

## Meeting Minutes Wednesday 1st March 2017

### **Present:**

BPS: Ariana Davis, Lynda Lovett, May Ellwood, Maria Lambos

P+C: Rob Taubman, Rob Bennett, Van Allen, Lyndal Rutgers, Sophie Knox, Anastasia Phillips, Anne Irvine, Cindy Scheule, Clare Rumboll, Cliff Philipiah, David Finlay, Douglas Talbot, Matthew Wilkinson, Melissa Slavin, Trevor Chaitow, Mel Daniels, Mausumi Anahita, Les Schmalzbach, Arabella Fitcher, Samantha Yetzes

**Minutes recorded by:** Lyndal Rutgers

### **1. Welcome**

Meeting opened: 7.05 pm. Welcome from Rob Bennett, and Acknowledgement of Country.

### **2. Apologies**

Belinda Mikhail-Gogos, Jane Williams, Vanessa James, Biddy McDermott, Nyree Morrison, Jo Edwards, Alexis Butler, Andrea Smith, Shanel Cameron

### **3. Previous Minutes**

December 2016 – accepted as read

February 2017 – Minutes accepted (Proposed: Lyndal Rutgers; Seconded: Cliff Philipiah).

### **4. Actions Arising**

Outstanding actions from previous minutes:

- Comparison table of school 'wishlists' (see 8, below)  
⇒ **Rob Bennett, ongoing due to IT issues**
- Quote for blinds for classrooms above the hall  
⇒ **Maria Lambos:** quote received was \$1500, blinds have been ordered
- Review IT Plan, ongoing (see 6.1, below)  
⇒ **Belinda Mikhail-Gogos, Maria Lambos, Ariana Davis**
- Lost property (see 12, below)  
⇒ **Jo Edwards & May Ellwood:** coordinate Stage 3 students to sort through lost property and contact owners

### **5. Correspondence**

Nil

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

#### 6.1 2017 IT Levy

- As discussed at previous P&C meetings, in order to maintain the needed IT resources at the school (including laptops, iPads, charging stations and smart boards), an IT audit has been conducted and a three-year plan developed for any required additional or upgraded IT resources. From this plan an annual levy was determined at \$75 / family, and this was implemented for the first time in 2016, with 98% compliance.

- The IT levy for 2017 has been maintained at \$75 / family, and was included in the Schedule of School Resource Fees which was sent home to families in Week 3 of Term 1.
- An updated three-year plan (2017-2019) will be prepared for the next P&C meeting, so that the detail can be communicated to parents for transparency of the levy.

⇒ **Maria Lambos, Belinda Mikhail-Gogos, Ariana Davis**

## 6.2 Air conditioning – update

- *Portable unit trial:* A new portable unit was bought by the school for the office (rated 14000BTU), and was trialled in the 3/4M classroom from 8am on the next 34<sup>o</sup> day, keeping the windows closed. Feedback from teaching staff suggests that the room temperature was about 4-5 degrees cooler than without the unit. Halfway through the day the unit was then moved to the 5E classroom, but by this time the room temperature was already mid-30s, so the unit was felt to be fairly ineffective. The old portable unit from office is currently in the 5E classroom, but has been found to be quite loud and fairly ineffective.
- *Cross-ventilation:* It was noted that there are high windows on the corridor wall of each classroom as well as on the exterior walls, which should provide cross-ventilation if both sets are opened. These windows are believed to be operable, but are not currently easily opened. It was suggested that cross-ventilation should be trialled as a quick and inexpensive first step to reducing the temperature in the classrooms on hot days. Some of the corridor windows may require repair or adaptation for ease of use by the teaching staff – and it will be necessary to determine who is responsible for these fixtures.

⇒ **Maria Lambos to clarify**

- *Power investigation, regarding installation of portable or split-system units:* the school assets manager clarified that DET is only required to supply fans and heaters for the classrooms. Schools are permitted to install their own air/con systems at their expense, however, Spotless (the department's service provider) is required to be engaged to inspect the existing power circuits to assess current usage and capacity. It is a requirement that there must always be 10% capacity available above the regular usage load - if not, the school has to pay for the power to be upgraded to enable installation of any portable or split-system units. A request has been lodged with Spotless to provide a costing for their attendance to assess the power - once this is received it will be communicated to the P&C for approval before the assessment can take place.
- *Ducted system:* In the meantime, a (free, no-obligation) quote can still be obtained for the installation of a commercial ducted system, to give a cost indication for comparison of the different options, as this kind of system would likely require its own separate circuit to be installed anyway.

