

# P&C Meeting Minutes

**Date:** Wednesday 4 December 2024

**Time:** 7:00pm - 8:30pm

**Location:** Zoom

**Attendees:**

**BPS Staff:** Annabel Sun, Emma Archibald

**P&C Exec:** Trista Rose, Jennifer Widjojo, Tracy Baving, Yann Le Roux

**P&C Members:** Phillip Chaplin, Renate Harris, Shona Macleod, Leah Rosalky, Briedy Mahar, Tara smith, Renate Harris, Sam Bolitho, Sarah Spencer, Natalia D'Morris, Irene Lin, Rochelle Bolitho, Briedy Mahar, Virginnia Poggio

**Apologies:** Maria Lambos, Rose Reedy, Amanda Pitman, Nancy Riley, Kara Martin, Ira Alvarez Jean Mostyn, Suchi Szczepanski, Sauvik Banerjee, Dimitry Brown, Hana Hegge, Katharine Gauld, Rick Van Der Zwan, Sasja Dekker, Stuart Hunter, Sunnie Zhao

|    | Agenda   | Who   | Minutes   |
|----|--|---|---|
| 1. | <b>Welcome and introduction</b><br>Apologies/proxies<br>Previous minutes & actions<br>Correspondence   | Trista Rose                                   | <ul style="list-style-type: none"><li>- Apologies noted above</li><li>- Ratification of P&amp;C November meeting minutes – Renate Harris</li><li>- No material correspondence received this month</li></ul>   |
| 2. | <b>Principal's Report</b>  | Annabel Sun<br>(on behalf of<br>Maria Lambos) | <i>Refer to Appendix A below for full Principal's report</i> <ul style="list-style-type: none"><li>- Question emailed by S Szczepanski on whether composite classes will continue next year. Response by A Sun and E Archibald that composite classes will continue, what this will look like, yet to be finalised until end of January. Question asked whether composite classes will continue for the Naplan assessment years like 3/2 and 5/4 can't be confirmed yet but this is not the school's first choice. There will be a total of 14 classes next year, an increase of 1 class from current year.</li></ul> |
| 3. | <b>Treasurer's Report</b> <ul style="list-style-type: none"><li>- Financial report as at Nov</li></ul> | Jennifer Widjojo                              | <i>Refer to Appendix B below for full report</i>  |

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|    | <ul style="list-style-type: none"> <li>- Updated Accounting Principles</li> <li>- Accounting adjustment of library funding</li> </ul> | (on behalf of<br>Sauvik<br>Banerjee) | <ul style="list-style-type: none"> <li>- Ratification of the update to the accounting principles – Tara Smith, Phil Chaplin</li> </ul>   |
| 4. | <b>Music program</b> <ul style="list-style-type: none"> <li>- Background</li> <li>- Proposals (for Decision)</li> </ul>               | Jennifer<br>Widjojo                  | <p><i>Refer to Appendix C below for full report</i></p> <p>Following discussion took place once the report was provided:</p> <ul style="list-style-type: none"> <li>- Teachers raised consideration about time take away from classroom learning time by private instrument tuition.</li> <li>- L Rosalky provided an update of her conversation with M Lambos confirming that there are live conversations with Nicholson St Public School to combine ensemble and choir. Whether this is an interim measure or a permanent one is yet to be determined. More information to be provided early Term 1.</li> <li>- T Smith is keen to arrange for choir to be available to everyone at no cost with as few barriers as possible</li> <li>- A number of members raised lack of knowledge about the music program provided by DIM highlighting awareness could be improved</li> <li>- Y Le Roux raised whether there could be a central list of all providers offered at the school to make it easier for parents</li> </ul> <p><b>DECISION</b></p> <p>Request raised to:</p> <ol style="list-style-type: none"> <li>1. Establish a P&amp;C Performing Arts sub-committee to drive, support and uplift engagement of the performing arts at BPS. Objectives and scope to be documented in a Sub-Committee Charter however its function is to improve awareness, uplift enrolment, increase engagement with music and support with the tender process of external providers. Ratification of the sub-committee charter and election of members will take place at next P&amp;C meeting in March 2025</li> <li>2. Send a survey before the end of the year to understand the extent of children already in private music tuition and parents' expectation and demand for musical education to be provided on school grounds and subsidised by the P&amp;C</li> </ol> |

