

Meeting Minutes Wed 2 September 2015

Present:

BPS: Belinda Mikhail-Gogos, Jo Edwards, Maria Lambos, Lauren Read

P+C: Karen Harvey, Kim Janson, Lyndal Rutgers, Mike Fairhurst, Natasha Foster, Nyree Morrison, Richard Banks, Rob Bennett, Rob Taubman, Van Allen, Vanessa James

Minutes recorded by: Van Allen

1. Welcome

Meeting opened: 7.05pm. Welcome from Robert Bennett and acknowledgement of country. Toast to the success of *LUMINOSITY*.

2. Apologies

Andrea Smith, Bidy McDermott, Cliff Philipiah, David Finlay, Grahame Paton, Linda Lovett, May Ellwood, Robyn Elmslie

3. Previous minutes

Amendments requested by:

- Cliff Philipiah – requested following changes: ‘Maria Lambos outlined how DEC policy states students, parents & local Aboriginal leaders/representatives should be included in all decisions relating to change in school uniform. Maria suggested surveying the wider school community (parents, carers, staff and students) & local Aboriginal leaders/representatives on their opinions about including baseball cap as an option in school uniform.’
- Van Allen – price increase for canteen to commence 2016 not Term 4, 2015

Acceptance of minutes (with amendments) August general meeting: proposed by Karen Harvey; seconded Lyndal Rutgers.

4. Actions arising

Outstanding actions from 2014:

- Plans for improving appearance of entrance to school
⇒ **Mike Fairhurst**, on hold until result of DEC grant application (Sept 2015)
- BPS IT future needs report ongoing
⇒ **Belinda Mikail-Gogos/Maria Lambos**, ongoing
- School calendar, possibly using artwork from art show
⇒ **Lyndal Rutgers**, ongoing (post Art Show)
- School bell relocation – quote from Don Allinson expected Monday 7 Sept.
- *Inner West Courier* - contact to help promote BFR
⇒ **Maria Lambos/Jen Parkes**, ongoing
- Canteen information flyer for new BPS families
⇒ **Van Allen, ongoing** (Mike Fairhurst has offered to assist)

5. Principal's report

- School driveway gate repairs now completed
- Testing of the new fire/EVAC system with a drill will happen soon. This will allow all functions of the new system to be tested; e.g. the two different sirens for lockdown and evacuation, etc
- ART SHOW:

- Huge thanks to P+C for its financial support of the Art Show of \$6300 in materials. The staff's vision to correct the imbalance within the curriculum through funds raised can now be achieved. There was a very big commitment from the parent body to support and work with the teachers to help produce the artworks and also the setup and execution of the show. All much appreciated by the staff
- Pre-sales through Flexischools and ticket sales on the night saw 131 people in attendance, raising \$5240
- \$4765 was raised through the sale of the student's individual artwork
- Silent auction sales totalled \$4535.90 (the Tali Gallery Aboriginal art work was not donated but we received the commission from the sales, which resulted in the odd total)
- \$11,875 was raised for the class artworks
- Gross grand total reached = \$26,415.90
- More money is trickling in but the estimated profit is \$17,400
- Saturday was a huge success, lots of penetration through the parent body. In hindsight having a sausage sizzle and coffee van would have made it an even bigger success and drawn crowds from the wider community
- Maria showed an iMovie made by the students on the iPads of the kid's excitement about the process of the show. Many emails were received by Rob Bennet, Rob Taubman & Maria Lambos from other parents about the success of the show on ALL levels:
 - Huge social and community and fundraising success
 - Exceptional level of engagement within the community
- Student's learning went beyond the art produced (writing, spelling of the signs, incidental learning from the staging and execution of the show)
 - Showcased the children and all their capabilities
 - The children learnt also from the parent volunteers who helped produced the artwork – commitment, passion, that a person can be both a doctor and creative, the positives of being a well-rounded person
- HAT SURVEY: The student reps who presented to the P+C last month worked with Andrea Smith to create the new survey. The student body will be able to complete the survey on the iPads at school; in addition to the parents and staff. The launch date for the survey is early next week and with results in by the next P+C meeting
 - ⇒ **Maria Lambos & Andrea Smith** will aim to meet and finalise the transfer of data/survey created onto the school's paid MonkeySurvey site
- IT REPORT from Belinda Mikhail-Gogos. Wishlist:
 - 30 laptops for the top floor (only 5 are currently functional) @\$500ea = \$15,000
 - Charging trolley for the top floor needs to be replaced @\$1500-\$1800
 - LED Panel board (the one in Linda Lovett's room no longer functioning) @\$6000
 - An additional 30 laptops for the middle floor (the current stock will be out of warranty by next month) @\$500ea = \$15,000
 - Keyboards for the existing stock of 40x iPads @\$60ea = \$2400
 - An additional 10x ipads on middle and top floor each @\$500ea = \$10,000
 - 2x more iPad charging units @\$1200ea = \$2400
 - Mike Fairhurst asked about the adequacy of Wi-fi speed. Belinda replied that it's adequate on iPads but not on laptops, mainly because of their age
 - Rob Bennett asked a priority of the wish list into immediate needs vs long term goals. It was agreed by the P+C present the first 3 items were urgent, immediate needs
 - Rob Taubman pushed in favour of the IT levy for the long term sustainability of replacement/ongoing maintenance costs. He suggested the simple tax depreciation model to

determine this figure based on the wish list presented with an average lifespan of 3years for the devices, would be \$80/child/year

