



P&C Meeting Agenda

Date: Wednesday 5 June 2024

Time: 7:00pm – 8:30pm

Location: The Royal Oak and Zoom

Attendees:

BPS Staff: Maria Lambos, Emma Archibald

P&C Exec: Kara Martin, Jennifer Widjojo, Tracy Baving, Sauvik Banerjee, Trista Rose, Yann Le Roux, Ira Alvarez

P&C Members: Phillip Chaplin, Mitch Cairns, Van Allen, Suchi Szczepanski

Apologies: Nancy Ferguson, Amanda Pittman, Annabel Sun, Renate Harris, Rafaela Kohler

	Agenda	Who	Minutes																				
1.	Welcome and introduction Apologies/proxies Previous minutes & actions Correspondence	Trista Rose	<ul style="list-style-type: none"> - Apologies noted above - Ratification of P&C June meeting minutes – Sauvik Banerjee, Kara Martin, Tracy Baving - Correspondence: P&C Federation from time-to-time host useful/topical free webinars for parents such as safety of online gaming etc. P&C will monitor these going forward and share with the school community 																				
2.	Principal’s Report	Maria Lambos	<p><i>Tonight, I join this meeting from Biddegal 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.</i></p> <p><u>P&C IT Contribution</u> To date, the school has received \$25,700 in P&C IT Contributions:</p> <table border="1"> <thead> <tr> <th>STAGE</th> <th>AMOUNT</th> <th>NO. OF STUDENTS</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Early Stage One (Kindergarten)</td> <td>\$4,112.50</td> <td>46</td> <td>89%</td> </tr> <tr> <td>Stage One (Years 1 & 2)</td> <td>\$5,687.50</td> <td>80</td> <td>71%</td> </tr> <tr> <td>Stage Two (Years 3 & 4)</td> <td>\$6,562.50</td> <td>88</td> <td>75%</td> </tr> <tr> <td>Stage Three (Years 5 & 6)</td> <td>\$9,337.50</td> <td>121</td> <td>77%</td> </tr> </tbody> </table> <p><u>Meeting Funds Request Update</u></p>	STAGE	AMOUNT	NO. OF STUDENTS	%	Early Stage One (Kindergarten)	\$4,112.50	46	89%	Stage One (Years 1 & 2)	\$5,687.50	80	71%	Stage Two (Years 3 & 4)	\$6,562.50	88	75%	Stage Three (Years 5 & 6)	\$9,337.50	121	77%
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Emma will update us all later in the meeting with the distribution of funds received last meeting in regard to the library, as well as colour run funds.
(Note, due to time constraints this has been pushed back to next meeting)

3. Finance Report

Sauvik Banerjee

Monthly Cash Balance

Particulars	Jan'24	Feb'24	Mar'24	Apr'24	May'24	Jun'24	Jul'24
Opening cash balance	136,169	142,705	138,170	141,081	162,203	173,293	129,117
Add: Amount received	6,565	1,885	2,976	50,524	27,744	1,577	2,165
Less: Payments	(29)	(6,419)	(65)	(29,402)	(16,653)	(45,753)	(3,617)
Closing balance	142,705	138,170	141,081	162,203	173,293	129,117	127,665

Notes:

Amount received in Jun-24 and July-24 primarily relates to:
 - uniform sales for Year 6
 - fundraising from colour run and other fund-raising initiatives

Expenses primarily relates to payment to school for fun run receipts, uniform shop cupboard and advance payment towards blinds as well as Art show preparatory expenses.

4. Funding request – Blinds
(Decision required)

Trista Rose

- P&C was successful in its application for the 'Community Building Partnership 2023' Grant and received for \$13,350 to assist with cooling and shading for the school
- In a previous meeting, the P&C Executive noted that if the grant was received, these blind related expenses would be reimbursed. However, even with the grant, the P&C is short by \$2473 to fully complete the following scope:
 - o Installation of blinds to 27 north facing windows
 - o Installation of blinds to 3 windows in the Tech room
 - o Removal of old blind fittings for 53 windows
 - o Installation of 23 new and broken blinds in south facing windows

DECISION

- Request raised for \$2473 to complete the full scope above
- **Voted in favour:** Suchi Szczepanski, Phillip Chaplin, Mitch Cairns

5.	Funding request & update – Library (monthly) <i>Decision required</i>	Emma Archibald	<ul style="list-style-type: none"> - \$2500 of library books are now available in the library for borrowing with previous barcode issues addressed - \$100 remaining out of the funds received to date with new curriculum books purchased for stage 2 and 3 <p>DECISION</p> <ul style="list-style-type: none"> - Request raised to approve this month’s funding of \$2000 on library books that will be spent on Term 4 curriculum. - Voted in favour: Tracy Baving, Kara Martin, Ira Alvarez
6.	Funding request - Semester 2 Classroom resource (semi-annual) <i>Decision required</i>	Emma Archibald	<p>Refer to attached funding request form for ‘2024 Classroom Stationery and Resources’</p> <ul style="list-style-type: none"> - This funding would cover the cost of stationery and other teaching supplies for all classes. - Examples of purchases include: resources for hands-on science lessons, whiteboard markers, glue sticks, cardboard sheets, coloured paper, dice, rulers, maths manipulatives etc. - Cost would be \$500 per class for 13 classes <p>DECISION</p> <ul style="list-style-type: none"> - Request raised to approve this semester’s funding of \$6500 for classroom resources - Voted in favour: Tracy Baving, Mitch Cairns, Tracy Baving
7.	Funding update – Yr. 6 graduation celebration	Van Allen	<p>Van Allen joined the meeting to provide the following update on behalf of the Year 6 funding committee:</p> <ul style="list-style-type: none"> - Background: In the June meeting, P&C approved \$1500 towards the celebration of the Yr 6 graduating class for 2024. It was noted in the minutes that these funds were intended for the hire of AV equipment given that the graduating ceremony will take place on school grounds under the COLA. - Since the June meeting, venue has been changed to the SCC school hall who have generously offered the space free of charge. - The new venue includes projector, lights etc so the \$1500 donation will instead be used towards DJ hire, decorations, catering etc - P&C thank Van for her update
8.	Funding request – Whiteboards <i>Decision required</i>	Emma Archibald	<p>Refer to attached funding request form for ‘Student whiteboard replacement’</p>

