



Parents + Citizens Association



P+C Meeting Minutes – Wed 7 May 2014

Present: BPS: Lynda Lovett, Maria Lambos, May Ellwood

P+C: Andrea Smith, Arthur Graves, Biddy McDermott, Cliff Philipiah, John Bayliss, Lucille Hughes, Lyndal Rutgers, Nyree Morrison, Steph Sandbrook, Stephen Conaty, Rob Taubman, Robert Bennett, Robert Smith, Robyn Elmslie, Vanessa James, Venetia Hendry

Minutes recorded by: Andrea Smith

1. Welcome

Meeting opened: 7.10 pm.

2. Apologies

Belinda Mikail-Gogos; Kim Janson

3. Previous minutes

- Amendments to minutes from 2 April 2014:
 - John Bayliss requested a copy of finance report (for period up until 1 April 2014) be attached to April's minutes – refer Attachment #1
- Outstanding issues (resolved before or during the meeting):
 - Language tuition – On hold (requires qualification to teach during school hours)
 - Events calendar to be passed to Venetia Hendry – COMPLETE.
 - Confirmation of ABN for P&C – COMPLETE (Ref: Balmain Public School P&C ABN.88710438465, valid from 1 Jan 2014).
 - Consider App for school website – COMPLETE (considered no longer necessary as current mobile site works well).
 - Set up canteen "Flexischool" system – Underway (invoice to be paid).
 - Confirmation of P&C Goals for 2014 – COMPLETE. Refer Attachment #2.
 - Confirmation of P&C Audit – COMPLETE. Refer Finance Report.
 - Prepare P&C Levy flier – COMPLETE. Refer Attachment #3.
 - Outcomes of OOSH safety audit – COMPLETE. Refer OOSH Report.
- Current outstanding issues (awaiting action):
 - ⇒ **Robert Smith** to explore solutions to chess piece storage problem
 - ⇒ **John Bayliss** to organize new P+C signatories to be added to P+C account
 - ⇒ **Leah Egiziano** to provide info on setting up P+C email account
 - ⇒ **Trudy Graves** to provide volunteer list for next BFR
 - ⇒ **Rob Bennett** to transfer P+C documents to new school website
 - ⇒ **Rob Bennett** to prepare & send out P&C Newsletter (with P&C Goals for 2014 and Levy Flier)
 - ⇒ **Cliff Philipiah** to investigate RSA options following removal of online process.
 - ⇒ **BPS staff** Green Room temp monitoring on hold until later in year (ie spring/summer)
 - ⇒ **Biddy McDermott** to seek band "wish list" cost breakdown from Dr Elisabeth Kelvin

4. Principal's report – Maria Lambos

- Grant application for "\$200K" playground upgrade was successfully submitted end term 1.
- Laptops purchased and in use.
- P+C funding
 - Mini whiteboard kits, maths equipment, worm farms purchased



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- Reading tables x2 ordered
- Stands for large class readers ordered (\$600) [NB need to confirm if this is covered by \$3000 for class readers]; \$2000 has been spent on class readers (of the \$3000 allocated)
- Term 3 activities
 - NAPLAN in wk 3
 - Timetable change on Fridays – lunch 11.00-11.50am; recess 1.30-1.50pm
 - District Cross Country Thurs 22 May; to be attended by Blake and Belinda
 - Walk safely to school day Friday 23 May
 - ⇒ **Robert Smith** to send Rob Bennett/Maria Lambos diagram of proposed pedestrian crossings
 - ⇒ **Rob Bennett** to contact council (and relevant local members) querying possible pedestrian crossings at key points around Gladstone Park
 - Ryde Music Festival Sunday 25 May
 - Kindy Info Evening Tues 3 June – **Rob Bennett** to attend and other parents (TBC)
 - ⇒ **Nyree Morrison (or Robert Bennett)** to speak about Eaton Street Centre at Kindy Orientation; inform future parents BPS families have priority of access to ESC
 - Blake Nuto organizing garden beds for each class
 - ⇒ **Rob Bennett** to forward Arthur Graves' email re possible working bee to Maria Lambos; Arthur had proposed 24 May as date for possible working bee
- Collaborative planning (funded by DEC) for curriculum ongoing this term
- Reports out wk 9, term 2; parent/teacher/child interviews in wk 1, term 3

