

P + C Meeting Minutes

SPECIAL MEETING: Friday 27 September 2019

Minutes recorded by: Alma Dayawon

Introduction

Meeting opened at 8:02 a.m.

Attendees

BPS: Ariana Davis, Annabel Yau

P&C: Van Allen, Alma Dayawon, Justin Dunwoody, Abby Futcher, Alvin Lau, Victoria Lush, Melissa Slavin, Doug Talbot

Apologies: Anne Irvine, Sophie Knox, Neil Lawrie, Sarah Linhart, Jo Nicolas, Gemma Puplett, Josie Simpson, Rob Taubman

Special topic: classroom ceiling fans

Background: During late spring and at the start of the school year, the classrooms at Balmain PS (particularly on the top floor levels) can become uncomfortably hot.

Though there are currently ceiling fans installed, their levels of efficacy and efficiency are low. In 2018 a P&C-led study examined air conditioning and ducted exhaust options, with costs at a minimum of \$40,000 exclusive of ongoing operating and depreciation costs (for the top floor classrooms only).

In April 2019 the school submitted an application for an NSW government-funded air conditioning grant. There is no timeframe available for when the grant will proceed. Thus, as an interim step toward an air conditioning solution, the P&C is moving toward installation of industrial fans to help improve classroom comfort during summer months. Longer term, in addition to providing circulation benefits, the fans can also enhance air conditioning efficiency.

- Quote from Integrated Works was reviewed for fans covering the entire school. Included in the quote:
 - Total of **29** 1.57-meter-wide commercial grade ceiling fans
 - Labour and supervision of installation
 - Allowances for paint touch up and final clean-up of work area
 - Total excluding GST: \$27,000
 - Currently we have \$35,000 set aside in the accounts for the provision of cooling and it was agreed we would increase this to \$40,000 to allow for any contingency cost.
 - The fans carry a six-year warranty, and their operation should not make a difference on school's energy consumption. It was noted that post-warranty maintenance of the fans should be considered in long-term asset planning.
- **ACTION: Justin** to obtain revised quote that includes:
- Responsibility for removal/disposal of existing fans

- Modification to language regarding work to be performed during school holidays
- Verification that existing switches are compatible with new fans.
- Next steps/timing:
 - The school have submitted the necessary forms to Assets. A delivery manager has been appointed for the project and will be in touch "during early Term 4." This means no installation will take place during the October school holidays as initially anticipated.
 - Once project commences, if works are done on Saturday the costs will rise by \$8.5K. To avoid this rate, the school will look to vacate classrooms as needed.
- The need has been identified to have a point of contact for someone on site to coordinate the project. While Jenny in the office has visibility of works schedules, they can vary. Also any works must be coordinated with Eaton Street, particularly during vacation care and after-school hours.
 - **ACTION: Justin** to reach out to Neil Lawrie to ask if he would be willing to take on the task of point of contact liaison with contractor, school and Eaton Street during fan installation.
- Van Allen and Vic Lush also expressed willingness to be part of a rotating roster of on-site contacts.
- A vote was conducted in favour of proceeding with fan installation and increasing the provision to \$40,000, providing the amendments to the quote are carried out.

Meeting closed at: 8:37 a.m.