



Parents + Citizens Association



P+C Meeting Minutes – Wed 4 February 2015

Present: BPS: May Ellwood, Belinda Mikail-Gogos, Maria Lambos

P+C: Andrea Smith, Arthur Graves, Betty Liounis, Biddy McDermott, Carla Jedani, Cliff Philipiah, David Finlay, Dimitrii Shcherochihin; Karen Harvey, Kim Janson, Lyndal Rutgers, Mike Fairhurst, Monique Dower, Natasha Foster, Nyree Morrison, Rebecca Ross, Robert Bennett, Robert Smith, Rob Taubman, Robyn Elmslie, Tiffany Zehnal, Trudy Graves, Van Allen

Minutes recorded by: Andrea Smith

1. Welcome

Meeting opened: 7.10 pm. Welcome from Rob Bennett and general introductions.

2. P+C individual membership fee

Attendees were advised P+C membership fee (50c) needs to be paid by those wishing to become members of P+C. Membership fee must be paid prior to AGM if members wish to vote at AGM.

3. Apologies

Lynda Lovett.

4. Previous minutes

Accepted with the following changes:

- Maria Lambos confirmed events on school grounds must be alcohol-free if students attending.

5. Actions arising

Current outstanding issues (awaiting action or ongoing) will be discussed at March 2015 P+C meeting (refer to previous minutes for details).

6. Principal's report

- Current enrolments: 314 students, 13 classes (compare to 274 students, 11 classes in 2014).
- Balmain Public is now a P3 school (having exceeded 301 enrolments)
- New smart board has been purchased for new Kindy classroom; room above hall to be used as classroom for Y5/6 (and will also need a smart board).
- Ongoing from 2014 (and will be discussed fully at March 2015 P+C meeting):
 - Evacuation and lock-down (quote from 2014: \$8872ex GST, including installation)
 - ipad drive (total number of ipads exceeds 38; final number yet to be confirmed)
 - Gate and security (note from 2014: ESC decided against keypad entry).

7. Finance report

- 2014 Financial Review was discussed.
 - P&C donations for the 2014 year to BPS was \$79,530, and including additional committed expenditure totalled \$96,869 (see Appendix 1)
- Cash at bank at 31 December 2014 was \$50,300. As at 4 February 2015 the adjusted cash balance (accounting for outstanding cheques, committed expenditure and interest income received and expenditure for the year) was \$27,027 (see Appendix 2)



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8. P+C goals 2015

- Requested that Maria presents a wish-list (with costs if possible) at March P+C meeting.
- Attention to be given to long-term goals, e.g. replacing shade cloth, upgrading playground.
- Playground committee, comprising Maria Lambos (BPS), Van Allen (P+C) and Tracey Muccillo (ESC), has met to discuss plans for improvement of playground.

9. Events calendar 2015 (see P+C website: <http://www.balmain-p.schools.nsw.edu.au/p-c/2015-events-responsibilities>)

- Welcome breakfast; parents' drinks confirmed for Term 1. Election day BBQ to be investigated.
- Movie nights likely to be financially unviable given school policy on alcohol-free school-based events at which children are in attendance.
 - ⇒ **Andrea and Rob Smith** are coordinating Welcome Breakfast on 13th Feb.
 - ⇒ **Rob and Susan Taubman** are coordinating Parent Drinks on 27th Feb.
 - ⇒ **Maria Lambos** to provide Rob Taubman with wish-list of items (around \$5) for purchase by parents at Parent Drinks
- BFR date confirmed as Sunday 22 November 2015.
- Maria Lambos suggested running an art show (e.g. \$25 parent only Friday evening plus family day on Sat with option to purchase child's artwork); would be a joint project between BPS staff (creating artworks) and P+C (coordinating the event).

10. OOSH report

- Relationship between BPS and ESC continues to improve under new director Tracey Muccillo.
- Art Graves reported ESC has suggested funding repairs to the shade cloth and re-painting of the line-work on the playground; they would also like to install air-conditioning in art/craft room.
 - ⇒ **Art Graves** to discuss with Maria Lambos logistics of installing air-conditioning in art room.
 - ⇒ **Art Graves** to report on balance of ESC enrolments (BPS vs FJT) at next P+C meeting.

11. Canteen report

Canteen will start Fri 13 February.

