



P&C Meeting Minutes

Date: Wednesday 1 May 2024

Time: 7:00pm - 8:30pm

Location: In person (Royal Oak Hotel) and via Zoom

BPS Staff: Maria Lambos, Emma Archibald, Stephanie Loxton

BPS Students: Annabel Lau, Jack Sayers, Panya Shastry

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

P&C Members: Phillip Chaplin, Suchi Szczepanski, Renate Harris, Natalia D'Morias

Apologies: Rafaela Kohler, Nancy Riley, Amanda Pittman, Annabel Sun

Attendees:

#	Agenda	Who	Minutes
1.	Welcome and introduction Apologies/proxies Previous minutes & actions Correspondence	Trista Rose Jennifer Widjojo	<ul style="list-style-type: none"> Mayor Darcy Byrne accepted the invitation to attend assembly next Friday 10th May Sunrise Weather from the Seven network was invited to attend the Colour Run however could not attend due to scheduling conflicts. P&C extended an invite for the Art Fete in September. Previous AGM minutes and actions read and ratified - Trista Rose, Kara Martin, Phillip Baving
2.	Principal's Report	Maria Lambos	<p><i>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.</i></p> <p><u>Thank you</u> - Huge thanks to our new P&C exec team, who have wholeheartedly thrown themselves into supporting our students and school, with a particular shoutout to President, Trista. The <i>Colour Run</i> fundraiser is proving to be a HUGE success, with Trista going to all lengths to engage our community, with exciting results so far! We were even texting each other whilst I was overseas! I have to say, a couple of principals I was travelling with also had Colour Runs and we've already raised over their final amounts combined. It's going to be a fabulous event, resulting in much-needed IT throughout the school! I'm looking forward to our \$50,000 goal being reached and also getting SLIMED (I think!)</p> <ul style="list-style-type: none"> <u>Shoutout</u> - Many thanks to Emma Archibald, Assistant Principal and teacher of 3/2A, who is the school's liaison with the P&C, regarding funding requests and the Colour Run. I know she spent the end of last term spending approved funds, as well as a lot of her time over the holidays, also liaising with Trista, to ensure the fundraising has kept up its momentum!



			<ul style="list-style-type: none"> • Acknowledgement - I'm so proud to be part of a school community that stands behind its school! It has been impressive to see a number of fabulous initiatives people have come up with, in order to encourage and maximise fundraising goals! On the school's and P&C's Instagram accounts this afternoon, the live video of spinning the wheel to choose 10 students, who had raised \$250+ so far, to be slimed on Friday. It was impressive to see that there were over 60 names on the wheel! • April Meeting Funds Request Update <ul style="list-style-type: none"> ○ Sports equipment - \$3000 - has been unpacked and labelled. Classes are already using it in sports lessons with Mr Baumann. Will be on the playground for K-2 this week. Wet weather has unfortunately affected the introduction of the equipment so far ○ Library - \$5000 - spent \$3000 so far, choosing books from the Premier's Reading Challenge and Children's Book Award 2024 list. Although we're quickly approaching winter, there's definitely been a <i>spring</i> in Ms Whelan's step! ○ Technology - first \$7000 of the Colour Run money has been spent on 2 charging stations, which were delivered today! • Kitchen Installation - works are continuing on the kitchen installation. All going to schedule, and fingers crossed, the kitchen should be ready for handover on Monday • Email from Inner West Council - a letter outlining proposed changes to the 'No Stopping' zone has been sent earlier this evening, requesting I share with the P&C for consultation purposes. I will send out to all families via Compass in the morning. 																									
3.	Finance Report	Sauvik Banerjee	<p>Cash movement in Apr-24 primarily relates to:</p> <ul style="list-style-type: none"> - Environmental grant received from inner west council (\$5k), - Uniform sales for Year 6 (\$3.6k), and - Fundraising from colour run (\$38k) and Easter bake sales (\$1.2k) - Expenses primarily relates to funding towards library books, sports equipment's and advance payment towards blinds. <p>Monthly Cash Balance</p> <table border="1"> <thead> <tr> <th>Particulars</th> <th>Jan'24</th> <th>Feb'24</th> <th>Mar'24</th> <th>Apr'24</th> </tr> </thead> <tbody> <tr> <td>Opening cash balance</td> <td>136,169</td> <td>142,705</td> <td>138,170</td> <td>141,081</td> </tr> <tr> <td>Add: Amount received</td> <td>6,565</td> <td>1,885</td> <td>2,938</td> <td>48,339</td> </tr> <tr> <td>Less: Payments</td> <td>(29)</td> <td>(6,419)</td> <td>(27)</td> <td>(27,217)</td> </tr> <tr> <td>Closing balance</td> <td>142,705</td> <td>138,170</td> <td>141,081</td> <td>162,203</td> </tr> </tbody> </table>	Particulars	Jan'24	Feb'24	Mar'24	Apr'24	Opening cash balance	136,169	142,705	138,170	141,081	Add: Amount received	6,565	1,885	2,938	48,339	Less: Payments	(29)	(6,419)	(27)	(27,217)	Closing balance	142,705	138,170	141,081	162,203
Particulars	Jan'24	Feb'24	Mar'24	Apr'24																								
Opening cash balance	136,169	142,705	138,170	141,081																								
Add: Amount received	6,565	1,885	2,938	48,339																								
Less: Payments	(29)	(6,419)	(27)	(27,217)																								
Closing balance	142,705	138,170	141,081	162,203																								
4.	Compliance: Financial Management Principles recap	Sauvik Banerjee	<p>P&C Treasurer Sauvik Banerjee walked through the updated General Financial Management and Specific Expenditure principles as per below:</p>																									



