

Meeting Minutes Wed 3 June 2015

Present:

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

P+C: Betty Xanthakos, Bidy McDermott, Claire Rumbol, Cliff Philipiah, David Finlay, Devina Solanki, Emma Alt-Graham, Graham Patton, Mike Fairhurst, Rob Smith, Rob Taubman, Robyn Elmslie, Van Allen

Minutes recorded by: Van Allen

1. Welcome

Meeting opened: 7.10pm. Welcome from Cliff Philipiah and acknowledgement of country.

2. Apologies

Andrea Smith, Candy Jenkins, Jane Williams, Karen Harvey, Lyndal Rogers, Kim Janson, Melissa Wilkinson, Natasha Foster, Nyree Morrison, Rob Bennett

3. Previous minutes

Acceptance of minutes May general meeting: proposed Bidy McDermott; seconded Rob Taubman.

4. Actions arising

Outstanding actions from 2014:

- Plans for improving appearance of entrance to school
⇒ **Mike Fairhurst**, ongoing
- BPS IT future needs report ongoing
⇒ **Belinda Mikail-Gogos/Maria Lambos**, ongoing
- School calendar, possibly using artwork from art show
⇒ **Lyndal Rutgers**, ongoing
- School bell relocation – quote delayed as Don Allinson on holidays for a fortnight
⇒ **Cliff Philipiah**, ongoing

5. Principal's report

- DEC Safety Assessment of art room – site inspection cancelled due to Public Works assessor being ill but was conducted by the department through assessing existing site / building plans and is deemed to be non-compliant. A second fire stair escape will be required but as yet there is no timeframe indicated by DEC. In the mean time, the room can still be used with a maximum occupation of 30 students and one teacher
- Fire/EVAC system has been purchased and is awaiting installation.

6. Finance report

- Cash balance as at 1 May 2015 \$113,278. As at 31 May adjusted cash position (accounting for outstanding cheques, committed expenditure and interest income received and expenditure for year) was \$51,820.03 (Appendix 1)
- P+C contributions have raised \$13,291 YTD which matched that raised end of last year. It was calculated that 87 out of 148 families have paid

7. P+C goals

Item – teaching aids and ongoing	Cost	Status
iPads x5	\$2500	Completed
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	Completed
Open classroom furniture	\$16,000	On hold
Item – property and amenities		
Playground upgrade	\$31,780	Approved March 2015; to be matched by ESC and contingent on successful DEC submission
Playground markings	\$1500	Completed
Handball courts	up to \$1000	Completed
Evacuation / lockdown	\$8000	Approved (up to \$8000); proposed Rob Bennett, seconded Rob Taubman
Item – band, choir, artistic activities		
Musical instruments	\$2339	Completed
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
Curriculum enrichment		
Aboriginal education	\$3000	On hold
History topic boxes	\$2000	On hold
History honor board	\$2000	On hold

8. Events calendar

- Mike Fairhurst has updated the P+C Levy contribution flyer and asked for suggestions on other images to be included. It was suggested and agreed to have a picture of the newly purchased drum kit. It was also agreed that since the majority of contributions were made via Flexischools, the details of payment through Flexischools should be removed to free up space for additional positive stories to be included on the flyer
- Rob Taubman to distribute new flyer and text to class reps for distribution for a final push within the next week before pulling back due to Term 3 & 4 events calendar being quite loaded in regards to calling on parent volunteers and other financial contributions (ie Art Show & BFR)
⇒ **Mike Fairhurst** to update P+C header & footers with new school motto “Learn Live Lead” and to also produce a jpeg for distribution to the executives to use on P+C correspondence
- Rob Taubman has successfully completed his RSA certification. Parents who have raised an interest in becoming certified have commenced their correspondence course
- Next event on the calendar is “Too Cool For School” Drinks 18 June, organised and ready to roll by Bidy McDermott & Rob Taubman
- Art Show

- Rob Taubman has organised alcohol license and insurance for the event
- Emma Alt-Graham & Karen Harvey have suggested to include class-specific artwork (in a large format) to be auctioned off and are requesting additional funds of \$1300 (\$100 p/class) to cover material costs; proposed by Rob Taubman; seconded by Robyn Elmslie
 - ⇒ **Karen Harvey** to email class reps to distribute email calling for a parent volunteer to liaise with each class teacher and co-ordinate materials and execution of artwork
- Pricing for individual student's artwork suggested to be a donation of \$25; proposed by Cliff Philipiah; seconded by Bidy McDermott
- Robyn Elmslie suggested the artwork donated by artists to be photographed and distributed to the school community prior to event to generate increased interest. The silent auction for these pieces will end on Saturday at the close of the event; proposed by Emma Alt-graham; seconded by Claire Rumbol
- Father's Day Breakfast to be co-ordinated by the Smiths; Mike Fairhurst, Emma/James Alt-Graham & Van Allen put their hands up as volunteers
- Tiffany Zehnal has confirmed her co-ordination of the school year book
 - ⇒ **Maria Lambos** to ask for teacher liaison
- Halloween Disco
 - Due to lack of volunteers to coordinate the event and also the heavy reliance on parents to volunteer and financial contributions the next 2 term, it was proposed to not have the event this year; proposed by Cliff Philipiah; seconded by David Finlay
 - Rob Smith suggested having a Halloween Muffty Day in lieu of the disco, alongside an event similar to the hugely successful Year 6 Bizarre. The day will now become a school co-ordinated event with proceeds going towards the Year 6 gift to the school; proposed by Van Allen; seconded by Bidy McDermott
 - ⇒ **Lynda Lovett** to co-ordinate staff and students
- BFR
 - There will be no event co-ordinator/director, the responsibilities will be shared amongst the committee members
 - Candy Jenkins reported that the Kindy parent with the appropriate skills for Social Media Manager cannot assume the responsibilities; hence there are still 4 pivotal committee roles still vacant. A detailed description of responsibilities for each role has been prepared for distribution to the school community
 - Text for an email has been prepared to be distributed in regards to the need for a sponsorship drive
 - ⇒ **Maria Lambos** to distribute both the emails for BFR Committee Role vacancies and sponsorship drive to the school community
 - Rob Taubman has prepared email for class reps to distribute in regards to "Bring a Friend" to BFR campaign. To avoid email fatigue/overload it was suggested to hold off BFR related emails to Term 3; proposed by Robyn Elmsie; seconded by Emma Alt-Graham
 - ⇒ **Rob Taubman** to organise/allocate classes to man Bay Run/Blackwattle Bay /CBD Botanical Gardens promotion stand