- Vanessa James suggested that hiring options (Lease for buy/back schemes) might be a more viable path for upgrades/replacement. Belinda Mikhail Go-Gos pointed out that if the school purchased from a different source, there would be no ongoing IT support through the department
- Natasha Foster suggested the BYOD option; with a variation where the family buys the device through the school, to be used and kept on the grounds but when the child graduates, the device leaves with them. Maria Lambos indicated that most primary schools don't have BYOD policy because of the higher incidence of damage and lost, through student's mishandling the devices. If a BYOD policy were place, it would normally commence from Stage 3. Maria Lambos pointed out that if BPS were to adopt a BYOD policy, the school must ensure that no child is disadvantaged and so would need to provide for families who can't afford the devices. Rob Taubman suggested to supplement the move towards an IT levy, the P+C should provide a discretionary pool to assist low income families
- It was suggested that both an IT levy and a drive for additional items (as needed) could be run concurrently. It was agreed that the IT levy would come from the school and not the P+C, and would be introduced at the beginning of the year
- Maria Lambos cited Newtown North PS as having an IT fund, where the levy is tax deductible for the families who contributed. Rob Taubman and David Finlay has investigated how that would be done but from an accounting point of view the set up cost for the P+C outweighed the benefits of achieving the tax free status
- It was generally agreed that an IT levy was a good thing and the most appropriate path towards achieving a sustainable IT plan. Vanessa James suggested that there needs to be a very clear explanation for the IT levy that needs to be distributed to the parent body prior to it being actioned. Natasha Foster suggested that payments need to be as flexible as possible to help parents manage their finances; broken into per term payments.
- ⇒ **Maria Lambos & David Finlay** to meet and discuss the wishlist to determine the figure for the IT levy (roughly calculated by Rob Taubman as \$80/pa/family or \$20/term/family)
- ⇒ **Rob Bennett & Rob Taubman** to email the absent executive members to approve the 3x urgent IT items costs; the outcome of which will be communicated to the rest of the P+C and BPS staff
- ⇒ **Mike Fairhurst** to produce an information leaflet/poster for distribution

6. Finance report

- Cash balance as at 31 August 2015 \$99,335. As at 31 August adjusted cash position (accounting for outstanding cheques, committed expenditure and interest income received and expenditure for year) was \$65,971 (Appendix 1).
- Funds raised by the art show will be itemised separately at the next P+C
- P+C Contributions have raised approx. \$17,131 (with more trickling in). It was agreed this success owed much to the clear communications, both emails via Rob Taubman and the outstanding graphics by Mike Fairhurst
- Canteen has raised approximately \$9700 YTD

7. P+C goals

Item – teaching aids and ongoing	Cost	Status
Michael Ward Community Award	\$100	Approved (will be awarded at Presentation Day 2015)
Library books	\$2500	Completed

Maths equipment	\$2500	Being purchased
Sports equipment	\$1200	Being purchased
Kindy equipment	\$2000	Being purchased
Science program	\$2250	Completed
iPads x5	\$2500	Completed
Class readers	\$2500	Completed
Classroom resources (at \$500/class); to be split across in two payments	\$6500	Completed
Guided reading table x1	\$650	Completed
Open classroom furniture	\$16,000	On hold
Item – property and amenities		
Playground upgrade	\$31,780	Approved March 2015; to be matched by ESC and contingent on successful DEC submission
Visual arts show	\$5000	Being purchased
Playground markings	\$1500	Completed
Handball courts	up to \$1000	Completed
Evacuation / lockdown	\$8000	Completed
Item – band, choir, artistic activities		
Music program – 13x music stands (\$900); music activities with Penny Biggins (\$500); band music (\$1300)	\$2700	Approved 5 August 2015; proposed Robyn Elmslie, seconded Andrea Smith
Musical instruments	\$2339	Completed
Visual arts – art program	\$3500	On hold
Visual arts – classroom art	\$2000	On hold
Dance troupe	\$500	On hold
Curriculum enrichment		
	Cost	Status
Aboriginal education	\$3000	On hold
History topic boxes	\$2000	On hold
History honor board	\$2000	On hold