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|    |  |             | <b>Voted in favour:</b> Virginnia Poggio, Shona Macleod, Yann Le Roux  |
| 5. | <b>Cooling the school initiative</b> <ul style="list-style-type: none"> <li>- Update</li> <li>- Election of sub-committee members (for Decision)</li> <li>- Ratification of attached sub-committee by-laws (for Decision)</li> </ul> | Trista Rose | <p><b>Update</b><br/>Following update provided by T Rose:</p> <ul style="list-style-type: none"> <li>• P&amp;C engaged the P&amp;C Federation around load testing. P&amp;C Federation then got in contact with Department of Education on our behalf</li> <li>• Assets sent in an electrician to commence load testing 3 weeks ago and we are still waiting for the results</li> <li>• P&amp;C look forward to receiving the results</li> </ul> <p>Outstanding issues:</p> <ul style="list-style-type: none"> <li>• When is the DoE going to fix the windows to maximum allowable? <i>A Sun raised that someone from Assets was supposed to come to school today. Trista pointed out that this issue was first raised in 2017 and P&amp;C deems this a safety hazard and believes given it is December it is urgent.</i></li> <li>• Top-Down opening of Windows. Assets has suggested there is no benefit because there is no cross breeze. <i>P&amp;C does not believe this to be the case. Ventilation of any form is of benefit given the situation in the classrooms is presently unsafe.</i> <ul style="list-style-type: none"> <li>○ <b>Action:</b> A Sun to check with Ken from Assets on cross breeze</li> </ul> </li> <li>• Blinds. Outstanding action for OC teachers to obtain quotes. <i>This has not yet been received. P&amp;C will assess costs when available and make a motion to approve</i> <ul style="list-style-type: none"> <li>○ <b>Action:</b> A Sun to follow up with A Pittman regarding measurements of blinds for the OC classrooms</li> </ul> </li> </ul> <p><b>Election of Cooling Initiative sub-committee members</b></p> <p>All nominees for vacant positions must be members of the BPS P&amp;C Association.</p> <ul style="list-style-type: none"> <li>• <b>Convener</b> – Shona Macleod nominated by Sarah Spencer, seconded by Phil Chaplin – sufficient votes and elected in role.</li> <li>• <b>Minute Taker</b> – Sarah Spencer nomination by Shona Macleod, seconded by Briedy</li> </ul> |

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|    |  |   | <p>Mahar – sufficient votes and elected in role.</p> <ul style="list-style-type: none"> <li>• <b>General members</b> – as four members are interested and have appropriate skills and experience to contribute, it was voted unanimously to allow four general members of the sub-committee: <ul style="list-style-type: none"> <li>• Nomination for Sam Bolitho, seconded by Rochelle Bolitho – confirmed in role</li> <li>• Nomination for Virginnia Poggio - seconded by Shona Macleod – confirmed in role</li> <li>• Nomination for Briedy Mahar, seconded by Virginnia Poggio – confirmed in role</li> <li>• Nomination for Nuala Collins, seconded by Trista Rose – confirmed in role</li> </ul> </li> </ul> <p><b>Ratification of the sub-committee by-laws</b></p> <p><b>DECISION</b><br/> Ratification of the sub-committee by laws – <i>refer to Appendix D below</i><br/> <b>Voted in favour:</b> Irene Lin, Yann Le Roux, Shona Macleod</p> <p><b>Air Quality Monitors</b></p> <ul style="list-style-type: none"> <li>• Briedy Mahar raised a request to purchase six temperature and air monitors for \$339.98</li> <li>• These would be used as a set-and-forget to measure temperature and air quality especially during the holiday period.</li> <li>• Whilst the school children are currently measuring temperatures 3 times a day, there would provide better accuracy <ul style="list-style-type: none"> <li>○ <b>Action:</b> Briedy to engage and brief Sam Bolitho to be involved in this process,</li> </ul> </li> </ul> <p><b>Voted in favour</b> – Tracy Baving, Trista Rose</p> |
| 6. | <p><b>5-year IT plan</b></p> <ul style="list-style-type: none"> <li>- Election of special projects officer (for Decision)</li> </ul> | <p>Emma Archibald/<br/>Phil Chaplin</p> | <p><b>IT Plan</b></p> <ul style="list-style-type: none"> <li>• E Archibald outlined the current state where there are 210 laptops at the school with a 1:1 ratio for stage two and three and 1:1 ratio of iPads for Kindy.</li> <li>• Total contributions from P&amp;C IT Levy were \$30,106.16.</li> <li>• Next year's purchase projection is 30 new laptops in June to support the additional 14<sup>th</sup> class and 4 new interactive boards in January (approx. \$5,000 each)</li> <li>• Everything in the current budget will be spent by January 2025</li> <li>• 30 new laptops will need to be funded out of the 2025 P&amp;C IT Levy</li> </ul>  |