5. Finance report – John Bayliss

- Finance report for period up until beginning May 2014 presented (refer Attachment #4)
- P+C accounts have been audited by Billy Cutler, Rozelle Public School; Billy will provide completed audit report by Friday 9 May
 - ⇒ **John Bayliss** to present report to P+C Exec for approval prior to circulating to P+C members in advance of 4 June P+C meeting
- Requirements for future audits:
 - Copies of all invoices to be made available to auditor
 - Treasurer to provide P+C with monthly finance report (including screenshot capturing all banking activity since last report)
 - Monthly reports of anticipated future expenditure
 - All expenditure that has been approved by the P+C should be minuted.
- John Bayliss will be resigning as treasurer at end of term 2.
 - ⇒ **Rob Bennett** to advertise position of Treasurer in next P+C newsletter

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

Item	Cost	Status
Michael Ward Community Award	\$100	Approved
Laptop shortfall (2013 levy)	Approx. \$4000	Approved (but exact figure TBC)
Curtains for stage	\$2700	Approved (need to confirm cost of installation)
Further playground upgrade	?	On hold pending result of grant application
Blinds for corridors on levels 2 and 3	\$10K?	On hold (will DEC cover this cost?)
Portable PA system (2x mics and speaker)	\$213 for speakers	Approved in principle



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- ⇒ **Cliff Philipiah** to provide Exec with quote for speaker plus 2x mics and investigate wireless option for use in hall/playground
- ⇒ **John Collyer** to confirm cost of installation of drapes for stage
- ⇒ **Maria Lambos** to confirm whether DEC will cover cost of blinds in corridors on levels 2 & 3
- P+C levy 2014:
 - ⇒ **P+C Exec** to confirm wording / content for P+C levy flyer by Friday 9 May
 - ⇒ **Cliff Philipiah** to organize poster comp. to promote P+C levy (with non-financial prize?)
 - ⇒ **Maria Lambos** to send out note explaining importance of P+C levy in supporting everyday running of BPS (wk 2)
 - ⇒ **Rob Bennett** to distribute P+C newsletter (containing info re P+C levy) in wk 3
 - ⇒ **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 (wk4)

7. Events

- Cliff Philipiah has organized the Mother's Day chocolates (Friday 9 May)
- Term 2 Movie night for K-Y2 kids. Vanessa James (Y1/2) offered to coordinate and run in association with the other Y1 classes; licence has been applied for; ESC informed of event
 - ⇒ **Cliff Philipiah** organizing licence and merchandise for raffle
 - ⇒ **Venetia Hendry** to contact class reps and confirm which classes/year groups will run remaining events in 2014

8. OOSH

- Health and safety audit completed 2 April 2014; scooters and bikes will be reintroduced into the playground.
- Nyree Morrison confirmed ESC want cupboard doors installed on open shelving and new stove. Suggested proceeding with minor canteen improvements and billing ESC for their share of costs rather than waiting for ESC to arrange quotes.
 - ⇒ **Maria Lambos** meeting with representatives of ESC Management Committee and Katya de la Rocha on Monday 12 May to discuss how tension re shared use of can be resolved and how improvements to canteen can best progress
 - ⇒ **Canteen Committee** to organize second working bee (cupboard doors, locks, shelving)

9. Canteen

- Flexischool system has been organized – pending payment from P+C to Flexischools.
 - ⇒ **John Bayliss** to arrange payment to Flexischools

10. Other matters

- Removal of trees in playground
 - ⇒ **Maria Lambos** to ask DEC to confirm the following, regarding trees identified for removal:
 - they will be replaced with other trees (or alternative shade treatment); and
 - any resulting 'holes' in bench seating or playground surface will be made safe; and
 - That any damage caused (ie to bench seating) during removal of trees will be made good (ie a Dilapidation Report prior to works may be required)

Meeting closed 9.10 pm

Next meeting – Wednesday 4 June 2014 – 7.00pm to 8.30pm



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Attachment #1

Balmain P&C

CashBook Summary & Projection of Major Expenditure @ 1 April 2014

	Deposits \$	Withdrawals \$	Balance \$
Opening Balance – 1 March 2014			55,148
Fun Run Profit	35,400		
Canteen deposits – Feb/Mar	4,140		
Other Deposits	685		
Cash Withdrawal – Movie Night Pizzas		550	
Cheque - Computers		18,000	
Cheque – Recorder Lessons		2,500	
Cheques – Canteen supplies		2,265	
Cheques - Other		97	
Closing Balance – 1 April 2014			71,961

