

P&C April Meeting Minutes

Wednesday 5th April 2023

Minutes recorded by Renate Harris (Secretary)

Attendees

Meeting held in person and via Zoom (London Hotel)

BPS Staff: Maria Lambos, Rose Reedy, Felicity Bowman

P&C Exec: Lauren LaChapelle, Renate Harris, Paul Galpin, Karen Reiner, Trista Rose, Kara Martin, Sasja Dekker

Members: Suchi Szczepanski, Damon Baker

Students: Lauren Booth, Harriet Jouana

Community: Renee Alborough

Apologies: Lyndal Rutgers, Emma Achibald, Amelia Cooper, Nancy Riley

Welcome and introduction

- Acknowledgment of Country

Previous minutes & actions

Read and ratified – Sasja Dekker, Paul Galpin

Correspondence - none

Presentation from Sustainability Ministers (Harriet Jouana & Lauren Booth)

Thanks to our two Sustainability Ministers, Harriet and Lauren, for their inspiring presentation on sustainability initiatives underway at the school. These include Nude Food Tuesday, paper recycling, composting and awareness-building initiatives. Please refer to the attached presentation for more details.

Principal's Report (Maria Lambos)

- See page 3 for full report

Actions	Who
Maria to provide inventory of air purifiers, Paul to source specification details and exec to investigate re-sale options	Maria Lambos / P&C Exec
Respond to book funding request before next meeting	Lauren LaChapelle

Finance Report (Paul Galpin)

- Voted to endorse introduction of Financial Management Principles (attached) - Trista Rose, Kara Martin, Karen Reiner
- Shared details of grant funds payment for Phase 1 of Garden project
- Voted on all changes of bank signatories - see page 5 for details - Renate Harris, Sasja Dekker, Karen Reiner
- See page 4 & 5 for details

P&C Issues/General business:**Events Planning** (Karen Reiner)

- BBQ Wrap-up - Thanks to Toby Harris for coordinating this event. Shared key learnings and discussed importance of assessing cost/effort ratio and documenting event planning activities moving forward
- Refer separately attached presentation for overview of proposed events for 2023

Communication Strategy (Sasja Dekker)

- Draft Communication Plan created and will be shared shortly
- Plan includes adding Instagram account, introducing regular newsletter and focusing on high visual / low text messaging

Environment & Sustainability Update (Trista Rose)

- Trista to connect with Felicity Bowman, Environmental Warriors, and Sustainability Ministers to ensure harmonised approach
- Short and long term priorities shared, including; Ms Pauline's Garden, plastics and recycling, and introducing more sustainability-focused education activities

Ethics Program Overview (Renee Alborough)

- Thanks to Renee Alborough, Ethics Coordinator for Balmain Public School and Birchgrove Public School for joining Wednesday's meeting to provide an overview of BPS' Ethics Program
- 198 students have opted into Ethics at BPS and participate in this program across 12 classes
- Ethics teachers are made up of parent/carer and community volunteers (Balmain has two of the longest serving volunteers serving at the school) and complete 15 hours of training in facilitation techniques, classroom management and child protection awareness
- Teaches critical thinking, ethical reasoning and problem solving
- Renee welcomes any question - balmainethics@gmail.com
- For more information, visit <https://primaryethics.com.au/about-ethics-classes/> (scroll down the page to the section to subscribe to the newsletter that comes out once a Term).

Project Priorities**Ms Pauline's Garden** (Renate Harris & Lauren LaChapelle)

- Update on Garden Project - builder engaged (Edible Kids' Gardens <https://www.ediblekidsgardens.com.au/>), Phase 1 being covered by Community Building Partnerships Grant (work due to start in Easter school holidays)
- Voted to approve P&C spend of \$27,959.80 for Phase 2 of Garden Project - Trista Rose, Sasja Dekker, Paul Galpin, Kata Martin, Damon Baker, Renate Harris,
- Costa and First Nations Educator coming to school to film the work on 1 May - yarning circle and planting of provenance plants and bush tucker plants

Other priorities

- Other survey priorities (air conditioning, bathroom tiling, enrichment activities) yet to be assigned project owners

Any Other Business

- Open roles - still seeking people to fill following roles
- Lyndal Rutgers stepping down from Uniform Stall - suggestion to recruit 2 volunteers (communicate impact of losing uniform stall on cost of uniforms and loss of fundraising)
- Clearing of lost property - reinforced need to remind parents and Maria shared that students were called out to collect lost uniforms at today's assembly

Actions	Who
Prepare Uniform Stall Comms to send at beginning of Term 2	Sasja Dekker
Prepare communication to recruit for open P&C Exec roles in early Term 2	Sasja Dekker

Meeting Closed 8:33 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.