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|    |  |              | <p><b>Election of a Special Projects Officer</b></p> <ul style="list-style-type: none"> <li>Previously there was a role at the school to ensure there is adequate IT resources and that we are well placed for the future. The Special Projects Officer is a vacant role that was never filled at the 2024 AGM</li> <li>Phil Chaplin provided a brief on his skillset a technical consultant and his experience providing consultancy to schools</li> <li>There was a discussion on the scope and objective of the role. Trista and Phil clarified that this role looks to support the school to optimise resourcing and contributions from the IT contributions. It also seeks to reduce the risk that the school realises too late that we don't have enough technology resources</li> </ul> <p><b>Decision - special projects officer role</b></p> <ul style="list-style-type: none"> <li>Decision to elect a Special projects officer</li> <li>Phil nominated himself, Trista seconded, required votes received</li> </ul>  |
| 7. | <b>OOSH licensing update</b>                               | Trista Rose  | <ul style="list-style-type: none"> <li>Deadline for OOSH to transition to P&amp;C or put out to tender is December 2025</li> <li>In March/April 2025, the CEO of the P&amp;C Federation will attend a special meeting of the P&amp;C to outline the risks and obligations of running OOSH and answer any questions from members.</li> <li>Members will be asked to vote on whether we progress on Due Diligence on Eaton St</li> <li>Members will then be presented with the results of the Due Diligence and be asked to vote on whether to absorb Eaton Street. If members are in favour, a sub-committee will then be appointed to commence the transition. We expect this will take place in June/July 2025 depending on how long the due diligence takes to complete.</li> <li>If members vote to approve the P&amp;C in absorbing Eaton St – the elected sub-committee will take role of managing the transition and the ongoing operational management of the service.</li> <li>If members vote against the P&amp;C absorbing Eaton St, school will commence tender process to outsource provision of OOSH services</li> </ul> |
| 8. | <b>General Business: Event updates</b><br>Christmas giving | Tracy Baving | <ul style="list-style-type: none"> <li><b>Action:</b> Annabel Sun/Emma Archibald can assist with comms drive to send on Compass</li> </ul>  |

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|    |                       |             | <p>and to mention in assembly</p> <ul style="list-style-type: none"> <li>• Gifting ceremony to the Salvation Army is scheduled next Wednesday 11 Dec. Students leaders will be involved</li> <li>• Enrichment tree action to move to next year. <ul style="list-style-type: none"> <li>◦ <b>Action:</b> Emma Archibald to have a chat with Tracy regarding the Enrichment Tree</li> </ul> </li> </ul>  |
| 9. | <b>Other business</b> | Trista Rose | <ul style="list-style-type: none"> <li>• Year 6 parent coordinator still haven't been confirmed. <ul style="list-style-type: none"> <li>◦ <b>Action:</b> A Sun to speak to Amanda Pittman to assist with coordination</li> </ul> </li> <li>• Question raised from parent about the downward trend of BPS year 3 Naplan results. (Year 5 results have been good but there is an assumption that results are supported by the OC children). There was a discussion with the teachers who responded that BPS don't teach for the test and as such don't have a formal plan for Naplan. However, the school does actively detect highly performing children and capture, collect and review datasets to identify gaps for each stage. A Sun also highlighted that BPS public comments on the results each year as part of the Annual Report which is publicly available at the start of the new year for the previous calendar year</li> <li>• In closing, Trista Rose, on behalf of the P&amp;C executive wishes to thank everyone for all their support this year</li> </ul> |

## Appendix A – Principal's Report

*I would like to acknowledge the Wangal people, the traditional owners of the land in which I join this meeting tonight. I acknowledge 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.*

Apologies - Nancy Riley, Amanda Pitman, Rose Reedy, Maria Lambos

- Air Conditioning/Cooling the School

*Follow-up actions from last P&C meeting & information supplied in the Week 7 Pigeon Post:*

Windows - Ken, our Assets Manager, has definitely prioritised the window adjustments – the work order has been actioned and was meant to commence yesterday. However, the contractor has yet to attend. I will try and get in touch with Ken, tomorrow, to follow up.