⇒ **Anastasia Phillips to coordinate**

## 6.3 Rubbish – update

- Background: the school currently contracts Remondis for waste collection, at a normal operating cost of \$6150pa. As the school has grown, rubbish has also increased, requiring additional waste collections at a cost of \$30/skip bin.
- Following discussion at the February meeting, possible approaches to the issue of rubbish in the playground was taken to the teaching staff. A 'no waste' approach is being trialled – students are encouraged to bring 'nude food' (ie all food in reusable containers) and any rubbish is to be taken home again, with food scraps being composted every day. The children are remaining indoors to eat for the first ten minutes of each break, with the remaining 30 minutes available for outdoor play (weather permitting). Since the commencement of this trial, there has been a decrease in overflowing bins, rubbish in the playground has dropped by 90%, no extra waste collections have been needed (meaning reduced costs for the school),

and positive feedback has been received from the parent community. Further, it is possible that the ongoing reduction in waste from this approach may mean that the number of skip bins at the school can be reduced in the future, leading to further cost reductions. There are still a number of general and recycling bins in the playground with broken or missing lids, which should be repaired or replaced to prevent further rubbish issues. Eaton Street Centre (ESC) has offered to split the cost of these with the P&C.

⇒ **Maria Lambos to confirm what bins / repairs are required**

#### 6.4 BPS Lockdown: process & protocols

- It was clarified that there are departmental and OH&S procedures that the school must comply with in the case of a serious incident (eg the bomb threats received by a number of schools last year), with 'lockdown', 'lockout' and 'evacuation' being standard terms used by DET to signify the procedure that is to be undertaken in each case. The lockdown incident that occurred at BPS last week was not serious, but lockdown was enacted as a matter of caution. The details of any such incident cannot be released to protect the privacy of any student/s or families involved.
- It was noted that there is no set protocol for communication to parents regarding the nature of any event or its severity, however in the case of a live event with real threat to the safety of the students, parents will be notified as soon as practical once the needs of the students have been taken care of.
- The school is required to conduct two evacuation drills each year, and it is suggested that one lockout or lockdown drill be conducted in the alternate school terms, although these are not required. It was identified after the recent incident that these additional drills should become more frequent to normalise the procedure for the children.
- Some parental feedback after the event indicated that the incident and following communication raised uncertainty and concern, as these terms and procedures were unfamiliar to new families. It was suggested that a general communication be provided by the school regarding these procedures for familiarisation of all school families.

#### **7. Finance Report**

- Audit update – the Rozelle PS P&C Treasurer currently has the accounts, and the audit will be complete 14 days prior to the AGM, as required.
- The current cash balance stands at around \$134000, and is adjusted to \$64000 accounting for funds already allocated; eg Stage 2 of the playground upgrade, IT commitments and the staff wishlist. There has been a small amount of fundraising income so far this term from canteen and also the welcome barbecue.

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

- **P+C AGM 2017: Wednesday 5<sup>th</sup> April, 2017, 7pm** in the staffroom
- P+C Processes and Protocols – 2017 reconfirmation  
Members were reminded that the details of the AGM are on the P&C section of the school website, and these will be updated for 2017. The P&C also has a Code of Conduct and a Grievance Procedure which are signed by the President and the Principal each year, copies of which are also available on the website. As the P&C is an incorporated body, we must provide audited accounts to the association each year. Notice of the AGM will be given in the school newsletter. At the AGM reports will be presented by the President and the Treasurer, followed by a statement from the Auditor. Following this, all positions of office on the P&C are dissolved, and elections for the 2017 committee are held from any nominations received. The meeting will be chaired by Maria Lambos as returning officer if voting is required (in the case

of more than one nomination for any position). To be eligible to vote in the elections, intending voters must have been to a previous P&C meeting, filled in a membership form, and paid their 50c annual membership fee. [\$4 was collected in membership fees at the meeting.] It is possible to nominate for a position of office even if unable to attend the AGM. It should also be possible to vote in absentia, although the process for this will need to be clarified and publicised prior to the meeting. Accordingly, nominations for office must also be made public prior to the meeting for absentee voting to take place.

⇒ **Rob Bennett to clarify and publicise**

- 2016 / 2017 P+C Goals comparison

⇒ **Rob Bennett:** Ongoing, due to IT issues

- 2017 P+C Levy

The P&C levy for 2017 is to be maintained at \$150/family, and will be ready for communication in term 2, with accompanying information graphic regarding what the money provides to encourage take up by school families. It is noted that a new graphic designer may be needed as Mike Fairhurst is no longer a parent at the school. The suggestion was made to approach Mike regarding permission to use his soft copies from the 2016 notice in the interim.

