

P&C June Meeting Minutes

Wednesday 1st June 2022

Minutes recorded by Renate Harris (Secretary)

Meeting held in person at The Cricketer's Arm Hotel and via Zoom

Attendees

In person: Renate Harris, Felicity Bowman, Lauren LaChapelle, Gemma Puplett, Gabrielle Levette-King, Tara Smith, Kate Dryden, Paul Galpin,

Via Zoom: Shehana Darda-Teixeira, Sasja Dekker, Nathalia Stone, Alma Dayawon, Annabel Sun, Maria Lambos, Sophie Parsons, Conor McCormack, Damon Baker, Karen Reiner,

Apologies/proxies: Nancy Ferguson, Renae Bonney, Anne Irvine, Faye Georghiou, Suzanne Brown, Lyndal Rutgers

Previous minutes & actions – Paul Galpin, Lauren LaChapelle, Gemma Puplett ratified

Welcome and introduction

Correspondence

Thanks, to Hamutal Mazrier, for the funding options for the Garden Project and the offer to review any grant proposals

Principal's Report (Maria Lambos)

- See end of minutes for details
- Approval of funding requests below (proposals attached to end of minutes): Kate Dryden, Gemma Puplett, Lauren LaChapelle
 - K-2 Quality Texts
 - Stage One Class Libraries
- Thanks to Sophie Parsons, for a very thorough presentation and proposal

Action	Who	Status
School literacy committee to review literacy / book needs for Stages 2 & 3	Annabel Sun	

Finance Report (Paul Galpin)

- See end of minutes for details
- Thanks to Kate and team at Eaton St, for contributions to Election Day BBQ
- Approved application for bank card for P&C bank account(s) – Lauren LaChapelle, Gemma Puplett, Tara Smith
- Approved addition of Mamata Phadke as signatory to Uniform Account – Lauren LaChapelle, Gemma Puplett, Tara Smith
- Summary of previous and committed spend (see end of minutes for 3-year spend analysis)

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

P&C Issues/General business

- School literacy committee to review book needs for Stages 2 & 3

2022 Fiscal Plan (Lauren LaChapelle)

- School Community Survey to be issued

Action	Who	Status
Survey to go out to teachers and heads of departments e.g., sports, to seek specific feedback about extra-curricular needs	Karen Reiner	
Share 2019 survey and results with Executive Committee	Alma Dayawon	

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
- Garden will be another piece of infrastructure for school – learning space, sustainability initiative
- Support from Environmental Warriors, Jamie Parker MP, Darcy Byrne

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 (Gabrielle Levette)

- Great success - 215 parents attended, and event was supported by 20 volunteers
- Thanks to Lindsay Egan (Corner Bar) for his amazing support, and to all the other local businesses that supported the event
- Funds raised approx. \$27,000 (tbc)
- Learnings include, consideration of cost of tickets, number of volunteers needed to support the event, direct volunteers to support silent auction, as well as consideration of venue that is better set up to accommodate this scale of event e.g. no fridges available at White Bay

Actions	Who	Status
A ‘Thank you’ communication to be sent out this week, including link to all photos	Gemma Puplett	

Election Day BBQ & Cake Stall (Sasja Dekker / Gemma Puplett)

- Thanks to Sasja Dekker and Conor McCormack, for their efforts to coordinate BBQ and
- Thanks to TJ Meats for supplying sausage for the event
- Learnings: Need for run sheet for reference, to ensure we understand quantities, access and organisation of materials in shed

Actions	Who	Status
Set a date and seek volunteers for working bee to clear out and organise P&C sheds / storage - plan a date and seek volunteers	Gemma Puplett	

Winter Disco (Karen Reiner)

- Date in August will be confirmed as part of Events Calendar
- Consider feasibility of 2nd Disco – traditionally run around Halloween

OOSH Report

- AGM 20 June – need volunteers for Eaton St Committee due to outgoing members

Action	Who	Status
P&C to provide more comprehensive update in future P&C meeting (check date)	P&C Exec	In progress
Prepare comms seeking volunteers needed for Eaton St Committee	Kate Murphy	

Art Show (Lauren LaChapelle/Felicity Bowman)

- Set for 16-17 September
- Hire of partitions needed
- Funding for class artworks and individual artworks

Uniform Stall Report

- Call out for new leadership team
- 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 (Lauren LaChapelle)

- Lego Show – creative option for kids during Art Show Fundraiser
- Collaboration (ways of working) between school, P&C and parent reps, to streamline communication channels and messages – to be addressed through survey
- Recycling – obtaining bins for school and consider making P&C a Donation Partner at the White Bay Return and Earn facility
- Discuss potential subcommittee roles:
 - Communications lead (managing and centralising comms for future access)
 - Planning and organising coordinator (coordination of run sheets and intel from past events - centralise for future access)
 - Local Business & Community Coordinator (who have we approached for what fundraiser, what have they contributed + how do we work even better with local businesses)
- Kate handed over branded swimming caps to be delivered to school
- Maria to reference extra-curricular activities in next newsletter seeking interest
- Concern raised about parent access to school after 3pm for pick-up