Moving forward, they should open an additional 10cm (approx), without losing the integrity of the Health & Safety regulations, as our windows have an extended piece internally attached to the sill.

Unfortunately, there is no benefit of opening the top half of the external windows in the classrooms, without all 'top' windows on the internal-facing walls of classrooms, as well as the hallway windows opening, to create a cross breeze. Due to the previously installed ventilation system, only one external window could possibly open in each classroom.

Load testing - As per the last week's newsletter, although we must follow DoE procedure and protocols, load testing was actioned by Ken, as a favour to the school, to try and get the 'ball rolling'. Regardless of the outcome, the P&C will need to pay for this eventually. The load testing results have yet to arrive, however, these will be forwarded to the P&C once they do.

### NEXT STEPS AFTER LOAD TESTING

After meeting onsite with Ken, additional information/further clarification regarding next steps was shared with the P&C exec via email on 29/11/24. For full transparency, I am sharing this information with you:

In summary, should the P&C wish to proceed with an Air Con project:

- Load testing (although completed, cost will be added to overall project costs)
- Heritage Impact Statement may be required (ken will let us know)
- P&C will be issued with 2 purchase orders:
  - Purchase Order 1 – will be made out to Seeley for the supply of the required air conditioning units. As I mentioned at the last meeting, Seeley is the company contracted by the DoE
  - Purchase Order 2 – contractor (P&C choice), will need to be '256 registered' for over \$50,000 and on the approved Seeley list. If they are not, they will have to complete a 1-hour online training with Seeley to proceed with the job. The contractors will only be able to do the installation (not supply their product eg Daikin) and the commissioning of the units
- Asbestos Register to be checked prior to installation – may incur additional costs to be factored in
- Funds will need to be in trust before any works can commence

### Tree Removal

The tree is scheduled to be removed on 24/12/24, with the synthetic grass being 're-fixed' afterwards, during the school holidays. Once we return to school, we will look at what options we have for tree/shade replacement.

### IT Update

Our overall IT balance currently stands at \$42,088.54, with \$33,625 from 2024 P&C IT Contributions.

## APPENDIX B – Treasurer’s Report

### 1. Financial update as at November 2024

#### Monthly Cash Balance

| Particulars                | Jan'24         | Feb'24         | Mar'24         | Apr'24         | May'24         | Jun'24         | Jul'24         | Aug'24         | Sep'24         | Oct'24         | Nov'24         |
|----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Opening cash balance       | 136,169        | 142,705        | 138,170        | 141,081        | 162,203        | 173,293        | 129,117        | 127,665        | 105,551        | 159,208        | 150,311        |
| Add: Amount received - Net | 6,565          | 1,885          | 2,976          | 50,524         | 27,744         | 1,577          | 3,815          | 691            | 54,076         | 11,308         | 27,572         |
| Less: Payments - Net       | (29)           | (6,419)        | (65)           | (29,402)       | (16,653)       | (45,753)       | (5,267)        | (22,805)       | (419)          | (20,205)       | (10,229)       |
| <b>Closing balance</b>     | <b>142,705</b> | <b>138,170</b> | <b>141,081</b> | <b>162,203</b> | <b>173,293</b> | <b>129,117</b> | <b>127,665</b> | <b>105,551</b> | <b>159,208</b> | <b>150,311</b> | <b>167,654</b> |

#### Notes

- Closing balance in Nov increased to \$168k. Inflows for the month mainly relate to:
  - Grant funding finally received for \$13,350 from Inner-West council to subsidise blinds
  - Art Show sponsorship of \$2,000 from Eaton Street
  - Proceeds of \$5790 from the sale of children’s individual art pieces from the Art Show
- Expenses for Nov primarily relate to transfer of \$10,329 to the Year 6 Fundraising committee from their fund-raising activities this year

### 2. Updated Accounting Principles for P&C Funding

- Transparency and Accountability:** The P&C maintains transparent and accurate records of all financial transactions, ensuring accountability and responsible management of funds. It reserves the right to obtain support from the school for transparency of records and reconciliation to ensure good governance.
- Quote and Approval:** Detailed quotes are required for all funding requests before P&C approval. No lump sum payments will be approved without quotation.
- Receipts and Documentation:** Receipts and supporting documentation must be provided to the P&C for all approved expenditures.
- Remaining balance:** If there is any remaining balance from funding received from the P&C, then is to be transferred back to the P&C or used to offset another approved funding request. For example, if funds requested was \$2,000 however the actual cost was lower at \$1800, the remaining \$200 should be sent back to the P&C or used to offset another approved request.

