



Parents + Citizens Association



P+C Meeting Minutes – Wed 4 June 2014

Present: BPS: Lynda Lovett

P+C: Andrea Smith, Bidy McDermott, Clare Rumboll, Danielle Stein Fairhurst, David Finlay, Grahame Paton, Jeremy Sandbrook, John Bayliss, Kim Janson, Lorna Grear, Lyndal Rutgers, Lyndal Rutgers, Nick Allen, Nyree Morrison, Robert Bennett, Rob Taubman, Vanessa James, Van Allen, Venetia Hendry

Minutes recorded by: Andrea Smith

1. Welcome

Meeting opened: 7.08 pm.

2. Apologies

John Collyer, May Ellwood, Robyn Elmslie, Trudy Graves, Maria Lambos, Belinda Mikail-Gogos, Cliff Philipiah, Robert Smith

3. Previous minutes

Accepted.

4. Actions arising

- Current outstanding issues (awaiting action):
 - ⇒ **Robert Smith** to explore solutions to chess piece storage problem
 - ⇒ **Leah Egiziano** to provide info on setting up P+C email account
 - ⇒ **Rob Bennett** to transfer P+C documents to new school website
 - ⇒ **John Collyer** to confirm cost of installation of drapes for stage

5. Principal's report - Lynda Lovett

- Staff have successfully trialed new portable, wifi PA system from Soundrow. Cost \$1448 (ex GST). Positive feedback from staff and parents. Purchase approved by P+C: proposed by Kim Janson; seconded by Bidy McDermott.
- PA system in hall. Quote \$2364 (ex GST); cordless mic/receiver \$1024 (ex GST); installation \$440 (ex GST): total \$3828 (ex GST). Upgrade will be needed by end 2014 as current system will interfere with new digital TV frequency.
- Playground upgrade: application submitted to DEC; successful applications to be notified shortly.
- Air-conditioning in classrooms: not covered by DEC, it is the school's responsibility. Any upgrade will need approval from Spotless/DEC.
- Blinds: not funded by DEC. Request P+C fund blinds for levels 2 and 3. Priority for blinds on corridors, then on street side of building.
 - ⇒ **Maria Lambos/Lynda Lovett** to purchase new PA system
 - ⇒ **Andrea Smith** to organize quote from Wynstan

6. Finance report – John Bayliss

- Finance report for June 2014 presented by John Bayliss. Opening balance \$60,156; closing balance \$67,830; adjusted balance (accounting for outstanding cheques) \$63,119 (see Appendices 1, 2 and 3 for summaries from May and June 2014, and snapshot of Commonwealth Bank transactions, respectively)
- The nominated auditor, as agreed by BPS P&C, was Billy Cutler, Treasurer of Rozelle P&C.



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- The audit found:
 - Income was reviewed by checking bank statements against cash book. There were no discrepancies found. There is no reason to question the records.
 - The expenses have been reviewed on a sample basis and matched to the invoices and cheque book. No discrepancies were found.
 - The income and expenses cash book reconciles with the bank statements for the 12 months of the year.
 - A recommendation put to the treasurer is for disbursements to be proposed, seconded and clearly recorded in the Minutes.
- On this basis, John Bayliss proposed:
 - finance be signed off; seconded by Lyndal Rutgers.
 - the audit be adopted; seconded by Nyree Morrison.
 - the recommendation (disbursements to be clearly proposed, seconded and documented in the minutes) be put into action; seconded by Kim Janson.
 ⇒ **Robert Bennett** to send copy to P+C Federation and, once accepted, on P+C website.
- David Finlay nominated himself for position of Treasurer; seconded by Andrea Smith.
 ⇒ **John Bayliss** to liaise with David Finlay re hand over of Treasurer's position

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

Item	Cost	Status
Soundrow portable PA system	\$1448 (ex GST)	Approved
Curtains for stage	\$2700	Approved (need to confirm cost of installation)
Blinds for corridors on levels 2 and 3	\$10K?	Quote to be provided by Wynstan
Further playground upgrade	?	On hold pending result of grant application
Canteen upgrade	TBC	Plans and quotes being confirmed
Garden upgrade	TBC	Art Graves to liaise with Blake Nuto

- P+C levy 2014:
 - ⇒ **Cliff Philipiah** to include update of P+C levy in school n/letter
 - ⇒ **Rob Bennett** to distribute P+C newsletter (containing info re P+C levy) in wk 8 or 9
 - ⇒ **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 (wk 8 or 9)

8. Events

- Term 2 Movie night for K-Y2 kids. Liquor licence applied for; ESC informed of event; movie licence received; consumables to be purchased. Belinda to set up movie; Cliff has sourced merchandise for raffle.
 ⇒ **Rob Taubman** to purchase copy of DVD and give to Vanessa James
- Y5/6 to organize term 3 event; Xmas in July has now become to big an event to run on the school grounds (number attending and number of volunteers needed). Suggest running alternative, less labour-intense social (rather than fund-raising) event. Agreed on toy swap with excess toys being donated to Good Beginnings (charity supporting refugees).
- Art Graves suggested P+C drinks as a future social event.
- Parent has approached Rob Bennett re running a fancy dress ball at town hall. Rob Bennett to seek ,more details from parent.



