



# Parents + Citizens Association



## P+C Meeting Minutes – Wed 3 September 2014

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

P+C: Andrea Smith, Biddy McDermott, Clare Rumboll, Cliff Philipiah, David Finlay, Kim Janson, Mike Fairhurst, Nyree Morrison, Robert Bennett, Rob Taubman, Van Allen

**Minutes recorded by:** Andrea Smith

### 1. Welcome

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Meeting opened: 7.15 pm

### 2. Apologies

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Belinda Mikail-Gogos, Lyndal Rutgers, Trudy Graves, Robert Smith, Vanessa James, Venetia Hendry

### 3. Previous minutes

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Accepted

### 4. Actions arising

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- Current outstanding issues (awaiting action):
  - ⇒ **Rob Bennett** to discuss issues with transferring P+C documents to new school website with Belinda Mikail-Gogos
  - ⇒ **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
  - ⇒ **Robert Bennett and Maria Lambos** to discuss options for PA and evac system

### 5. Principal's report – Maria Lambos

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- Eaton Street Centre agreed to pay for installation of new gate on Eaton St entrance (quote from MDI is \$4230+GST); DEC will not fund higher fence.
  - ⇒ **Mike Fairhurst** to provide suggestions for revamping Eaton St entrance to school (including possible school signage and sensor lighting)
- Upgrading of school buildings is underway; offices have been repainted; repainting of walls and timber work on corridors and foyer on bottom, levels 2 and 3 to take place over holidays; ceramic murals completed and to be hung above office
- BPS has ordered new furniture for Kindy classrooms (x2) once relocated at end of term 4; also new furniture for library when relocated to green room. Would like to roll out new furniture to other classrooms next year, but will require financial support from P+C (approx. cost \$7000 per classroom), possibly from 2015 P+C levy.
- School survey underway for 2015–2017 school plan; survey closes Sunday 7 Sept.
- iPads for 2015: Carla Jedani suggested running an iPad drive and approaching businesses and school families to contribute or purchase an iPad.
  - ⇒ **Maria Lambos** to inform school community via newsletter of iPad drive and request volunteers contact Carla Jedani
  - ⇒ **Carla Jedani** to coordinate volunteers to approach local businesses, with letter drafted from the P+C re iPad drive
- BPS staff's priorities for funding:
  1. K2 readers (\$5000)
  2. iPads (\$10,000 for covers and apps)
  3. Evac/lockdown alarm: on hold pending quotes



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4. Smartboards for new Kindy classrooms (x2) need to be relocated from current locations in green room and library at a cost of \$1000 each
5. Air-conditioning for green room estimated to cost \$3000–\$4000
6. Blinds on playground side of level 2 and 3 classrooms \$6640
7. Fitting out of classrooms with new furniture \$7000–\$8000 per class
8. Blinds on Darvall St side of level 2 and 3 classrooms \$6140
9. Blinds on playground side of hall \$2200

## 6. Finance report – David Finlay

- Cash flow 6 August–2 September 2014 presented.
- Opening balance \$72,058; closing cash at bank balance 2 September \$69,460; adjusted balance (accounting for outstanding cheques and proposed expenditure) \$59,825 (see Appendix 1)
- P+C levy 2014: currently over \$10,000 raised; approximate 30% contribution rate so far.
  - ⇒ **Cliff Philipiah** to include update of P+C levy in school n/letter
  - ⇒ **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

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

The following items were approved for funding.

Item	Cost	Status
BBQ and gas bottles x2	\$700	Approved: Cliff Philipiah proposed; Rob Bennett seconded
Storage: outside storage shed on eastern end of canteen (option 3: keeping original structure & hang double, outward opening doors)	\$600	Approved: proposed by Van Allen; seconded by Andrea Smith (NB Total cost \$1200 to be split 50:50 with ESC, i.e. \$600 each)
Storage: freestanding shed behind sports shed/toilets for BFR materials	\$1700	Approved: proposed by Van Allen; seconded by Mike Fairhurst
Guided reading tables x9	\$5940	Approved: proposed by Rob Bennett, seconded by Cliff Philipiah
Blinds for playground side of hall	\$2200	Approved: proposed by Kim Jansen; seconded by Andrea Smith
K–2 readers	\$5000	Approved: proposed by Rob Bennett; seconded by Bidy McDermott
Relocation of interactive whiteboards	\$2000	Approved: proposed by Rob Bennett, seconded by Rob Taubman
Air conditioning in green room	\$3–4000	Approved: proposed Rob Bennett, seconded Bidy McDermott
Shelving in western vestibule of ground floor corridor	\$2600	Stage 1 (3 units to include benches and storage for kids' musical instruments and storage for chess pieces): Approved; proposed Rob Bennett; seconded Van Allen
	\$TBC	Stage 2 (refurbishment of wet area and 1 further bench/storage area) – approved in principal (pending quote)



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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

P+C agreed to advance BPS \$15,000 to facilitate the pre-ordering of 15 iPads at end of Term 4 in readiness for start of Term 1 2015. Funding for iPads is being raised through the iPad drive. The \$15,000 will be returned to P+C on completion of iPad Drive at end of 2014 to the extent of funds raised.