9. OOSH report

- Art Graves communicated via email prior to P+C meeting:
 - ESC held their AGM a couple of weeks ago and there was no issue of significance to report
 - Enquired about the status of DEC Safety Assessment of art room fire stair (answered in the Principal's report)

- Requested the P+C action, sooner rather than later, some remedial works on the areas around the tree roots in front of the toilet blocks
- Rob Taubman expressed in the best interest of the school & P+C, ESC to forward plans of the proposed replacement and extension of the existing COLA they are financing prior to any construction commencing. It was suggested that the shade extension to include the hall side
⇒ **Van Allen** to communicate this to Tracey Muccillo

10. Canteen report

- Orders are averaging 138 this term; over the counter sales consistently strong each week
- A third cash cheque was requested for the term to pay for supplies & specials not purchased through Alfred Foods

11. Other business

- Playground upgrade
 - Announcement of the shade grant successful applicants was delayed from 29 May to the end of June, due to overwhelming numbers of submissions
 - Due to the sequence of construction (shade sails to be installed prior to stage 1 commencing) it was brought to the P+C's attention that the detailed design of the playground upgrade needs to be finalised, to enable the final location and sizing of shade sails. It was suggested that due to the increasing trip/safety hazard of the area in front of the toilet blocks, Stage 1 should focus on this area and commence irrespective of winning the Shade or DEC grants, especially as money has been already been allocated. Engagement of Urban Landscape Projects (ULP) should happen ASAP in order to obtain an accurate cost plan with 10% contingency; proposed by Van Allen; seconded by Rob Taubman
⇒ **Van Allen** to communicate to ESC, P+C's intention to engage ULP and commence Stage 1 and ask for their commitment
- Second Chance Uniform Shop
 - Despite a relatively poor turnout (held Tuesday 2nd June) and the fact that there were more donations than sales (in particular the sports uniform) on the day, \$134.50 was made
 - More donations of winter uniforms is needed, a collections table will be manned by parent volunteers Tuesday 9 June
 - Lara & Cliff Philipiah are going through all the lost property on the school grounds and compiling a list for Maria Lambos to email out to the school community. Any unclaimed clothing will become part of Second Chance Uniform stock to be sold on
- Soap dispensers in the girl's toilets
 - Some Kindy parents have complained that they are too high for the younger children and that dispensing of soap inconsistent
⇒ **Maria Lambos** to look into the matter and arrange for the school GA to amend
- Signage boards
 - The state of the canteen banners, in particular one located at the park entry, are in rapid decline. It was suggested a permanent and weather-proof enclosed pinboard be purchased and installed on the wall of the school building just (Eaton St gates). A second, possibly with a school branded headboard, on posts should be installed at the park entry
⇒ **Van Allen & Rob Taubman** to take discussions offline due to the costly nature of the signage at the park entry and to represent costs and options

Meeting closed 8.57 pm

Next meeting: Wed 5 August 7pm in Balmain Public School staff room

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



Balmain Public School Parents and Citizens Association
Summary Cash Flow 1 May 2015 to 31 May 2015
ABN 88 710 438 465

Cash Movement

Cash Balance as at 1 May 2015	<u>113,278</u>
Cash Balance as at 31 May 2015	<u>86,950</u>
Movement Cash	- 26,328

Adjusted Cash Movement

Cash Balance as at 1 May 2015	<u>113,278</u>
less Prior period cashbook Expenses	- 33,123
Adjusted cash balance 1 May 2015	<u>80,155</u>

plus <u>Income</u>	
P&C Voluntary Contributions	4,773
Interest	98
Net Fundraising	-
Net Canteen	1,925
Other Income	-
Net Income	<u>6,795</u>

less <u>Expenditure</u>	
Donations / Expenditure	-
Other Expenditure	-
Total Expenditure	<u>-</u>
Net Position (Adjusted Position 31 May 2015)	<u>86,950.03</u>



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

Cash at Bank 31 May 2015	86,950.03
plus Unbanked Income	
Fundraising Income	0
(less) unpresented cheques / Unpaid Invoices cheques	0
	0
Adjusted Cash at Bank 31 May 2015	<u>86,950.03</u>
(less) Commitments	
Classroom Resources II	-3250
Michael Ward award	-100
Playground Planning	-1780
Playground 1&2 with Grant	-30000
	-35130
(less) Budgeted Expenditure (to be paid)	
	0
(less) Donations (to be affirmed)	
	0
plus Fundraising Income	0
	0
	0
Adjusted Cash Position 31 May 2015	<u>51,820.03</u>