- Easter Hat Parade - Our end-of-Term 1 highlight is the Easter Hat Parade. Thanks so much to the P&C, who have donated 8 x \$30 book vouchers as prizes for 2 categories per stage - Creativity and Sustainable Twist. The ministers in the 'Arts, Culture & Communities' and 'Sustainability' ministers will be judging and awarding the prizes.
- Annual Report - As per DoE requirement, each school publishes an Annual Report. This is due by the end of Term 1 for the previous year. The report includes a detailed account of:
 - The progress made to provide high-quality educational opportunities for every child as set out in the Strategic Improvement Plan
 - The impact of our strategies for improved learning
 - The benefit to all students from resources, including equity funding; and
 - Our operations and achievements for the year.

Once the 2022 Annual Report has been published, the link will be shared via our newsletter, the Pigeon Post.

- Ms Pauline's Garden - Stage One, funded by Jamie Parker's 'Community Building Partnerships Program' Grant has been approved to commence during the upcoming school holidays.
- Assets/Infrastructure - We are hopeful that the fans for the ventilation systems, eliminating the need for air purifiers, will be installed during the coming holidays. However, as access will be from the street, the DoE is awaiting council approval. We have no storage space for the air purifiers donated by the P&C. What would you like done with them?
- IT Levy - There is currently a balance of \$27,060, which equates to 69% of students having paid to date in 2023.

Financial Report (Paul Galpin)

Opening Bal - Main Account - 06/03/23	\$110,773.19	Event Summary	
		BBQ Profit	\$2,172.44
Movements:	Cash Flow		
Interest	\$227.02		
Sports equipment donated to school	\$(4,000.00)		
Semester 1 class resources donated to school	\$(6,500.00)		
Election Day BBQ Sales	\$2,203.02		
Election Day BBQ Costs	\$(1,127.43)		
Residual Yr 6 funds from school (total \$1k 2023 seeding)	\$344.59		
A/C Transfers	\$(500.00)		
	\$(9,352.80)		
Closing Bal - Main Account - 05/04/23	\$101,420.39		
Opening Bal - Operational Account - 06/03/23	\$497.04		
Movements:	Cash Flow		
Welcome Drinks	\$(497.04)		
A/C Transfers	\$500.00		
	\$2.96		
Closing Bal - Operational Account - 05/04/23	\$500.00		
Cash on Hand	\$1,688.25	06/03: \$591.40	
Term Deposits	\$55,000.00		
BFR Account	\$9,822.00		
Uniform Account	\$16,210.34		
Total Cash Position	\$184,640.98	<i>Versus \$195k March position</i>	

P&C Main Accounts: Two P&C Exec signatories are required for all paym			
Cheque A/c [062-110 0090 0412]			
Term Deposit 1 [062-217 5025 4041]			
Term Deposit 2 [062-217 5025 4068]			
P&C Operational Account: One P&C Exec signatory required for payment			
Cheque A/c [062-110 1038 6365]			
P&C Signatories Current:			
Lauren LaChapelle [President]			
Paul Galpin [Treasurer]			
Renate Harris [Secretary]			
Nathalia Stone [Vice President]			
P&C Signatories Proposed:			
Lauren LaChapelle [President]			
Paul Galpin [Treasurer]			
Renate Harris [Secretary]			
Karen Reiner [Vice President]			
The change represents the replacement of Nathalia Stone with Karen R			
P&C Uniform Shop Bank Account: Only one signatory is required			
Society Cheque Acct [062-110 1035 7492]			
P&C Uniform Shop Managers/Signatories Current:			
Lyndal Rutgers [BPS Uniform Shop Co-Manager]			
Mamata Phadke [BPS Uniform Shop Co-Manager]			
P&C Uniform Shop Managers/Signatories Proposed:			
Lyndal Rutgers [BPS Uniform Shop Co-Manager]			
Trista Rose [BPS Uniform Shop Co-Manager]			
The proposed signatories represents the removal of Mamata Phadke from Lyndal Rutgers to retain access whilst her responsibilities are reallocated			