

P + C Meeting Minutes

Wednesday 7 August 2019

Minutes recorded by: Alma Dayawon

Welcome and introduction

Meeting opened at 7.04pm. Welcome from Justin Dunwoody and acknowledgement of country.

Attendees and apologies

BPS: Maria Lambos, Sarah Weston, Annabel Yau

P&C: Alma Dayawon, Justin Dunwoody, Alvin Lau, Neil Lawrie, Gemma Puplett, Melissa Slavin, Claire Talbot

Apologies: Van Allen, Ariana Davis, Abby Fitcher, Anne Irvine, Sarah Linhart, Nyree Morrison, Jo Nicholas, Bettina Sammut, Josie Simpson

Previous minutes

Minutes accepted (proposed by Justin Dunwoody; seconded by Alma Dayawon).

Actions arising

Outstanding actions from previous minutes:

- Project Cool School
- Update from Maria Lambos that per NSW Infrastructure, review is still ongoing. Funding likely, but not in 2019 Pigeon infestation
 - **Maria Lambos, ongoing**
- [School Magazine](#)
 - **Sarah Weston investigating feasibility of supplementary parent information**
- 3 Year IT Plan
 - **Sean Baumann, Doug Talbot, ongoing**
- Teacher wish list
 - **Under review by school execs**
- Hall storage
 - **Justin Dunwoody to obtain previous quote for storage solution**

Correspondence

Nil

Principal's report

- **Winterful Disco:**
 - Thanks for ongoing support and acknowledge Cliff Philipiah and his crew for organising and working with the Year 6 students, who commenced their Year 6 fundraising/end-of-year gift to the school at disco
- **Staffing:**
 - 3/4M - Megan Sweeney's last day - Tuesday 13 August - Ms Katie Martin commencing 2 September (4 weeks' notice at current school) -

- currently organising handover day. Mr Joe Urben - M-T/Th-F and Mrs Gerardene Curry W - 13 days in-between
- Miss Pauline currently on sick leave - reading buddies run by Ms Margy Whelan (librarian) - 3 days/week to be offering support to Stage 2.
- **School staff to help out in the garden on Thursdays - perhaps any parents available to help out in Miss Pauline's garden occasionally?**
- Accessibility Toilet:
 - Handover has occurred - final stages of completion - will be permanently locked, due to shower. Visiting adults to go to office and ask for swiper for access. No student toilets are to be used, due to Child Protection regulations
- Audit:
 - Full financial and Health & Safety audit mid-May - need to follow-up Individual Health Care plans for all students with anaphylaxis, asthma, epilepsy
- Enrolment Cap:
 - Updated Enrolment Policy - BPS has 14 permanent classrooms - cap is 323 - current numbers 379 (380 as at 12/8/19) - we are at capacity
 - Implications - unable to take out-of-area enrolments (we have not been taking non-locals for several years now, except for current siblings of students who have moved out of our catchment since enrolling at BPS, or for special circumstances. This will not change for 2020. There should not be any further impact from 2021, although sibling enrolments will be marked non-local and we will not be able to confirm sibling enrolment until after the Iron Cove Network Director has been presented - it is highly unlikely that there will be an issue, unless there is an incredible amount of local enrolments in the one year
- Joint Funding Program Nomination - Playground Upgrade:
 - Submitted in March 2015 - \$60,000 school - \$60,000 DoE
 - Approved 26/7/19
 - Sent in invoices to Infrastructure NSW - \$109,227 (works already completed)
 - \$60,000 to be deposited into school account - as I have shown that our works have not 'finished' and there are areas of the playground still to be upgraded - entire \$60,000 to be used (school/P&C can add extra if desired)
 - **Form a small playground committee - P&C rep, myself as school rep and student input for ideas**

Finance report

- Cash balance as of 31 July 2019 is \$143,690.
- New [Raisely fundraising platform](#) launched Monday and 14 families have already donated.
 - **Gemma Puplett to send [video link](#) to Maria to add to [P&C section](#) of BPS website**

- It was noted that the current budget includes \$20k committed to playground upgrades, however with \$60k from joint funding project (see Principal's Report) earmarked specifically for playground works, those funds will be reallocated to fans (see below).
- Work is ongoing to prepare budget recommendation for 2020.

P&C issues

- Welcome subcommittee
Planning has begun to welcome new Balmain families and help them establish connections and familiarity with the school. A closed Facebook group has been created, which will be promoted during Kindy Orientation (21 August) and include incoming OC families. Anyone interested in joining the committee to help plan activities can contact Melissa Slavin or Alma Dayawon.
 - **Melissa/Alma to look at having P&C stall at Balmain Fun Run, which could also serve as revenue opportunity.**
- Library/books
Two parent helpers have been identified to help Margy Whelan as needed, including compiling list of new books to be added to library. Information to come on book drive to be held in conjunction with Grandfriend's Day (Term 4 - ~late October). Margy is also looking at coordinating a donation drive of gently loved books for a school in PNG who are in need of books.
- P&C Survey
Survey is complete, with 122 total respondents providing insights on current community sentiment about the P&C, fundraising efforts and identifying areas for improvement. Results have been shared with class representatives and will be posted to the P&C section of the school website.
- Fan update
As an interim step toward an air conditioning solution, installation of industrial fans is being revisited to help improve classroom comfort during summer months. Longer term, in addition to providing circulation benefits, the fans can also enhance air conditioning efficiency.
 - **Justin to refresh current quote to include all three floors of main building and treehouse.**

OOSH report

- Spaces available at Before School Care and on Mon/Wed/Fri for After School Care. Please see Kate or Jackson if you need a spot.
- Eaton Street staff arrived on Monday morning to find canteen untidy and some items misplaced. Particularly given pest control challenges, a gentle reminder to groups using the space on the weekends to ensure it's left clean.

Uniform report

No report

2019 P&C events

- Father's Day BBQ: Fri. 30 Aug.
- Halloween Disco: Fri. 25 Oct. (tent.)

- Belle Property Balmain Fun Run: Sun. 10 Nov.

Any other business

- Feedback on volume during morning lines: even with PA system it can still be a bit difficult to hear people speaking on stage. School will trial moving speakers away from stage to area behind students to see if sound quality improves.
- Bettina Sammut, current P&C secretary, will be unavailable to attend upcoming meetings due to work commitments. Melissa Slavin, Alma Dayawon and Gemma Puplett have volunteered to share ongoing secretary duties.

Future P+C Meetings / Dates for 2019

- Wednesday 4 September
- Wednesday 6 November
- Wednesday 4 December

Meeting closed at 8:55 pm