12. Any other business

- Clarification sought of voting procedure for AGM.
 - ⇒ **Rob Bennett** to confirm voting process (how to nominate for position, who can vote).
 - ⇒ **Rob Bennett** (with assistance of Belinda Gogos) to upload minutes, agendas and forthcoming event details to P+C website.
- Suggestion made that communication to parents, especially Kindy and OC parents, could be improved and that this responsibility could be formalized within P+C.
 - ⇒ **Rob Taubman and Rob Bennett** to finalise handbook for class reps prior to parent-teacher night on 17 February.
- Clarification of BPS sun policy sought particularly when students are transitioning between classrooms. Pump-dispenser sunscreen to be provided to all classes.
 - ⇒ **Maria Lambos** to advise Kindy teachers to add sunscreen to Kindy class list.
 - ⇒ **Karen Harvey** to purchase 13x pump dispenser sunscreens.
- Clarification sought of timing of financial audit.
 - ⇒ **David Findlay** to organize audit (by treasurer of Rozelle BPS P+C) prior to March's AGM.

Meeting closed 9.30 pm

Next meeting – Wed 4 March 7pm in Balmain Public School staff room



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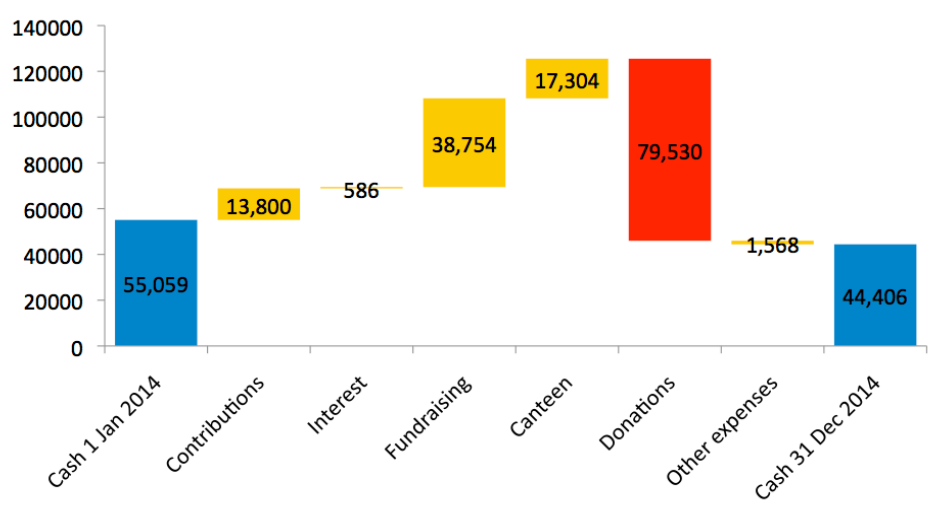
Appendix 1: Financial review, 2014

