



Parents + Citizens Association



P+C Meeting Minutes – Wed 8 October 2014

Present: BPS: Belinda Mikail-Gogos, May Ellwood, Maria Lambos, Pauline Jensen

P+C: Andrea Smith, Biddy McDermott, Cliff Philipiah, David Finlay, Lyndal Rutgers, Mike Fairhurst, Nyree Morrison, Robert Bennett, Rob Taubman, Robyn Elmslie, Trudy Graves, Van Allen

Minutes recorded by: Andrea Smith

1. Welcome

Meeting opened: 7.10 pm

2. Apologies

Arthur Graves, Kim Janson, Lynda Lovett, 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 (held over to Term 4)
- ⇒ **Cliff Philipiah** to purchase BBQ prior to Friday 31 Oct (needed for canteen)
- ⇒ **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
- ⇒ **Nyree Morrison** to advise school community (via BPS n/letter) that ESC Management Committee are seeking a parent volunteer to fill the BPS liaison officer position
- ⇒ **Robert Smith and Lawrence Curson** to install secure storage for instruments.
- ⇒ **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

- Parent rep required for interview panel to recruit permanent teacher.
 - ⇒ **Andrea Smith** to email P+C mailing list requesting expressions of interest, and for those interested to contact Maria for more info
- Pauline Jensen reported on recycling and gardening project. Requested additional \$710 for 3 cubic metres soil, 7x worms for worm farms, and veggie scrap bins for classrooms.
- Medibank Private \$50,000 grant available – could apply for funds for playground upgrade.
 - ⇒ **Van Allen** to investigate grant details

6. Finance report – David Finlay

- Cash flow 3 September – 1 October 2014 presented.
- Opening balance \$69,460; closing cash at bank balance 1 October \$70,605; adjusted balance (accounting for outstanding cheques and proposed expenditure) \$25,050 (see Appendix 1)
- P+C levy 2014: currently over \$10,000 raised; approximate 30% contribution rate so far.
- Six signatories on CBA account; signatories can view account online



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

The following items have been approved for funding.

Approved items	Cost	Status
Blinds for playground side of hall	\$2200	Purchased and installed
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
Storage: freestanding shed behind sports shed/toilets for BFR materials	\$1066	Purchased. Being installed 18 Oct 2014
BBQ and gas bottles x2	\$700	Gas bottles purchased; BBQ to be purchased by Cliff Philipiah
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 (9 tables had been approved 3 Sept 2014)	\$6600	10th table approved 8 Oct 2014. Proposed by Rob Bennett, seconded by Cliff Philipiah 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
3 cubic metres of soil; worms for worm farms x7; veggie scrap bins for classrooms	\$710	Approved 8 Oct 2014. Proposed Rob Bennett; seconded Bidy McDermott
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. Additional quotes being sought.
	\$TBC	
Blinds for corridors on levels 2 and 3 (on both playground and street-side of classrooms)	\$12,780	On-hold
Garden upgrade	TBC	Art Graves to liaise with Blake Nuto

- Combined approved budget for Eastern storage shed, BFR storage shed and shelving to Western vestibule \$4900; actual cost \$4965. Funding for additional \$65 proposed by Bidy McDermott; seconded by Nyree Morrison.
- Planning for November 2014 P+C meeting. Items to be discussed include P+C levy (level, timing,



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strategies for marketing), RSA course for early 2015, recruitment and marketing of bands, band calendar for 2015

- ⇒ **Van Allen** to advertise Oct 18th working bee for installation of BFR storage shed in n/letter
- ⇒ **Van Allen** to organize additional quotes for stage 2 of western vestibule refurbishment
- ⇒ **Maria Lambos** to arrange meeting with Elisabeth Kelvin discuss band going forward
- ⇒ **Trudy Graves** to contact Canada Bay Club re possible provision of RSA training to BPS

8. Events

- Halloween Disco: license applied for; risk assessment required for insurance; Y3/4 volunteers organized.
 - ⇒ **Biddy McDermott** to complete risk assessment for Halloween disco
 - ⇒ **Trudy Graves** to liaise with Sarah Braund re BFR stalls for Halloween disco
- BFR promotion has started. Flyers at Bay Run and drive to recruit volunteers. Sponsors still being recruited. Need a volunteers' coordinator (for 2014s) and more committee members (going forward).
 - ⇒ **Andrea Smith** to email P+C mailing list requesting members contact Trudy if they can help with BFR and to also recruit 5 volunteers each
 - ⇒ **Rob Taubman** to contact and ask class reps to spread the word re need for volunteers
 - ⇒ **Maria Lambos** to email school community re BFR

9. Other matters arising

- White Bay Passenger Terminal and EPA complaint
 - ⇒ **Maria Lambos** to liaise with Lisa re possible meeting or presentation at school, possibly immediately prior to Nov P+C meeting

Meeting closed 9.30 pm

Next meeting – Wednesday 5 November 2014 – 7.00pm to 8.30pm



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

Balmain Public School Parents and Citizens Association

Cash Flow 3 September 2014 to 1 October 2014

Bank Reconciliation as at 1 October 2014

Cash Balance as at 2 September 2014			<u>69,460</u>
plus	Deposits		
	P&C Voluntary Contributions	600	
	Canteen	1,144	
	Interest	58	
	Fundraising (Entertainment Book+Breakfast)	474	
			<u>2,276</u>
less	Approved Cheques Presented	- 1,131	
			<u>1,131</u>
			<u>70,605</u>
Notional Cash Balance as at 1 October 2014 (per bank statement)			
less	Unpresented cheques	- 367	
			<u>70,238</u>
Cash Balance 1 October 2014			
Less	Approved Expenditure		
	BBQ	- 700	
	Storage - Outside Canteen	- 600	
	Storage - Freestanding shed	- 1,700	
	Reading Tables	- 5,940	
	Blinds - Hall	- 2,200	
	K-2 Readers	- 5,000	
	Whiteboards	- 2,000	
	Air Conditioning (est)	- 3,000	
	Shelving - western vestibule	- 2,600	
	Musical Instruments	- 5,000	
	Portable PA	- 1,448	
	Ipads - advance	- 15,000	
		- 45,188	
Cash Balance Post Approved Expenditure			<u>25,050</u>