

## **P&C March AGM Meeting Minutes**

Wednesday 13th March 2024

Minutes recorded by Renate Harris (Secretary)

### **Attendees**

Meeting held in person at The Bald Rock Hotel and via Zoom

**BPS Staff:** Maria Lambos, Emma Archibald

**P&C Exec:** Lauren LaChapelle, Renate Harris, Paul Galpin, Kara Martin, Tracy Baving, Yann Le Roux, Trista Rose

**Members:** Louisa Rigoni, Rick Van Der Zwan, Damon Baker, Jennifer Widjojo, Rafaela Kohler, Agatha Gothe-Snape, Mitch Cairns, Robert Bummer, Kirsti Williams

**Apologies:** Leah Rosalky, Suchi Szczepanski, Nancy Riley, Annabel Sun, Amelia Cooper

### **Previous Minutes of AGM March 2023**

*Ratified by Paul Galpin, Louisa Rigoni, Kara Martin, Lauren LaChapelle*

### **President's Annual Report for 2023** (Lauren LaChapelle)

*See pages 5-6*

### **Treasurer's Annual Report for 2023** (Paul Galpin)

*See page 7-8 for Treasurer's Report - Financial Management Principles attached separately*

**Audited Statement of Income & Expenditure** (certified) - *Financial Audit Report attached separately*

### **Appointment of Auditor for 2024**

*Susan Stein, Rozelle Public School, appointed as auditor in 2024*

### **Survey Results** (Renate Harris)

See slide deck attached.

### **Technology Funding** (Trista Rose)

Goals:

- 2024 - All broken charging stations and electronic whiteboards to be replaced. The P&C aims to source at least 150 laptops/chromebooks (new or exceptional quality used < 2 years). We are targeting a computer to student ratio of 1:2.
- 2025 - Target an additional 50 laptops (new) and 30 iPads for Kindergarten.. Repair all broken charging stations as required. We are targeting a computer to student ratio of 1:1.3 by end 2025.

Voted to approve:

- All funds from colour run on 10 May to be ring-fenced for school to spend on technology requirements at their discretion;
- For every net \$5,000 raised from the colour run, school may start purchasing and invoicing equipment;
- School will provide IT updates detailing technology ratios on an annual basis.

Voted in favour: Lauren LaChapelle, Renate Harris, Tracy Baving, Kara Martin, Louisa Rigoni, Damon Baker, Jennifer Widjojo, Rafaela Kohler, Agatha Gothe-Snape, Mitch Cairns

**Art Show Funding Request** (Lauren LaChapelle)

- Voted to approve funding for art materials for children's artworks (see attached proposal from Felicity Bowman)

Voted in favour: Lauren LaChapelle, Renate Harris, Paul Galpin, Louisa Rigoni, Damon Baker, Jennifer Widjojo, Rafaela Kohler, Agatha Gothe-Snape, Mitch Cairns, Tracy Baving, Kara Martin

**Any Other Business****Uniform Stall**

- Consideration of price increases given increased supply costs. Decision taken not to increase given other fundraising strategies
- Need to address storage location for 2024.

**End of P&C AGM Business Items****P&C Elections 2024**

*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.*

**AGM - P&C Election 2024**

Maria Lambos, Returning Officer

Before I commence my role as the Returning Officer this evening, I would like to acknowledge and thank the entire P&C Executive for the ongoing support of every single student and our wonderful little school throughout 2023.

Education is at the forefront of our school and is our core business. Every goal we set, every decision we make, every program we undertake, every initiative we introduce and develop, is with every single student at the heart.

We wholeheartedly value the P&C, whose role is to work in partnership with the school, to support our core business and that is ensuring that every student is able to access a quality education. This is primarily done through fundraising, with funds being allocated to support resourcing our classrooms, goals, programs and initiatives.