⇒ **Cliff Philipiah to speak with Mike**

- Playground Upgrade

Van gave some background to the current playground upgrade, which is partially being funded by some successful NSW State Government Community Building Partnership Grants, along with funds from the P&C and ESC. The initial design was created 2 years ago, and has been broken down into successive stages. Stage 1 was completed in 2016, with a small amount of surplus funding (\$1283.40) needing to be refunded to close out the grant by the March 31 2017 deadline. Stage 2 is due to begin Monday 6th March, although this may be delayed slightly by the current inclement weather. We also have received funding to undertake Stage 4, but it may be necessary to engage a separate contractor in order for these works to be completed by the funding deadline of March 31 2018, due to complexities of departmental requirements. In this way, the two stages could be undertaken concurrently. This will be further discussed by the P&C Executive, in order to progress the work and best utilise the grant money. Thanks were given to Van for her tireless efforts in procuring grant funding for the playground upgrade, and bring the upgrade to fruition.

## **9. Events Calendar**

- Welcome breakfast (COMPLETE)

The welcome breakfast was held in week 2 of term, and was a great success. Thanks are given to Andrea and Rob Smith and family, and also to Cliff, for their invaluable contribution in coordinating and running the event. Thanks is also given to QE Foods, who donated all the fruit for the fruit platters. As a result the event made over \$700 for the P&C.

- 2017 Welcome Drinks

The annual welcome drinks event is fast approaching, and is the sole parent-only social event for the school for 2017. To date approximately \$4.5K of vouchers etc have been collected from local businesses for the silent auction, to raise funds for the school. Ticket sales have topped 100, although it is hoped that more families will still attend. Assistance is still required for various roles on the night, which is being coordinated by Rob Taubman.

## **10. OOSH Report**

Nil

**11. Canteen report**

- Van reported a strong start to canteen so far this term, with 161 orders on average each week. All is going well. It is noted that while the current canteen appliances (fridge, chest freezer, pie warmer) are worn, they are still adequate to meet the needs of the canteen and are not needing replacement at this stage. Van also requested cheque #3 for \$1000 for ongoing purchase of canteen supplies. (Proposed: Rob T, seconded: Cliff)
- It was reported that the frame of the P&C's barbecue is in a bad state of repair, resulting from damage sustained when it fell from the back of a ute and was hit by a car while being transported from the 2016 BFR.  
⇒ **Cliff Philipiah to investigate whether repair or replacement is necessary**

**12. Any Other Business**

- Lost property – no update.  
⇒ **Jo Edwards & May Ellwood:** Stage 3 students to sort through lost property and contact owners, update next meeting?
- Cruise Ship Terminal  
Pollution from the neighbouring cruise ship terminal at White Bay is an ongoing concern for the Balmain community. There has been a 3 year campaign by concerned residents regarding resulting air quality and its effect on the community. As a result, improvements to the fuel requirements at the port were made by the State Government, but then partially removed by a later decision of the Federal Government. The issue was raised as an ongoing OH&S issue for staff and students of the school, with the community campaign having now approached the DET regarding duty of care due to the health risks to the staff and children at the school. A question was raised as to whether a representation could be made by the P&C to the relevant political departments and members as part of the ongoing campaign. P&C policy has been to stay away from political issues (eg campaigning regarding the Barangaroo development) but to become involved in issues of welfare (eg pedestrian crossings, parking permits for teachers). A proposal was made to hold a meeting in the hall one evening for interested parents, to provide information and discuss options for action, after which resulting parent requests could be brought to the P&C for discussion / action.
- Language program  
An enquiry was made as to the possibility of incorporating a language program across all years at the school, as has been done in a number of other public schools. [It was noted that a few years ago Italian lessons were incorporated across the school, run by COASIC. These were eventually stopped as one hour per week did not seem to be enough for the students to engage with and progress in the language, and there was difficulty in finding suitable teachers.] The constraints to implementing such a program are: the already crowded curriculum - there are 2 hours of relief-from-face-to-face (RFF) teaching timetabled each week, which are currently taken up with music and art classes run by specialist educators; the cost of such a program – these could be met by an additional resource fee, but this would significantly increase the existing annual schedule of fees for parents; and the ongoing difficulty in finding suitably qualified teachers. Further submissions regarding this issue are welcomed, particularly with regard to available and suitably qualified teachers, and also costing.

**Meeting closed 9:47 pm**

**Next meeting: AGM - Wednesday 5<sup>th</sup> April 7.00 pm in the Balmain Public School staff room, followed by ordinary meeting at 7:30pm.**