			<ul style="list-style-type: none"> - Request raised to cover funding for the replacement of student whiteboards from A4 to a larger A3 size and purchase of 6 holders for storage - Students use whiteboards daily for learning opportunities - There are a lot of damaged whiteboards with the black frames broken. - In addition, K-2 children require larger whiteboards as their handwriting is quite large and would benefit from a larger board size - Options outlined as per the request funding form - P&C is in favour for option 3 i.e. fund K-2 now and a new request for 3-6 to be raised after the Art Show <p>DECISION</p> <ul style="list-style-type: none"> - Request for \$2019 to cover A3 whiteboards for K-2 and 6 holders for storage - Voted in favour: Trista Rose, Kara Martin, Jennifer Widjojo
9.	General Business: Events Enrichment Tree	Tracy Baving	<ul style="list-style-type: none"> - Tracy Baving and Stephanie Loxton have been planning the scope that the Enrichment Tree will cover - Concerns raised around timing given that we have the Art Show coming up and have already asked parents a lot this year with the Colour Run and P&C IT contributions <p>ACTION</p> <ul style="list-style-type: none"> - Jennifer Widjojo to table this agenda again in October to revisit discussion around timing
10.	General Business: Events - Art Show	Trista Rose Mitch Cairns	<p>Refer to attached Art Show presentation for further details</p> <ul style="list-style-type: none"> - Mitch Cairns, parent and 2017 Archibald winner have been able to successfully curate 30 pieces of artwork from notable local and national artists for the silent art auction - All works have been donated by the artists with the exception of the work donated by APY Gallery who has waived the gallery's commission - All work will be collected end of month for professional photography and stored in Mitch's studio - Mitch noted that support required to cover cost of professional photography - Action: Phillip Chaplin to reach out a Photographer contact to request assistance - The P&C acknowledge and thank Mitch Cairns for this amazing opportunity - Due to the amazing collection of art work, P&C have been able to secure sponsorship from local businesses Ray White, Aussie Home Loans, Body Ethos and Vision PT - Due to broad promotion and marketing, it was discussed that a robust risk plan required to ensure

			<p>appropriate capacity management</p> <ul style="list-style-type: none"> - Trista Rose flagged that the P&C require support by an Electrician, Graphic Designer and Health & Safety Officer for the event - Action: Maria Lambos to post a note in Compass or weekly newsletter to request help from local school community. Phillip Chaplin to also post in Balmain Living community group
11.	General Business: Events Father's Day	Tracy Baving	<ul style="list-style-type: none"> - Father's Day BBQ will take place at the end of the month - As one of the sponsors for the Art Show, Vision PT will be in attendance - Action: Trista Rose and Tracy Baving to consider putting up information stalls about the Art Show at the BBQ
12.	General Business: Events Halloween Disco	Jennifer Widjojo	<ul style="list-style-type: none"> - Halloween disco scheduled on Friday 25 October with early planning underway - Footsteps have been booked again and there will be pre-bookable face painters for children, teachers and parents at a fee of \$10 per face - Confirmation that younger siblings are invited however older siblings cannot attend - Parents will be required to supervise their children - Action: Jennifer Widjojo to include in planning a request for sponsorship from local businesses for 1-2 large pieces of Halloween decoration
13.	Other business: Spring Clean Working Bee	Kara Martin	<ul style="list-style-type: none"> - Working Bee scheduled for this Sunday 11 August - 13 volunteers for art workshop and 23 volunteers for general clean-up and gardening have registered - Key objective is to clean and beautify the school before council election and Art Show
14.	Any Other business	Trista Rose	<ul style="list-style-type: none"> - Insurance: Reminder that the insurance form needs to be submitted 2 weeks before all P&C events for the event to be covered by insurance - Uniform shop: Big thank you to the P&C for funding of new cupboards and to the brilliant volunteers Rafaela Kohler, Elisabeth Coffey and Nuala Collins for organising the stock in the new cupboards. There is more space for stock and it has made it more efficient for volunteers to fulfill the uniform orders - Website: Thank you to Phillip Chaplin for working on the new P&C website which is very close to being launched



			<ul style="list-style-type: none">- Yr 6 coordinator: Maria will be sending a targeted compass note to Year 5 parents seeking interest as the Yr 6 coordinator.- Action: Yann Le Roux to share with Maria a potential candidate for the role
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