- ⇒ **Cliff Philipiah** to purchase BBQ and 2x gas bottles
- ⇒ **Van Allen** to coordinate installation of double, outward facing doors on shed at eastern end of canteen (plus removal of bubblers and capping of mains water pipe)
- ⇒ **Van Allen** to order and arrange working bee for installation of BFR storage shed
- ⇒ **Van Allen** to organize shelving and benches in western vestibule of ground floor corridor
- ⇒ **Lynda Lovett** to order guided reading tables x9
- ⇒ **May Ellwood** to purchase K-2 readers
- ⇒ **Maria Lambos** to order blinds for playground side of hall
- ⇒ **Maria Lambos** to organize for relocation of interactive whiteboards
- ⇒ **Maria Lambos** to organize for installation of air conditioning in green room

## 8. Events

- Spring Breakfast: Friday 5 September. Andrea Smith and Bidy McDermott's are coordinating with help from Kindy parents.
- 12 Entertainment books sold; \$180 raised.
- Halloween Disco to be discussed at 8<sup>th</sup> October P+C meeting.
- Welcome drinks: Rob Taubman keen to organize for start of 2015 and tie in with presentation of new K-2 books and opening of new library in green room.
- BFR promotion has started. Flyers at Bay Run and drive to recruit volunteers. Sponsors still being recruited.

## 9. OOSH

- Mel Wyatt has resigned as ESC Management Committee President. Richard Banks is now the only BPS parent on the committee.
- Katya de la Rocha has resigned. Tracey Muccillo is Acting Coordinator.
- Enrolment for 2015 is open for BPS families enrolled in ESC, new BPS families (Kindy and OC) and any other current families at BPS who would like care next year. FJT families will be invited to enroll mid Sept.
- Vacation Care to start at end of Term 3.
- Maria Lambos confirmed Assets agreed it is OK for ESC to contribute to capital improvements works at BPS for facilities that they use (e.g. playground).
  - ⇒ **Richard Banks/Maria Lambos** to advise school community that ESC urgently requires BPS parents to volunteer to take part in the management committee.

## 10. Canteen

- Continued difficulty getting volunteers for canteen. Mondays will be dropped from Term 4.
- Cliff Philipiah liaising with Subway re possibly supplying canteen.
  - ⇒ **Van Allen** to decide whether or not to trial an order from Subway.



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## 11. Other matters arising

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- P+C Care Fund: pre-approved spending of up to \$50 on flowers or gift for families affected by bereavement or serious illness. Proposed by Rob Bennett; seconded by Bidy McDermott.
- White Bay Passenger Terminal - EPA complaint. Y5 parent has been advised that this is not a P+C issue but welcome to hold information event in school hall or library and invite school community.
- Thanks from Elisabeth Kelvin re money for instruments.  
⇒ **Robert Smith and Lawrence Curson** to install secure storage for instruments.

Meeting closed 9.50 pm

**Next meeting – Wednesday 8 October 2014 – 7.00pm to 8.30pm**



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## Appendix 1: CashBook Summary & Projection of Major Expenditure @ 2 September 2014

### Balmain Public School Parents and Citizens Association

Cash Flow 6 August 2014 to 2 September 2014

Bank Reconciliation as at 2 September 2014

<b>Cash Balance as at 6 August 2014</b>			<u><u>72,058</u></u>
plus	Deposits		
	P&C Voluntary Contributions	1,850	
	Canteen	4,745	
	Interest	60	
	Sundry	61	
			6,716
less	Approved Cheques Presented	- 9,314	
			9,314
<b>Notional Cash Balance as at 2 September 2014 (per bank statement)</b>			<u><u>69,460</u></u>
less	Unpresented cheques	- 132	
plus	Deposits not yet cleared	-	
<b>Cash Balance 2 September 2014</b>			<u><u>69,328</u></u>
Less	Expenditure to be paid/ approved		
	Storage Shed Upgrade	- 1,200	
	Canteen Float	- 1,000	
	Musical Instruments	- 5,000	
	Canteen Supplies	- 155	
	Portable PA	- 1,448	
	BBQ	-700	
		- 9,503	
<b>Cash Balance Post Approved Expenditure</b>			<u><u>59,825</u></u>