Balmain Public School P&C

2014 Financial Review 2015 Budget

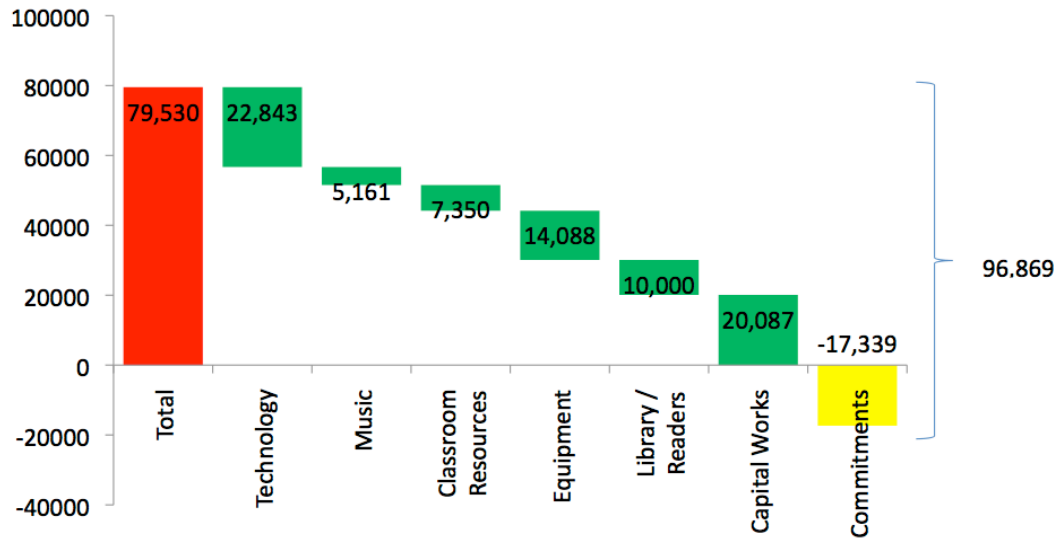


The Past 2014 Review

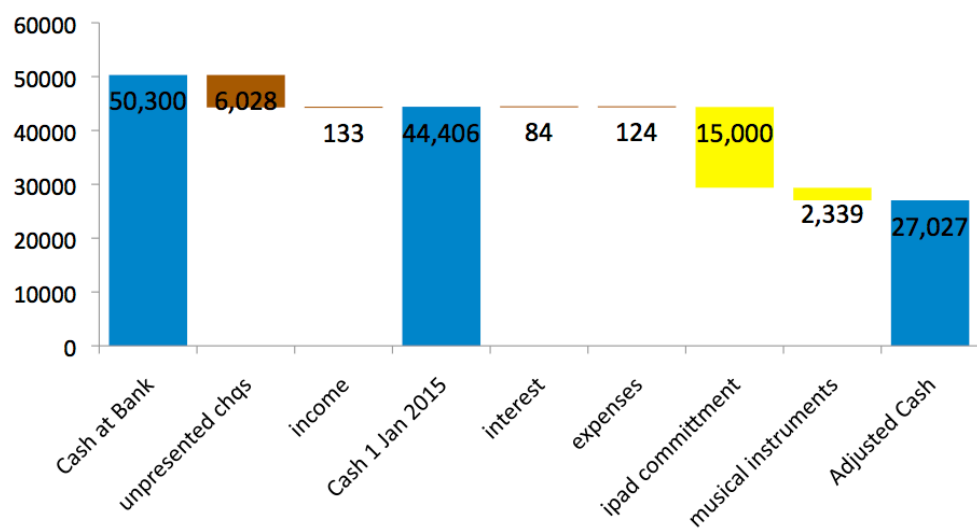




2014 Benefits Donations



The Present Cash Position

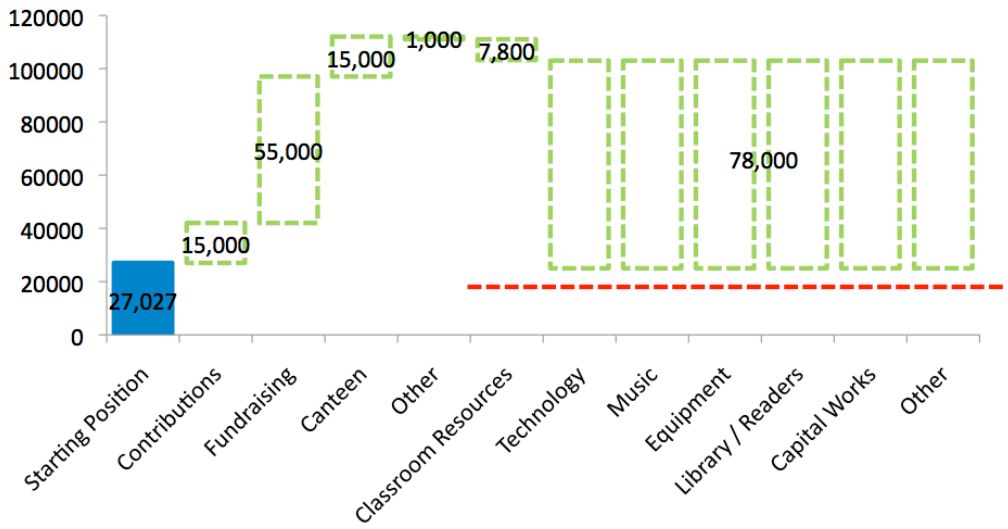




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The Future 2015 Budgeting





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Appendix 2: CashBook Summary & Projection of Major Expenditure @ 10 December 2014

Balmain Public School Parents and Citizens Association

Cash Flow 4 November 2014 to 10 December 2014

Bank Reconciliation as at 10 December 2014

Cash Balance as at 4 November 2014		<u><u>73,538</u></u>
plus	Deposits	
	P&C Voluntary Contributions	450
	Canteen	4,774
	Interest	44
	Other	80
		█ 5,348
less	Approved Cheques Presented	- 30,374
		█ 30,374
Notional Cash Balance as at 10 December 2014 (per bank statement)		<u><u>48,512</u></u>
less	Unpresented cheques	- 401
plus	Funds to be deposited	133
	Year Books	4,020
Cash Balance 10 December 2014		<u><u>52,264</u></u>
Less	<u>Approved Expenditure</u>	
	Air Conditioning	- 3,991
	Shelving - western vestibule (balance of 3150)	- 2,400
	Musical Instruments (Balance of \$5000)	- 2,339
	IPads - advance	- 15,000
	<u>To be approved</u>	
	Bililita (Canteen Supplies)	- 414
		█ 24,144
Cash Balance Post Approved Expenditure		<u><u>28,120</u></u>