8. Events calendar

- Father's Day Breakfast: Friday 4 Sept
⇒ **Andrea Smith** has organized volunteers and food has been ordered
- BFR: Report from Mike Fairhurst.
 - Mike Fairhurst meeting with Leichardt council Thursday September 3rd, to go over the run course and wet weather contingency. The last item has been historically the biggest concern, as it has been problematic closing the oval during inclement weather
 - The venue, King George's Park now falls under the jurisdiction of the Office of Environment & Heritage (OEH). There has been no transfer of data/history of the event from the Foreshore Authority, so there has been unwarranted tension from them. Vanessa James has been liaising with OEH and is confident this hurdle can be overcome. The OEH are primarily concerned with traffic management, security, insurances, Council support and wet weather contingency
 - ⇒ **Van Allen** to forward a copy of the current certificate of coverage for public liability insurance
 - The logistic consultant has been instrumental for ensuring progress of the event planning
 - September 10th is the official launch date for promotion. Another Gold sponsor (\$3000) has been secured; a local business very enthusiastic with their support
 - Feedback regarding promotion through the student body is the "Bring-along-a-friend" drive works best and is most economic, as more adults tend to sign up

- Feedback from class reps regarding manning the promotional booths at other runs was that it was preferred to be allocated per year, not per class
- ⇒ **Rob Taubman** to continue coordination via class reps

9. OOSH report (Richard Banks)

- There are daily vacancies since FJT launched their own arrangements for before & after school care. ESC's capacity is 145 children. Mondays & Fridays are the least filled with approximately 120. Tuesday, Wednesday & Thursday are the busiest at about 135 children
- Re-enrolments for 2016 will be online and will kick off in the next couple of weeks. Existing enrolled students will have priority, then OC and new kindy families will be offered places in next round
- Vacation care was launched as a trial 12 months ago trial. It averages great 25 kids per day, with the centre needing an average of 20 children/day to break even on costs. It was determined that the program needed to have excursions every day (if possible) to draw in attendance. There is a maximum of 48 children/day during vacation care. The summer vacation care will be dropped to 2 weeks from the previous 3 weeks. Vacation care is open to ALL children. It was suggested that ESC advertise this fact
 - ⇒ **Mike Fairhurst** to liaise with Tracey to create a more effective poster

10. Canteen report

- Orders are still strong but the average has dropped from 140 to 133 this term. It is likely that families have forgo canteen in order to support the Art Show.

11. Other business

- Playground upgrade
 - Announcement of the DOE Joint Funding of Capital Works Grant is due this month
 - Maria Lambos, Richard Banks, Rob Bennett, Rob Taubman and Van Allen met with the playground designer Michael@ULP for his presentation of the final design prior to the P+C meeting. Michael had costed the entire Stage 1 & Stage 2 design and broken it up into 3x areas logical for construction and pricing.
 - ⇒ **Maria Lambos** to finalise scope of works and budget to ULP by the end of the month to secure a construction start in January 2016

Meeting closed 8.50 pm

Next meeting: Wed 7 October 7pm in Balmain Public School staff room

Appendix 1: CashBook Summary & Projection of Major Expenditure @ 31 Aug 2015



**Balmain Public School Parents and Citizens Association
Summary Cash Flow 1 Aug 2015 to 31 Aug 2015
ABN 88 710 438 465**

Cash Movement

Cash Balance as at 1 Aug 2015	<u>91,535</u>
Cash Balance as at 31 Aug 2015	<u>99,335</u>
Movement Cash	<u>7,800</u>

Adjusted Cash Movement

Cash Balance as at 1 Aug 2015	<u>91,535</u>
less Prior period cashbook Expenses	-
Adjusted cash balance 1 Aug 2015	<u>91,535</u>

plus <u>Income</u>	
P&C Voluntary Contributions	1,181
Interest	60
Net Fundraising	8,525
Net Canteen	2,089
Other Income	-
Net Income	<u>11,855</u>

less <u>Expenditure</u>	
Donations / Expenditure	- 3,250
Other Expenditure	- 805
Total Expenditure	<u>- 4,055</u>
Net Position (Adjusted Position 31 Aug 2015)	<u>99,335.19</u>



Balmain Public School Parents and Citizens Association

Bank Reconciliation as at 31 Aug 2015

ABN 88 710 438 465

Cash at Bank 31 Aug 2015	99,335.19
plus Unbanked Income	
Fundraising Income	0
(less) unpresented cheques	
cheques	0
	0
Adjusted Cash at Bank 31 Aug 2015	99,335.19
(less) Commitments	
Classroom Resources II	0
Michael Ward award	-100
Playground Planning	-1780
Playground 1&2 with Grant	-30000
	-31880
(less) Budgeted Expenditure (to be paid)	
Canteen Expenses	-484.69
Canteen Float	-1000
	-1484.69
(less) Donations (to be affirmed)	.
plus Fundraising Income	0
	0
	0
Adjusted Cash Position 31 Aug 2015	65,970.50