### 3. Art Show Budget and library funding adjustment

It was noted that the Art Show budget of \$11,605, approved in 2023 and paid in April 2024, had an unspent balance of \$2,776

Given that:

- a) there is unspent balance of \$2276 and;
- b) P&C owed the school \$4,000 to fund the library resources (approved at the November P&C meeting)

Then on 2 December 2024, the P&C requested with the school’s approval to issue a revised invoice of \$1224 for library resources (i.e. \$4,000 - \$2,276)



## APPENDIX C – BPS Music Program and Culture

### Primary School Instrumental Program

Directions in Music (DIM) will not be continuing to provide their 'Primary School Instrumental Program' at Balmain Public School (BPS) next year leaving a gap for ensemble and private instrumental tuition at the school. Low student numbers have been cited as one of the reasons; at the beginning of 2024, there were 20 students having lessons and that has fallen to less than 15. Therefore, the following are at risk of not continuing next year:

- Junior and Senior String ensembles
- Junior and Senior Band ensembles
- Private instrument lessons for clarinet, saxophone, violin, flute and trumpet

Currently parents pay \$150 for the term for their child to participate in an ensemble and \$55 per lesson for private instrument tuition.

### Choir

- There's been no replacement for a choir conductor since Mrs Bowman left the school mid-2024
- Take-up of choir wasn't as high as previous years as it's held during break

### General music culture

"Music is a powerful tool in education that can be used to help connect students and improve learning outcomes and engagement at school<sup>1</sup>." (DoE, Dec 2020)

It's been observed by parents who have been at the school for many years, that in the past music was a more integral part of BPS. There was a sense of pride and energy about BPS' music culture. For example, it was common for songs to be part of school assembly with all children participating in singing. Concerts were also held by the ensembles and choir to great reviews, promoting a sense of community and boosting children's confidence and self-esteem.

However, in recent years, this culture has waned and the school is at risk of completely losing a core part of its performing arts education with engagement continuing to decrease. More than educating around the theory of music, we believe that providing children the space/time to be creative and play with musical instruments, sounds and voice will spark their love and interest for music to a deeper level. It is also well documented that music has other benefits in improving literacy and numeracy.

Finally, thriving music programs are often cited as one of the biggest draw cards for private schools. If we are able to rebuild and develop a thriving music program, this could help stem the outflow of enrolments to private schools in year 5.

### Proposal

3. Establish a P&C Performing Arts sub-committee to drive, support and uplift engagement of the performing arts at BPS. Objectives and scope to be documented in a charter however its function to include assisting the school with the tender process of external providers and once on-boarded working with the providers to improve awareness, uplift enrolment and increase engagement
4. Send a survey before the end of the year to understand the extent of children already in private music tuition and parents' expectation and demand for musical education to be provided on school grounds and subsidised by the P&C
5. Investigate interim options until a strategic solution can be agreed to replace both DIM and a choir conductor. For instance, there are live conversations with Nicholson St to combine bands and so that choir can continue, we could leverage skilled and willing parents

# **COOLING INITIATIVE SUB-COMMITTEE BY-LAWS**

## **1. Purpose**

A cooling initiative sub-committee will be established to resolve the ongoing issue of cooling and ventilation of Balmain Public School.

The sub-committee is to abide by the following set of governing rules as set out in these by-laws. These by-laws have been endorsed by the Executive Committee of the Balmain Public School P&C Association.

## **2. Membership**

All members of the cooling initiative subcommittee are to be elected at the December 2024 meeting. A maximum of 5 members will be on this committee and will consist of:

- 1) Convenor, (to be elected)
- 2) Minute Taker, (to be elected)
- 3) Four other members

The elected P&C Executive committee shall be invited to each sub-committee meeting as optional attendees.

