

P&C May Meeting Minutes

Wednesday 11th May 2022

Minutes recorded by Renate Harris (Secretary)

Attendees

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

BPS: Nancy Ferguson, Renae Bonney

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

Via Zoom: Natalia d'Morias, Conor McCormack, Karen Reiner, Gabrielle Levette-King, Nickie Newtown, Amit Bagla, Faye Georghiou, Kate Murphy

In Person: Sasja Dekker, Suzanne Brown, Lyndal Rutgers

Apologies: Maria Lambos, Stuart Hunter

Welcome and introduction

Previous minutes & actions

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

Correspondence – Sales email relating to book week (forwarded to P&C Executive)

Principal's Report

See page 6 for full report

Finance Report

See page 7 for full report

- Update on solar grant – not impacting finances currently
- Update on toilet tiling grant - CBP grant funding opened - tiling for the bathroom would be circa \$12.5k
- Bank accounts held by P&C require new signatories – voted to add Lauren, Renate & Nathalia, removing Cliff as signatory (NB: Two P&C Executive signatories are required for all payments)

Action	Who	Status
Add Lauren, Renate and Nathalia as signatories to P&C bank accounts	Paul Galpin	

P&C Issues/General business:**2022 Fiscal Plan**

- 12-month plan for P&C expenditure
- Historic and projected overview of expenditure

Action	Who	Status
Lauren to follow up with Maria regarding creation of 12-month roadmap providing clear line of sight for upcoming financial support requirements	Lauren LaChapelle	

Ms Pauline's Garden

- Update on school visit by Mayor Darcy Byrne and Local MP Jamie Parker – Jamie supportive of us applying for a grant and has agreed to attend next P&C Meeting to provide guidance to us on how best to approach grant
- Update on second quote for garden redevelopment - outstanding

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
Follow up with Inner West Council (Luke Murtas) to understand what support/funding is available for garden and see if he is available to attend our next meeting	Renate Harris	

Balmain Fun Run

- Update provided by Stuart regarding feasibility of running Fun Run in 2022
- Major works will close King George Park for October / November so event would require new location
- Decision taken to postpone Fun Run to 2023 and include as agenda item in future meeting to put call out for volunteer sub-committee (approx. 9 people)

Fundraising Events Calendar

- Share and agree 2022 Events Calendar
- Discuss importance of volunteers to execute Events Calendar
- Call out for owner for Election Day BBQ and cake stall / coffee stand (Paul can support)

Trivia Night (Gabrielle Levette) – Friday 27th May

- Ticket sale update – sold 21 tables (targeting 30 tables)
- P&C has obtained liquor license exemption (valid for next 6 months)
- Donations – fantastic response (current value \$13,000)
- Volunteers engaged for set up and during event
- Gabrielle seeking pre-approval for spend of \$10,122 for up front expenses and \$1000 transferred to Kate for decorations
- Online auction will be live 20 May
- Thanks to Lindsay Egan (parent and owner of Corner Bar) who will supply bar staff on the night

Actions	Who	Status
Provide Renate & Nickie with flyer that businesses can use to show they are supporting the event by 13 May	Gabrielle Levette	
Class Reps to promote sale of tables and help people connect who don't have a lot of connections	Class Reps	
Speak with Maria to clarify invitations to Jamie Parker and Darcy Byrne	Lauren LaChapelle	
Communication to school community on 13 May: <ul style="list-style-type: none"> - remind people about cap on ticket sales (30 tables) - people don't have a full table, reach out to Trivia Team for assistance - Seek volunteers for 'bump out' (next day) - 	Gemma Puplett	
Communication to school community on 20 May: <ul style="list-style-type: none"> - online auction now live - anyone can participate in online auction 	Gemma Puplett / Tara	

Art Show (Lauren LaChapelle, Felicity Bowman)

- Lauren and Felicity have commenced discussions – to be picked up again after Trivia Night

Election Day BBQ

- Thanks to Sajsja Dekker, who volunteered to be project owner / coordinator in Paul's absence
- Help with BBQ – Conor McCormack, Andy McGuinness, Toby/Renate Harris
- Help with cake stall – Karen Reiner, Lauren LaChapelle, Gemma Puplett

Action	Who	Status
Paul to brief Sasja on what's involved in coordinating Election Day BBQ	Lauren LaChapelle	
Provide quotes for coffee carts by 16 May	Karen	

Confirm details of cake stall and agree plan for communicating with school community (Gemma to manage comms)	P&C Exec	
Lauren to speak with Woolworths & Bunnings about sponsorship of Election Day BBQ (Gabrielle to provide Bunnings contact) by 16 May	Lauren LaChapelle	
Kate to speak with Conor and Eaton St Executive about sponsorship of Election Day BBQ by 16 May	Kate Murphy	
Speak with DIM about getting school band / orchestra to play in / near school grounds on Election Day	Lauren LaChapelle	
Skoolbag communication requesting donations for Election Day cake stall to go out on Thursday 12 May	Gemma Puplett	

OOSH Report

- Meeting between Kate Murphy (Director, Eaton St), David Sidman (President Eaton St Committee)
- Review by Department of Education has resulted in policy change - means OOSH services with parent-management committee as approved provider will either need to be managed by P&C Committee or a private organisation, on expiry of license.
- Completion and handover by 2024

Action	Who	Status
P&C to provide more comprehensive update in future P&C meeting (check date)	P&C Exec	

Uniform Stall Report

- Looking for more volunteers - will need at least one person by Term 3 and another by Term 1 of 2023
- Responsibilities include: 1 person who manages inventory, 3 people who have keys and supervise other volunteers
- Time commitment is 1 hour on a Friday 8-9am

