



Parents + Citizens Association



P+C Meeting Minutes – Wed 4 March 2015

Present: BPS: May Ellwood, Maria Lambos

P+C: Andrea Smith, Biddy McDermott, Candy Jenkins, Carla Jedani, Cath Chatterton, Clare Rumboll, Cliff Philipiah, David Finlay, Emma Allt-Graham, Grahame Paton, John Chatterton, Jacqui Freeman, Karen Harvey, Kim Janson, Lyndal Rutgers, Marilyn Fong, Mike Fairhurst, Monique Dower, Natasha Foster, Nyree Morrison, Oddette Harvey, Robert Bennett, Robert Smith, Rob Taubman, Robyn Elmslie, Tiffany Zehnal, Van Allen, Vanessa James

Minutes recorded by: Andrea Smith

1. Welcome

Meeting opened: 7.35 pm. Welcome from Rob Bennett and general introductions.

2. Apologies

Lynda Lovett, Sally Cooper, Trudy Graves.

3. Previous minutes

Accepted.

4. Actions arising

Outstanding actions from 2014:

- Plans for improving appearance of entrance to school – Mike Fairhurst, ongoing
- Possible trial markets on BPS grounds – Van Allen, ongoing

5. Playground upgrade

Van Allen presented two projects:

Project 1

- Playground markings. Two potential suppliers, Lex James and Project Playgrounds. Lex James is preferred (better value; has previously worked with Maria at Newtown N). Cost \$2K–\$3K.

Project 2

- 3–5 year project, split into 3 stages. Aim is to progressively improve western side of playground (encompassing veggie patch, area alongside toilet block, and weather shed/sand pit). Two potential playground/landscape designers have been consulted; Playground Committee recommends Urban Landscape Projects (they have previously worked with Rozelle PS and Newtown N PS. Design fees for ULP will be \$3916.
- Estimated costs: Stage 1 \$50K; Stage 2 \$50K; Stage 3 \$60–90K.

Playground Committee is submitting a grant application to DEC on Friday 13 March; any funds committed will be matched by DEC if grant application is successful. Requested a commitment of \$30K from both ESC Management Committee and BPS P+C (total of \$60K) by Friday 13 March.

- P+C committed to:
 - A 50/50 split of all fees and construction costs between BPS P+C & ESC (proposed Rob Bennett; seconded Kim Janson)
 - \$3000 playground markings package (to be split 50/50, as above) (proposed Rob Bennett; seconded Robert Smith)
 - \$3916 design fees from ULP (to be split 50/50, as above) (proposed Rob Bennett; seconded Robert Smith)
 - A conditional commitment by the P+C to \$30K for construction of stage 1, on the clear



Parents + Citizens Association



conditional basis of a similar commitment from ESC Mangement Committee (i.e. \$30K) and on achieving matching funding from DEC. If either of those two conditions is not achieved, then the P+C reserves the right to relook at its commitment to Stage 1 (proposed Rob Bennett; seconded Robert Smith)

6. P+C issues

- \$52,000 cheque presented to BPS from the BFR committee/P+C at Parents' Drinks 27 Feb 2015
- Thanks for volunteers involved in Parent Drinks night; estimated \$7K profit
- Draft code of conduct, draft P+C grievance procedure approved
- Draft membership form to be circulated prior to April P+C meeting
- Proposed amendments to P+C Constitution: change BFR Coordinator to BFR Director. Proposed by Trudy Graves (by email to Rob Bennett prior to the meeting). To be discussed further at April P+C meeting (after BFR meeting on March 15).
⇒ **Natasha Foster / Mike Fairhurst** to report back to P+C
- Rob Bennett proposed creating Communications Coordinator role; seconded by Robyn Elmslie.
⇒ **Rob Taubman** to take on role Events Coordinator and Communication.

