

## Meeting Minutes Wednesday 5th April 2017

### **Present:**

BPS: Maria Lambos, Belinda Mikhail-Gogos

P+C: Martin Butler, Alma Dayawon, Andrea Smith, Anne Irvine, Arabella Fitcher, Bidy McDermott, Clare Young, Cliff Philipiah, David Finlay, Les Schmalzbach, Liam Reid, Matthew Wilkinson, Melissa Slavin, Natasha Foster, Nyree Morrison, Rob Bennett, Rob Taubman, Shanel Cameron, Sophie Knox, Van Allen, Vanessa James, Stephanie Jaques

**Minutes recorded by:** Lyndal Rutgers

### **1. Welcome**

Meeting opened: 8:00 pm. Welcome from Rob Taubman.

### **2. Apologies**

May Elwood; Jo Edwards; Lynda Lovett; Ariana Davis; Karen Harvey

### **3. Previous Minutes**

March 2017 – Minutes accepted (Proposed: Bidy McDermott; Seconded: Van Allen).

### **4. Actions Arising**

Outstanding actions from previous minutes:

- Comparison table of school 'wishlists'  
⇒ **Rob Bennett, ongoing due to IT issues**
- Some of the corridor windows may require repair or adaptation for ease of use by the teaching staff – clarify who is responsible for these fixtures  
⇒ **Maria Lambos, ongoing**
- Confirmation of the number of rubbish and recycling bins in the playground which require repair or replacement (shared cost between P&C and ESC)  
⇒ **Maria Lambos, ongoing**
- Confirmation of the necessary repair / replacement of the P&C bbq frame  
⇒ **Cliff Philipiah, ongoing**

### **5. Correspondence**

5.1 We have been contacted by Cobden & Hayson, who are endeavouring to revitalise the Balmain markets, and have offered to pay for a stall at the markets for use by one of the local primary schools each weekend, for fundraising purposes (eg cake stall). The first weekend of each month has been allocated to Balmain Public School. To be discussed at a future meeting.

5.2 Letter from the P&C Federation: querying whether we have any issues to raise at the Federation AGM. Nil issues raised.

### **6. Principal's Report**

6.1 Planned maintenance

- As a part of planned maintenance, painting has begun in some classrooms, and is hoped to be completed during the holidays. Due to the extent of timber work in the classrooms (window frames etc), the work has been more costly than originally anticipated, however DEC has made additional funds available so that all classrooms will be completed.

## 6.2 Professional Development – Positive Behaviour for Learning

- The staff have been undertaking training in a new program called Positive Behaviour for Learning as part of their professional development this year, which has included a review of student wellbeing guidelines. The three main expectations for behaviour are that students will be 'safe, responsible and respectful' at all times and in all areas of the school. The training has involved considering each area of the school environment, and passage between these areas, to understand what 'safe, responsible and respectful' behaviour will look like, in order to design lessons to discuss this with the students. As part of this program the children have been asked to design a mascot, to be voted on at the end of term. This is an ongoing program – more to come.

## 6.3 Community Engagement funding

- Grant funding has been made available to each school to fund a project that is to promote community engagement with the school community. The funding available is \$8396.18. One option put forward is installation of an electronic sign to communicate messages from the school to the community. However, the likely cost of such a sign is \$18K – so additional funding would be required. Details of the guidelines of the grant, and possibly examples of how other schools have used the funds are to be sought for further discussion at the next meeting, in order to make best use of the funds.

## 6.4 IT Plan

- An IT plan was presented outlining the current status of the school's IT resources, and a proposal or 'wish list' for the purchase of new items over the next three years (some of which would be covered by the IT levy).
- It was noted that 11 out of 16 of the Interactive White Boards (IWB) are now out of warranty, and, depending on their lifespan, the current levy is unlikely to cover replacement of these (at a value of \$6-8K each). It was suggested that a separate IT resource write down plan be prepared to forecast the needed annual funds to maintain the existing resources, as distinct from new or additional equipment.
- In the short term, the most pressing items for replacement were identified as a new IWB for 5/6S, and 30 new laptops. P&C agreed to underwrite this cost until the IT levy funds are received. It was suggested that an IT levy reminder be sent out to the school community.
  - ⇒ **Maria Lambos to send out IT levy reminder, levy update next meeting**
- It was mentioned that a Bring Your Own Device (BYOD) policy is in the process of being drafted for Stage 3 students. This raised some concern, as it was previously decided that BYOD was not preferred by the majority of parents (for various reasons), with the IT levy being preferred instead. Introduction of BYOD would likely reduce support for the levy, making maintenance of the school IT resources even more difficult to fund.