## **3. Governance**

The subcommittee:

- is a sub-committee of the P&C Association and is, therefore accountable to the P&C Association for all of their activities and;
- bound by the Constitution, By-laws, rules, policies and procedures of the P&C Association at all times
- must follow all directions received from the P&C Association

## **4. Objectives of the Cooling Initiative sub-committee**

- Propose and implement initiatives that provide year-round comfort across all learning environments at Balmain Public School ensuring that internal classroom temperature does not exceed outside temperature when external temperature is measuring at or above 30 degrees
- Ensure learning environments have fresh air and good ventilation to avoid stuffy environments
- Ensure solutions implemented are energy and cost efficient
- Ensure there is enough shade and sun protection in the playground and all external areas of the school. The Cancer Institute NSW recommends at least 70% coverage of quality shade over play equipment and nearby seating, with at least 45% of this tree shade.

## **5. Functions of the Cooling Initiative sub-committee**

- a) Establish a program to address the identified objectives
- b) Develop a plan with high level milestones and timelines to be approved and reviewed regularly at P&C meetings
- c) Attend any on site meetings with Department of Education and any of their agents and contractors
- d) Recommend relevant consultants for Heritage, Electrical and others as required
- e) Determine process and documentation requirements for any applications to the Department of Education, local council, Ausgrid and other agencies.

- f) Investigate BCA and heritage requirements in relation to windows and openings, solar placement and inverter/compressor placement.
- g) Invite tenders from AC contractors
- h) Provide tender analysis (addressing scope and cost)
- i) Maintain and update cost report in conjunction with the P&C Treasurer
- j) Provide regular written Status Reports to outline progress and highlight issues in plain speaking terms to the P&C and other stakeholders (see reporting below).
- k) Develop a risk and issue register including tracking of corresponding mitigants and solutions
- l) Highlight and raise request to the P&C if additional capital or human resources are required to progress the project, for example seeking funding and lobbying.

## **6. Reporting**

A standing agenda item on the Cooling Initiative will be tabled at each P&C general meeting. The sub-committee is required to provide a monthly written report highlighting progress, risks, issues and recommendations to each meeting.

## **7. Delegated Authority**

The sub -committee may only exercise the delegated authority specified in the sub-committee rules and only then in conjunction with applicable P&C Association policy and procedures.

## **8. Sub-committee meetings**

- a. The Sub-Committee will meet prior to each general meeting of the P&C Association at a date that allows adequate time to compile a report for the next P&C Association general meeting
- b. The Convenor is responsible for calling Sub-Committee meetings
- c. The quorum for all Sub-Committee meetings shall be three (3) members but must include at least two (2) elected members.
- d. The P&C Executive Committee shall be invited for each meeting as optional attendees
- e. The Convenor shall chair all meetings unless unable to attend in which case a chair shall be chosen from the Sub-Committee members present.
- f. Minutes of all Sub-Committee meetings must be taken and tabled as part of the report to the P&C Association
- g. Sub-Committee meetings are considered closed meetings (for Sub-Committee members only). However, non-members may be invited to attend part of a meeting for which their knowledge, expertise or presence is appropriate to the topic under discussion.
- h. No confidential information shall be discussed with any person outside of the Sub-Committee membership unless it is with the Office Bearers of the P&C Association.
- i. No confidential information is to be discussed while non-members are present including personal details of children, parents, staff or any employment or related matters.
- j. A register of conflicts of interest will be maintained by the Sub-Committee. Where a potential or actual conflict is identified, the Sub-Committee shall determine if the person(s) with the conflict of interest need to be excluded from associated discussions. Any decision relating to a conflict of interest must be recorded in the minutes.

## **9. Agreements, Contracts, Grants, Licenses and Leases**

The P&C Executive Committee must approve all agreements, contracts, licenses, leases and grants at a general or special meeting. Agreements, contracts, licenses, leases and grants can only be signed by Office Bearers (i.e. P&C President, Secretary or Treasurer).

## **10. Accounts & Funds**

Members of the sub-committee do not hold the authority to commit to contracts/agreements or raise funding without the approval of the P&C. All expenses to be incurred by this sub-committee must be approved by the P&C Executive Committee prior to the commitment or expenditure of funds.

## **11. External communications**

The cooling initiative sub-committee must not engage the media, members of parliament or otherwise on behalf of the Balmain Public School P&C Association without consent by the P&C Executive Committee.

Communications with the Balmain Public School principal should be directed via standing P&C President, Vice-President or Secretary.

## **12. Dissolution of the sub-committee**

The sub-committee may be dissolved if:

- whereby the by-laws have been violated or;
- where there no longer remains a business case to continue the subcommittee or;
- where there is little progress made by the sub-committee

The need for a sub-committee will be reviewed formally on an annual basis at each AGM.