General Financial Management Principles

- **Transparency:** All spending should be documented and readily available for review by exec committee members.
- **Purpose-driven spending:** Expenses should align with the mission, goals, and objectives of Balmain P&C Constitution.
- **Budget adherence:** Committee members should adhere to the approved budget and seek approval for any significant deviations.
- **Prioritisation:** Spending should prioritize essential needs and activities that directly contribute to achieving the exec committee's objectives.
- **Cost-effectiveness:** Efforts should be made to obtain goods and services at fair market value to maximize the impact of the funds.
- **Accountability:** Exec committee members should be accountable for their spending decisions and be prepared to justify them when necessary.
- **Ethical considerations:** Spending should adhere to ethical standards and avoid conflicts of interest or personal gain.
- **Regular review:** The spending practices should be periodically reviewed to ensure they remain relevant and effective.
- **Sustainability:** Consider the long-term impact of spending decisions on the financial health and sustainability of the exec committee.
- **Continuous improvement:** Seek opportunities to improve spending practices based on feedback, lessons learned, and best practices.

Updated Principles

All Expenses

Typically, these pertain to fundraising activities or events. Such endeavours must be supported by a detailed budget, specifying expenses at an itemized level. Any expenditure outside the budget must be deemed an emergency expense. The budget should accommodate consumables, ad hoc expenses, or unforeseen costs. Any revisions to the budget mandate approval from all committee members, adhering to spending principles.

Emergency Expenses

In instances of urgent or unforeseen expenses, Executive Committee members may exercise discretion to approve spending up to a specified limit. However, they are obligated to promptly inform the entire executive committee.



