they are the bucket/surf style.

It was agreed that:

1. No hat, no play policy to be enforced by school, children without hats can play under the COLA or use a spare hat. Children to be discouraged from picking up

hats lying on ground or out of lost property to enable them to play outside, as this increases lost property issue.

2. Number of spare hats available needs to be confirmed, and whether more need to be purchased. *Action:* Jo to liaise with Sarah Weston to confirm numbers/requirements.
3. Create a P&C roster for cleaning spare hats regularly (Jo volunteered initially).
4. School will discretely handle situations where families may not be able to provide replacement hats after loss
5. P&C to purchase sunscreen for each class – does Cancer Council provide this under the Sunsmart scheme? *Action:* Cindy to investigate pricing of bulk sunscreen.

o P&C Exec Roles

There is still a need for a P&C Secretary.

Action: All please communicate with friends about this need.

Justin not available from May, so will be stepping down as President at next AGM.

o 2020 Year 6 Shirts

Van: Preference to order early so they can be worn from day one. 55 families have ordered already. Cost \$19.30 per T shirt, selling at \$25, so on track for a \$540 profit which will go towards Year 6 graduation. Mock-up created - Lachie Ward won design competition. He is redrawing one-to-one scale, and final mock-up to be completed mid next week. Request to P&C for funds for 96 T shirts to enable order to go through: Invoice amount is \$1,860.10. Two extra size 10 and two extra size 12 were ordered, two of these already purchased. There are only four families who have not ordered. T shirts for Year 6 teachers have not been factored in, but need to confirm next years' Year 6 teachers first. Supplier is Well Spotted, he prints by hand. Should be able to do extra order for teachers. Navy with yellow print.

Action: Van to liaise with Maria about teacher's T shirts, and liaise with Alvin for funds to pay invoice.

o 2020 Events Planning

Alma: Welcome Drinks will look different next year. Auction will be included, but a few changes to be discussed. Welcome BBQ might look a bit different. Suggestion for an all school back to school picnic on the Sunday before first full week (2nd Feb). This is in response to survey answers about being more inclusive, having events not during the week. Include stalls – new Year 6 students could start generating funds for their graduation. Note: 2020 new family welcome picnic went well, low effort but good engagement. Follow similar model?

Neil: SharePoint sites have been set up for the Fun Run, and Year 6 graduation. Neil is leaving the school so we need to put out a call out for a SharePoint administrator to take over. Could increase the use of SharePoint, replace Google drive for storage of documents, have separate sites for different activities.

Action: Justin to do a call out for a SharePoint administrator to take over.

• 2019 P&C Events Calendar P&C Representative

o Balmain Fun Run - 10 November

Jason: Weather forecast is good for Sunday! Sydney Swans plus Cygnatious Swan coming. This year the Balmain Fun Run is supporting Mudgin-Gal <http://www.mudgin-gal.org.au/> – an indigenous domestic violence charity. Representatives from the charity will do an Acknowledgement of Country and some of the kids will run. Volunteer sign ups have been strong. School entries have been up from last year, but community entries have been lower, probably as we are up against the Colour Run on the same day. Sponsorship numbers up, council has waived fee. Revenue looking to be equivalent to last year. New sponsors: Canada Bay Council, Infrastructure NSW.

Planning for future years: Belle Property agreement is ending in May 2020, so an opportune time to re-evaluate event. Need an open discussion amongst school. Variety of views exist, the Fun Run creates a high workload on some parents, many of who will be leaving the school in the next few years. King George Park not available next year. Any major sponsor will want an agreement for at least 3 years, so would need confirmed parent volunteers for that period. Sponsorship is attached to the school, not just Fun Run. First right of refusal to Belle Property by March, but they are happy to discuss this year – they have not made any commitment yet. P&C looking to decouple this sponsorship from all school events, as it limits sponsorship of other events such as Trivia Night. There is interest from other sponsors so worth a discussion.

Action: P&C to call a wider meeting to discuss future sponsorship and major event plans.

o **Salvation Army Xmas Appeal - from mid-November**

Cliff and Victoria are working on this. Need to determine a date for giving assembly so Major Briggs can be present to receive the gifts. Boxes will be given to each class plus one at office.

Action: Alma to check with Cliff as to what the cut-off date is for the Salvos. Suggest 4th or 11th December for the giving assembly.

• **OOSH Report P&C Representative**

Anne: next year there is strong demand for Eaton Street places, and it is fully subscribed for after school care, no more offers going out. A number of disappointed families, including from Balmain PS – especially amongst new kindys and OC. Some spaces available at before school care. There could still be some changes, so stay in close communication with Kate if you're on the waiting list.

Credit must be given to Kate and the Eaton Street Centre staff that demand is so high. Anne expressed disappointment that we can't meet all demand, but there have been less children exiting the service than in previous years. Discussions on Facebook about alternatives, people are finding options. Parents can engage with Eaton Street via casual bookings and/or Vacation Care, even if they haven't received an offer of a permanent place. Would need to enrol, then you can choose via the My Family Lounge app to receive alerts about casual spaces. This advice should go out to wider school community.

Action: Anne will ask Kate to provide communication for Skoolbag

Note: state government has made commitment that by 2021 no public school child will miss out on OOSH. Yet to see how that will occur.

• **Uniform Stall Report P&C Representative**

Josie via Alvin: Profit margin is at 37%. All profits sitting in inventory. \$5,000 cash balance, \$5,000 invoices to be paid. \$28,000 worth of uniforms in stock. High inventory due to minimum order quantities.

• **Any Other Business P&C President**

Justin: Year 6 farewell costs – in previous years, parents have helped to organise, and paid for costs personally then sought reimbursement. New parents involved now - can we provide funds in advance to avoid use of personal funds? Costs include venue hire, food, etc. Covered by ticket sales and fundraising but many need upfront payment. Flexischools don't release funds until after event. Where possible get an invoice that P&C can pay. Check P&C constitution re: card usage. P&C to invoice school to transfer fundraising money.

Action: Alma and Alvin to look at P&C constitution and provide options around payment of costs without requiring use of personal credit cards.

Action: Sarah Weston to provide amount that has been raised via fundraising to Alvin, who will then raise an invoice for the school so P&C can utilise those funds.

Justin: Yearbook – P&C needs to pay deposit, around \$5,000.

Action: Justin to liaise with Tiffany who will confirm details via email

Justin: Approached by a friend to do Christmas tree orders - parents/community members order Christmas trees and pick up from school. Profit generated for school. Agreed not to do it this year due to playground issues, consider in future years. Traffic issues also need to be considered.

Next meeting: Last meeting of the year will be announced via email. Will be held at The London.

Meeting closed at 8:50pm