

P + C Meeting Minutes

Wednesday 4 September 2019

Minutes recorded by: Alma Dayawon

Welcome and introduction

Meeting opened at 7:09 pm. Welcome from Justin Dunwoody and acknowledgement of country.

Attendees and apologies

BPS: Maria Lambos, Sarah Weston, Annabel Yau

P&C: Alma Dayawon, Justin Dunwoody, Dimitri, Sophie Knox, Alvin Lau, Neil Lawrie, Clare Rumboll

Apologies: Van Allen, Anne Irvine, Jo Nicholas, Jason Ockerby, Bettina Sammut, Josie Simpson, Melissa Slavin, Claire Talbot, Doug Talbot

Previous minutes

Minutes accepted (proposed by Sophie Knox; seconded by Neil Lawrie).

Actions arising

Outstanding actions from previous minutes:

- Cooling fans- Justin awaiting quotes, which should be received within the next week. Aim to circulate additional information via email and call special meeting for approval to expedite the process and install before year-end. Cap for initial investment will be \$30k including GST due to tender guidelines.
- Pigeon infestation: see Principal's report
- IT Plan
 - **Doug Talbot, Alvin Lau to present update at next meeting.**
- Hall storage
 - **Sophie Knox to obtain quote for storage solution for hall.**

Correspondence

- Bettina Sammut has resigned as P&C Secretary. Anyone interested in filling this role should send an email to: balmainpspc@gmail.com. [Information on the role of the secretary](#).

Principal's report

- Book Fair:
 - 1st day an absolute success - huge thanks to Felicity and Margy
- Roof cavity (pigeon infestation):
 - Acknowledgement of works approval - Spotless to be in touch re commencement date
- Staffing:
 - 3/4M - Miss Katie Martin started 2/9/19
 - 1/2H - Miss Milly Hammond finishing on Monday 23/9/19 (Week 10) - Mr David Carlton to have handover on 23/9/19 and will be on 1/2H for rest

- of year. Miss Brodie Lennox will take 1/2G for entire week, with Mrs Lauren Goodridge due to return at the beginning of Term 4
- Mrs Felicity Bowman - 3 days per week on Learning and Support
- Joint Funding Program:
 - Monies have been deposited into the school's account – playground upgrade subcommittee to include parent, staff and students
 - Final works from ULP to go ahead, as per contingency? (Agreed \$10k of \$60k to be spent per last year's commitment for changes to playground area outside library. Remaining \$50k to be determined by the sub-committee.)
- Vacant teacher position:
 - Vacancy has been declared, as Ms Martha Hynes has relinquished her position - it will be filled by Central Appointment - graduate recruitment
- Vacant School Administrative Officer (SAO) position:
 - 3 days/week - no transfers, so will go to Open Merit - requires a male parent rep on the panel

Finance report

- Cash balance as of 31 August 2019 is \$114,904.
- P&C Contributions via [Raisely fundraising platform](#) to date: \$6,784, translating to 19% participation rate.
- To help encourage donations, fortnightly reminder emails to be sent from P&C President.
 - **Annabel Yau to add link to Raisley site from P&C links section of BPS website.**
 - **Agreed the 2nd email would be a targeted reminder to parents as a admin reminder (vs compulsory payment) and Alvin to investigate FAQ on how to search receipts.**

P&C issues

- Welcome sub-committee

A closed Facebook group has been created, which 27 incoming families have joined to date, and a Playground Playdate has been scheduled for 13 October. Anyone interested in joining the committee to help plan activities can contact Melissa Slavin or Alma Dayawon.
- School garden

Justin working with Arthur Graves to get quote and work scope for an upcoming weekend working bee. Students will be encouraged to learn more/be involved with garden to increase sense of ownership.
- Belle Property Balmain Fun Run

Sponsorship and progress updates to be added as regular P&C agenda item. Justin will join BFR meetings to lend P&C Exec oversight. As part of broader school sponsorship requirements, a need has been identified for a P&C Sponsorship Sub-committee or Sponsorship Manager role.

 - **Alma to put together brief outlining tasks involved.**
- Salvation Army Xmas Present Appeal

Salvation Army Xmas Present Appeal is being organised by Victoria Lush and Cliff Philipiah. Collection boxes for presents will be placed in classrooms starting in mid-November.

OOSH report

- Vacancies on select days are currently available.
- Vacation Care bookings have opened for the October school holidays.
- Re-enrolments (and new for 2020) are opening soon.
- Enquires regarding any enrolments can be directed to [Kate Murphy](#) or [Jackson Findlay](#).

Uniform report

- Launched new website for placing orders (credit card only): <https://bps-uniform-stall.square.site/home>.

2019 P&C events

- Halloween Disco: Fri. 25 Oct.
- Belle Property Balmain Fun Run: Sun. 10 Nov.

Any other business

- Neil Lawrie raised a one-time 15% discount from the Party People, which will be used for the Year 6 Farewell decorations, but potentially Halloween or any other P&C purposes. Alma checking with Cliff to see if there is a need.

Future P+C Meetings / Dates for 2019

- Wednesday 6 November
- Wednesday 4 December

Meeting closed at: 8:50pm