5.	General Business: Fundraising request - STEAM <i>(Decision required)</i>	Stephanie Loxton & STEAM ministers- Annabel Lau, Jack Sayers, Panya Shastry	<ul style="list-style-type: none">• Refer Appendix A (page 7) and attached presentation for details of funding request• 15-20 laptops requested for STEAM are in addition to the laptops required for classrooms• Confirmation by the school that classroom laptops are the highest priority• STEAM laptops are more expensive requiring a higher spec. Laptops have to be sourced through the Department of Education online account. <p>ACTION</p> <ul style="list-style-type: none">• Additional microbits and spare parts to be considered as part the Enrichment Tree program – Tracy Baving <p>DECISION</p> <ul style="list-style-type: none">• Request raised to approve the following funding:<ul style="list-style-type: none">○ One payment = \$5744.50 (BlueBots, Spheros, Microbit with BitBoard and accessories, EV3 Intelligent brick replacement; Makedo tools)○ Odd year payment = \$600 (Stage 2 project)○ Annual payment = \$300 (Engineering and craft supplies)• P&C voted to approve total funding of \$6644.50, which includes annual and odd year funding• Voted in favour: Phillip Chaplin, Suchi Szczepanski, Renate Harris
6.	General Business: Fundraising request & update - Library <i>(Decision required)</i>	Emma Archibald, Kara Martin	<ul style="list-style-type: none">• \$3000 out of the \$5000 approved funding already spent with remaining \$2000 worth of books to be purchased the following days (refer Appendix B, page 13)• Examples of books purchase were:<ul style="list-style-type: none">○ Books from the Premier Reading Challenge○ Entire list of children award books for 2024○ Children choice books like graphic novels○ Biographies relating to athletes etc○ Books for reading rooms• Local book stores, Roaring Stories and Hill of Content have price matched with online stores• Books unable to be borrowed by children until they are covered• Suchi Szczepanski donated books to reception following last month’s P&C meeting and found the process could be improved with staff members unclear on what to do with the books <p>ACTION</p> <ul style="list-style-type: none">• Natalia D’Morias to coordinate parent volunteers to cover books• Emma Archibald to communicate to staff the process for accepting donated books from parents



			<p>DECISION</p> <ul style="list-style-type: none"> Request raised to approve this month's funding of \$2000 on library books Voted in favour: Tracy Baving, Ira Alvarez, Trista Rose
7.	<p>2024 Objective: Technology Update <i>(Decision required)</i></p>	Trista Rose	<p>DECISION</p> <ul style="list-style-type: none"> Request raised to approve the conversion and re-imaging of 100 donated computers for a one-off cost of \$7721 (ex GST) Voted in favour: Jennifer Widjojo, Sauvik Banerjee, Yann Le Roux
8.	<p>General Business: Events</p> <ul style="list-style-type: none"> Colour Run update Mother's Day BBQ 	<p>Tracy Baving Sauvik Banerjee</p>	<ul style="list-style-type: none"> Mother's Day BBQ will be on the same day as the Colour Run from 8am - 9am Tulip bulb packs will be sold as Mother's Day gifts Dry run of the Colour Run event planned for Friday 3rd May to finalise program, activities and site map <p>ACTION</p> <ul style="list-style-type: none"> Tracy Baving to organise comms for Mother's Day BBQ to be sent out via Compass
9.	<p>Other business: Full Funding petition <i>(Decision required)</i></p>	Jennifer Widjojo	<ul style="list-style-type: none"> P&C Executive seeking to pass a resolution that states Balmain P&C's commitment to full funding of public schools (see appendix C) – a campaign that has been launched by the P&C Federation earlier this year What is the definition of full funding? <ul style="list-style-type: none"> 100% of funding against the School Resourcing Standards (SRS) as set out by the Gonski report more than 10 years ago The SRS sets the minimum financial support required to enable 80% of students to reach learning outcomes that meet the national minimum standard in NAPLAN for reading and numeracy Currently 98% of public schools in NSW are not fully funded to this level and there is a short fall of \$1.9bn every year <p>Recent funding cuts</p> <ul style="list-style-type: none"> To exacerbate the current situation, on 11 April the NSW State Government announced \$148m cut to Public School Funding due to student numbers dropping by 25,000 in 4 years and due to a (perceived) over staffed executive cohort