Actions	Who	Status
Follow up with Natalia d’Morias regarding branded sports gear e.g., zone district competitive singlets	Gemma Puplett	
Investigate possibility of Lego Show for Art Show in September	Lauren LaChapelle	
Make P&C a Donation Partner at the White Bay Return and Earn facility	Kate Dryden	
Communicate subcommittee roles to Parent Reps to socialise them ahead of survey	Renate Harris	
Drop off branded swimming caps to school office	Renate Harris	
Create inventory of equipment to be used at Athletics Carnival, ready for volunteers	Felicity Bowman	

Meeting closed at 9:12pm

Principal's Report - 01/06/22

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, Nancy Ferguson


- **Funding Requests** - Sophie Parsons (teacher of 1/2 Penguin)
 - K-2 Quality texts
 - Stage One class libraries
- **Election Day BBQ & Cake Stall** - A big THANK YOU goes to the team behind baking/donating cakes and sweets, as well as to the Democracy Sausage BBQ crew, and salespeople! A special mention to ESC, who were also involved in donating! I believe it kept a lot of people happy while they were in the queue, waiting to vote!
- **Trivia Night** - A huge THANKS goes to Gabrielle (Eamon & Cormac's Mum) and Tara (Charlie & Harrison's Mum), as well as to the rest of the Trivia Night team, for organising such an incredible event. The ambience was so magical, complete with a magnificent backdrop of the city skyline! It was really lovely to see our community together again...such community spirit! It's this sense of community that makes Balmain Public School such a special place!
- **Apology** - I understand the comms I sent out on Saturday, via SkoolBag and Instagram, may have inadvertently upset some of our community, including the organising team. This was certainly not my intention. Following on from Lauren, our P&C President, asking me to mention Ms Pauline's Garden at the start of the evening, I did mention it again through the comms. I'm sorry if it sounded as though I expected all funds to go towards the garden. Again, this was neither the intention, nor the expectation.
- **Staffing** - A panel has been formed and an advertisement published today (2 weeks) for a substantive Assistant Principal position. The process should be concluded in the final week of this term.
- **Casual shortage** - A number of staff have been, or are currently, unwell. Due to a continued casual shortage, it is sometimes difficult to obtain consistency for a particular class with one casual, if at all. There have, unfortunately, been instances where classes have had to be split due to the unavailability of casual staff
- **IT Levy: Balance** as at 11/05/22 **\$42,096. Current Balance** as at 01/06/22 **\$42,925** (an additional \$829, or an additional approx. 10 students have paid since last month). The data projector in the Hall, used consistently by Ms MacDonald for music lessons, isn't working and definitely out of warranty. Someone is coming out tomorrow to quote us for a replacement. Depending on the cost, a simpler solution may be to replace it with a mobile interactive whiteboard, which will cost about \$5,000-\$6000.

BPS P&C Association Funding Requests

Name of Project/ Resource required: Quality Texts

<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>The new English K-2 Syllabus has an increased focus on quality literature and states “teachers must give students daily opportunities to be read to”. Stage One is working on a new English program focused around quality texts that we believe will give our students a strong foundation in reading and writing.</p> <p>We need the books we read to our students to be contemporary, engaging texts that are different to texts they can borrow in the Library, to ensure they are exposed to a range of literature. We aim to have all stage one teachers reading two quality texts a week to classes, 80 books a year.</p>
<p>Name and contact details. <i>You must be a parent or carer; Principal or teacher.</i></p>	<p>Sophie Parsons – Teacher 1/2P</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 (e.g. volunteers).</i></p>	<p>The average cost of a hard cover text is \$30. We intend to share texts between pairs of Stage One classes, and the two Kindergarten classes.</p> <p>Stage One \$30 x 40 books a term is \$1200 per term or \$4800 per year.</p> <p>Kindergarten Stage One \$30 x 20 books a term is \$600 per term or \$2400 per year.</p> <p>This works out at \$1800 per term \$7200 for our K-2 teaching Program.</p>
<p>Is ongoing funding required in future years?</p> <p><i>Provide details of what ongoing funding is needed, please include an estimate of maintenance costs if applicable.</i></p>	<p>As we have stage-based classes, we will need to purchase new books in 2023 to create a program that the current year ones are exposed to new texts each year.</p>
<p>Will some of the cost be funded in other ways?</p> <p><i>List any anticipated grants, donations etc.</i></p>	<p>There is currently no funding from the department for books so we really need your help!</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>We are required to begin teaching the new English K-2 Syllabus in 2023. We would like to begin trialling it in Semester Two 2022 and order the books we need this year. We have audited our current texts and there are not many that are appropriate to align with the new English K-2 Syllabus.</p>
<p>Is there any further information you would like to add?</p>	<p>We believe new, exciting engaging literature is the best way to spark a love of reading and writing in our students, and that building foundational literacy skills through quality programming is crucial to their success in every KLA.</p>

