

P&C December Meeting Minutes

Wednesday 7th December 2022

Minutes recorded by Renate Harris (Secretary)

Attendees

Meeting held via Zoom and In Person (Royal Oak Hotel)

BPS: Maria Lambos, Rose Reedy

P&C Exec: Gemma Puplett, Renate Harris, Paul Galpin, Lauren LaChapelle

Members: Sasja Dekker

Apologies: Nathalia Stone, Karen Reiner, Renae Bonney, Nancy Riley,

Welcome and introduction

- Acknowledgment of Country

Previous minutes & actions

Read and ratified – Gemma Puplett, Paul Galpin, Lauren LaChapelle

Correspondence

- None

Principal's Report (Maria Lambos)

- See page 3 for full report
- Air filters to be repurposed in light of new ventilation system

Finance Report (Paul Galpin)

- Voted to return \$3000 of profits to 2023 Art Show - Paul Galpin, Gemma Puplette, Lauren LaChapelle
- See page 3 for details

Action	Who
Add Trista Rose as a signatory to the Uniform Shop Bank Account	Paul Galpin

P&C Issues/General business:

Reflections on the year

- Great collaboration between school and P&C
- Reconnection with the community has been key - community engagement worked well
- Strong fundraising year (combination of fundraising events and grants)
- Organisation of documentation - shared drive / documentation and guidelines for key events
- Consideration being given to number of events we commit to next year and how we better engage with volunteers and class reps
- Subcommittees essential to success of the P&C effort in 2023

Action	Who
Consider community event focused on volunteering, early next year, to connect people and build understanding of opportunities and expectations	P&C Exec

Executive Team for 2023

- Introduce Executive Roles in February meeting and use 'Welcome Drinks' to build awareness of how people can get involved in P&C-led activities

Action	Who
Review JDs for Exec Roles, update where necessary, and look at how we add Events Coordinator formally to Executive Team	Renate Harris

Fundraising Events Calendar

Event	Date(s)	Coordinator
Christmas Giving	Wednesday 14th December	Karen Reiner

Action	Who
Finalise guidelines document for future coordinators - for Art Show and Halloween Disco	Nathalia Stone & Lauren LaChapelle

Survey Priorities:

Ms Pauline's Garden (Renate Harris)

- Celebrating the successful Community Building Partnership Grant and Environment Grant
- Voted to approve spend for design of garden by Civille - Sasja Dekker, Paul Galpin, Lauren LaChapelle - \$5,148 (proposal attached separately)

Uniform Shop Committee

- Looking for additional volunteers to support Uniform Shop in 2023 - Lyndal Rutger and Mamata Phadke stepping down at the end of the year
- Lyndal's role could be done by someone who may not be available to help out on Friday mornings at uniform shop

Any Other Business

- White Bay Recycling Program - challenges around how financial transaction happens - park until 2023
- Approved purchase of new ladder for future events

Action	Who
Purchase ladder for future events	P&C Exec

Meeting Closed 8:10 pm

Principal’s Report (Maria Lambos)

Tonight I join this meeting from Bideggal Country. I acknowledge the traditional custodians and their connection to land, water and community. I recognise the continuation of cultural, spiritual and educational practices of First Nations Peoples. I pay my respects to Elders, past, present and emerging. These lands were, and always will be, Aboriginal land.

- **Community Events** - HUGE CONGRATULATIONS to our P&C President, Lauren, as well as our P&C Events Coordinator, Karen, for leading the organisation and execution of an incredibly successful Art Show Soiree and Family Fete Day. Many thanks to all the people who also volunteered to make this 2-tiered event spectacular! I’m sure Paul will discuss in further detail, however, the amounts raised from the live auction (\$13,900), silent auction (over \$18,000) and the sale of 428 tea towels (at \$25 each or 3 for \$70), was a great start!
- **Congratulations** - are in order, however, I will leave it until it is addressed later on tonight. If you’ve been on our Insta page lately, you may already have an idea of what it’s all about!
 - Community Grant - Lauren
 - Environmental Grant - Renate

What exciting news!!!! Well done on your successful proposals!!!
- **Assets/Infrastructure** - Our Assets Manager, Ken, visited the school yesterday, for a start-up meeting regarding the School Ventilation Program. Our school is in the last round of having ventilation systems fitted to the windows of each classroom/learning space. They have a CO2 sensor, which will indicate when these systems need to be turned on. This will eliminate the need for the air purifiers currently being used in each space. The works will occur during these upcoming school holidays, commencing early January. There should be very little, (if any), impact on Vacation Care.
- **IT Levy** - There is currently a balance of \$584, which will roll over into the 2023 IT Levy budget
- **Thank You** - finally, a HUGE THANK YOU to the P&C, for your ongoing support of all our students, school and initiatives this year. We are truly grateful to be working together!

Financial Report

		<i>Event Profits:-</i>	
Opening Bal - Main Account - 08/11/22	\$23,263.43		
Movements:	Cash Flow	Event	Profit
Interest	\$81.06	BBQ	\$924.53
Net Art Show flows	\$36,258.65	Disco	\$6,247.90
Disco sponsorship	\$1,000.00	Art Show	\$40,293.29
Operational A/C Transfers	\$4,645.31		\$47,465.72
	\$41,985.02		
Closing Bal - Main Account - 07/12/22	\$65,248.45		
Opening Bal - Operational Account - 08/11/22	\$2,354.35		
Movements:	Cash Flow		
Art Show Cash	\$4,122.40		
Art Show Sundries	\$(1,331.44)		
Main A/C Transfers	\$(4,645.31)		
	\$(1,854.35)		
Closing Bal - Operational Account - 07/12/22	\$500.00		
Term Deposits	\$55,000.00		
BFR Account	\$9,822.00		
Uniform Account	\$27,821.59		
Total Cash Position	\$157,037.69	Versus \$115k October position	
		<i>Note still \$9k in cash to come in from school plus yearbook and year 6 deposits / floats to come back so v healthy</i>	
		<i>Also we have prepaid the Art Budget for 2023 at \$3k (vote)</i>	