

P&C July Meeting Minutes

Wednesday 20th July 2022

Minutes recorded by Gemma Puplett (VP)

Meeting held via Zoom

Attendees

Via Zoom: Gemma Puplett, Nathalia Stone, Maria Lambos, Nancy Ferguson, Katie Withers, Faye Georghiou, Thalia Anthony, Natalia D'Morias, Karen Reiner, Felicity Bowman,

Apologies/proxies: Renate Harris, Paul Galpin, Renae Bonney, Anne Irvine, Suzanne Brown, Lyndal Rutgers, Sasja Dekker, Alma Dayawon, Van Allen, Anne Irvine, Gabrielle Levette-King, Tara Smith, Kate Dryden, Shehana Darda-Teixeira, Annabel Sun, Sophie Parsons, Conor McCormack, Damon Baker, Lauren LaChapelle,

Previous minutes & actions – Natalia Stone, Karen Reiner, Gemma Puplett ratified

Welcome and introduction

Correspondence

Thalia Anthony regarding Teacher Support & Anne Irvine about Yr 6 Fundraising

Principal's Report (Maria Lambos)

- See end of minutes for details
- **Katie & Nancy: Books for Stage 2-3 approval in principle- Karen Reiner, Gemma Puplett, Natalia Stone, Natalia D'M. Nancy to send through proposal for Exec team to confirm package. - see below.**
- **Maria to ask for books from parents that they no longer need/use**
- **Considered opening gates at 3pm and the school will continue with the current arrangements.**

Action	Who	Status
Library Books - Where do old books go? How do we get more books in? Investigate with Balmain Library.	Natalia D'Morias	

Finance Report (Paul Galpin)

- See end of minutes for details
- Thanks to Kate and team at Eaton St, for contributions to Election Day BBQ
- Trivia profit higher than before, waiting for deposit return
- Updated signatures for uniform account

Action	Who	Status
Paul to add grant and fundraising income from 2019 to fiscal summary above	Paul Galpin	

P&C Issues/General business**2022 Fiscal Plan (Gemma Puplett)**

- School Community Survey to give final push

Action	Who	Status
Survey to go out again for one final push	Gemma Puplett	
Share survey results at next meeting	Karen Reiner	

Fundraising Events Calendar (Karen Reiner)

- Share and agree 2022 Events Calendar
- Call out for volunteers to help execute Events Calendar – through survey will seek to generate database of volunteers and call out for specialist skills
- Governance around fundraising and consideration of expenditure in advance for BBQ's, Trivia Night, Art Show, Disco's etc

Review previous Volunteers Survey issued to see if we can re-use or use the data collected.	Shehana Darda- Texeira and Renate Harris	
Agree and communicate specific dates for remaining events in 2022 Events Calendar.	Karen Reiner	

Ms Pauline’s Garden (Lauren LaChapelle/ Felicity Bowman)

- Community Partnership Grant update – due on 10 June
- Environment Grant update – due in August
- Garden needs to be addressed – currently, an OH&S issue
- Natalia Stone went to Tempe Garden to compare, gave advice on grants, use Tafe students that need to do internships,

Actions	Who	Status
Reach out to The Balmain Association (Publishers of the Peninsula Observer) to ascertain whether interest in publishing and supporting the initiative	Lauren LaChapelle	In progress
Review previous grants e.g., Solar My School, Toilets – to understand required language	Lauren LaChapelle	

Trivia Night (No update)

- Total raised to be shared once invoices are finalised

Actions	Who	Status
Update on final money raised once deposit is returned	Paul Galpin	

Art Show (Felicity Bowman)

- Dates TBC. Friday auction 6-9pm \$45/ticket drinks & canapes. Auction on night, min\$350/ class item
- Individual child's artwork \$20 - approved pricing by Gemma Puplett, Natalia Stone, Felicity Stone
- Volunteers needed - to setup and help on Fun Day
- Saturday Family Fun Day - LEGO Brickman experience, coffee cart, BBQ & Cake stall TBC

Actions	Who	Status
Formal catering & Auctioneer for Friday night Set up tickets Flexischools Family Fun Day activities TBC	Karen & Lauren	

Winter Disco (Karen Reiner)

- Winter disco will not go ahead this term
- Consider feasibility of Halloween Disco in Oct

OOSH Report

- AGM 20 June – Eaton St Committee confirmed

Action	Who	Status
P&C to provide more comprehensive update in future P&C meeting	P&C Exec	In progress

Uniform Stall Report

- Trista Rose (mum of Charlie B in 1/2J) has joined the uniform stall committee, taking over from Josie as of term 3.
- Approved change signatories for the uniform stall account – see Financial Report