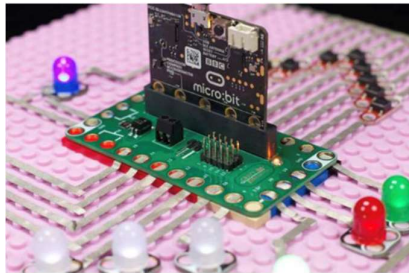
			<p>Impact of funding cut</p> <ul style="list-style-type: none">• Principals and deputy principals will be expected to teach in classrooms between one and three days a week• Admin budgets will lose \$1.4 billion over four years and 600 contractors will be removed impacting infrastructure projects not yet approved• Heavier reliance on funding by P&C <p>On the other hand, benefits of full funding are:</p> <ul style="list-style-type: none">• New and upgraded facilities and technology• More teachers and smaller class sizes• Intensive support and assistance for children with additional needs• Programs for students falling behind to help them to succeed• Improved student wellbeing with more resources• One on one support for students <p>DECISION</p> <ul style="list-style-type: none">• Request raised for P&C to support the full funding petition• Overwhelming majority voted in favour: passed by Renate Harris, Phillip Chaplin, Trista Rose <p>ACTION</p> <ul style="list-style-type: none">• Jennifer Widjojo to share the petition for individuals/parents to sign and promote the full funding cause more broadly
10.	Other business: Working Bee/ Inventory	Trista Rose	Deferred to next P&C meeting
11.	Other business: Website update	Phillip Chaplin	<ul style="list-style-type: none">• Phillip Chaplin presented the updated P&C website. Tremendous progress has been made and everyone agreed it's a significant uplift to the current site <p>ACTION</p> <ul style="list-style-type: none">• Once completed Phillip Chaplin to share the URL to Maria Lambos so that there can be a link between the school website and the P&C website



APPENDIX A

Name of Project/ Resource required:	STEAM Learning Resources
<p>Summary of project benefits. <i>Please provide a short summary of the benefits the funding will bring to the school and our students.</i></p>	<p>At Balmain Public School, we value nurturing STEAM skills in our students as we believe that the skills learnt in the STEAM room are universally transferable and serve to inspire our children to be innovators and inventors.</p> <p>Our STEAM programs are guided by the Department of Education's <u>iSTEM Engineering Design Process</u>, requiring students to move through a series of steps to create a solution to any given problem. To effectively utilise the iSTEM Engineering Design Process, quality resources are necessary to give students a range of tools to design, build and experiment with.</p>
<p>Name and contact details. <i>You must be a parent or carer; Principal or teacher.</i></p>	<p>Stephanie Munzone-Loxton - STEAM Specialist</p>

What amount needs to be funded by the P&C this year? This is the amount that will be allocated in the P&C budget if the project proceeds.



Early Stage 1 - Stage 1 - BlueBots & Grid Maps

Bluebot robots are an excellent cross-curricular resource to integrate Digital Technologies with learning around nature and environments.

We currently only have 3 Beebots without grid mats. Grid maps are an important addition to the robots, as they give students a stimulus to guide the direction of their robot.

Funding frequency: Once, however, may require replacements in 5 years
Blue-Bot Bundle - Nature and Environments Kit (6 robots) = \$1799

Stage 1 - Stage 3 - Spheros

Sphero robots are an engaging and effective tool for developing students' skills in visual programming. Spheros offer 3 ways to program, these include, drawing, block coding and python which allow for differentiation across multiple stages.

Although we have 'some' working Spheros, 6 are no longer connecting resulting in interrupted lessons, reducing opportunity for students to experience the resource.

Funding frequency: Once, however, may require replacements in 5 years
Sphero BOLT Coding Robot (10 x Sphero) = \$1790 (\$179 each)

Stage 2 - Stage 3 - Micro:Bit & Bit Board

The Micro:bit is a pocket-sized computer that introduces kids to how software and hardware work together. It is an interactive and programmable device that consists of various input-output features such as LED light displays, sensors and buttons. Pairing this with the a Bit Board greatly expands the capabilities of a standard Micro:Bit by giving users access to all the ports, expanding it from the standard 3 to a full 20 interface points making it possible to connect to multiple motors and sensors. The most impressive BitBoard feature is that it allows students to connect the Micro:bit to Lego. This means that students will have the freedom to design, construct and code anything they can imagine, including robotics, at a fraction of the cost of other well known robots, i.e. Lego EV3, Spike Prime.

