



Parents + Citizens Association



P+C Meeting Minutes – Wed 6 August 2014

Present: BPS: Belinda Mikhail-Gogos, Lynda Lovett, Maria Lambos

P+C: Andrea Smith, Biddy McDermott, Carla Jedani, Cliff Philipiah, David Finlay, John Collyer, Kim Janson, Rob Taubman, Robyn Elmslie, Van Allen, Venetia Hendry

Minutes recorded by: Andrea Smith

1. Welcome

Meeting opened: 7.12 pm.

2. Apologies

Clare Rumboll, Lyndal Rutgers, May Ellwood, Nyree Morrison, Trudy Graves, Robert Bennett, Robert Smith

3. Previous minutes

Accepted.

4. Actions arising

- Current outstanding issues (awaiting action):
⇒ **Rob Bennett** to transfer P+C documents to new school website

5. Principal's report – Maria Lambos

- Playground upgrade: application unsuccessful.
- PA system in hall to be upgraded by end of 2014 (owing to new digital TV frequency). Quote received (sound system \$2364+GST; cordless mic/receiver x2 \$1024+GST; installation \$440+GST). John Collyer believes existing amp, speaker, DVD OK but in need of overhaul.
⇒ **John Collyer** to assess current system (Fri 15 Aug) and provide quote for what needs replacing.
- Evac/lockdown options: stand-alone for hall only or system to cover whole school?
⇒ **John Collyer** to provide recommendations and quote for evac/lockdown options (for next P+C meeting).
- Key pad entry: MDI (company that supplied Nicholson St School) quoted \$4230+GST; includes replacement gate and key pad entry; \$1620+GST for intercom for office. Also providing quote for double gates on to Gladstone Park.
⇒ **Maria Lambos** to report on recommended fence height (according to DEC's classification of risk level for Balmain)
- Upgrading of school buildings: repainting of foyer and offices; repainting of walls and timber work on corridors on bottom, levels 2 and 3; level 2 storeroom being converted into APs' office.
- Relocation of library and Kindy: library to move to green room; Kindy on ground floor of main block. Library books to be overhauled; new books and furniture to be purchased. New interactive white board needed for Kindy class. Air-conditioning for green room? Timing should coincide with refurbishment.
- iPads for 2015: school hopes to purchase 30 iPad Airs/covers/sync trolley/Airplay/apps at approx. cost of \$30,000; would like these purchased term 4 to allow set-up and training of staff prior to commencement of term 1 2015
- Lynda Lovett presented on 21st century learning spaces and reported on visit to FJT; currently trialling new furniture in 3/4B for 2 weeks. Soft furnishings, beanbags, tables, shelving and new



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layout.

- Possible Aboriginal Artwork for canteen wall facing main building.

6. Finance report – David Finlay

- David Finlay commenced as new Treasurer.
- Finance report June-August 2014 presented. Opening balance \$67,830; closing cash at bank balance 6 August \$71,721; adjusted balance (accounting for outstanding cheques and expenditure) \$62,645 (see Appendix 1).
- Future P+C purchases should be made through school (saving 10% GST) where appropriate.
- Insurance has been renewed; BPS P+C must inform insurer of all P+C events in order for them to be covered.
 - ⇒ **Robert Bennett** to send copy to P+C Federation and, once accepted, on P+C website.
 - ⇒ **David Finlay** to inform insurance company of upcoming P+C events
- Discussion re revenue from organizations that use school premises such as dance groups, after/before care. Currently licenses were renewed last year and rent set by DEC (with ongoing annual increases built into current licences).
- Discussion re merits of applying for tax-deductible status for P+C and creation of school building fund. No consensus reached. Further discussion required.

7. P+C funding goals and funding priorities for 2014

- Bendigo Bank grant application for funds to cover band items and glockenspiels was unsuccessful. In light of this approval was sought for P+C to fund glockenspiels (\$3000) and items as requested by Elisabeth Kelvin for band (\$2000).
 - Proposed by Bidy McDermott
 - Seconded by Andrea Smith
- Suggested that Elisabeth Kelvin is approached re splitting current band into training and concert band to accommodate increased school numbers and differing skill levels of students in years 2-6 who currently play in band.
 - ⇒ **Biddy McDermott** to discuss with Elisabeth Kelvin and Maria Lambos

Item	Cost	Status
Glockenspiels and band items	\$5,000	Approved (\$3,000 for glockenspiels and \$2,000 for band)
Various items as outlined in Principal's report (see point 5 above)	TBC	Maria Lambos and staff to prioritize items on wishlist
Blinds for playground side of hall	\$2,200	On-hold awaiting prioritization from Maria Lambos and staff
Blinds for corridors on levels 2 and 3 (on both playground and street-side of classrooms)	\$12,780	On-hold awaiting prioritization from Maria Lambos and staff
Canteen upgrade	\$1,600	Stage 1 (inside canteen - removal of cupboard, new fridge, seating, benches and tables) complete; costs \$3, 200 have been split 50:50 with Eaton St Centre, i.e. \$1,600 each
	TBC	Stage 2 ongoing - outside storage shed; explore option of keeping original structure and hanging double, outward opening doors