7. Principal's report

- iPad drive generated 35 iPads from parents and local businesses; iPad staff training 24 March run by Arianna Davis (Kindy teacher)
- 30 iPads in library; 5 in 5/6D classroom as currently smartboard or access to laptops
- BPS staff wishlist with items totaling approx. \$120K.
⇒ **Rob Bennett** to meet with Maria Lambos to determine what are priority items
⇒ **Maria Lambos** to ask Arianna Davis and Belinda Gogos to provide outline of BPS' IT plan for next 3–5 years

8. Finance report

- Cash balance at bank as at 28 February 2015 was \$48,615K. As at 1 March 2015 the adjusted cash position (accounting for outstanding cheques, committed expenditure and interest income received and expenditure for the year) was \$80,824 (Appendix 1)
- Approval sought for fortnightly canteen expenditure to be paid by cheque to Van (up to \$1000 each fortnight); proposed Rob Bennett; seconded Mike Fairhurst.
- \$15K that P+C hand provided to underwrite iPad drive: Rob Bennett proposed \$2.5K be used to purchase 5 additional iPads for use by Y5/6; seconded by Andrea Smith. Remaining \$12.5K to be returned to P+C (i.e. no longer committed to covering a shortfall in iPad drive).
- P+C Contribution has been listed on Flexischools website.

9. Events calendar

- Election day BBQ 28 March.
⇒ **Grahame Paton** and **Rob Bennett** to organize.
- Hot cross buns.
⇒ **Rob Taubman** to get Kindy to organize.

Meeting closed 10.10 pm

Next meeting – Wed 1 April 7pm in Balmain Public School staff room



Parents + Citizens Association



Appendix 1: CashBook Summary & Projection of Major Expenditure @ 28 February 2015



Balmain Public School Parents and Citizens Association
Cash Flow 1 January 2015 to 28 Feb 2015
ABN 88 710 438 465

Cash Movement

Cash Balance as at 1 January 2015	<u>50,300</u>
Cash Balance as at 28 February 2015	<u>48,615</u>
Movement Cash	<u>- 1,685</u>

Adjusted Cash Movement

Cash Balance as at 1 January 2015	<u>50,300</u>
less 2014 Exp/Rev in 2015	<u>- 5,895</u>
Adjusted cash balance 1 January 2015	<u>44,405.60</u>

plus	<u>Income</u>		
	P&C Voluntary Contributions		295
	Interest		84
	Fundraising Income	2961.65	
	Fundraising Expenses	0	
	Net Fundraising		<u>2,962</u>
	Canteen Income	1,976	
	Canteen Expenses	-1123.95	
	Net Canteen		<u>852</u>
	Other Income		17
	Net Income		<u>4,209</u>
less	<u>Expenditure</u>		
	Donations / Expenditure		-
	Other Expenditure		-
	Total Expenditure		<u>-</u>
	Net Position (Adjusted Position 28 Feb 2014)		<u><u>48,614.93</u></u>



Parents + Citizens Association



Balmain Public School Parents and Citizens Association

Bank Reconciliation as at 28 Feb 2015

ABN 88 710 438 465

Cash at Bank 28 Feb 2015	48,614.93
plus Unbanked Income	
Fundraising Income	0
	<u>0</u>
(less) unrepresented cheques / Unpaid Invoices	
0	0
0	0
0	0
	<u>0</u>
	0
Adjusted Cash at Bank 28 Feb 2015	<u><u>48,614.93</u></u>
(less) Commitments	
iPADS	-15000
Musical Instruments	-2339
	<u>-17339</u>
(less) Expenditure (to be approved)	
Canteen - Bilita	-724.1
Canteen - Float	-1000
Welcome Breakfast	-378.1
	<u>-2102.2</u>
(less) Donations (to be affirmed)	
Wishing Well class resources	-350
plus Fundraising	
BFR 2014	52000
Welcome night (tbc)	0
	<u>52000</u>
Adjusted Cash Position 1 Mar 2015	<u><u>80,823.73</u></u>