## 6.5 A/C update

- A quote for installation of a commercial ducted system has been received, at a total of \$83K for the top floor classrooms in the main building and above the hall, and an additional \$32K for the hall itself. It was noted that:
  - ⇒ this quote does not include any required upgrade to the power supply, or any building works required as part of the installation
  - ⇒ this quote is well in excess of the P&C annual fundraising budget

- ⇒ this quote does not consider ongoing power usage costs, which the school is unable to fund, or ongoing maintenance of the a/c system itself
- ⇒ if air conditioning is to be provided within the school, to be equitable it should be made available to every classroom (not only those quoted)
- Other solutions to the classroom temperature issue that have been put forward for discussion include: wall mounted split systems (at an indicated cost of \$5-7K per room, and similar power and maintenance issues); insulation in the roof; fans to blow air through the rooms; cross-ventilation.

### **7. Finance Report**

- Following on from the finance report presented at the AGM, the main thing to note was that the welcome drinks night raised over \$13K for the P&C. The current cash balance stands at around \$116832 at 31 March, and is adjusted to \$53138 accounting for funds already allocated.

### **8. P&C Goals and Issues**

- P+C Processes and Protocols – 2017 reconfirmation
  - ⇒ **Rob Taubman and Maria Lambos to sign, and post on P&C website**
- 2016 / 2017 P+C Goals comparison
  - ⇒ **Rob Bennett:** Ongoing, due to IT issues
- 2017 P+C Levy

Van has updated the levy poster, which will be sent out to all families at the beginning of term 2 through the class reps. Thanks to Mike Fairhurst for ongoing use of his design. The levy is voluntary, and has been maintained at \$150/family.
- Playground Upgrade

Stage 3 has begun, and should be completed by the end of the school holidays, if there is no more significant rain. ULP is preparing a plan for Stage 4 (weather shed and sandpit area), which will be broken into two parts, both to be completed before the funding deadline of March 2018. ESC has agreed to match our contribution for this stage also.

### **9. Events Calendar**

- 2017 Welcome Drinks (COMPLETE)

The welcome drinks night was a huge success, and all had a great night. A huge vote of thanks goes to Rob and Sue Taubman for all their efforts in organising such a wonderful event.
- Footsteps has again offered two complimentary discos; these are proposed to be held in term 2, and a Halloween disco in term 4.
- The 2017 BFR is to be held on Sunday 19<sup>th</sup> November

### **10. OOSH Report**

- Tracey Muccillo has resigned from ESC, and a replacement for her position is in the process of being recruited. Katrina Johnson has joined the ESC committee as a BPS parent liaison.

### **11. Canteen report**

- Canteen has continued strongly, with an average of 163 orders each week, raising \$4.5K this term.
- Van raised the Government's introduction of new canteen healthy eating guidelines, which we need to begin implementing in 2018, with full compliance by the end of 2019. It is probable that the canteen will need upgrading as part of implementing the new strategy. Van has been

looking at various possibilities for the implementation of these new guidelines, which will be presented in more detail at the May meeting.

### **12. Any Other Business**

- **Frog pond working bee**

The frog pond area is now in a bad state of repair, and needs some attention. A call out to families through the class reps will be made for anyone with building or landscape gardening skills, who may be able to run the project. Rob Smith was the original planner / implementer of the frog pond area project, and may be able to offer some advice or assistance. A plan for the working bee will be made next meeting. It was also noted that the other garden beds are dry and in need of mulching. This may be available free of charge through a tree contractor, delivered to school for distribution onto the garden beds. It was further suggested that maintenance of capital works become a recurring P&C agenda item in order to best preserve these assets.

**Meeting closed 9:22 pm**

**Next meeting: Wednesday 3<sup>rd</sup> May 7.00 pm in the Balmain Public School staff room.**