Further Expenditure – Approved

		Estimate \$	Balance \$
Sets of reading books – class use	Approved	3,000	
Mathematics equipment	Approved	2,000	
Classroom resources (\$300 per class/per semester)	Approved	6,600	
Library contribution	Approved	2,000	
Sports equipment	Approved	1,500	
Mini whiteboard kits	Approved in principal	1,760	
Subtotal		16,800	
Canteen Banking		850	
Herb garden plants		500	
Recorder lessons [remainder of P&C 50%]		3,000	
Playground improvements – Stone Garden Walls		1,200	
Subtotal		22,350	
Projected Balance			49,000



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Other Expenditure – Not Yet Approved

		Estimate \$
Blinds for Hall	Quote received	\$3,500
Art show	On Hold	1,000
Musical instruments (glockenspiels) – class use	Application for funding	1,500
iPod docks for all classes (x11) and iPod for each stage (x4)	More Info requested	2,000
Dr Elizabeth's band request	More Info requested	\$3,000
Subtotal		11,000
Language Teacher		\$\$\$
Sports Teacher		\$\$\$
Green room cooling	More Info requested	\$\$\$
Guided Reading Tables	More Info requested	\$\$\$
Other Playground Works, Awning etc		\$\$\$

Stone Garden Wall Quote



20 February 2014

QUOTE

For: Robert Smith
Job Address: Balmain Public School
Contact No: 0420 942 457 Email: smithr@ali.com.au

Item	Subtotal
Stone Garden Walls	
Construct random stone garden wall near chessboard and rebuild/finish random stone garden wall near toilet block.	
*Random sandstone ballast, sand and cement, demo saw and labour	\$1057
G.S.T.	\$105.70
Total	\$1162.70



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Attachment #2

P+C Goals for 2014 [V3]

May 2014

Community and Relationship Building

To continue to build strong and effective relationships between staff, parents, students and the local community with Balmain Public School.

1. To undertake fundraising through ongoing revenue [e.g. Canteen, voluntary contributions, P&C Levy] and special events [e.g. the Balmain Fun Run, Halloween Disco, Xmas in July, movie nights, etc.].
2. To introduce a formal program to include new parents [K and OC in particular] in the P+C and school community, through parent liaison and formalising connections to the P+C through class representatives, the 'Welcome BBQ' and the 'OC get to know you' week.
3. To provide fun and inclusive social activities for parents and students, such as the Father's Day Breakfast, art show and performance based events such as the school band and choir performances, etc.

Teaching Aides

To support the purchase of additional teaching resources for the school, such as: books, art and craft supplies and materials, IT and related equipment (e.g. smartboards, laptops)

Item	Project	Status [May 14]	Allocated Budget	Actual Spend [2014]
1	Class readers	Approved	\$3,000	TBC
2	Library books – annual contribution	Approved	\$2,000	TBC
3	Mathematics equipment	Approved	\$2,000	TBC
4	Classroom resources [Art + craft supplies @ \$300 per class / per semester x11]	Approved	\$6,600	TBC
5	Sports equipment	Approved	\$1,500	TBC
6	Mini whiteboard kits [@\$160 per class x 11]	Approved	\$1,760	TBC
7	iPod [x4], iPod docks [x4] audio cables [x 11]	Approved	\$1,000	TBC
8	Guided reading tables [x 2]	Approved	\$1,600	TBC
9	2013 Laptops P&C Levy \$ shortfall	Approved	c\$4,000	TBC
10	Michael Ward Community Award – annual contribution [book prize]	Approved	\$100	TBC
11	Portable PA (2 x mics and speaker)	Approved	c\$250	TBC
		Est. Total	\$23,560	
		Approved	\$23,560	\$0.00



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Property and Amenities

To complete further upgrades of the playground, gardens and school amenities, with a focus on improving seating and the area in front of the main school building [Block A].

