

## P&C November Meeting Minutes

Wednesday 8th November 2023

Minutes recorded by Renate Harris (Secretary)

### Attendees

Meeting held via Zoom

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

**P&C Exec:** Renate Harris, Trista Rose, Lauren LaChapelle, Paul Galpin, Karen Reiner

**Members:** None

**Apologies:** Tracy Baving, Kara Martin, Amelia Cooper, Emma Archibald, Rose Reedy,

### Welcome and introduction

Acknowledgment of Country

### Previous minutes & actions

Read and ratified – Lauren LaChapelle, Renate Harris

### Correspondence

- Invitation from Mayor Darcy Byrne to attend 2023 Grant Recipient Reception
- Invitation to register for 2024 School Fun Run (Colour Run) - will reply and express interest without committing us to this fundraising activity next year
- Request to provide update on Environment Grant and showcase achievements

### Principal's Report (Maria Lambos)

- See page 4 for details

Actions	Who
Confirm ability of new Compass payment system to payments for multiple children in a single transaction	Nancy Ferguson

### Finance Report (Paul Galpin)

- See page 4 for details

**P&C Issues/General Business**

**Fundraising & Events** (Lauren LaChapelle)

2023 Events Calendar (Nov – Dec)

- Referendum BBQ, Saturday 14 Oct - raised \$3476 in profit, main challenge was recruiting volunteers, given timing in
- Halloween Disco, Friday 27 Oct - successful event (raised \$5799 in profit), learnings for next year were around timings of communications and gaining agreement on key elements of event, access to school on the day was very helpful for set-up
- THANK YOU to all our wonderful volunteers who helped out across both events
- Garden Morning Tea to be rescheduled to Friday 1 Dec - plan to use Flexi Schools to confirm rough numbers
- Christmas Giving (Wednesday 13 December) - boxes have been delivered - Salvation Army would prefer to shift the date for this event forward by one week in 2024 (first week in December)

Actions	Who
Determine Flexischools functionality for handling RSVPs (no cost associated with this event)	Paul Galpin
Garden Morning Tea - Environmental Warriors to send invitations to dignitaries and P&C to invite sponsors / community partners, School Community to be invited via Compass	Maria / Renate / Lauren

**Uniform Stall Update** (Trista Rose)

- Approved engagement of Airtasker to move Uniform Stall on Friday 24th November

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

- Proposed introduction of an Annual Community Recognition Award for individuals who have made substantial contribution to school and school community
- Grant submitted for blinds \$13,500 (Community Building Partnerships) - pending outcome

Actions	Who
Compile list of sponsors and community partners for recognition at Garden Morning Tea	Paul / Lauren / Trista

**Project Priorities** (based on 2022 P&C Community Survey)**Garden Project** (Renate Harris)

- Rainwater tank installed on Friday 3rd November - awaiting advice from Assets regarding installation of water proof GPO (for powering pump) - need to install drip irrigation system before the break

<b>Actions</b>	<b>Who</b>
Investigate drip irrigation system - purchase and install ahead of summer break	Renate Harris

**Other priorities** (Lauren LaChapelle)

- Awaiting Outdoor Classroom quote from Edible Garden - Lauren has followed up Steve

**Any Other Business**

- Intention to send P&C Community Survey before end of year to get feedback on proposed priorities and measure progress / sentiment year-on-year

<b>Actions</b>	<b>Who</b>
Share survey with Lauren, Maria and Trista to review, in light of changing priorities, ahead of sending	Renate Harris

**Meeting Closed 8:15 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.*

- **Year 6 Gift** - Thank you to the P&C for last meeting's approval to supplement the cost of the Year 6 gift to the school. The raised sandpit was actually installed today
- **School Finance** - the current financial system utilised by all DoE schools is being decommissioned by the end of the year. As you would have read in last week's *Pigeon Post*, as well as through a *Compass* notification, our school is currently making the financial transition over to *Compass*. During this time, there will not be any payments possible through the website. In future, all payments will be made via *Compass*
- **Painting** - major internal painting works will commence in Week 8 and throughout the holidays. Most internal, but not all, spaces will be painted. Due to the scope of the works, the DoE were unable to limit it purely to the school break. Unfortunately, this will mean some disruption to classes before the end of the year
- **Kitchen/Canteen Upgrade** - some adjustments have had to be made in order for the scope to fall within Heritage regulations. At this stage, a Heritage Impact Statement and REF (Review of Environmental Factors) must be completed before any works proceed. Depending on the length of time this takes, (apparently up to 21 days), may affect the delivery. If it doesn't occur during January, it would happen in the April holidays.
- **IT Levy** - There have been no additional payments since last term. The balance remains at \$1.



**November Financial Report (Paul Galpin)**

<b>Opening Bal - Main Account - 11/10/23</b>	<b>\$81,044.54</b>				
<b>Movements:</b>	<b>Cash Flow</b>			<b>Disco Profit</b>	<b>\$</b>
Interest	\$214.58			Sponsorship	\$1,000.00
Halloween Costs	\$(3,335.22)			Sales	\$8,172.32
Halloween Sponsorship	\$1,000.00			Total Income	\$9,172.32
Halloween Sales	\$8,172.32			Costs	\$(3,373.26) << net of pending correction for dupe'd payment
Year 6 Sales	\$2,484.12			Net profit	\$5,799.06
Sandpit	\$(1,700.00)				
BBQ Sales	\$2,909.17			<b>Ref BBQ Profit</b>	<b>\$</b>
BBQ Costs	\$(350.54)			Sales	3,842.67
	<b>\$9,394.43</b>			Costs	\$(366.54)
				Net profit	\$3,476.13
<b>Closing Bal - Main Account - 08/11/23</b>	<b>\$90,438.97</b>				
<b>Opening Bal - Operational Account - 11/10/23</b>	<b>\$1,245.18</b>				
<b>Movements:</b>	<b>Cash Flow</b>				
Disco Costs	\$(2,001.05)				
Referendum BBQ Cash (Sales)	\$933.50				
Referendum BBQ Costs	\$(16.00)				
Grant hub	\$(29.00)				
P&C Sponsorship	\$60.00				
	<b>\$(1,052.55)</b>				