Tonight we farewell 3 of our Exec team - our President, Lauren LaChapelle; our Treasurer, Paul Galpin and our Secretary, Renate Harris. It has been such a pleasure working shoulder-to-shoulder with you; working together towards and/or achieving our goals and projects, over the past few years.

Thank you so much to each and every one of you for all your hard work, passion and determination in supporting each and every one of our students and school. It 'takes a village to raise a child' and we have been lucky enough to have you as active members of our village. Thanks again for your dedication to your role.

### **Election of Office Bearer Positions:**

All nominees for vacant positions must be members of the BPS P&C Association.

- President - Trista Rose - seconded by Renate Harris - confirmed in role
- Vice President - Kara Martin - seconded by Damon Baker - confirmed in role
- Vice President (Events) - Tracy Baving - seconded by Lauren LaChapelle - confirmed in role
- Treasurer - Sauvik Banerjee - seconded by Lauren LaChapelle - confirmed in role
- Secretary - Jennifer Widjojo - seconded by Trista Rose - confirmed in role

### **Election of Subcommittee Coordinators**

- Communications Lead - Ira Alvarez - seconded by Trista Rose - confirmed in role
- Community & Local Business Coordinator - Yann Le Roux - seconded by Renate Harris - confirmed in role
- Uniform Stall Coordinator - *no nomination on the evening*
- Special Projects and Grant Writing - *no nomination on the evening*

### **Election of Community Liaisons**

- Balmain Public School / Eaton Street Liaison - Kara Martin - seconded by Renate Harris - confirmed in role

Congratulations to our 2024 P&C Executive Committee!

### **Student Wellbeing Boost**

All schools across the state have received one-off funding for extra mental health and wellbeing resources and initiatives through the Commonwealth's Student Wellbeing Boost. The funding amount is dependent on the number of enrolments. Our school has received \$17,961. This has been earmarked to be spent this year with the following:

- 'Wellbeing in Motion' - 10-week program focusing on mental health and self-regulation across K-6 - \$13,500
- Kindy - Friendships program - \$1,000
- Stage 1 - Safety Rules - \$1,500
- Stage 2 - Cyber Wise - \$1,500
- Stage 3 - Relate, Respect, Connect - \$2,000
- Total \$19,500 - shortfall of \$1,539

P&C voted in favour of covering shortfall of \$1539

Approved by: Lauren LaChapelle, Renate Harris, Paul Galpin, Louisa Rigoni, Damon Baker, Jennifer Widjojo, Rafaela Kohler, Agatha Gothe-Snape, Mitch Cairns, Tracy Baving, Kara Martin

### **Change of Signatories for bank accounts**

Voted in favour to change signatories from Renate Harris, Paul Galpin, Nathalia Stone to Trista Rose, Jennifer Widjojo and Sauvik Banerjee (see page 8 for further details)

Approved by: Lauren LaChapelle, Louisa Rigoni, Damon Baker, Jennifer Widjojo, Rafaela Kohler, Agatha Gothe-Snape, Mitch Cairns

**Meeting Closed 8:18 pm**

**Meeting Dates for 2024**

Please note the following meeting dates for the remainder of the year:

- Wednesday 3 April
- Wednesday 1 May
- Wednesday 5 June
- Wednesday 3 July
- Wednesday 7 August
- Wednesday 4 September
- Wednesday 16 October
- Wednesday 6 November
- Wednesday 4 December

### **P&C President's Report 2023 - Lauren LaChapelle**

We started 2023 in a good financial position due to the past P&C committees' efforts and hard work, including the two major events in 2022, being the Trivia Night and Art Show / Family Fun Day. Our focus for 2023 was delivering on the key priorities of the school and in response to the survey results in 2022.

The first of these projects included the remediation and installation of Miss Pauline's Garden giving the students a green space in the school. This was completed in May by Edible Gardens with assistance from Trista Rose (our Environmental Coordinator) and included additional support from Inner West Council's Nursery and Bunnings Rozelle who donated more than 200 plants.

