

## P&C May Meeting Minutes

Wednesday 3rd May 2023

Minutes recorded by Renate Harris (Secretary)

### Attendees

Meeting held in person (Bald Rock Hotel) and via Zoom

**BPS Staff:** Maria Lambos, Nancy Riley

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

**Members:** Suchi Szczepanski, Reshma Shingarpure, Damon Baker, Tracy Baving

**Apologies:** Paul Galpin, Emma Archibald, Rose Reedy, Amelia Cooper

### Welcome and introduction

Acknowledgment of Country

### Previous minutes & actions

Read and ratified – Sasja Dekker, Trista Rose, Kara Martin

**Correspondence** - none

### Principal's Report (Maria Lambos)

- See page 3 for full report

Actions	Who
Provide outline of what further details we require in order to review and approve the book funding request of \$7000	Lauren LaChapelle

### Finance Report (Paul Galpin)

- See page 3 & 4 for details
- Voted to reconfirm further changes to bank signatories - see page 4 for details - Trista Rose, Karen Reiner, Kara Martin

### P&C Issues/General business:

- Welcome to Tracy, who has put herself forward to take on the role of VP Events - endorsed: Kara Martin, Renate Harris, Trista Rose, Karen Reiner

### Events Planning (Karen Reiner)

- Mother's Day BBQ - Friday 12 May (Paul Galpin & Toby Harris coordinating event)
- Winter Disco - Sasja and Karen to coordinate this event in July

Actions	Who
Provide proposed date for Winter Disco to Footsteps	Sasja Dekker / Karen Reiner
Consider an event around garden project e.g. launch - review at next meeting	P&C Exec

### Communications Update (Sasja Dekker)

- Mother's Day Comms
- P&C Instagram account set up and first post this evening!

- Update of P&C landings pages on the BPS website underway - still need content on sustainability and garden projects

**Environment & Sustainability Update** (Trista Rose)

- Meeting with Planting Seeds, not-for-profit that runs biodiversity education for primary schools (endorsed by DET) and also work with other not-for-profits (focus on pollinators and protecting indigenous species) to develop a database being used by governments to identify and locate local species (good fit with Environment Grant and opportunities for promotion across two grant recipients)
- Potential maintenance issues with garden flagged by Planting Seeds
- Community Wellbeing Grant under consideration

**Project Priorities**

**Ms Pauline’s Garden** (Renate Harris & Lauren LaChapelle)

- Update on Garden Project - Phase 1 underway (clearing, foundation work, etc..)

<b>Actions</b>	<b>Who</b>
Arrange meeting with Edible Gardens (Steve) to discuss maintenance and supply of items covered by Environment Grant	Renate Harris

**Other priorities**

- Other survey priorities (air conditioning, bathroom tiling, enrichment activities) - asking for project owners

<b>Actions</b>	<b>Who</b>
Confirm project priorities (budget and scope) ahead of putting out call for owners	P&C Exec

**Any Other Business**

- Importance of recognising community volunteers
- Tracy volunteered to join Uniform Committee
- Year 6 Committee formed and fundraising conversations underway
- Discussed need for clear plan around 2023 priorities and fundraising
- Local Business Community Coordinator role still outstanding - call for interest!
- Discussed intent for working towards greater diversity in P&C
- Air Filters posted on Facebook Marketplace and Ebay - no response to date

<b>Actions</b>	<b>Who</b>
Proposal for recognition of long-term volunteers by June meeting	Trista Rose
Agree on Year 6 fundraising opportunities through Year 6 student participation in Uniform Stall	P&C Exec
Discuss communications strategy and balance of comms seeking help and those promoting P&C activities	P&C Exec
Confirm name of OC class rep and connect with them to seek their help in engaging greater involvement in P&C	Renate Harris
Post Air Filters on Gumtree and send Skoolbag post offering to school community	Sasja Dekker

**Meeting Closed 8:28 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.*

- **Ms Pauline's Garden** - Works commenced in the 2nd week of the holidays.
- **Visit by Junior Landcare** - Ambassador for Junior Landcare, Costa Georgiadis, was at our school with our student leadership team, learning about bush tucker and Yarning Circle education. Adam Shipp, a First Nations educator, and Landcare Australia gifted us some native plants to be added to Ms Pauline's Garden.
- **Assets/Infrastructure** - The DoE has finally received council approval, as street access is required for the fan installation. This will be done over about 4 weekends. The 35 air purifiers, including 1 unboxed, have been brought down to the foyer for pick up by the P&C.
- **IT Levy** - There is currently a balance of \$28,154, which equates to 82% of students having paid to date in 2023.
- **Library funding request** - Ms Whelan is keen to purchase books for the library and is hoping that the P&C can make a decision this evening.

**Financial Report** (Paul Galpin)

<b>Opening Bal - Main Account - 05/04/23</b>	<b>\$101,420.39</b>		
<b>Movements:</b>	<b>Cash Flow</b>		
Interest	\$219.85		
Prizes for Easter Hat Parade	\$(218.18)		
Prefund garden grant (to be reclaimed)	\$(32,694.00)		
Phase 1 garden works	\$(16,347.10)		
	<b>\$(49,039.43)</b>		
<b>Closing Bal - Main Account - 02/05/23</b>	<b>\$52,380.96</b>		
Cash on Hand	\$1,688.25	} No movements	
Operational Account	\$500.00		
Term Deposits	\$55,000.00		
BFR Account	\$9,822.00		
Uniform Account	\$12,984.65		
<b>Total Cash Position</b>	<b>\$132,375.86</b>		<i>Versus \$185k April position</i>



**P&C Main Accounts:** Two P&C Exec signatories are required for all payments

- 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 Reiner post the AGM elections

**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:**

- Elizabeth Coffey [BPS Uniform Shop Co-Manager]
- Trista Rose [BPS Uniform Shop Co-Manager]

The proposed signatories represents the removal of Mamata Phadke and Lyndal Rutgers from the signatory list and the addition of Trista Rose and Elizabeth Coffey

This represents a change from the signatory list approved at the last meeting for Lyndal to be swapped with Elizabeth

Other changes had not been implemented due to school hols but it is anticipated that all updates will now be passed for the next meeting