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- ⇒ **Lynda Lovett** to discuss with Maria Lambos and staff whether there will be a major school-run event this year (eg Art Show)
- Fun Run: need a volunteer coordinator; Trudy Graves wishes to discuss applying for charitable status for Fun Run. To be discussed at August P+C meeting.
 - ⇒ **Danielle SteinFairhurst** to place note in school newsletter re vacant volunteers coordinator

9. OOSH

- Maria Lambos met with representatives ESC Management Committee and Katya de la Rocha on 12 May to discuss how tension re shared use of canteen can be resolved. Meeting was followed by a letter from Andrea Smith outlining issues parent volunteers are facing when using the canteen. All involved are keen to maintain an amicable relationship and has been highlighted as a priority for ESC staff and parent volunteers.

10. Canteen (and storage solutions)

- ESC requested all but one of the gates be locked at 3.30 pm. Issues of school security have also been raised with P+C by BPS parents. Keypad access suggested as solution.
 - ⇒ **Maria Lambos** to find out how Nicholson St PS are finding their key pad access and whether they would recommend
- ESC will pay for new cupboard doors; cooker; they are keen to upgrade their fridge and are liaising with canteen committee re space available.
- Canteen committee also sourcing new fridge and to liaise with ESC re space.
- Van Allen presented results of school storage audit (carried out with Maria Lambos and Nyree Morrison). Proposed alterations to storage shed on eastern end of canteen. Suggested selling off unused old school furniture to raise money to fund improvements to storage.
- P+C agreed to prioritise upgrading of storage in canteen and elsewhere in school to streamline running of canteen and social events, and to find storage solution for Fun Run materials
 - ⇒ **Nyree Morrison** to report to ESC committee meeting on June 12 that we are exploring improvements to storage in canteen and eastern bike shed; purchase of new tables and chairs should be put on hold until decision has been reached by BPS P+C.
 - ⇒ **Canteen Committee** to liaise with ESC re space available for new fridges
 - ⇒ **Canteen Committee** to organize second working bee (cupboard doors, locks, shelving)
 - ⇒ **Van Allen** to organize quotes for improvements to canteen (Don plus one other)
 - ⇒ **P&C** to consider funding canteen improvements (reflection of priority / need) and discuss cost sharing options with ESC.
 - ⇒ **Maria Lambos** to confirm whether furniture appears on school's assets register

Meeting closed 9.05 pm

Next meeting – Wednesday 6 August 2014 – 7.00pm to 8.30pm



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

	Deposits \$	Withdrawals \$	Balance \$
Opening Balance – 1 April 2014			95,373
Cheques not yet presented		22,862	
Cash Withdrawal for Movie Night		550	
Adjusted Balance			71,961
Movie Night, Canteen Etc	3,088		
Payment - School Resources		12,550	
Payment – Mini white Boards		1,800	
Payment Other		570	
Closing Balance – 1 May 2014			60,129
Actual Balance – 1 May 2014			60,156

Further Expenditure – Approved

	Estimate \$	Balance \$
Herb garden plants	500	
Canteen Banking	850	
Curtains for Stage	2,700	
Blinds for Hall	3,500	
Guided Reading Tables	1,600	
iPod Docks	1,000	
Subtotal	10,150	
Projected Balance		50,000



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Appendix 2: CashBook Summary & Projection of Major Expenditure @ 1 June 2014

	Deposits \$	Withdrawals \$	Balance \$
Opening Balance – 1 May 2014			60,156
Canteen	3,868.75		
PC Voluntary Contributions	3,750.00		
Interest	54.95		
Actual Balance – 1 June 2014			67,830
Cheques Outstanding			
Balmain PS – 2 x Paparoa Tables		1,200	
Wynstan – Blinds 50%		1,266	
Cliff Philipiah - Reimbursements		1,278	
Laurence Curzon		115	
Canteen Banking		<u>852</u>	
		4,711	
Revised Total			63,119



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Appendix 3: P+C bank Commonwealth Bank account, 9 April – 3 June 2014