On the back of a request from the Environmental Warriors we also managed to secure sponsorship from Kobi Shetty MP (Member for Balmain) to include a street library in the Garden for the local community to recycle books and the students to enjoy reading in the passive play space.

In addition to the Garden project, we were awarded a \$10,000 Environmental Grant (thanks to the efforts of Renate Harris (our P&C Secretary)) to progress towards our goal of increasing and ensuring school and community participation in sustainable activities. So, in November, the P&C installed a rainwater harvesting system and rainwater meter to collect rainwater from the main building for the purposes of irrigating the garden. The meter will allow students to monitor the harvested water being used to water the garden and learn about the importance of conserving water. To date, we have used 990 litres of harvested rainwater.

The Uniform Shop and Second Chance Uniform stall had another successful year contributing an estimated \$20,000.00 in profit but unfortunately has struggled with access to inventory and storage challenges. These challenges will need to be a priority and addressed to continue to maintain this service to the BPS community in 2024 so as to keep costs down for parents and carers.

In July we held a working bee involving over 100 volunteers who enhanced the school grounds by planting a range of donated plants, shovelling topsoil, and mulching existing gardens, pruning, beautifying, and cleaning the grounds and fence lines. It was heart-warming to see such an enthusiastic turn out and special thank you to: Kennards Rozelle, Bunnings Rozelle, Planet Ark, Hatch Constructions, Big W, Aussie Home Loans Balmain, Total Constructions and Coles for their donations and continuing support.

We dialled up the fun for the students this year with not one, but two school discos - The Winter Disco and Halloween Disco and by all accounts everyone had a lot of fun dressing up and dancing. In line with the Aussie culture and our love for open-air cooking we did a whopping six BBQ's this year, raising \$10,000 (that's a lot of sausage sandwiches), with the Referendum Day BBQ our biggest success from a foot traffic and fundraising perspective which also saw some very special visitors during the day including Prime Minister Anthony Albanese and Inner West Mayor Darcy Byrne.

During 2023 I attended school award ceremonies, assemblies, and special events, including the official opening of Miss Pauline's Garden and personally I wish to thank the P&C Executive, parent and carer volunteers, local businesses and council for their support in the realisation of that project which was well supported with collaboration from the BPS teachers and staff.

One of the key highlights for me this year was witnessing our continued dedication to our environment and sustainability values by the students in many school initiatives and especially the voice of the Environmental Warriors during Kobi Shetty's (Member for Balmain) visit to the school. I was extremely proud of the students who presented funding requests to the P&C during the year for various initiatives, who clearly put a lot of effort, thought and detailed information in their presentations.

The P&C, parents, carers, teachers and community raised \$20,000.00 in fundraising in 2023. We applied for a number of grants but unfortunately we were unsuccessful, highlighting a gap in support required preparing and submitting the many grants on offer to the school in the future. The P&C donated over \$37,000 to the school in 2023 (excluding \$33,203 for the Garden project) for classroom resources, readers, investigative learning materials, sports equipment and a contribution towards the Year 6 gift of the much-loved sandpit.

We conducted another survey this year and were amazed by the responses and contributions. I am sure many of these priorities will be included and considered in the P&C's Strategy for 2024. As I reflect on the year that was, and my second year as President, I am both humbled and grateful to be a part of the amazing community we live in, the fantastic school our children attend, and the generosity and support of the teachers, parents / carers, volunteers, and a dedicated BPS P&C team. The 2023 priorities were a success because of you, and your passion, enthusiasm, and energy.

A special thank you to Principal Maria and the staff at Balmain Public School who have always been accessible and engaging, and an enormous support to the P&C in achieving our common goals for the students.