Band Ensemble (Lyndal Rutgers)

- Directions in Music happy to offer 'small group' lessons (2-3 students) for any band instruments from next term, which would cost \$27.50 / student per lesson (group lesson format isn't effective for string instruments.)
- Any group lessons will need to happen outside of teaching hours (classroom space could be made available)
- Consider funding choral director to facilitate option of school choir

Action	Who	Status
Use survey to gauge level on interest in instrumental lessons (and group lessons) in survey to determine course of action	Karen Reiner	

Any Other Business (Gemma Puplett)

- Thalia Anthony - Teachers support. How can we support teachers? Approach NSW Federation for P&C, demands for more pay or fair working. Contact local representative?
- Natalia D'Morias - Sports Gear, 45 shirts of different sizes, sleeveless. Looked at various options. \$1350 - \$1750, 3 options using colours and branding.
- Email update from Anne Irvine about P&C Funding support for Year 6 Graduation:
Given we have just submitted the Fee Waiver application to the IWC, we do not know what funding support will be needed at this stage. We hope to get a full fee waiver, if not, then the Balmain Town Hall hire fees are \$1,560 for the two days: Monday 12th December (Year 6 Graduation) and Tuesday 13th December (Celebration of Learning). We will also require payment of a refundable bond of \$1000. We will provide an update on this at the next P&C meeting.
Year 6 Graduation Fundraising - Yr 6 Graduation parent working group has met and have fundraising plans underway with the kids and parent community. This includes involvement with the Art Show and we have spoken with Felicity and Maria about the Year 6 kids (and parents/ carers) running the bbq stall (and possibly other stalls that the Year 6 kids might take the lead on running – craft table, face painting, hair colouring etc) as a fundraising opportunity for the year-end celebrations.

Actions	Who	Status
Communicate subcommittee roles to Parent Reps to socialise them ahead of survey	Renate Harris	
Create inventory of equipment to be used at Athletics Carnival, ready for volunteers	Felicity Bowman	
Make P&C a Donation Partner at the White Bay Return and Earn facility	Kate Dryden	
Next Meeting: Wednesday 10th August 2022		

Meeting closed at 8:17pm

Principal's Report - 20/07/22

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.

Apologies - Renae Bonney, Annabel Sun

Congratulations - Congratulations to Ms Nancy Ferguson, who is officially a substantive Assistant Principal, as at the beginning of this term. Nancy was the successful candidate for this role, after the interview was held at the end of last term. Nancy's classroom position is now 'vacant' and we will be commencing the recruitment process later this term, for the start of the 2023 school year.

Thank You - Thank you, as always, to our P&C for your ongoing support of our students and school. Ms Sophie Parsons has been busy shopping since the approval of the K-2 funding from the last meeting. We will share in the newsletter, once everything has arrived and is in the K-2 classrooms. An out-of-session approval for the amount of \$2260 was made during the holidays, allowing for the purchase of 2 x veggie patch garden beds. This amount is supplementing the \$1000 the Environmental Warriors have fundraised for Ms Pauline's Garden. This will allow the growing of plants and vegetables whilst we await the outcome of the Community Grant.

Assets/Infrastructure - Our Assets Manager, Sarah, visited the school today, to see what works we may need, as the DoE has some additional funds at the moment. It was decided that the asphalt will be resurfaced. We discussed the drainage/run-off issue in the playground, which leads into Ms Pauline's Garden. Sarah mentioned that a drainage gate will be installed as part of the asphaltting. Hopefully, this will mean a decrease in the preliminary works for the garden, if and when the time arrives.

Funding Requests - Years 3-6 Resources - presented by Ms Katie Withers, 3/4W teacher & Nancy Ferguson, AP and 5/6F (Literacy Committee)

IT Levy: Balance as at 1/6/22 \$42,925. Current Balance as at 20/07/22 \$44,136 (an additional \$1,211, or approx. 14 students have paid since last month).

Onsite access at pickup: As per a parent request to reconsider onsite access at pick-up, as per pre-March 2020 procedures (pre-COVID), at the June meeting, the school has since been in consultation with Eaton St Centre to see if there is a possible solution. After careful consideration, it has been decided that current practice will continue, due to the safety and wellbeing of all our students, including a smooth transition for all those attending aftercare and adhering to the outdoor ratios required, as per ACECQA and the Early Childhood Directorate. As discussed at the June meeting, should there be heavy rain at pick-up time, the gate will be opened just before 3pm and parents/carers will be able to collect their child/ren from the COLA.