Name of Project/ Resource required: Class Library Books

<p>Summary of project benefits. Please provide a short summary of the benefits the funding will bring to the school and our students.</p> 	<p>The new English K-2 Syllabus specifically advises students should 'Read decodable texts, be read to, and have opportunities for independent reading of self-selected texts'.</p> <p>For students struggling with reading, exciting simple chapter books in a series such as 'Zac Power' or '13 Story Tree-House' can be the engaging texts they need to take off with reading.</p> <p>Class Libraries in K-2 have not been replenished for many years at BPS. We would like to have all students reading independently for 20 minutes a day in Stage One and we need engaging, contemporary chapter books at a variety of levels for this to happen. We would like each Stage One classroom to have at least 50 chapter books that students can choose from for independent reading time.</p>
<p>Name and contact details. You must be a parent or carer; Principal or teacher.</p>	<p>Sophie Parsons - Teacher 1/2P</p>
<p>What amount needs to be funded by the P&C this year? 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 (e.g. volunteers).</p>	<p>The average cost of a simple chapter book text is \$15. We would like 50 new books per Stage One class.</p> <p>Stage One \$15 x 50 books is \$750 per class Four Stage One classes = \$3000</p>
<p>Is ongoing funding required in future years?</p> <p>Provide details of what ongoing funding is needed, please include an estimate of maintenance costs if applicable.</p>	<p>We anticipate we would need to top up class libraries with ten books a year.</p>
<p>Will some of the cost be funded in other ways?</p> <p>List any anticipated grants, donations etc.</p>	<p>We intend to organise a book drive where older students donate pre-loved books to supplement our class libraries, but it's important we also have fresh exciting titles to engage our students. 300 books is an appropriate amount for a class Library.</p>
<p>Is the funding request time critical? 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?</p>	<p>We are currently attempting to engage our students in independent reading with a very limited range of books. The sooner we have more appropriate books, the better our daily reading program will be.</p>

Financial Report - 01/06/22

June Financial Report

Opening Bal - Main Account - 11/05/22	\$17,066.67	
Movements:	Cash Flow	
Trivia	\$34,033.09	<< not complete
Election Day	\$4,106.63	<< final net profit
MD	\$(681.04)	<< vs \$708 gross sales gives \$27 net profit
New BBQ	\$(1,058.25)	<< 50% being covered by OOSH
Interest	\$19.14	
	\$36,419.57	
Closing Bal - Main Account - 31/05/22	\$53,486.24	
Term Deposits	\$55,000.00	
BFR Account	\$9,822.00	
Uniform Account	\$34,570.91	
Total Cash Position	\$152,879.15	

Change of Signatories

P&C Main Accounts: Two P&C Exec signatories are required for all payments		
Cheque A/c [062-110 0090 0412]		
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]		
We propose to add a new operational account with a bank card and a zero overdraft limit. This account will be used to settle expenses via prefunding from the Cheque account		
P&C Uniform Shop Bank Account: Only one signatory is required		
Society Cheque Acct [062-110 1035 7492]		
P&C Uniform Shop Managers/Signatories [Proposed]:		
Lyndal Rutgers [BPS Uniform Shop Co-Manager]		
Mamata Phadke [BPS Uniform Shop Co-Manager]		
The proposed signatories represents the removal of Josie Simpson from the signatory list and the addition of Mamata Phadke		

P&C 3-Year Spend Analysis

Recurring Category	2019	2020	2021	2022 (proj)	Comments
Classroom supplies	\$5,250	\$15,000	\$11,000	\$14,000	
Readers	\$7,993	\$5,000	\$10,000	\$10,200	2022 includes recent Sophie Parsons request (\$7,200 + \$3,000)
Library books	\$2,500	\$2,500	\$7,000	\$7,000	
Art resources		\$3,000	\$3,000	\$5,000	Art resources for 2022 an investment (Art Show will revenue generate)
Michael Ward Award		\$100	\$100	\$100	
Teaching support	\$5,000		\$20,000		\$5k paid to date for 2022 is being refunded
Camp support			\$2,316	\$2,316	2022 projected based on 2021
Anzac Day Wreath			\$159	\$175	
Total recurring	\$20,743	\$25,600	\$53,575	\$38,791	
Non-recurring Category		2020	2021	2022 (proj)	Comments
Solar My School			\$2,000		Our contribution (\$5k met by grant funds)
Air Filters (net of donations)			\$10,942		
Ceiling fans		\$49,250			
Bike rack		\$515			
PA system		\$2,800			
School magazines	\$2,600				
Compost bin & scooter rack	\$435				
IT equipment	\$15,000	\$18,141			
Playground	\$26,730				
Sunscreen	\$214				
Garden - phase 1 foundations etc				\$29,800	Awaiting second quote, grant funding application in flight for full cost of phase 1
Garden - phase 2 full scope tbc					Awaiting second quote
Total non-recurring	\$44,979	\$70,706	\$12,942	\$29,800	
Total recurring + non-recurring	\$65,722	\$96,306	\$66,517	\$68,591	
Exclusions					
Costs met by grant receipts e.g. the 2021 toilet upgrade which cost well over \$30k but was fully paid for by grant					
Music activities funded from the Band Money liability					
Year 6 events which <i>aim</i> to be fully funded (acknowledging there can be some residual cost to P&C)					