Funding frequency: once, however, may require replacements in 5 years

Micro:bit x 15 = \$457.50 (\$30 each)

BitBoard x 15 = \$720 (\$48 each)

Servo Motors x 42 = \$332 (\$30.22 for 4)

Ultrasonic sensor x 25 = \$63 (\$1.59 each)

Jumper Wire for breadboard x 10 = \$23.4 (\$2.34 for 40)

Stage 2 - Stage 3 EV3 Intelligent Brick x 1

1 of our 6 EV3 bricks is broken and needs replacing as the screen won't turn on. The EV3 robots are a favourite amongst our students, they are used in many of our projects and also during STEM Club.



Funding frequency: Once
Total = \$360

Early Stage 1 - Stage 3 - Makedo Tools

Makedo is a series of safe cardboard construction tools purposely designed for kids to imagine and build the world they want to see. Students often produce design solutions in STEAM using cardboard boxes. These tools will greatly improve students ability to manipulate cardboard. **Funding frequency:** Once **Total = \$200**

Stage 2 - Physical World - Steady Hand Game

This year, Stage 2 constructed steady hand games to learn about simple circuits. Students loved building their games and learnt how to repair them using a variety of tools if their circuit were to break.

(1 per student = 90)

Materials: wood, alligator clips, LEDS, batteries, craft wire, sand paper, speakers, battery holder

Funding frequency: every odd year
Total = \$600 (\$6 per steady hand game)



Replenish classroom materials
Engineering challenge / craft supplies
Tech repair parts/tools
3D Printer filament
Rechargeable batteries with charger
AA + AAA batteries
Pizza boxes to build solar ovens
Funding frequency: Annually
Total = \$300

Is ongoing funding required in future years? *Provide details of what ongoing funding is needed, please include an estimate of maintenance costs if applicable.*

One payment = \$5744.50 (BlueBots, Spheros, Micro:bit with BitBoard and accessories, EV3 Intelligent brick replacement; Makedo tools)
Odd year payment = \$600 (Stage 2 project)
Annual payment = \$300 (Engineering and craft supplies)

Will some of the cost be funded in other ways? *List any anticipated grants, donations etc.*

In these past 2 years, the school provided funding for some of the engineering / craft materials.

I have paid for several classroom resources, repair tools & repair parts.

Is the funding request time critical? *Would the school miss out on a significant opportunity if this project is not funded immediately? Can the request be included within the school resource fees in the following year?*

The broken technology in the room has been there since beginning the role in mid-2022. Due to this, we deal with interruptions during lessons, only a limited number of students can use the robots at one time and groups are larger than ideal.

I am currently purchasing resources with my own money.

We want students across every class to have equal access to all STEAM resources so that engineering and coding is an enjoyable and non stressful experience for them all.



**Parents &
Citizens
Association**

Is there any further information you would like to add?

Students often cheer when they hear they have STEAM because the STEAM room is a place for students to explore their curiosities, experiment creative solutions and collaborate with their peers in meaningful ways.