Action	Who	Status
Lyndal to provide P&C with additional communication to be sent directly to class reps seeking volunteers	Lyndal / Renate	

Band Ensemble

- DIM to promote band / string ensemble by performing at school events
- Concern about cost of music lessons if parent / child is unsure about interest

Action	Who	Status
Speak with DIM to find out whether group lessons are an option and if so, what instruments might be available – share outcome with P&C	Lyndal Rutgers	
Paul and Lyndal to discuss P&C sponsorship of music lessons to encourage participation	Paul Galpin / Lyndal Rutgers	
Speak with Tara for an update on what might be the most cost-effective ways to promote music within the school	Gemma Puplett	

Winter Disco

- Considering using it as fundraiser towards music program (expanding accessibility)
- Paul has agreed to sponsor Winter Disco

Actions	Who	Status
Speak with Cliff about format and timing of Winter Disco	Paul Galpin	

Any Other Business

- Consideration of fundraising event around Book Week in August

Actions	Who	Status
Follow up with sports coordinators about PSSA -branded sports gear (and revert back to Natalia d'Morias)	Nancy Ferguson	
P&C to discuss promotion / communication of extra-curricular activities with Maria	Lauren LaChapelle	
Add agenda item to next P&C meeting to discuss collaboration (ways of working) between school, P&C and parent reps to streamline communication channels and messages	Renate Harris	
Speak with Maria, on behalf of class reps, about how we get ensure coverage of parent details (in case we're missing people) and/or reminder email	Lauren LaChapelle	

Principal's Report

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 - Annabel Sun, Maria Lambos (attending postponed event due to COVID)

- **Welcome Renae** - We've warmly welcomed Renae Bonney to the Balmain PS family since the start of this term, as our K-2 Assistant Principal and Kindergarten teacher. She comes to us with much experience with anything and everything K-2! Thanks so much for joining us this evening.
- **Mother's Day BBQ Breakfast** - Huge THANKS to the P&C for making the Mother's Day BBQ Breakfast such a success! There was such a buzz in the air, as we've officially had our first onsite-P&C event this year!
- **Our Dream Garden Morning Tea** - Thanks so much to Lauren and Renate, on behalf of the P&C, who attended our special morning with the Environmental Warriors and special guests, Darcy Byrne (Mayor, Inner West Council) and Jamie Parker (Member for Balmain). Both Jamie and Darcy were very impressed by this student-led presentation. Moving forward, both Darcy and Jamie are keen to work alongside the school and P&C in making our Dream Garden a reality!
 - Darcy was asked for some green bins and he has asked for a letter from the students, which has been done and will be delivered with their 'Thank You' cards
 - Jamie Parker will be making a 'Community Recognition Statement' in Parliament this week. These statements congratulate or acknowledge the achievements of people or groups in the community. The statements are recorded in Hansard, the official transcript of Parliament proceedings, which is available online. An official certificate with the statement is then sent to those mentioned. How exciting for our students!
- **P&C-funded Specialist Reading Teacher** - at the end of last year, the P&C agreed to continue the funding of a specialist teacher, Liz Newell, 1 x day/week for 4 terms, to support some students with their reading. As you may know, Lauren Burke is now teaching 1/2B instead of her role as a Learning and Support teacher. To date, we have been unable to replace Lauren and therefore have her 'allocated time' available. We will utilise part of these unused days, which we're entitled to, to pay for Liz's reading support, from next week. We have asked Paul, the P&C treasurer, to issue a tax invoice for the amount of **\$13,500**. Once received, Jenni will organise the deposit of this amount into the P&C's account.
- **Solar My School** - onsite start up meeting yesterday, 10/05/22. The installer will get in touch with DoE re: installation during a weekend. If not possible, it will happen during the Term 2 holidays and will definitely be completed by then.
- **IT Levy: Balance** as at 06/04/22 **\$40,848. Current Balance** as at 11/05/22 **\$42,096** (an additional \$1248, or an additional 15 students have paid since last month)
 - Our IT Committee is in the process of updating the 3-year IT plan. The plan will hopefully be presented/tabled at the next meeting.

May Financial Report

Opening Bal - Main Account - 06/04/22	\$17,455.98			
Movements:	Cash Flow			
Mother's Day BBQ	\$707.87	<< gross sales, costs to follow		
Cake Stall	\$1,105.80			
Anzac Day biscuits	\$911.80			
Catering Deposit	(\$3,454.00)			
White Bay Donation Welcome Drinks	\$290.00			
Parent donations	\$43.65			
Other	\$0.98			
Interest	\$4.59			
	(\$389.31)			
Closing Bal - Main Account - 11/05/22	\$17,066.67			
Term Deposits	\$55,000.00			
BFR Account	\$9,822.00			
Uniform Account	\$30,946.63			
Total Cash Position	\$112,835.30			

Change of bank signatories

Two P&C Exec signatories are required for all payments				
All Bank Accounts & Term Deposits				
Cheque A/c [062-110 0090 0412]				
Society Cheque Acct [062-110 1035 7492]				
Term Deposit [062-217 5025 4041]				
Term Deposit [062-217 5025 4068]				
P&C Signatories (Proposed New List)				
Lauren LaChapelle [President]				
Paul Galpin [Treasurer]				
Renate Harris [Secretary]				
Nathalia Stone [Vice President]				
P&C Uniform Shop Bank Account				
Society Cheque Acct [062-110 1035 7492]				
P&C Uniform Shop Managers/Signatories: Only one signatory is required				
Lyndal Rutgers [BPS Uniform Shop Co-Manager]				
Josie Simpson [BPS Uniform Shop Co-Manager]				