Financial Report - 19/07/22

July Financial Report

Opening Bal - Main Account - 31/05/22	\$53,486.24	
Movements:	Cash Flow	
Trivia	\$7,479.99	<< not complete, see note
BBQ donation OOSH	\$529.13	<< 50% of BBQ purchase cost
Interest	\$3.53	
School donations (books)	\$(10,200.00)	<< \$7.2k K-2 quality texts + \$3k stage 1 libraries
School donations (Yr 6 gift)	\$(500.00)	<< approved at AGM
School donations (band equipment)	\$(799.62)	<< release vs band provision
School donations (Anzac Day wreath)	\$(119.85)	
School donations (Easter books)	\$(50.00)	
	\$(3,656.82)	
Closing Bal - Main Account - 31/05/22	\$49,829.42	
Term Deposits	\$55,000.00	
BFR Account	\$9,822.00	
Uniform Account	\$36,036.21	
Total Cash Position	\$150,687.63	

Change of Signatories

P&C Primary Accounts: Two P&C Exec signatories are required for all payments from Main A/c. Single signatory for Operational A/c	
Note the Operational A/c has been set up with bank cards but a nil overdraft facility (attempted payment exceeding funds present will fail)	
This is a new account that will be used only when prefunded from the Main A/c. The intent to make it easier to settle expenses for events whilst maintaining financial control:	
Main A/c [062-110 0090 0412]	
Operational A/c [062-110 1038-6365]	New
Term Deposit [062-217 5025 4041]	
Term Deposit [062-217 5025 4068]	
P&C Signatories:	
Lauren LaChapelle [President]	
Paul Galpin [Treasurer]	
Renate Harris [Secretary]	
Nathalia Stone [Vice President]	
P&C Uniform Shop Bank Account: Only one signatory is required	
Society Cheque Acct [062-110 1035 7492]	
P&C Uniform Shop Managers/Account Signatories:	
Lyndal Rutgers [BPS Uniform Shop Co-Manager]	
Mamata Phadke [BPS Uniform Shop Co-Manager]	
Paul Galpin [Treasurer]	

BPS P&C Association Funding Request Form

All Funding Request Forms to be sent to balmainpspc@gmail.com a week prior to monthly P&C meetings to be tabled for discussion.

<p>Summary of project benefits. <i>Please provide a short summary of the benefits the funding will bring to the school and our students.</i></p>	<p>At school use: Classroom Library Booster Kits from school.essentials.com.au for Stage 2 and Stage 3</p> <p>Information: Each kit contains 100 books that reflect new release titles</p> <p>Storage: IKEA 'Raskog' Trolleys for each class in Stage 2 and Stage 3</p>
<p>Name and contact details. <i>You must be a parent or carer; Principal or teacher (on behalf of the school).</i></p>	<p>Nancy Ferguson (Stage 3 Teacher, AP rel. Literacy Committee Leader)</p> <p>Katie Withers (Stage 3 Teacher, Literacy Committee member)</p>
<p>Has this funding request been put forward before? <i>Please any context that will assist in assessing the funding request.</i></p>	<p>No</p>
<p>What amount needs to be funded by the P&C this year? <i>This is the amount that will be allocated in the P&C budget if the project proceeds. Please also include any non-monetary support required (eg volunteers).</i></p>	<p>8 x IKEA Trolleys = \$472</p> <p>8 x Classroom Library Booster Kits = \$11809</p> <p>Total: \$12 281</p>
<p>Is ongoing funding required in future years? <i>Provide details of what ongoing funding is needed, please include an estimate of maintenance costs if applicable.</i></p>	<p>No</p>
<p>Will some of the cost be funded in other ways? <i>List any anticipated grants, donations etc.</i></p>	<p>N/A</p>
<p>Is the funding request time critical? <i>Would the school miss out on a significant opportunity if this project is not funded immediately? Can the request be included within the school resource fees in the following year?</i></p>	<p>Yes – There is low stock of engaging titles for students to read and enjoy in class</p>
<p>Are there any requirements to support implementation of this funding request? <i>Is communication or education of parents required or a benefit to assist with the implementation of this funding request?</i></p>	<p>Helpful for parents and carers to be made aware of the benefits of exposing their child to a range of different texts and the importance of reading for enjoyment.</p>

Is there any further information you would like to add?

In Stage 2, 76.4% of students like 'some' of the books from their class library, only 14.5% of students like a lot of the books from their class library and 9.1% of students not liking any of the books in their class library.

In Stage 3, 71.4% of students like 'some' of the books from their class library, only 3.9% of students like a lot of the books from their class library and 24.7% of students not liking any of the books in their class library.