APPENDIX B

Name of Project/ Resource required:	Library Resourcing - 2024
<p>Summary of project benefits. <i>Please provide a short summary of the benefits the funding will bring to the school and our students.</i></p>	<p>The library is currently under-resourced according to Department of Education guidelines. The library was holding 6158 books as at June 2023, where the guidelines suggest a library should hold between 15-20 books per student, which equates to ideally around 6750 books for BPS.</p> <p>P&C funding for library resources is critical to help ensure the school's library collection:</p> <ul style="list-style-type: none">- Can adequately support teaching in line with the school syllabus, which has recently changed (K-2 in 2023 and 3-6 in 2024). The Department of Education recommends particular books to support different learning topics and multiple copies are required for classroom use.- Has sufficient variety to encourage children's interest and foster a love of reading, including some picture books that will encourage non-readers.- Is able to meet changing student reading interests (graphic novels and senior picture books are growing categories, for example).- Has the budget to purchase appropriate books for important annual events such as the Premier's Reading Challenge and Book Week. The library does not hold all of the books listed for the current Premier's Reading Challenge, for example. These events are particular motivators to encourage children's reading.- Is able to be renewed in line with reputable book recommendation lists, such as from the Australian Children's Book Awards.
<p>Name and contact details. <i>You must be a parent or carer; Principal or teacher.</i></p>	<p>Margaret Whelan, Teacher Librarian; Emma Archibald, Assistant Principal Kara Martin, Parent, VP P&C Trista Rose, Parent, President P&C</p>



<p>What amount needs to be funded by the P&C this year? <i>This is the amount that will be allocated in the P&C budget if the project proceeds. Please also include any non-monetary support required (e.g. volunteers).</i></p>	<p>\$5,000 in one lump sum payment in April;</p> <p>\$2,000 per month for remainder of 2024 (ratified at P&C monthly meetings), contingent on adequate feedback of year to date spend.</p> <p>Books typically cost between \$16-\$35 on average, based on purchases by the school last year.</p>
<p>Is ongoing funding required in future years? <i>Provide details of what ongoing funding is needed, please include an estimate of maintenance costs if applicable.</i></p>	<p>Yes, ongoing library funds are required each year to replenish resources, meet changing student interests, support the syllabus and purchase appropriate books for events such as the Premier's Reading Challenge and Book Week.</p> <p>There is also attrition of approximately 10% a year due to lost library books.</p>
<p>Will some of the cost be funded in other ways? <i>List any anticipated grants, donations etc.</i></p>	<p>Donations of books are sometimes given to the library by the BPS community.</p> <p>A small number of books are also provided by Scholastic, by way of vouchers obtained as a result of student purchases.</p>
<p>Is the funding request time critical? <i>Would the school miss out on a significant opportunity if this project is not funded immediately? Can the request be included within the school resource fees in the following year?</i></p>	<p>Yes.</p> <p>The syllabus for various year levels also changed in 2024 meaning that new book sets (~30) are required for each stage.</p> <p>Funding in the short-term is also important to address the time critical needs/activities outlined above, such as recent Syllabus changes, the current Premier's Reading Challenge and Book Week 2024.</p>
<p>Is there any further information you would like to add?</p>	<p>Funding of \$7000 was provided by the P&C in 2022. No library funding was allocated in 2023.</p> <p>The school and P&C wishes to support this funding request with improved communications to the school community:</p> <ul style="list-style-type: none">- Showcasing P&C support of the library (Instagram posts etc);- Feedback on how the funds have been spent during monthly P&C meetings (this may be done via Kara



**Parents &
Citizens
Association**

	<p>Martin/Trista Rose);</p> <ul style="list-style-type: none">- Building a better understanding of the cost of unreturned books.- Organising an opportunity for parents and carers to help cover books, if helpful for Ms Whelan.
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



Full



Funding

Matters

WE SUPPORT 100% FUNDING FOR 100% OF SCHOOLS

10+

Years since
School Resourcing
Standard (SRS)
was created

1/5

Kids still not expected
to meet basic
NAPLAN writing
and arithmetic
under full SRS

98%

Of public schools that
currently are NOT
fully funded to the
SRS

\$2k

The average dollar
amount every public
school student is
lacking every year

FUNDING RESOLUTION

2024

RESOLUTION PASSED BY

We call upon the governments of the Commonwealth of Australia and the State of New South Wales to bring all public schools in this state up to no less than 100% of the School Resource Standard by Year One of the new National School Reform Agreement that is due to be signed by Ministers in 2024. It is the duty of government to provide our children with a free, equitable and high-quality education, and full funding for our schools is essential to carrying out this duty. Our children deserve nothing less.

SIGNED

DATE