

P&C September Meeting Minutes

Wednesday 6th September 2023

Minutes recorded by Renate Harris (Secretary)

Attendees

Meeting held at Royal Oak Hotel and via Zoom

BPS Staff: Maria Lambos, Rose Reedy, Emma Archibald

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

Members: Suchi Szczepanski, Yann Le Roux

Apologies: Lauren LaChapelle

Welcome and introduction

Acknowledgment of Country

Previous minutes & actions

Read and ratified – Paul Galpin, Kara Martin

Correspondence

None

Principal's Report (Emma Archibald)

- Thank you to P&C for lovely Father's Day celebration
- Kitchen upgrade approved - Maria to meet with infrastructure
- Sean Baumann presented IT Plan - funding required is approximately \$50,000 for technology-related products and resources - suggestion to seek community support to help rebuild laptops (for consideration)

Actions	Who
Review IT Proposal and agree approach for raising required funds	P&C Executive

Finance Report (Paul Galpin)

- See page 6 for details

P&C Issues/General Business:

Fundraising & Events (Tracy Baving)

2023 Events Calendar (Sep – Dec)

- Father's Day BBQ went well - reference document was helpful but some learnings about food quantities and documented will be updated for future reference (leftover bacon donated to OzHarvest)
- Bunnings BBQ (Saturday 16 Sep) - another communication to be sent requesting volunteers (11 volunteers currently identified)

- Referendum BBQ (Saturday 14 Oct)
- Halloween Disco (agreed Friday 27 Oct) - communication to go out by this weekend
- Garden Opening Tea Party - suggest moving to November (October dates didn't work due to Referendum, Kindergarten Orientation and Halloween)
- Outdoor Cinema (Nov) - TBC
- Christmas Charity Giving (usually done on the last Wednesday before end of term – Wed 13 Dec).

Actions	Who
Confirm lead coordinator for Referendum BBQ	Tracy / Renate
Confirm November date for Garden Tea Party (and kind of event) and whether it makes sense to proceed with Outdoor Cinema event (given addition of Referendum BBQ)	Tracy

Communications Update (Sasja Dekker)

- Question about communication channels - Compass, Class Reps (Emma confirmed 98% of families are logging onto Compass each month)
- Number of events makes it hard to manage communications (over communication) - recommend not doing two events in one month

Environment & Sustainability Update (Trista Rose)

- Want to do acknowledgement of Hatch for their wonderful work in creating our decking in the bell area - approved cost of sign (Paul, Renate, Karen)
- Concerns raised about the level of heat in summer in some areas of the school e.g. upstairs hallways in the main building - consider blinds / tinting ?
- Lauren met with the White Bay Port Authority to discuss redevelopment of the area - received a couple of names which she will follow up on regarding possible funding for BPS.
- Consider Westconnex Grant in 2024

Actions	Who
Consider sending communication on behalf of P&C regarding White Bay emissions	P&C Exec

Project Priorities (based on 2022 P&C Community Survey)

Garden Project (Renate Harris)

- Phase 2 - Sustainable Elements – Using Environment Grant funds, rainwater tank to be installed behind the tree to the left of the back staircase into the main building - will harvest rainwater for sustainable irrigation of the garden throughout the year - approval to cover \$2350 in additional funds required until second grant payment is made in 2024 (Paul, Kara, Karen)
- Quote received for Bell Restoration and forwarded to school for input on whether it is a current priority (hold over until next meeting when Maria can speak to this)

Other priorities (Paul Galpin)

- Air conditioning proposal submitted to school - currently with Assets

Actions	Who
Discuss cooling issue with Maria in next catch-up (consider blinds and, tinting, alongside air conditioning project)	Lauren & Paul

Uniform Stall (Trista Rose)

- Lost property communicated to school community has largely been collected - successful initiative and would repeat in future if needed

Actions	Who
Work with Trista to measure space near the P&C sheds with a view to installing an additional shed for uniform stock storage.	Paul

Any Other Business

- Salvation Army gratefully received left over air purifiers - thanks to Kara for organising
- Storage of gas bottles needs to be considered given
- School to look at safety of side passage and access next to Bowling Club following concern flagged by Yann

Actions	Who
Discuss safety of storage of gas bottles (4 in total) near the sheds	P&C Exec
Send school Yann's email relating to safety concerns relating to the side passage next to Bowling Club.	Renate

Meeting Closed 8:46 pm

September Financial Report (Paul Galpin)

Opening Bal - Main Account - 01/08/23	\$97,170.52	
Movements:	Cash Flow	
Interest	\$237.43	
Bay Run Donation	\$95.00	
Disco costs	\$(82.80)	
Working Bee costs	\$(3,345.43)	
K2 readers (\$6.0k), interactive whiteboard (\$2.6k), inv learning resources (\$4.9k)	\$(13,483.00)	<i>Investigative learning resources for new class</i>
Father's Day BBQ Sales	\$804.32	
Air purifier sales	\$200.00	
	\$(15,574.48)	
Closing Bal - Main Account - 06/09/23	\$81,596.04	
Opening Bal - Operational Account - 01/08/23	\$1,127.10	
Movements:	Cash Flow	
Disco costs	\$(123.90)	
Grant hub subscription	\$(29.00)	
Insurance and federation fees	\$(855.00)	
Street library partial refund	\$30.00	
	\$(977.90)	
Closing Bal - Operational Account - 06/09/23	\$149.20	
Term Deposits	\$55,000.00	<i>No move</i>
Uniform Account	\$11,552.72	<i>+\$2k move driven by sales (stock purchases immaterial)</i>
Total Cash Position	\$148,297.96	<i>Versus \$169k August position</i>