



Parents + Citizens Association



P+C Meeting Minutes – Wed 5 November 2014

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

P+C: Andrea Smith, Arthur Graves, Bidy McDermott, David Finlay, John Collyer, Kim Janson, Lyndal Rutgers, Nyree Morrison, Robert Bennett, Rob Taubman, Robyn Elmslie, Tiffany Zehnal, Van Allen

Minutes recorded by: Andrea Smith

1. Welcome

Meeting opened: 7.10 pm

2. Apologies

Belinda Mikail-Gogos, Cliff Philipiah, Robert Smith, Venetia Hendry

3. Previous minutes

Accepted

4. Actions arising

Current outstanding issues (awaiting action or ongoing):

- ⇒ **Rob Bennett** to transfer P+C documents to school website
- ⇒ **Carla Jedani** to coordinate volunteers to approach local businesses, with letter drafted from the P+C re iPad drive
- ⇒ **Lynda Lovett** to order guided reading tables x9
- ⇒ **May Ellwood** to purchase K–2 readers
- ⇒ **Maria Lambos** to organize for relocation of interactive whiteboards
- ⇒ **Maria Lambos** to organize for installation of air conditioning in green room
- ⇒ **Mike Fairhurst** to provide suggestions for revamping Eaton St entrance to school (including possible school signage and sensor lighting)

5. Principal's report – Maria Lambos

- iPad drive: 15 iPads donated by families; a number of families have contributed money towards an iPad; several businesses have contributed iPads. Balmain Care for Kids donated \$2000.
- Security: ESC decided against keypad entry.
- Evac/lockdown quote: \$8872ex GST (includes installation).

6. Finance report – David Finlay

- Cash flow 1 October – 4 November 2014 presented.
- Bank reconciliation as at 4 November 2014 presented. Opening balance \$70,605; closing cash at bank balance 4 November 2014 \$51,610; adjusted balance (accounting for outstanding cheques and proposed expenditure) \$24,052 (see Appendix 1).

7. Events

- Year Book: Approved for P+C to underwrite the difference between pre-orders for BPS Year Book and the 101 orders needed to obtain 20% discount. Proposed by Tiffany Zehnal; seconded Bidy McDermott.
 - ⇒ **Tiffany Zehnal** to email details to Maria Lambos to publicise by email. EOI sought by end of week and orders to be placed through Flexischools by 14 November
 - ⇒ **Van Allen** to show Tiffany Zehnal how to set up sales in Flexischools



Parents + Citizens Association



- BFR: nearly recruited sufficient volunteers; only 5–10 still needed. Focus is now on marketing and getting school community to enter; entrant numbers about 10% up this time last year; investing in own marquees now that we have BFR storage shed; aim to raise \$49; two new volunteers recruited to 2015 BFR committee; Event Director role still vacant

8. OOSH report

ESC management committee currently comprises 4 FJT parents and 3 BPS. Need to advertise for additional BPS parent volunteer for committee.

- ⇒ **Maria Lambos** to confirm with Richard Banks what position is vacant and place notice in BPS newsletter re vacancy

9. Canteen report

- Bilita canteen supplies: order for \$884 approved (proposed by David Finlay; seconded by Van Allen)

10. P+C goals

2014 P+C goals – status report

Approved and outstanding items for funding (awaiting further action)

Approved items	Cost	Status
Storage: outside storage shed on eastern end of canteen (option 3: keeping original structure & hang single, outward opening doors)	\$749 (\$407 for demolition & works + \$342 for shelving)	Demolition and works completed. (NB: BPS to pay full \$814 and then ask ESC to pay their half, \$407) Shelving to be purchased
K–2 readers	\$5000	To be purchased by May Ellwood
Relocation of interactive whiteboards	\$2000	To be organized by Maria Lambos
Air conditioning in green room	\$3–4000	To be organized by Maria Lambos
Guided reading tables x10	\$6600	To be purchased by Lynda Lovett
Stage 1: Shelving in western vestibule of ground floor corridor (3 units to include benches and storage for kids' musical instruments and storage for chess pieces)	\$3150	\$750 deposit paid by Van Allen
Outstanding items	Cost	Status
Stage 2: Shelving in western vestibule of ground floor corridor (refurbishment of wet area and 1 further bench/storage area)	\$2600	Approved in principal (pending quote). First quote \$13,000; second quote \$8,500. Currently on hold pending confirmation of whether DEC will cover cost of sink.
	\$TBC	
Blinds for corridors on levels 2 and 3 (on both playground and street-side of classrooms)	\$12,780	On-hold until funding priorities for 2015 confirmed
Garden upgrade	TBC	Art Graves to liaise with Blake Nuto

