

## Meeting Minutes Wed 1 April 2015

**Present:** BPS: Belinda Mikhail-Gogos, May Ellwood, Maria Lambos

P+C: Andrea Smith, Betty Liounis, Bidy McDermott, Candy Jenkins, Cliff Philipiah, David Finlay, Grahame Paton, Jane Williams, Lyndal Rutgers, Rebecca Ross, Rob Bennett, Rob Taubman, Van Allen

**Minutes recorded by:** Andrea Smith

### 1. Welcome

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Meeting opened: 7.10 pm. Welcome from Rob Bennett and acknowledgement of country.

### 2. Apologies

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Arthur Graves, Carla Jenkins, Clare Young, Kim Janson, Lynda Lovett, Nyree Morrison, Robert Smith, Robyn Elmslie

### 3. Previous minutes

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Acceptance of minutes 2015 AGM: proposed Bidy McDermott; seconded Rob Taubman.

Acceptance of minutes March general meeting: proposed Rob Taubman; seconded Cliff Philipiah

### 4. Actions arising

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Outstanding actions from 2014:

- Plans for improving appearance of entrance to school – Mike Fairhurst, ongoing
- Possible trial markets on BPS grounds – Van Allen, ongoing, likely to be considered 2016
- Link to BFR from P+C website; more info on P+C and BPS involvement on BFR website
- BFR coordinator title: will stay as in re constitution, but coordinator free to choose title appropriate to position
- BPS IT future needs report ongoing - Belinda Mikail-Gogos/Maria Lambos

### 5. Principal's report

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- iPad drive generated 40 iPads; iPad staff training completed
- Musical instruments purchased with 2014 P+C money (\$5000)
- Money from wishpond used to purchase tables for classrooms (x2 each)
- Playground artwork started
- 1x guided reading table purchased
- Grant application to Cancer Council NSW for sunshade submitted; outcome 29 May
- DEC grant application for co-funding playground improvements submitted
- Stairwells being painted and ground floor sink fitted (planned maintenance by DEC) end term 1
- School bell post rotten – estimated replacement cost \$6000
  - ⇒ **Van Allen** to investigate relocation of bell
  - ⇒ **Cliff Philipiah** to ask Don Allinson to quote on repairing/replacing/moving bell post
- Lintel above window cracked (Darvell St side of main block); DEC repairing
- ESC raised issue of no fire escape in craft room.
  - ⇒ **Maria Lambos** discussing regulations and requirements with DEC
- Request to ban non-BPS caps; concerns re appearance. Issue is compliance with CC NSW sunsmart regulations (to receive CC NSW endorsement and free sunscreen) and duty of care
  - ⇒ **Rob Taubman** clarifying situation with CC NSW

## 6. Finance report

- Cash balance at bank as at 31 March 2015 was \$114,567K. As at 31 March 2015 adjusted cash position (accounting for outstanding cheques, committed expenditure and interest income received and expenditure for the year) was \$74,064 (Appendix 1)
- P+C contribution listed on Flexischools ; 33 contribution made, most around \$150 mark  
⇒ **Rob Taubman** to post P+C contribution poster on school gates, flyers in school bags

## 7. P+C goals

Item – teaching aids and ongoing	Cost	Status
iPads x5	\$2500	Approved (March 2015)
Michael Ward Community Award	\$100	Approved; proposed Rob Bennett, seconded Rob Taubman
Class readers	\$2500	Approved; proposed Rob Bennett, seconded Rob Taubman
Library books	\$2500	Approved; proposed Rob Bennett, seconded Rob Taubman
Maths equipment	\$2500	Approved; proposed Rob Bennett, seconded Rob Taubman
Classroom resources (at \$500/class); to be split across in two payments	\$6500	Approved; proposed Rob Bennett, seconded Rob Taubman
Sports equipment	\$1200	Approved; proposed Rob Bennett, seconded Rob Taubman
Kindy equipment	\$2000	Approved; proposed Rob Bennett, seconded Rob Taubman
Science program	\$2250	Approved; proposed Rob Bennett, seconded Rob Taubman
Guided reading table x1	\$650	Approved; proposed Rob Bennett, seconded Rob Taubman
Open classroom furniture	\$16,000	On hold
<b>Item – property and amenities</b>		
Playground upgrade	\$31,780	Approved March 2015; to be matched by ESC and contingent on successful DEC submission
Playground markings	\$1500	Approved March 2015; to be matched by ESC
Handball courts	up to \$1000	Approved; proposed Rob Bennett, seconded Rob Taubman (50:50 split of \$1000 being sought from ESC)
Evacuation / lockdown	\$8000	Approved (up to \$8000); proposed Rob Bennett, seconded Rob Taubman
<b>Item – band, choir, artistic activities</b>		
Musical instruments	\$2339	Approved (Feb 2015)
Visual arts show	\$5000	Approved; proposed Rob Bennett, seconded Rob Taubman
Visual arts – art program	\$3500	On hold
Visual arts – classroom art	\$2000	On hold
Dance troupe	\$500	On hold
<b>Curriculum enrichment</b>		
Aboriginal education	\$3000	On hold
History topic boxes	\$2000	On hold
History honor board	\$2000	On hold