Item	Project	Status [May 2014]	Allocated Budget	Actual Spend [2014]
1	Playground upgrade – stone walls	Approved	\$1,200	TBC
2	Further playground upgrade – main building, additional bench seating, garden [pending BPS \$200K grant submission] (\$10K+?)	Open	Nil	-
3	Curtains for stage (excl. installation)	Approved	\$2,700	TBC
4	Blinds for hall	Approved	\$3,500	TBC
5	Re-stock the community garden – annual contribution	Approved	\$500	TBC
6	Canteen banking system	Approved	\$850	TBC
7	Further Canteen upgrade works (\$TBC Subject to cost sharing)	Open	Nil	-
8	Support staff + assist as required for government or other grant funding opportunities	As required	Nil	Nil
9	Green Room cooling (\$5K? DEC?)	On hold	Nil	-
10	Blinds for classrooms [Main Building 1st & 2nd floors] (\$10K? DEC?)	On hold	Nil	-
		Est. Total	\$8.7K-\$33K+	
		Approved	\$8,750	\$0.00

Band, Choir + Artistic Activities

To support the band and the choir, music, drama and art programs through means such as financial assistance including purchasing of equipment, joint choir/band events, etc. To provide additional support to arts and cultural programs within the school as requested.

Item	Project	Status [May 2014]	Allocated Budget	Actual Spend [2014]
1	Recorder lessons – Year K-4	Approved	c\$5,000	TBC
2	Band + Choir – annual contribution (\$1K?)	Open	Nil	-
3	Art show OR School Production (\$1K?)	On hold	Nil	TBC
4	Musical Instruments (total \$3K, subject to 50/50 split with BCB)	Approved in principle	\$1,500	-
		Est. Total	\$6.5K-\$8.5K	
		Approved	\$6,500	\$0.00

NOTE: Recorder lesson P&C contribution subject to confirmation by ML



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Curriculum Enrichment and Activities

To provide support to extra-curricular activities within the school as requested.

Item	Project	Status [May 2014]	Allocated Budget	Actual Spend [2014]
1	To support the introduction of the new ethics program within the school.	Ongoing	Nil	Nil
2	To provide support to extra-curricular activities such as chess, dance, etc.	Ongoing	Nil	Nil
3	To investigate more "professional" level sporting programs - perhaps relying on relationships with schools in the area, or leveraging the BFR	Open	Nil	-
4	To investigate language programs	Open	Nil	-
		Approved	Nil	Nil
		Est. Total	Nil	

Attachment #3



Dear Parents & Carers,

Every year, the Balmain Public School P&C Association asks every family in the school community to make a voluntary financial contribution so that we can purchase essential items and services directly for the school; in general, these are things that are important for the school but are not paid for by the NSW Department of Education & Communities.

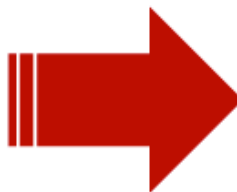
The money raised in 2013 was used to update the computers at school and we successfully raised \$18,000 for 32 new laptops.

This year the P&C have chosen to raise money for another specific target: the school is in urgent need of guided-reading tables and we are trying to raise \$18,000 for 11 of them [one for each class]. Any money raised over and above our target will be used to purchase new library books, new class readers, subsidising the recorder & band programs and other projects.

Guided-reading tables allow the teacher to sit with a small group of students and place equal focus on each individual child. The semi-circular shape and whiteboard surface of the tables ensure that each child is engaged in the lesson with equal focus. The tables serve a multitude of purposes and can be used for any type of focused-learning activity - not just reading.



For example, 1R currently do their reading groups and focused-learning on the floor.



With guided-reading tables, the teacher can focus more on individualised learning.

Like last year, a minimum voluntary contribution from every family/household of \$150 will very easily help the P&C achieve their financial target. Payments will be accepted by cash, cheque, and electronic funds transfer.

For cash/cheque payments, print out and complete the coupon below along with your payment of \$150, or more if you can.

P&C VOLUNTARY CONTRIBUTION

✂

Name of Oldest Child: _____ Class of Oldest Child: _____ Total Payment: \$ _____

Please place your payment in the box by the office. Cheques can be made out to Balmain School P+C.

For electronic funds transfers, your payment of \$150 [or more if you are able] can be made to:

Account Name: Balmain School P+C

BSB/Branch & Account Number: 062110-00900412

In order for us to keep track of payments please ensure that you write the following in the Description Line of your payment: PCVC-Family Surname-Class of Oldest Child.

For example, the Jones family with kids in KL, 1/2E & 5/6N would write: PCVC-Jones-5/6N

Every week, we will show how the fundraising is tracking against target in the school newsletter. The P&C and school staff thank you for making this vital financial contribution and helping us to achieve our goals.



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Attachment #4

Balmain P&C

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

Other Expenditure – Not Yet Approved