- ⇒ **Maria Lambos** to ascertain whether DEC will cover cost of sink for new Kindy classrooms



Parents + Citizens Association



2015 P+C goals

BPS goals for 2015 that are likely to require support (financial or parent input) from the P+C

Short-term:

- Purchase and install interactive white board for 12th classroom (in former computer lab)
- Purchase of iPads (plus associated infrastructure such as charging trolleys and apps)
- Upgrade furniture in selected classrooms
- Purchase and install evac/lockdown system
- Funding for creative and performing arts (CAPA). Recorder to be dropped in 2015; time to be used for visual arts, drama or dance; may need to utilize craft room above canteen (i.e. operate as a shared space with ESC)
- Fund resources for new syllabus (x4) being introduced in 2015
- Increase range and quantity of sports equipment
- Organise (and fund?) a language tutor or language lessons
- Continue upgrade to playground; possibility of applying for joint funding (closing date March 2015) from DEC; DEC will match what BPS puts in. ESC has indicated it will contribute \$25K to playground improvements.

Long-term:

- Upgrade layout and furniture in remaining classrooms – learning spaces rather than traditional classroom layout
- Uniform upgrade (in consultation with school community)
- Increase storage (e.g. in craft room); could be incorporated into plans for playground upgrade
- Additional interactive white boards and iPads

P+C goals and funding priorities

- Band: purchase of 6 instruments by P+C and rented to students in training and concert bands
- Replacement and/or relocation of existing COLA (which is in poor state of repair and its position impedes emergency access to the school). Need to make provision for a sinking fund to cover cost of new shades, possibly elsewhere in playground.

11. Other matters arising

- WWI history project (Katina Comino has secured a \$4000 grant for honor board for hall). Ballpark figure of \$10,000 required for project. \$200 required to digitize BPS admissions' records. Proposed by Nyree Morrison; seconded by Andrea Smith.
⇒ **Nyree Morrison** to organize for digitization of admissions' records.
- Long-term fundraising: possibility of farmers' market. If long-term would need DA and involvement of DEC assets. Tendering process to licence out the asset to event organizing company. Could trial for 4 Sundays in a month. Possibly raise \$25,000 in 1 month. BPS would receive approx. 20–30% of income; event organizing company would take rest. Alternatively P+C could contract out to event management company and possibly claim between 40 and 50%.
⇒ **Maria Lambos** to talk to principals from Orange Grove and Rozelle re pros and cons of running a market on school grounds
- Upgrade PA system in hall (upgrade required due to frequency issues at end 2014)
⇒ **John Collyer** to provide recommendations and quote to Maria Lambos.

Meeting closed 9.55 pm

Next meeting – date and venue to be confirmed



Parents + Citizens Association



Appendix 1: CashBook Summary & Projection of Major Expenditure @ 5 November 2014

Balmain Public School Parents and Citizens Association

Cash Flow 1 October 2014 to 4 November 2014

Bank Reconciliation as at 4 November 2014

Cash Balance as at 1 October 2014			<u>70,605</u>
plus	Deposits		
	P&C Voluntary Contributions	1,850	
	Canteen	2,388	
	Interest	62	
	Other	0	
			▲ 4,300
less	Approved Cheques Presented	- 1,367	
			▼ 1,367
Notional Cash Balance as at 4 November 2014 (per bank statement)			<u>73,538</u>
less	Unpresented cheques	- 21,928	
Cash Balance 4 November 2014			▲ <u>51,610</u>
Less	<u>Approved Expenditure</u>		
	BBQ	- 700	
	Storage - Outside Canteen (revised quote)	- 279	
	Storage - Freestanding shed (revised)	- 1,045	
	Air Conditioning (est \$3-4,000)	- 4,000	
	Shelving - western vestibule (revised quote)	- 3,150	
	Musical Instruments (Balance of \$5000)	- 2,500	
	IPads - advance	- 15,000	
	<u>To be approved</u>		
	Bilita (Canteen Supplies)	- 884	
			▲ 27,558
Cash Balance Post Approved Expenditure			<u>24,052</u>