Lastly, I want to say a huge thank you to the Executive team: Paul, Renate, Karen (who left in December), Trista, Tracy, Kara, Sasja and Yann. I appreciate the endless hours you contributed to make the year what it was, and am grateful for your time, energy, and commitment. To Paul and Renate, thanks for a fantastic 2 years, the laughs and the tears. As we hand the baton over to a new Executive committee in 2024 I wish you all the best and look forward to continuing to support you.

**Treasurer's Report - March 2023 - Paul Galpin**

This will be my third and last report as P&C Treasurer. I'd like to express my thanks to the rest of the Exec, past and present, for making this such a rewarding experience. I'd also like to extend that thanks to Maria and the staff at the school for working with me and the rest of the team over the past three years. We all want great outcomes for the kids at the school and I've seen many examples of us pulling together to get them. It's been a privilege to witness such community spirit in action and up close.

Before I start on the numbers, I'd like to mention our financial management principles (attached separately). These lay out how we approach all things finance-related. That includes things like how expenditure should be approved, who goes onto the bank account signatory list, how we report finances back to our members etc etc. As part of my report, I attest that these principles have been followed for the previous financial year and that they will be recirculated alongside the minutes to the AGM for reference.

Moving on to the 2023 accounts I'd like to start with the overall cash position. There was a \$(36)k reduction which saw us go from \$172k at the start of the year to an ending position of \$136k. As a call-out the Balmain Fun Run account at Bendigo was closed with all funds now sitting at CBA. These funds include \$55k of 'rainy day' deposits which haven't been touched during my period as Treasurer. Note that the deposits have traditionally been viewed as emergency funds roughly equivalent to a year of core spend.

Headline fundraising revenue in 2023 was \$20k primarily split across the Winter and Halloween Discos plus a plethora of BBQs (six in total). This was down from \$77k in 2022 as the Exec switched focus from large fundraising events to delivery of the Garden Project. Direct and related spend on the garden was over \$80k however a combination of grants, sponsorship and use of the School's GST exemption reduced the cost to our members to just over \$33k. The uniform stall also continued to provide an important income stream, matching the fundraising total with a \$20k profit contribution.

In 2023 we donated over \$37k to the school over and above the garden project. This included \$13.5k of classroom resources, \$6k of readers, \$4.9k for investigative learning materials, \$4k of sports equipment, \$1.7k towards the sandpit (a contribution towards the Year 6 gift) and many many smaller items such as \$209 for a sorely needed new school ladder! I will also point out that several of the donations arose from pupil advocacy. I'm sure I speak on behalf of the rest of the Exec when I say how impressive it is to have well-prepared, eloquent students pitching for things that are important to them. They do a great job and are very difficult to turn down!

Finally, I'd like to end on our net asset position. The view below has been rolled across Treasurers but I believe it gives a useful lens when looking at the overall financial position. Despite representing a - \$23k reduction on prior year net assets remain strong at \$165k. Even allowing for non-liquid items, committed funds and maintaining the deposit reserves there is still over \$76k available.

<b>Net Assets</b>	<b>\$165,094</b>	<b>Comment</b>
Uniform inventory	\$(25,932)	Non-liquid assets
Band provision	\$(6,959)	Held for band purchases
Term deposits	\$(55,000)	Held for a year's donations
Year 6 seeding funds	\$(1,000)	Excess funds raised by previous cohort
	<b>\$76,203</b>	Available to spend

Paul Galpin  
Treasurer – Balmain Public School Parents and Citizens Association

## Change of bank signatories

**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:**

Trista Rose [President]

Sauvik Banerjee [Treasurer]

Jen Widjojo [Secretary]

**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:**

Paul Galpin [Treasurer]

Elizabeth Coffey [BPS Uniform Shop Co-Manager]

Trista Rose [BPS Uniform Shop Co-Manager]

**P&C Uniform Shop Managers/Signatories Proposed:**

Sauvik Banerjee [Treasurer]

Elizabeth Coffey [BPS Uniform Shop Co-Manager]

Alex Duffy [BPS Uniform Shop Co-Manager]