## 8. Events calendar

- Election day BBQ 28 March raised \$1032.
- Term 2: class-based events; P+C and class reps to meet in Royal Oak for drinks
- Art show: term 3; date TBC
- RSA to be organized; interested parents include Biddy McDermott; Van Allen; Jane Williams; Rob Bennett; Rob & Sue Taubman; Cliff Philipiah; Candy Jenkins; Rebecca Ross

### 9. OOSH report

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- Issue of fire escape from craft room raised by ESC. If necessary may impact on P+C storage.
- ESC is paying for replacement COLA and extension to canteen.
- Richard Banks and Tracey Muccillo have raised issue of duration of ESC license with Maria; currently 3 years with possible extension for 2 years

### 10. Canteen report

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- \$3570 profit term 1
- 5x \$100 Blue Eye Dragon vouchers provided by Muriel Chen; will be used to raise awareness of canteen and need for parent volunteers through art/poster comp term 2  
⇒ **Van Allen** to confirm details and provide flyer for newsletter

### 11. Other business

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- New P+C letterhead/branding produced by Mike Fairhurst
- Reminder to classes/parents of P+C financial commitments to school community plus upcoming events  
⇒ **Rob Tabuman** via class reps start of term 2
- Membership form to be approved term 2 and circulated to P+C mailing list for completion  
⇒ **P+C Exec** to approve membership form  
⇒ **Andrea Smith** to distribute via P+C mailing list term 2
- Strategic direction of school based on consultation with parents, community and students; learn, live, lead. School motto to be updated.
- School calendar, possibly using artwork from art show  
⇒ **Lyndal Rutgers** to investigate
- Handball courts: 1x basketball; 1x 9 square handball court under COLA; 4x 4 square handball courts; estimated cost \$565 ex GST; proposed by Rob Bennett; seconded by Rob Taubman  
⇒ **Rob Tabuman** to request 50% funding from ESC

Meeting closed 9.25 pm

**Next meeting: Wed 6 May 7pm in Balmain Public School staff room**

## Appendix 1: CashBook Summary & Projection of Major Expenditure @ 31 March 2015



**Balmain Public School Parents and Citizens Association**  
**Summary Cash Flow 28 Feb 2015 to 31 March 2015**  
**ABN 88 710 438 465**

**Cash Movement**

Cash Balance as at 1 January 2015	<u>48,615</u>
Cash Balance as at 31 Mar 2015	<u>114,567</u>
Movement Cash	<u>65,952</u>

**Adjusted Cash Movement**

Cash Balance as at 28 Feb 2015	<u>48,615</u>
less 2014 Exp/Rev in 2015	-
Adjusted cash balance 28 Feb 2015	<u>48,615</u>

plus <u>Income</u>	
P&C Voluntary Contributions	4,271
Interest	29
Net Fundraising	58,041
Net Canteen	3,014
Other Income	24
Net Income	<u>65,378</u>

less <u>Expenditure</u>	
Donations / Expenditure	- 350
Other Expenditure	-
Total Expenditure	<u>- 350</u>

**Net Position (Adjusted Position 31 Mar 2015) 113,643.25**



**Balmain Public School Parents and Citizens Association**  
**Bank Reconciliation as at 31 Mar 2015**  
**ABN 88 710 438 465**

<b>Cash at Bank 31 Mar 2015</b>		<b>114,567.35</b>
plus Unbanked Income		
Fundraising Income	0	
		<u>0</u>
(less) unpresented cheques / Unpaid Invoices		
231462	-724.1	
231465	-200	
	0	
		<u>-924.1</u>
<b>Adjusted Cash at Bank 31 March 2015</b>		<b><u><u>113,643.25</u></u></b>
(less) Commitments		
iPADS	-2500	
Playground Markings	-1500	
Playground Planning	-1780	
Playground 1&2 with Grant	-30000	
Community Award	-100	
Musical Instruments	-2339	
		<u>-38219</u>
(less) Budgeted Expenditure (to be paid)		
P&C fees and insurance	-1000	
Drinks Night residual exp	-359.5	
Welcome Breakfast exp.	0	
		<u>-1359.5</u>
(less) Donations (to be affirmed)		
plus Fundraising Income		
Election BBQ (Residual)	0	
Hot cross Buns (April)	0	
Welcome night (residual)	0	
		<u>0</u>
<b>Adjusted Cash Position 31 Mar 2015</b>		<b><u><u>74,064.75</u></u></b>