Cheque A/c 06 2110 0090 0412	Balance + \$68,528.50
	Available + \$68,528.50

Date	Transaction details	Amount	Total
03 Jun 2014	<u>Transfer from TRUDY GRAVES NetBank</u> <u>PCVC Graves 1S</u>	+ \$150.00	+ \$68,528.50
03 Jun 2014	Direct Credit 048646 QUAY CU PCVC-Rutgers-1R	+ \$200.00	+ \$68,378.50
03 Jun 2014	Cash Dep Branch Balmain	+ \$293.85	+ \$68,178.50
01 Jun 2014	Credit Interest	+ \$54.09	+ \$67,884.65
30 May 2014	<u>Cash & Chq Dep Branch Balmain</u>	+ \$641.70	+ \$67,830.56
29 May 2014	<u>Transfer from MICHELE SULLIVAN NetBank</u> <u>PCVC FrankhamSull</u>	+ \$150.00	+ \$67,188.86
26 May 2014	Direct Credit 128594 PCVC-Booth-1S PCVC-Booth-1S	+ \$150.00	+ \$67,038.86
26 May 2014	Direct Credit 421520 VISHAL CHOPRA PCVC-Chopra-KL	+ \$150.00	+ \$66,888.86
26 May 2014	Cash Dep Branch Balmain	+ \$336.85	+ \$66,738.86
26 May 2014	<u>Cash & Chq Dep Branch Broadway</u>	+ \$821.70	+ \$66,402.01
21 May 2014	Direct Credit 128594 Hannah Norman PCVCRichell1R	+ \$200.00	+ \$65,580.31
19 May 2014	Direct Credit 141000 A and L Phillips PCVC-Phillips-KB	+ \$150.00	+ \$65,380.31
19 May 2014	Direct Credit 037819 MR JAMES ALLT-GR PCVC Allt-Graham 1	+ \$150.00	+ \$65,230.31
19 May 2014	Cash Dep Branch Balmain	+ \$350.10	+ \$65,080.31
16 May 2014	Direct Credit 128594 DANQING MIN PCVC-GU-5L	+ \$150.00	+ \$64,730.21
16 May 2014	Cash Dep Branch Chinatown Yew 1S	+ \$200.00	+ \$64,580.21
16 May 2014	<u>Cash & Chq Dep Branch Balmain</u>	+ \$670.70	+ \$64,380.21
15 May 2014	Direct Credit 141000 David McConville PCVCMcConville45D	+ \$150.00	+ \$63,709.51
15 May 2014	Direct Credit 128594 MAYBURY PCVC- MAYBURY-1/2E	+ \$150.00	+ \$63,559.51
14 May 2014	Direct Credit 037819 MRS NICOLA BYRNE PCVC BYRNE 2MG	+ \$150.00	+ \$63,409.51
14 May 2014	Direct Credit 037819 MR KESHAV DADA PCVC-Dada-KL	+ \$200.00	+ \$63,259.51
13 May 2014	Cash Dep Branch Balmain	+ \$265.45	+ \$63,059.51
13 May 2014	Direct Credit 037819 MS LISA MURPHY PCVC-FLETCHER-5L	+ \$150.00	+ \$62,794.06
13 May 2014	<u>Transfer from LUCILLE HUGHES NetBank</u> <u>PCVC Connaly Hughes</u>	+ \$150.00	+ \$62,644.06



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13 May 2014	Direct Credit 037819 J & J SHOWYIN PCVC-SHOWYIN-5L	+ \$150.00	+ \$62,494.06
12 May 2014	Direct Credit 141000 MJ Boge PCVC Boge 6B	+ \$150.00	+ \$62,344.06
12 May 2014	Direct Credit 128594 PC Levy PCVC CURSON 4/5B	+ \$150.00	+ \$62,194.06
12 May 2014	Direct Credit 128594 PCVC-Fairhu-S-6N Fairhurst PnC Levy	+ \$150.00	+ \$62,044.06
12 May 2014	Direct Credit 037819 MR IAN HENDRY PCVC HENDRY 5/6N	+ \$150.00	+ \$61,894.06
12 May 2014	Direct Credit 037819 MRS VAN ALLEN PCVC-ALLEN-KL	+ \$150.00	+ \$61,744.06
12 May 2014	<u>Transfer from KELLI KANTOR NetBank Max Kantor 1and2E</u>	+ \$150.00	+ \$61,594.06
12 May 2014	<u>Transfer from DESIREE FIENE NetBank PCVC Fiene 5L</u>	+ \$150.00	+ \$61,444.06
11 May 2014	<u>Transfer from CBA NetBank PCVC NAUFAHU 34E</u>	+ \$300.00	+ \$61,294.06
09 May 2014	<u>Cash & Cho Dep Branch Balmain</u>	+ \$782.25	+ \$60,994.06
01 May 2014	Credit Interest	+ \$54.95	+ \$60,211.81
11 Apr 2014	<u>Chg 231418 presented</u>	- \$12,550.00	+ \$60,156.86
11 Apr 2014	<u>Chg 231419 presented</u>	- \$1,800.00	+ \$72,706.86
11 Apr 2014	<u>Cash & Cho Dep Branch Balmain</u>	+ \$1,085.00	+ \$74,506.86
11 Apr 2014	Cash Dep Branch Balmain	+ \$99.90	+ \$73,421.86
09 Apr 2014	Direct Credit 301500 EATON STREET CEN Canteen payment	+ \$300.00	+ \$73,321.86

40 transactions found, displaying 1-40

[Show more transactions](#)