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BBQ	TBC	Cliff to provide quotes
Garden upgrade	TBC	Art Graves to liaise with Blake Nuto

- ⇒ **Maria Lambos** to provide new wish-list in light of plans presented for future spending on school (see Principal's report, point 5 above).
- ⇒ **Van Allen** to organize quote for double, outward facing doors on shed at eastern end of canteen (plus removal of bubblers and capping of mains water pipe).
- ⇒ **Cliff Philipiah** to provide quotes for new BBQ
- P+C levy 2014: currently \$9050 raised.
 - ⇒ **Cliff Philipiah** to include update of P+C levy in school n/letter
 - ⇒ **Rob Bennett** to ask class reps to distribute email thanking those who have already paid levy and reminding those haven't yet paid how to pay

8. Events

- Toy Swap raised \$500. Lower attendance than anticipated, and catered better to younger than older kids. Excess toys donated to Good Beginnings for distribution to refugee families.
- Election day BBQ raised and cake stall raised \$400.
- Balmain Fun Run 2014:
 - plan to repeat structure of last year's event combining fun runs with fun activities for kids;
 - sponsorship tally sits at \$27,750 (versus \$11.7k for all of last year); sponsors signed up are Belle Property (Platinum), Balmain Rozelle Community Bank, Square Peg, iMove Physio, Enriching Learning, Running Science (all Gold) and Wesley Vision Valley (Bronze).
 - We start marketing the event properly in September.
 - We have started the volunteer drive (refer to the letter sent out by Maria Lambos). It mentioned a target of \$50k which we are extremely confident we will actually exceed. We are hoping that this appeal will allow us to sign up enough volunteers so we don't have to hassle parents throughout the year. We think we generated a bit of "volunteer fatigue" last year with too many appeals so hope to avoid.
 - We have initiated conversations with 3 other events to construct the Sydney Community Fun Run Series (to launch next year). Each event would cross promote the other, entrants could sign up to all four runs and the person with the lowest combined time across all events would win the series. The first meeting of all parties will be held later this month so an update to follow at the next meeting. Thanks to Paul Foster for creating this one.
- Spring Breakfast - Friday 5 September. Y3/4 to coordinate and run.
 - ⇒ **Andrea Smith and Biddy McDermott** to coordinate Spring Breakfast

9. OOSH

- Nyree Morrison has resigned as School Liaison person. Richard Banks will take on this role.
- Double gates on Gladstone Park now locked at 3.30 pm.
- Vacation Care to start at end of Term 3.

10. Canteen (and storage solutions)

- Flexischool system up and running. 158/273 have registered online. Friday numbers good, Monday numbers have dropped 50%. Combined with difficulty getting volunteers for Mondays propose that Mondays will be dropped from Term 4.
- Cliff Philipiah liaising with Subway re possibly supplying canteen.
- Canteen upgrade - working bee held at end of school holidays. Old P+C cupboard removed and area made good including paintwork and new floor covering. New fridges, cooker, bench



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seating, chairs, tables and storage cupboard installed.

- 2 tonnes of rubbish removed from area between school and bowling club - possible location for BFR storage shed.
- Unused BPS furniture to be taken to Mitchell Rd Emporium - potentially \$375 for school.

Meeting closed 9.40 pm

Next meeting – Wednesday 3 September 2014 – 7.00pm to 8.30pm



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Appendix 1: CashBook Summary & Projection of Major Expenditure @ 6 August 2014

Balmain Public School Parents and Citizens Association

Cash Flow 1 June 2014 to 6 August 2014

Bank Reconciliation as at 6 August 2014

Bank Balance as at 1 June 2014		67,830
(Less) Unpresented cheques	-	500
Cash Balance as at 1 June 2014		67,330
plus Deposits		
Movie Night	1,508	
Sundry	403	
P&C Voluntary Contributions	5,300	
Canteen/ Election	4,993	
Interest	168	
		12,372
less Cheques raised per last P&C Minutes	- 4,711	
Bilita (Canteen Supplies)	- 996	
Bilita (Canteen Supplies)	- 274	
Canteen Float	- 1,000	
Canteen Float	- 1,000	
		7,982
Notional Cash Balance as at 6 August 2014 (per bank statement)		71,721
less Unpresented cheques	-	30
plus Deposits not yet cleared		367
Cash Balance 6 August 2014		72,058
Less Expenditure to be approved		
Canteen Upgrade	- 3,229	
P&C Membership and Insurance	- 607	
Hall Blinds and Drapes	- 3,650	
Bilita Food services	- 479	
Portable PA	- 1,448	
		9,413
Cash Balance Post Approved Expenditure		62,645